The EACEA Participant Portal

New rules for organisation management in the framework of the 2014-2020 programmes
What is the EACEA participant portal?

- Unique entry point for the registration of organisations that want to apply for the following programs:
  - Erasmus +
  - Creative Europe
  - Europe for Citizens
  - EU Aid Volunteers
- Unique entry point for Experts applying for the call for expression of interest EACEA/2013 for experts
Organisation registration – Why?

- Organisation will need to register only once and receive a Participant Identification Code (PIC) via the unique registration facility

- eForms will be pre-filled with the organisation's data by inserting the PIC

- No need to send the organisation documents for each application – only uploaded once
Organisation registration – How?

- Necessity of a personal ECAS account to start the registration

- Registration will take 5-10 minutes if all information are available

- After the first registration and the creation of a PIC, documents related to the organisation can be uploaded.
Participant Portal

Overview
Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

1. To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service).
2. If you don’t have an ECAS account, you can create one by clicking here or by using the “Register” button above. Further information on ECAS accounts can be found here.
3. Authenticate your identity using the “Login” button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?
ECAS Account registration

- ECAS account creation is necessary to start the registration.
- An email confirmation is sent after the Sign Up.
- This step is not the organisation registration. It allows starting the process.
Support page FAQ

- General information about the process is provided in the FAQ.

The Participant Portal is the single-entry point for the electronic administration of EU-funded projects related to the Erasmus for All, Creative Europe, Europe for Citizens and EU Aid Volunteer programmes. It offers you the possibility to use some services and tools that facilitate the monitoring and the management of your proposals and projects.

Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

1. Participant Portal
   - What is the Participant Portal?

   The Participant Portal is the single-entry point for the electronic administration of EU-funded projects related to the Erasmus for All, Creative Europe, Europe for Citizens and EU Aid Volunteer programmes. It offers you the possibility to use some services and tools that facilitate the monitoring and the management of your proposals and projects.

2. User Registration and Authentication
   - How do I register and then log into the Participant portal?

   Although I am certain that I am using the correct username/password combination, the system refuses to give me access. What shall I do?

   After EAS registration, I did not receive any email. What shall I do?

   I tried to request to change my password by using the link in EAS "change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.
Support page Contact

- For General questions about the process, the programme functional mailboxes can be used.

- In case of technical problems the IT Helpdesk should be contacted.
Organisation/Company – search

- The Search tool allows to look if your organisation does not exist already in the database.
- If an organisation already exists and has a PIC, no new one should be created.
- Please note that the database is common to other Commission services (example Research)
Organisation/Company – Registration

- If your organisation does not exist, it can be created by choosing the "Register organisation" button.
- The button will redirect to the unique registration facility.
Welcome page of Unique Registration Facility (URF)

Registration overview
The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.
Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete. The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.
Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.
Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" -> "Organisation" tab in the Participant Portal.

Welcome
What is the Legal Name of your organisation?
What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes ☐ No ☐
Does it have a Business Registration Number? Yes ☐ No ☐
Does it have a website? Yes ☐ No ☐

CREATIVE EUROPE DESK
Belgium
BE11111111
11111111
www.desk.eu

Close  Next >
Organisation – legal data registration

- Only the legal information should be registered.
- Information should match with the information on the official registration documents.
Organisation – legal address registration

Legal address data
Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information
Address
Street Name and Number *
Rue Colonel Bourg 149
P.O. Box
Postal Code
1049
CEDEX
City *
Bruxelles
Region/County
Arr. Admin. Bruxelles-Capitale - A
Country *
Belgium
Phones
Main Phone *
+32 22222222
Fax
Secondary Phone
Internet Address
Internet web address / website
www.desk.eu
* Mandatory data

Close  Save Draft  Delete Draft  < Back  Next >
Organisation – contact data registration

- Contact data are the general contacts of an organisation, not the ones related to a particular project.

- Contact person will be contacted in case of questions related to organisation or before validation.
Selection of Programme specific information

Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

Finish your registration

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme:
- Select a Programme from the list
  - Creative Europe
  - Erasmus+
  - Europe for Citizens
  - EU AID Volunteers
Registration of Programme specific information

- For each programme, different organisation types will be presented.

- After this last step, you will be redirected to the previous screen and you can click on "Finish your registration"

- An email with the PIC number will be send to the email mentioned in the contact address.
Participant Portal – See My Organisations

- All organisations created with the ECAS account will be visible in the "My organisation" tab.
- In order to modify the organisation data or to upload official documents, click on Modify Organisations (MO)
Organisation – modify data, add supporting documents

- Supporting documents related to the organisation can be uploaded (official registration documents, VAT documents, annual Balance sheets, etc)
- Check the call documentation to see which documents need to be uploaded.
eForms Creation
eForms – home page (EACEA website)

Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA’s Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application. Organisations can obtain their PIC number by registering in EACEA’s Participant Portal. Click here to be directed to the Participant Portal.

