

URF - How to register an organisation

This section explains how to register an organisation in URF.

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Detailed steps

Steps

Login to URF using your EU Login (previously ECAS) account

Open the [Participant Portal](#) and click on **LOGIN**.



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT



LOGIN REGISTER

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
- Intra-Africa Academic Mobility Scheme.

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. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

Sign in to "EU Login" (previously ECAS) account

Enter your institution's e-mail address in order to sign in. This must be the same e-mail address provided by you while creating your EU Login (previously ECAS) account. The message informing you of your access is sent to this address.

After entering the e-mail, click on the **Next** button.

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or use the eID of your country

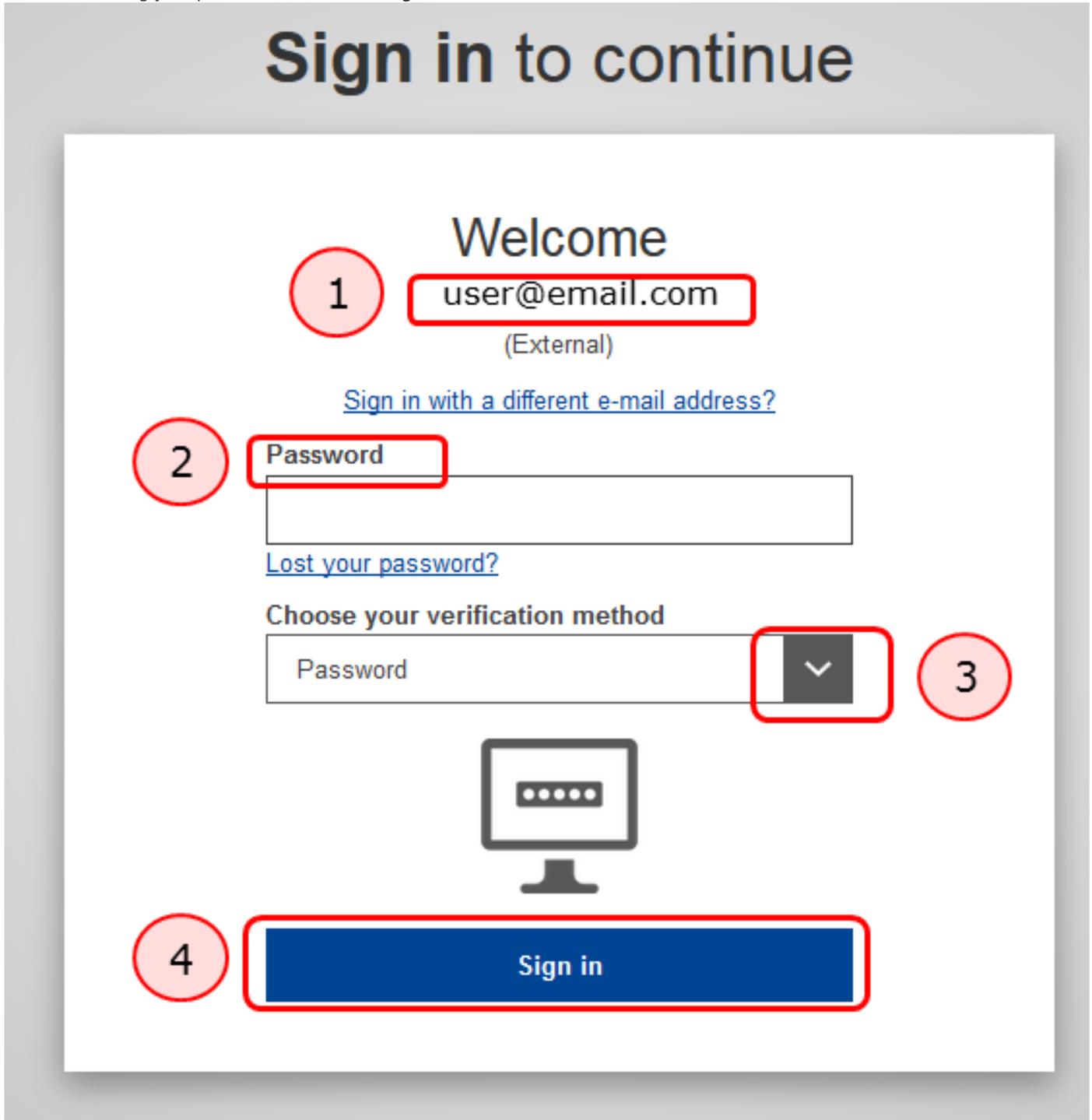


Select your country

For applications used in Erasmus+ only authentication with **e-mail address** is possible!

