URF - How to register an organisation

This section explains how to register an organisation in URF.

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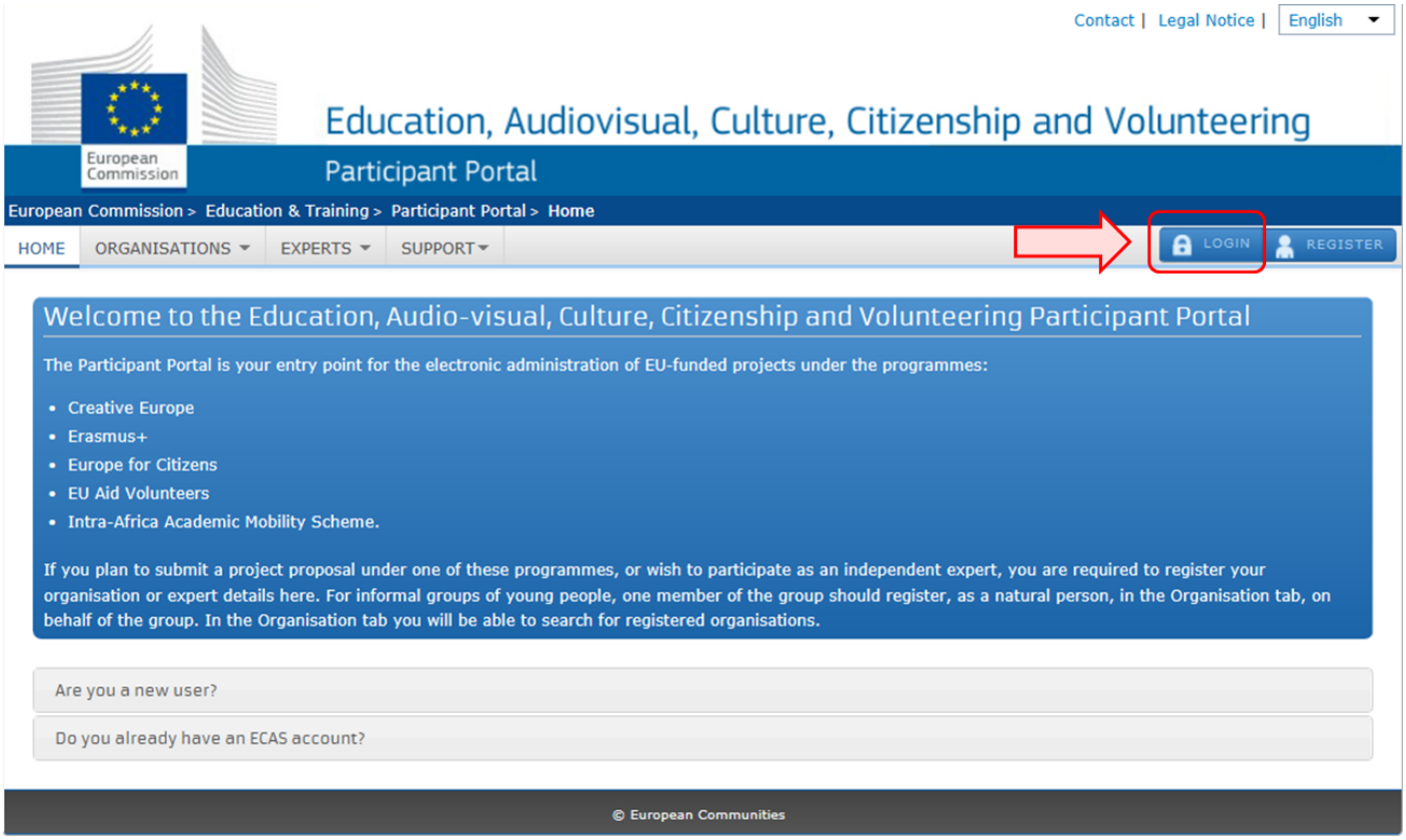
    5.8 The 9 digit Participant Identification Code (PIC) is displayed.