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers and have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication
Access to the options below is authenticated by ECAS, the European Commission’s Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click here to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm
You will be required to complete the following steps in one session once you have clicked on the button below:

• Select the funding opportunity you are applying under.
• Select the language version of the application eForm.
• Select the organisation(s) participating in your funding application and build your list of participating organisations.
• Create the application eForm.
• Save the application eForm to your local computer or network drive.

Create new application eForm

Revise your list of participating organisations and incorporate it in your existing application eForm
If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation’s details have changed, please use the button below. Once you click on the button, you will be required to complete the following steps in one session:

• Upload your existing application eForm.
• Make the necessary revisions to your list of participating organisations.
• Create the updated version of your application eForm bearing your revised list of participating organisations.
• Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm
### eForm creation – select your call

**Application for funding: selection of funding opportunity**

#### Selected funding opportunity and eForm language version

<table>
<thead>
<tr>
<th>Programme name</th>
<th>Sub-programme name</th>
<th>Action name</th>
<th>Sub-action name</th>
<th>Submission opens</th>
<th>Submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Festivals</td>
<td>NA</td>
<td>01/10/2013</td>
<td>02/04/2014</td>
</tr>
<tr>
<td>eForm language version</td>
<td>EN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search**

**CREATIVE EUROPE**

**Show 50 entries**

<table>
<thead>
<tr>
<th>Programme Guide / Call for Proposals</th>
<th>Programme name</th>
<th>Sub-programme name</th>
<th>Action name</th>
<th>Sub-action name</th>
<th>Submission opens</th>
<th>Submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACEA/XX/XXX</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Distribution Automatic support</td>
<td>Automatic generation</td>
<td>01/10/2013</td>
<td>02/04/2014</td>
</tr>
<tr>
<td>CE Culture Cooperation Projects 2014</td>
<td>CREATIVE EUROPE</td>
<td>CULTURE</td>
<td>Cooperation measures</td>
<td>Category 1 Smaller scale projects</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>CE Culture Cooperation Projects 2014</td>
<td>CREATIVE EUROPE</td>
<td>CULTURE</td>
<td>Cooperation measures</td>
<td>Category 2 Larger scale projects</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>CE Media Development 2014</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Development Single Project</td>
<td>Development Single Project Animation</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>CE Media Development 2014</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Development Single Project</td>
<td>Development Single Project Animation</td>
<td>01/03/2014</td>
<td>01/09/2014</td>
</tr>
<tr>
<td>CE Media Development 2014</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Development Single Project</td>
<td>Development Single Project  Creative</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>CE Media Development 2014</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Development Single Project</td>
<td>Development Single Project  Creative</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>CE Media Development 2014</td>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Development Single Project</td>
<td>Development Single Project  Creative</td>
<td>01/06/2013</td>
<td>04/02/2014</td>
</tr>
</tbody>
</table>
Insert PIC & choose applicant organisation (and partners only for Jean Monnet Networks)

Application for funding: selection of the participating organisation(s)

Important information! The Applicant organisation is always listed as the first organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will automatically appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it’s essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation: MORPHO CARDS GMBH

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click here to be directed to the EACEA Participant Portal.

<table>
<thead>
<tr>
<th>PIC number</th>
<th>PIC</th>
<th>Name</th>
<th>Country</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>997566043</td>
<td>Themis Holding</td>
<td>BE</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>997666438</td>
<td>Biofortuna Ltd</td>
<td>UK</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>999949333</td>
<td>MORPHO CARDS GMBH</td>
<td>DE</td>
<td></td>
</tr>
</tbody>
</table>
Verify if partnership is correct and create pre-filled application form

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

<table>
<thead>
<tr>
<th>Programme name</th>
<th>Sub-programme name</th>
<th>Action name</th>
<th>Sub-action name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATIVE EUROPE</td>
<td>MEDIA</td>
<td>Festivals</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>eForm language version</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN</td>
</tr>
</tbody>
</table>

Participating organisation(s)

Applicant organisation

<table>
<thead>
<tr>
<th>PIC</th>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>999949333</td>
<td>MORPHO CARDS GMBH</td>
<td>DE</td>
</tr>
</tbody>
</table>

Other participating organisation(s)

<table>
<thead>
<tr>
<th>PIC</th>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>997566043</td>
<td>Thémis Holding</td>
<td>BE</td>
</tr>
<tr>
<td>997666438</td>
<td>Biofortuna Ltd</td>
<td>UK</td>
</tr>
</tbody>
</table>

Previous step  Create application eForm
What happens in case of selection?
Validation of the organisation

- If after the application and selection processes, project is awarded a grant, the beneficiary organisations will need to be validated.

- This validation is carried out by the validation team in the Research Executive Agency.

- The validation consists in checking the registered data in relation to the official documents.

- After the validation, a Legal Entity Appointed Representative is nominated. He will be the only person allowed to change the organisation data in the Portal.