

Info session 3

Capacity Building for Newcomers

December 17, 2021



National Erasmus+ Office Lebanon



Training

Number: Personal Identification Code

At the bottom of the F&TP homepage, you can create your **EU Login account** and **register your organization**. Click on “Learn More”.

The screenshot displays a navigation menu with the following programs:

- Horizon Europe (HORIZON)
- Single Market Programme (SMP)
- Social Prerogative and Specific Competencies Lines (SOCPL)
- EU External Action (RELEX)
- Justice Programme (JUST)
- Programme for the Environment and Climate Action (LIFE)
- Promotion of Agricultural Products (AGRIP)
- Union Civil Protection Mechanism (UCPM)

A "Show all" link with a downward arrow is located below the program list.

The "How to participate in 5 steps" section includes:

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Below the steps, the text reads: "Learn how to find and apply for suitable EU funding and tender opportunities." A yellow "Learn more" button is highlighted with a red circle.

Proceed to register your EU login account and register the organisation

3 Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

Register an EU login account

Need help?

4 Register an organisation

The Participant Register is the Commission online tool to register and manage the data of the organisations participating in the EU programmes. It allows consistent handling of the participants' official data and avoids multiple requests to enter the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). This unique identifier of your organisation will be used as a reference by the Commission in any interactions.

Check if your organisation is already registered, or register it.

Need help?

5 Submit your grant proposal

Need help?

It is recommended that the legal representative of the organisation (LEAR) registers for the EU account and PIC number. For more info on who is the LEAR please consult the [guide for applicants](#).

When you register your organisation, you will receive your PIC number

Proceed to register your organisation

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

You will have the option to register your organisation or search for an already existing PIC if your organisation is registered already

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

After you click on "register your organisation" you will be asked to login to your EU account

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EU Login
One account, many EU services

English (en)

SDA Consumer requires you to authenticate
Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#) [Next >](#)

Or

[Sign in with your eID](#)

Easy, fast and secure: download the EU Login app

Activate Windows
Go to PC settings to activate Windows

Your EU account page

ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

Participant Register [Need help?](#)

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

Register your organisation

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[Register your organisation](#)

Watermark

You can suspend the registration process at any time; the data entered can be saved.

This page will show again from your EU account.
You click again on: **register your organization**

Participant's register sequential steps

Due to a system deployment, Results will be unavailable this Wednesday 15/12/2021 from 17:00 until 17:30 (Brussels time).

Participant 's Register

Need help?

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name * 240

Registration country * 50

Registration number * 50

VAT number * 20 not applicable

500

Save Review the Form Next

Your PIC number will pass through two stages: **declared** and then **validated**.

After completing these 6 steps, your PIC number will be declared. It will be validated following the submission of further documents which you will be informed about

Q & A



In Case of Enquiries

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