Detailed steps

Steps

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

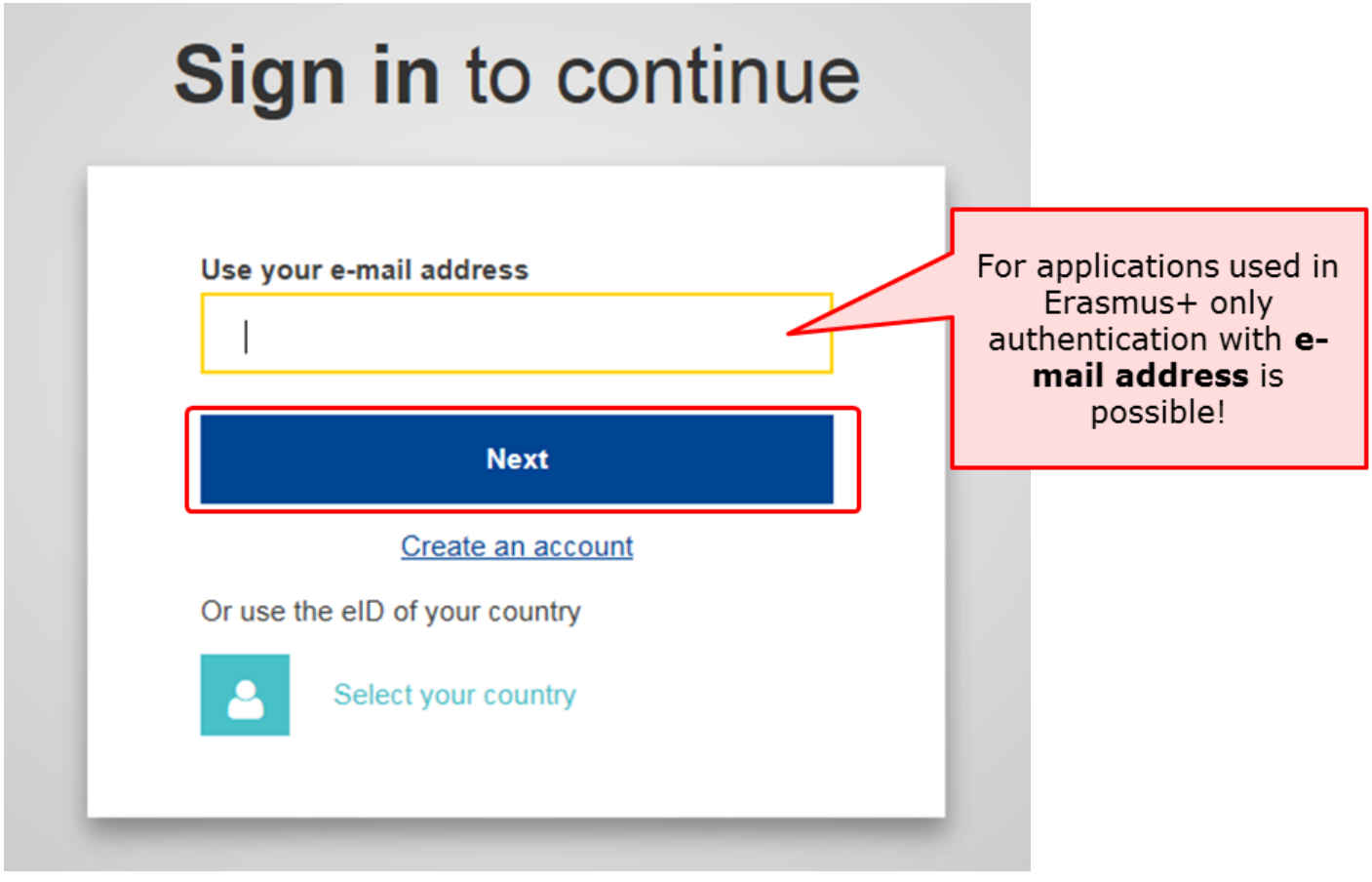
Open the Participant Portal and click on **LOGIN**.



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.



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

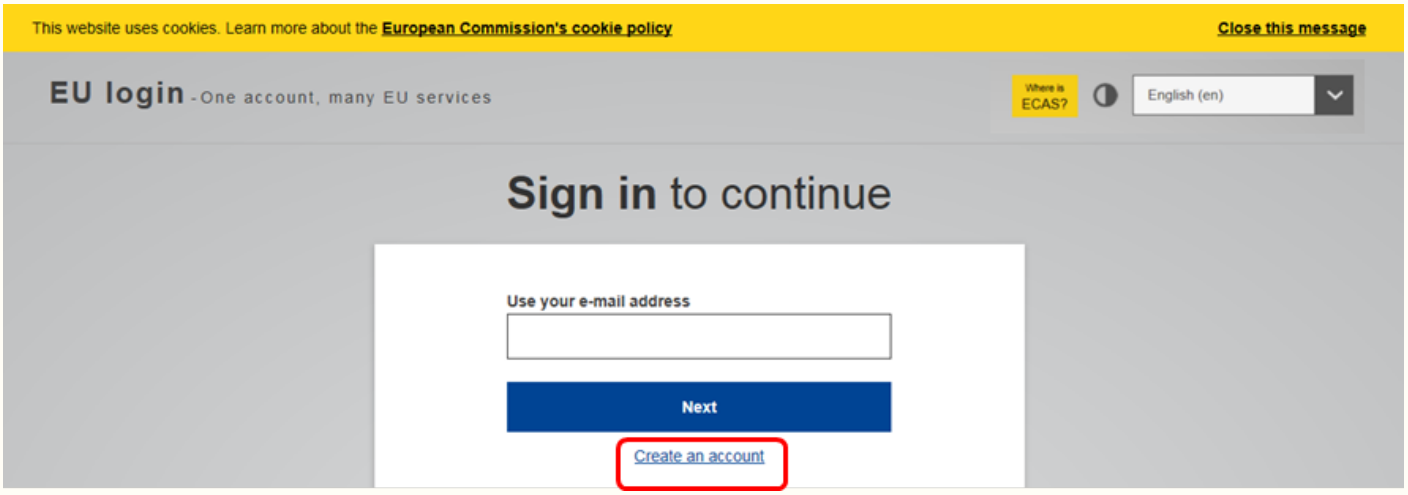
1. You will see your e-mail address displayed on the screen.
2. Enter your **password**.
3. You can choose a different **Verification method**. The EU Login allows a verification mechanism based on multi-factors (i.e. Mobile phone + SMS, Token, EU Login or ECAS Mobile App). Make sure you have added the 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.