Once clicking on **Next**, a new screen will be displayed:

1. You will see your e-mail address displayed on the screen.
2. Enter your **password**.
3. You can choose a different **Verification method**. The EU Login allows a verification mechanism based on multi-factors (i.e. Mobile phone + SMS, Token, EU Login or ECAS Mobile App). Make sure you have added the devices to your account if you wish to use an alternative authentication than e-mail.
4. After entering your password, click on the **Sign in** button.

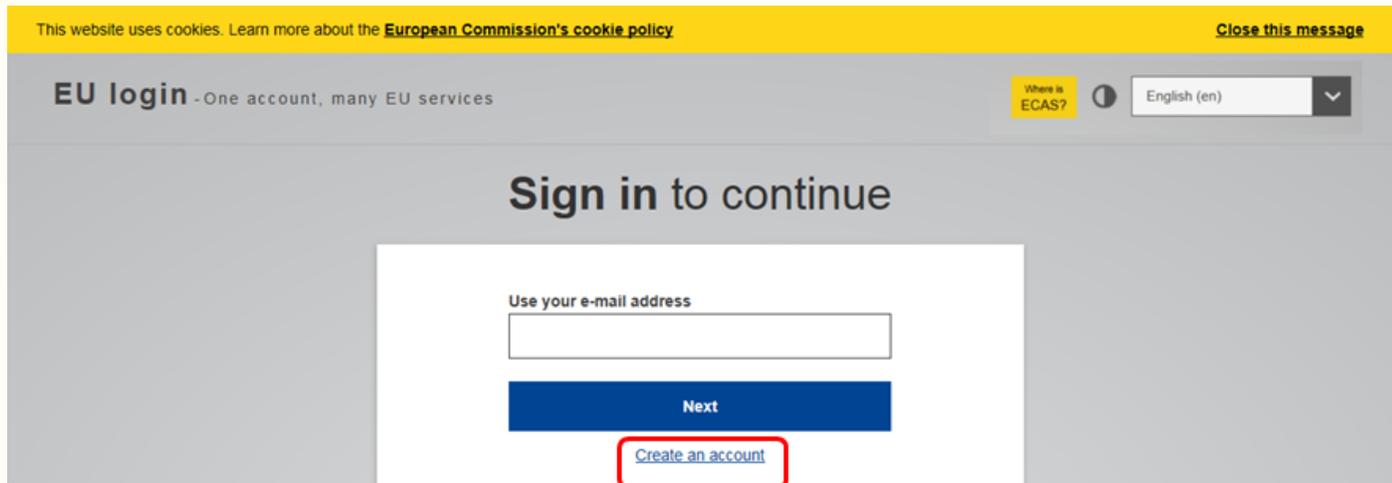


Register for an EU Login account if you don't have one

Click the "Create an account" hyperlink

In order to create a new account, click on the **Create an account** hyperlink.

If you already have an ECAS account, you don't have to create a new EU Login account. In EU Login, your credentials and personal data remain unchanged. You can still access the same services and applications as before. You just need to use your e-mail address for logging in.



This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message

EU login - One account, many EU services Where is ECAS? English (en) ▼

Sign in to continue

Use your e-mail address

[Create an account](#)

Search organisations

Go to "Organisations" and then select "Search".

Please note you must login in order to search.

Before registering the organisation in URF, check if the organisation already has a PIC and use this PIC in the application form.

Once you have logged-in, click on **Search** in the **ORGANISATIONS** drop-down menu.



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT

LOGIN REGISTER

- Register
- Search

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Are you a new user?

Do you already have an ECAS account?

Enter your search criteria and click "Search"

Enter the details of the organisation you want to double check. Via the **Advanced Search** you have additional search criteria to enter to narrow down your search results.



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Organisation Search

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country. You cannot search by country only. Organisation names are in **English or in the national language**.

For more search options (PIC, City, Erasmus Code, etc.) use **Advanced Search**.

Name*

Country

Advanced Search

SEARCH

CLEAR

We are using the **Advanced Search** in our example.

Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country. You cannot search by country only. Organisation names are in **English or in the national language**.

For more search options (PIC, City, Erasmus Code, etc.) use **Advanced Search**.

Name*	<input type="text" value="humboldt-uni"/>	Country	<input type="text" value=""/>
City	<input type="text" value="berlin"/>	Registration Number	<input type="text" value="enter a registration number"/>
PIC	<input type="text" value="enter complete PIC number, e.g. 987654321"/>	VAT	<input type="text" value="enter a VAT number"/>
Erasmus Code	<input type="text" value="enter erasmus code"/>		

[Basic Search](#) ^

Any organisations fitting your search criteria already registered will be displayed.

Please note you must login in order for the **Search** button to appear.

If there are several PICs for an organisation, give priority to select:

- PIC validated by REA (status: Validated)
- PIC with Erasmus code (for Higher Education).

Name* Country

City Registration Number

PIC VAT

Erasmus Code

[Basic Search](#)

Show entries Search:

STATUS	COUNTRY	CITY	LEGAL NAME	BUSINESS NAME	PIC	VAT	ERASMUS CODE	REG. NO.	
VALIDATED	DE	BERLIN	HUMBOLDT-UNIVERSITAET ZU BERLIN	UBER	999850781	DE137176824	D BERLIN13	not applicable	
VALIDATED	DE	BERLIN	MUSEUM FUR NATURKUNDE - LEIBNIZ-INSTITUT FUR EVOLUTIONS- UND BIODIVERSITATSFORSCHUNG AN DER HUMBOLDT-UNIVERSITAT ZU BERLIN	MFN	996854451			06415269	
SLEEPING	DE	Berlin	Annekatrin Hoppe	Humboldt University Berlin	974025986	DE137176824		not applicable	

Showing 1 to 3 of 3 entries.

Organisation already existing

If the organisation you would like to register is found, do not re-register.

Use the existing PIC in your application. When using an existing PIC, especially if it has already been validated by REA some time ago, check that the "bank detail" information uploaded in URF is up-to-date so it can correctly be used during contractualising phase by National Agencies for E+ decentralised actions.

This can be done by the Self Registrant of the organisation. If you are not registered as a SR for the organisation, you can contact the SR directly from the results screen (**CO** green icon) or get in touch with your NA for further assistance.

If the organisation you want to register is not found, proceed with the registration.



Contact the Legal Entity Appointed Representative of the Organisation

Dear Legal Entity Appointed Representative (LEAR) of HUMBOLDT-UNIVERSITAET ZU BERLIN.

I am contacting you for the following reason:

Hello, I am contcating you to |

I would be grateful for a reply to my e-mail address below:

My Name

Peter Müller

My Email

PeterMüller@hub.de

Captcha Code



Type in the characters

SUBMIT

Register your organisation

Go to "Organisations" and then select "Register".

Once you have logged-in, click on **Register** in the **ORGANISATIONS** drop-down menu in order to register your organisation.



Education, Audiovisual, Culture, Citizenship and Volunteering

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HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

ECAS EAC_TRAINING

- Register
- My Organisations
- Search

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

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Are you a new user?

Do you already have an ECAS account?

© European Communities

Click on "Register Organisation".

Click on **REGISTER ORGANISATION** in order to proceed with the registration.

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.



REGISTER ORGANISATION

RESUME REGISTRATION

Click on "Next".

A new window tab opens displaying a **Welcome** message and brief explanation of the registration process.

Click on **Next >** at the bottom right of the screen in order to start the registration or in order to continue your existing registration.

Note that you can pause the registration process at any time and continue it later.

The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

Welcome

Identification

Organisation

Contact

Summary

Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.

✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.



Next >

Welcome

Identification

Organisation

Contact

Summary

Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.

✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Continue your existing registration?

We found an ongoing registration. Do you wish to continue with the existing registration or start a new one?

- Legal name: XYZ
- Saved at: 11:24:54 28/06/2016



Start a new registration

Next >

Fill in the organisation's "Identification" details and click on "Next".

Fill in the mandatory fields in the **Identification** screen and click on **Next >** at the bottom right of the screen in order to proceed to the next step.

You can click on the blue **i** icons in order to reveal more information about the fields.

European Commission > Education And Training > Participant Portal > Beneficiary Register

Welcome **Identification** Organisation Contact Summary Success

Identification

Please fill in 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.