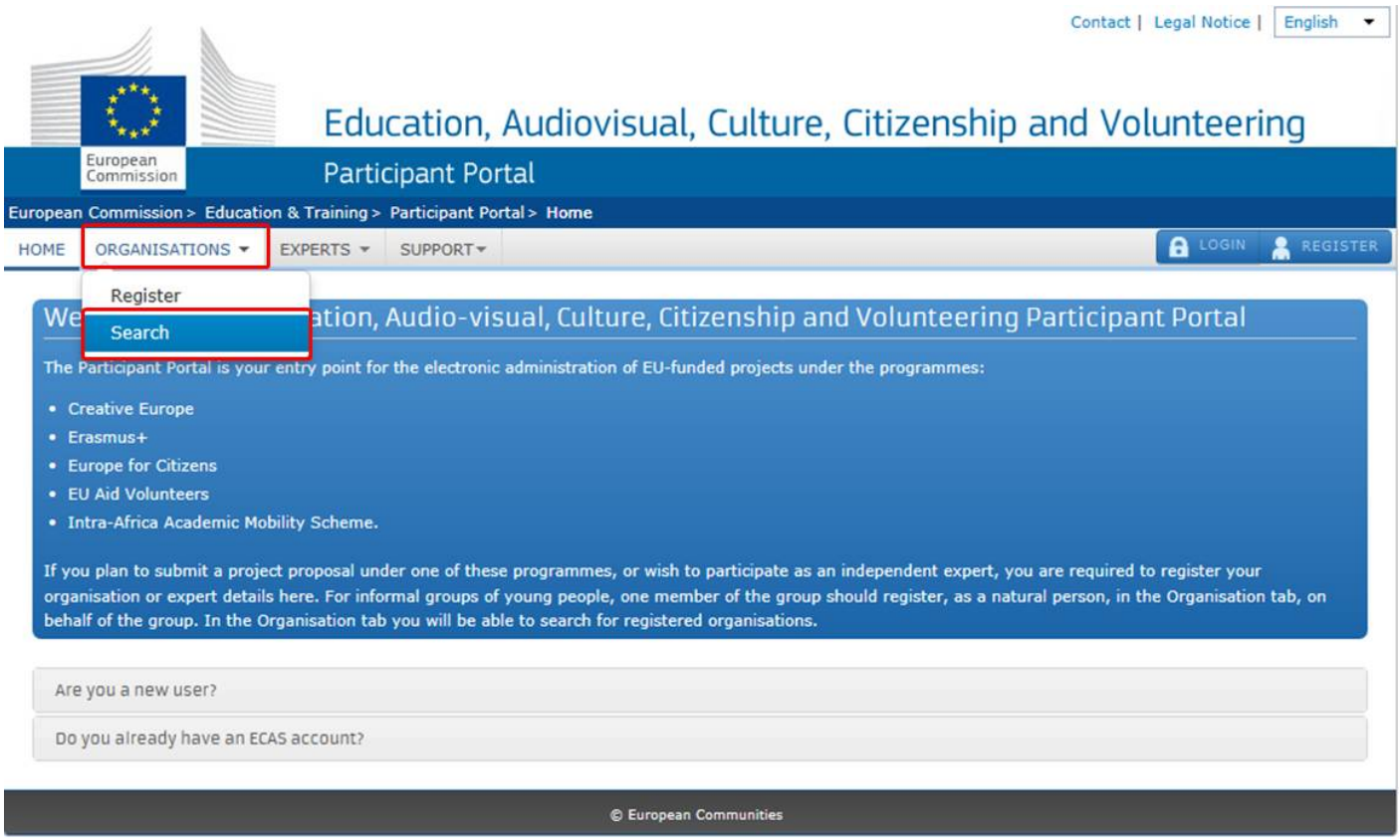
Search organisations

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

Please note you must login in order to search.

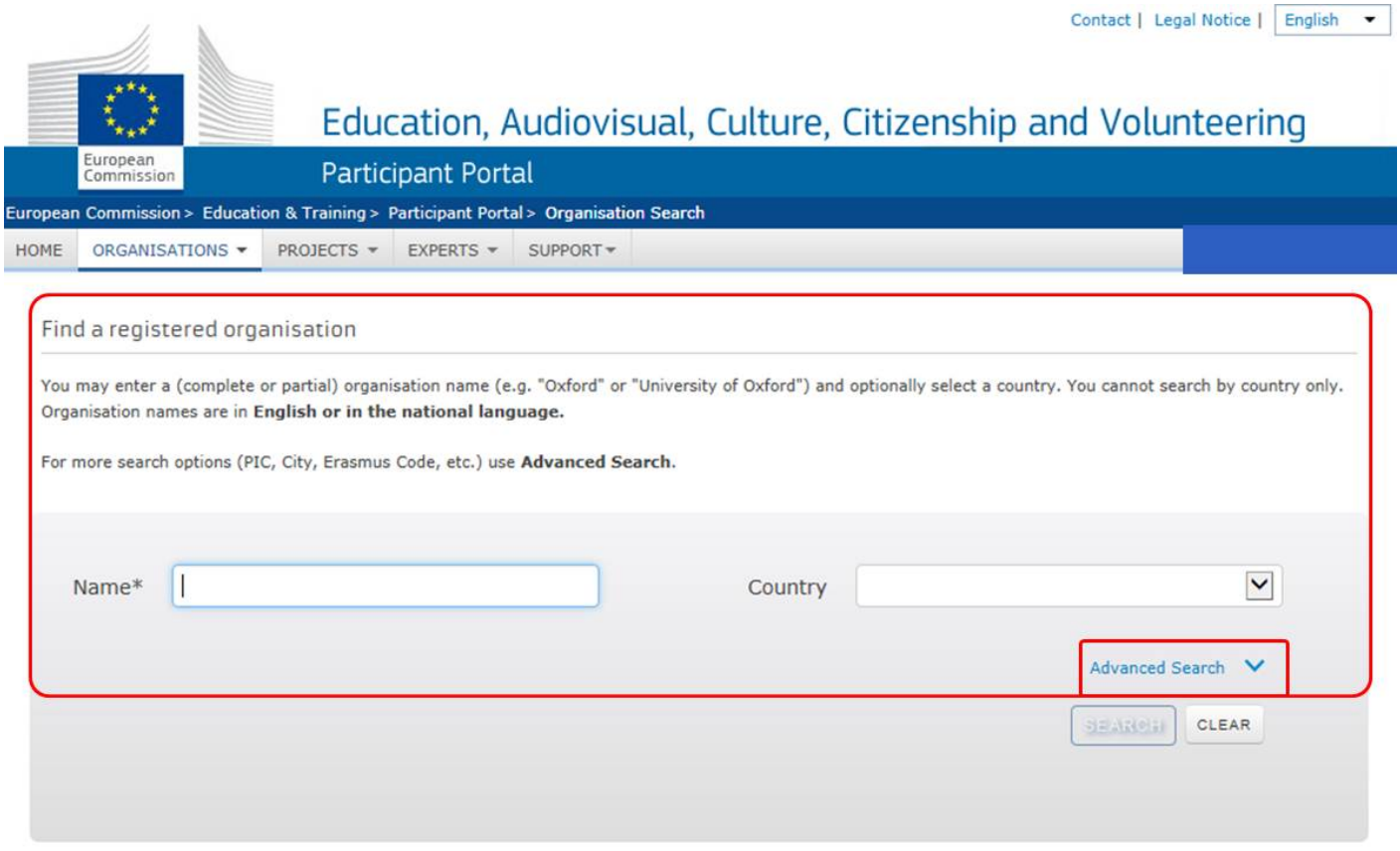
Before registering the organisation in URF, check if the organisation already has a PIC and use this PIC in the application form.