Legal name *

Establishment/Registration country *

Registration number

VAT number *

VAT number not applicable

Website

Save

Complete the "Organisation" details.

In the **Organisation** screen fill in the information regarding the **Legal name and status**, **Registration data** and **Legal Address**.

Click on **Next >** at the bottom right of the screen in order to proceed to the next step.

Welcome

Identification

Organisation

Contact

Summary

Success

Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

Legal name *



B-Co

Describe the legal status of your organisation by selecting the appropriate options

Legal status

 a natural person a legal person non-profit for profit private entity public body NGO

Registration data

Establishment/Registration country *



Belgium (BE)

Registration number



Registration date



Registration date dd-MM-yyyy

Save Saved at: 16:30:15 26/01/2016

< Prev **Next >**

Fill in "Contact" details and click on "Next".

Fill in the details in the **Contact** screen. These details will be used to contact and send notifications about the actions to be done.

If a different contact is to be indicated other than the self-registrant (person who is logged in via ECAS and who is currently registering the organisation), then do this by checking the **No** box to the question at the top of the contact person section. Then fill in the contact person details.

Note that you can copy the existing organisation's address and phone numbers as entered in the **Organisation** screen by checking the **Yes** box.

New organisations registered in EU countries and other countries included in the list, will not be able to register without providing a valid Post Code.

For these specific countries, only Postal Codes respecting a specific format will be accepted.

Whenever a Regular expression is not foreseen (countries not included in the list) also empty Post Codes are accepted.

Only Post Code for "Legal address" of the organisation are mandatory.

No direct relationship is enforced between Post Code and Region it is the responsibility of the registering organisation to insure coherence.

Click on **Next >** at the bottom right of the screen in order to proceed to the next step.

Welcome

Identification

Organisation

Contact

Summary

Success

Contact information

Until the [LEAR of the organisation](#) has not been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Registrant role](#) on the Participant Portal.

Contact person

Is ECAS EAC_TRAINING the contact person?

 Yes No

Title

Position in the organisation

Department



Professional e-mail *



EAC-TRAINING-14@ec.europa.eu

Gender *

 Female Male

Last name *

EAC_TRAINING

First name *

ECAS

[Change personal information](#)

Address

Use the existing organisation's address?

 Yes No

Country *

Belgium (BE)

Region/county

--Select one--

Street name and number *

Koning Albert II-Laan 1

P.O. box

Postal code

1234

City *

Brussels

Check **Yes** if you wish to copy the details!

Phones

Use the existing organisation's phone numbers?

 Yes No

Main phone *

+3212345678

Save Saved at: 17:45:08 28/01/2016

< Prev **Next** >

Review the summary of details entered.

A **Summary** screen will open. Review the information provided and click on **Edit** if any changes should be introduced.

Once you have reviewed the details, click on **Submit** at the bottom right of the screen in order to complete your registration.

All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.

- Organisation data
 - Legal name and status
 - Registration data
 - Legal Address
 - Contact information
 - Contact person
 - Address
 - Phones
- [Print summary](#)

Organisation

Legal name and status

Legal name		B-Co
Legal status		a legal person
		for profit
		private entity
		NOT a NGO

Edit the details if necessary!

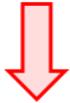
Edit

Registration data

Establishment/Registration country		Belgium
Registration number		
Registration date		
Registration authority		
Legal form		CONSORTIUM
VAT number		12345678
Business name		
Official language		English

Legal Address

Region/county		
Street name and number		Koning Albert II-Laan 1
P.O. Box		



[< Prev](#) [Submit](#)

The 9 digit Participant Identification Code (PIC) is displayed.

A **Success** screen will open informing that the registration has been completed and the system will provide you with your organisation's **PIC number**.

Now you are ready to submit your application using the generated PIC.



Registration completed

You have successfully registered your Legal Entity.
Your PIC number is:

923129407

Your **PIC number** is provided here!

What's next?

You will shortly receive an email confirming your registration.

Go to the Participant Portal, section 'My Organisations' to:



Provide programme specific information*

If you apply for H2020, it is essential to fill in this information as it is used in proposal evaluations, e.g. deciding eligibility and funding rates.



Provide SME information*

If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.



Update your organisation data



Upload required documents and read/send messages to the European Commission

* Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes only can ignore this part.

Continue to update →