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

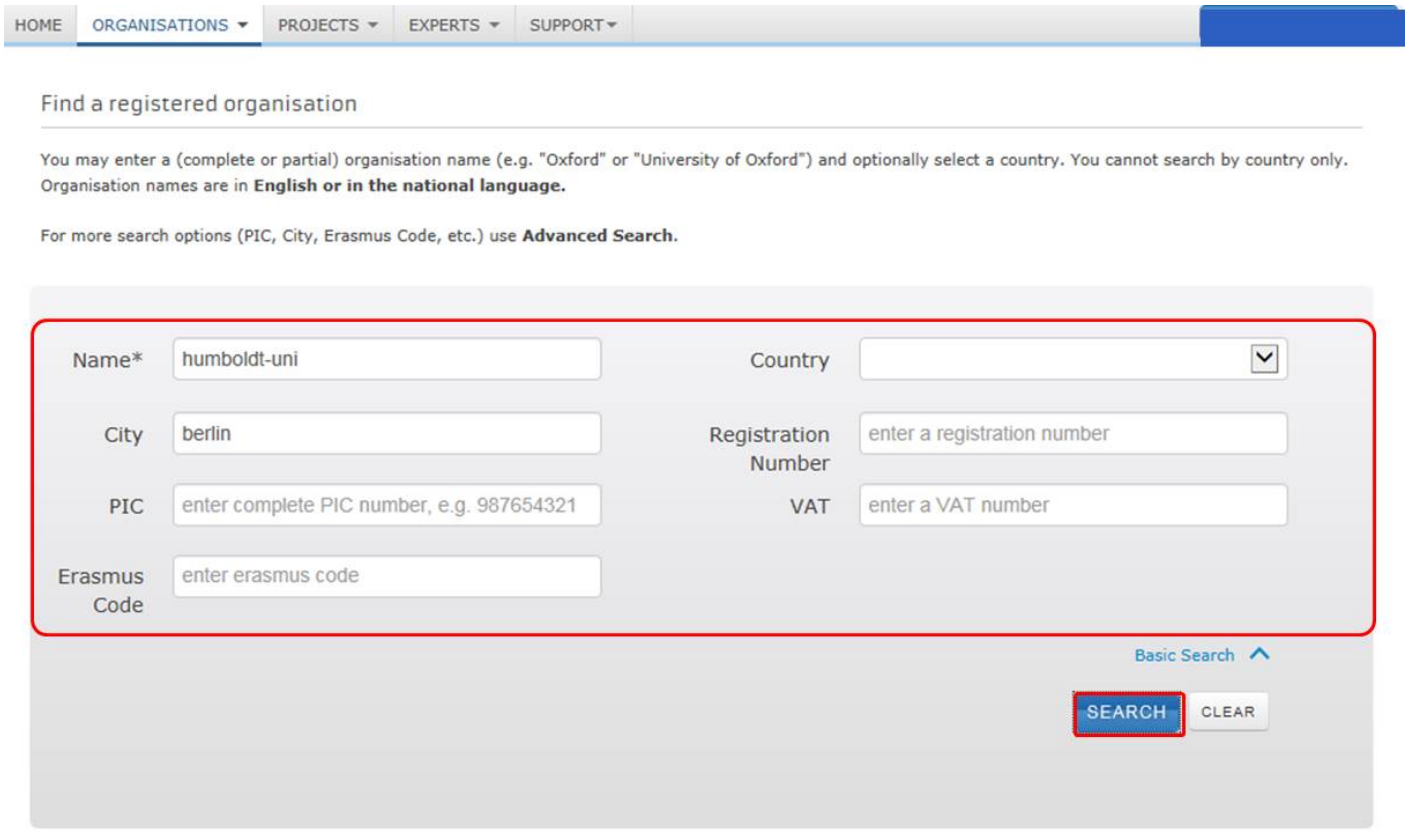


Enter your search criteria and click "Search"

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.



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

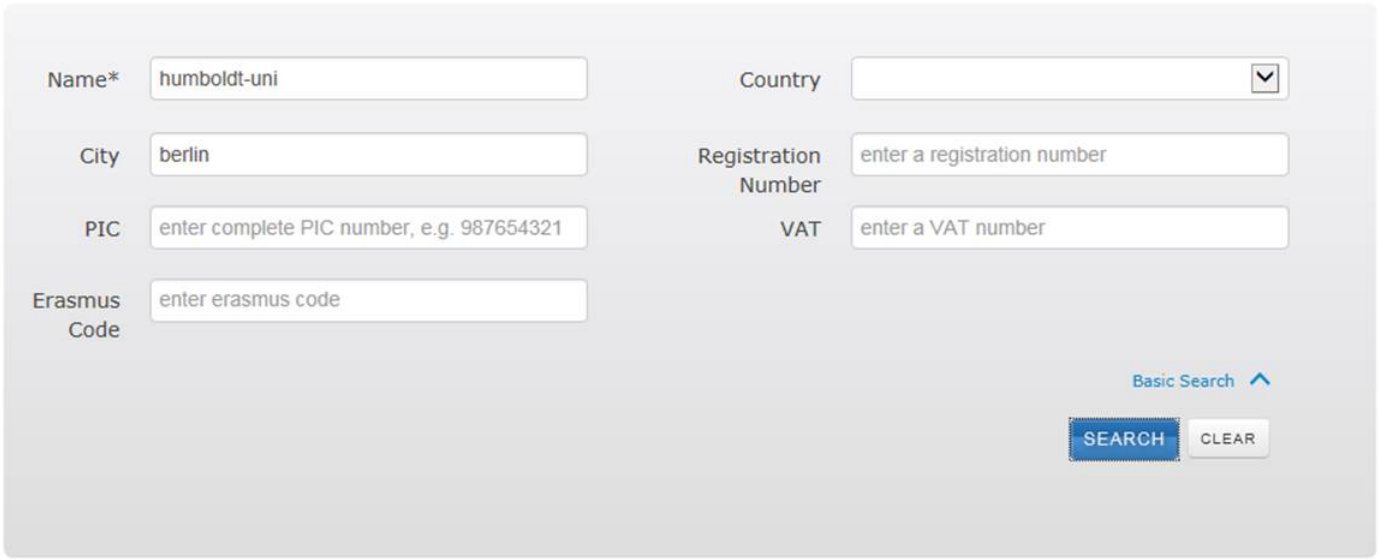


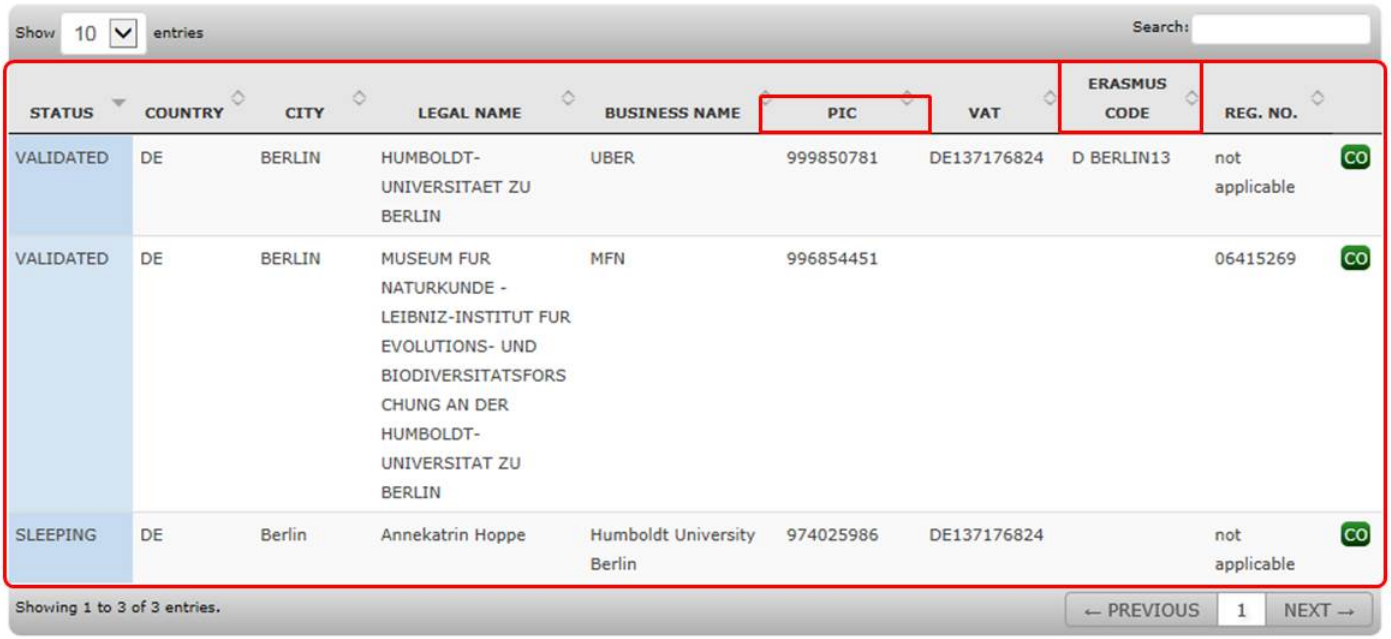
Any organisations fitting your search criteria already registered will be displayed.

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).





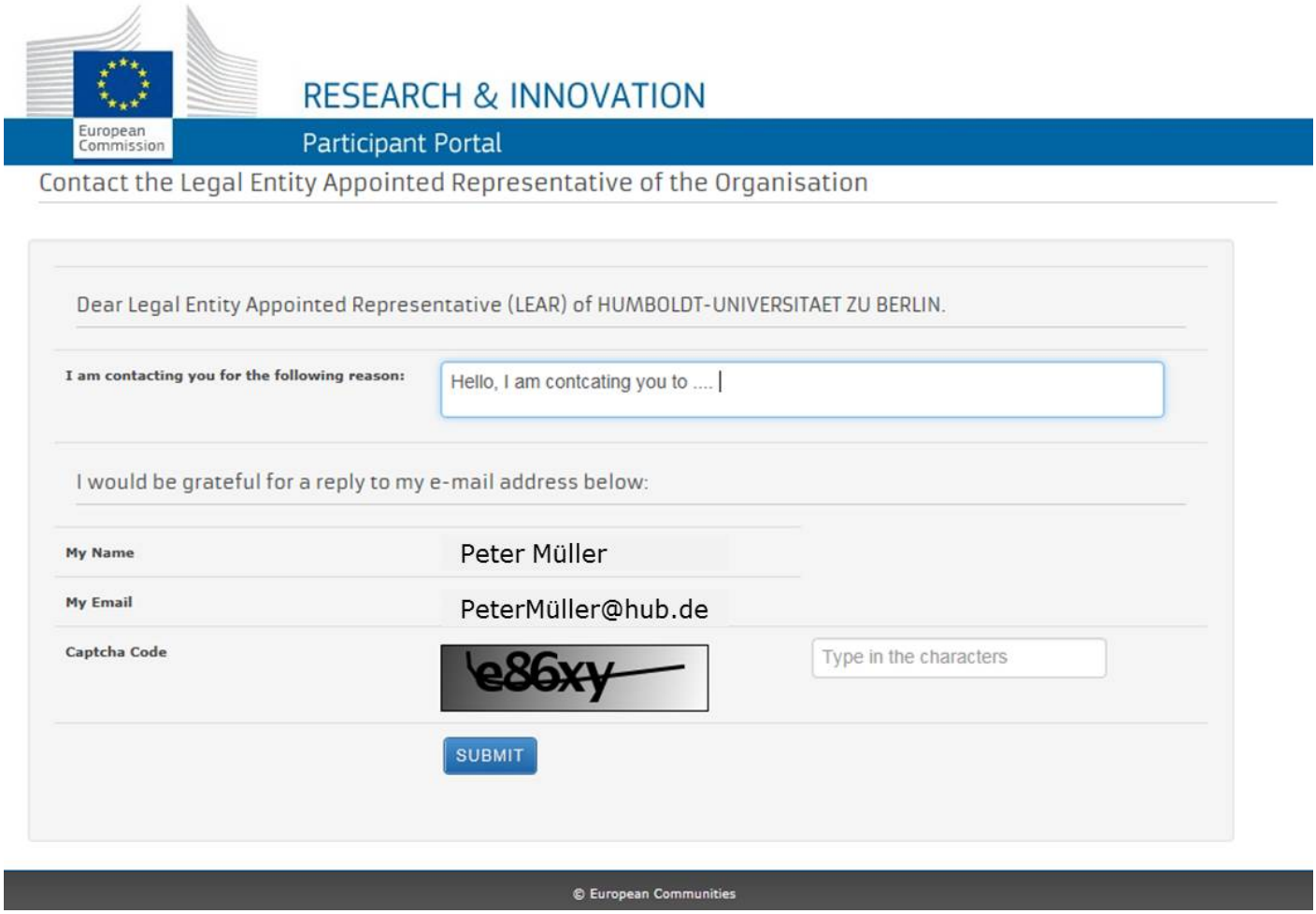
Organisation already existing

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.

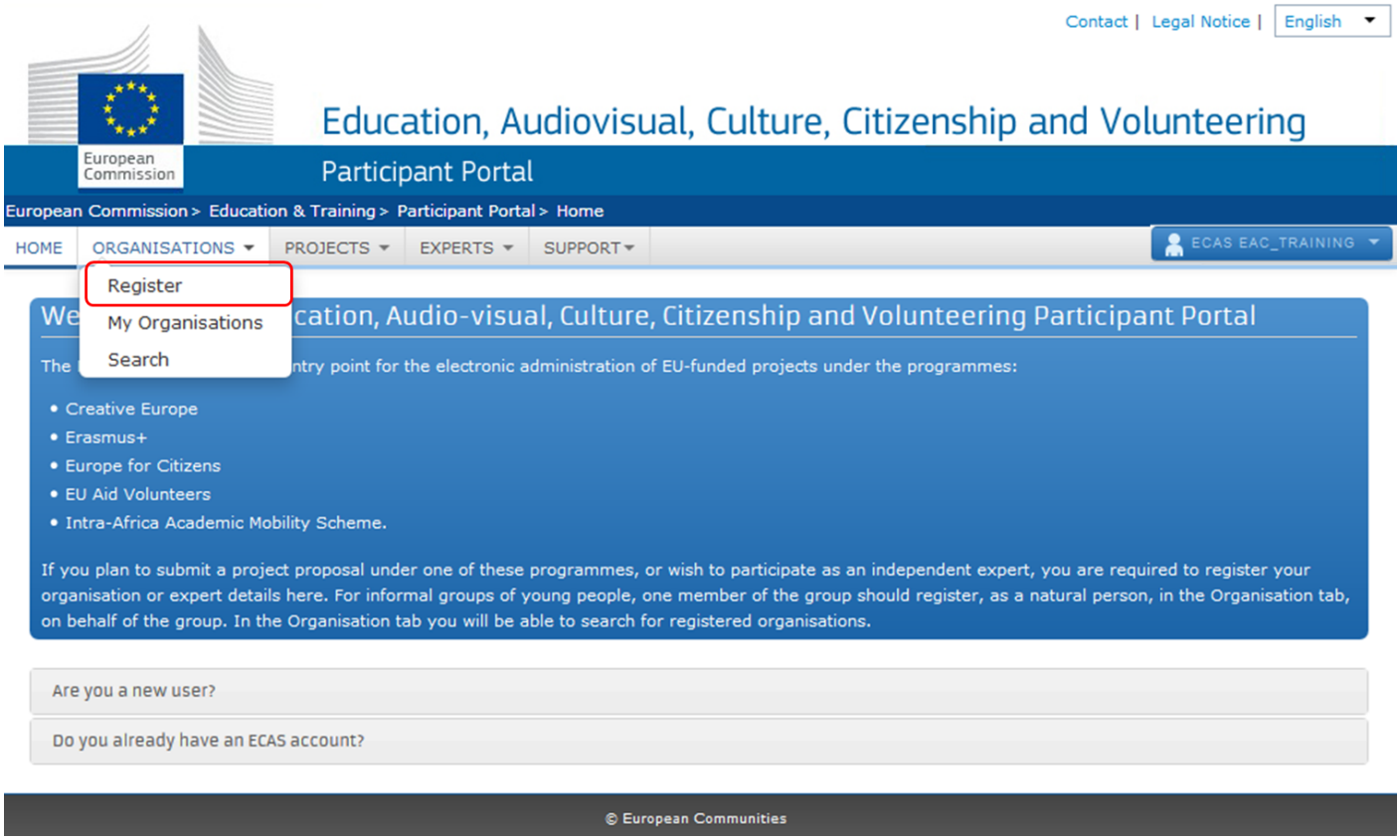
If the organisation you want to register is not found, proceed with the registration.



Register your organisation

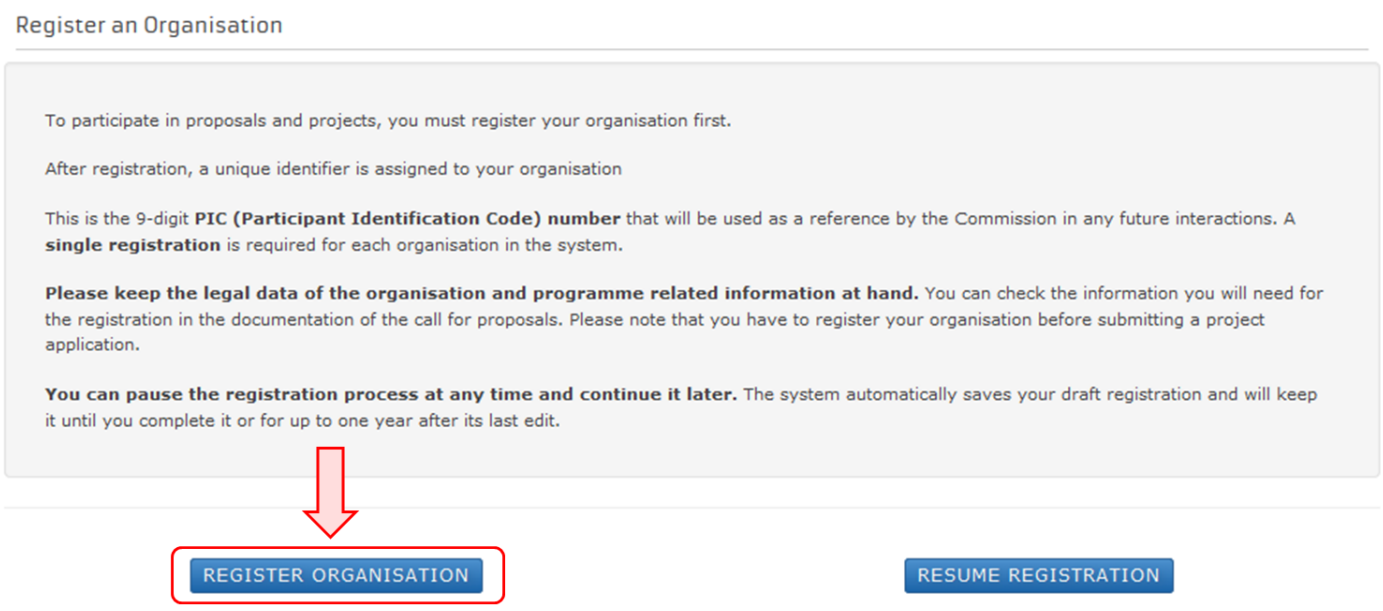
Go to "Organisations" and then select "Register".

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



Click on "Register Organisation".

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



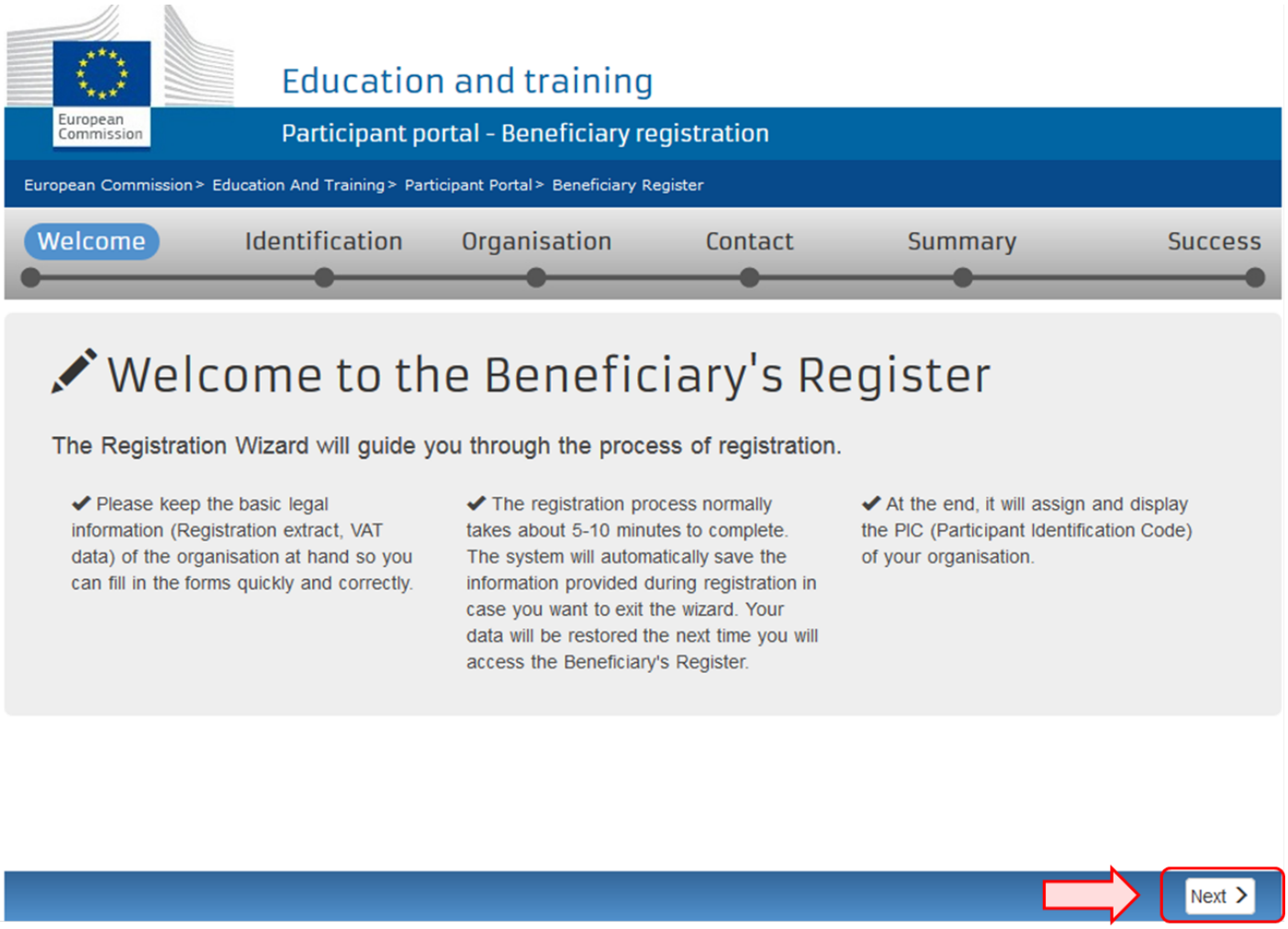
Click on "Next".

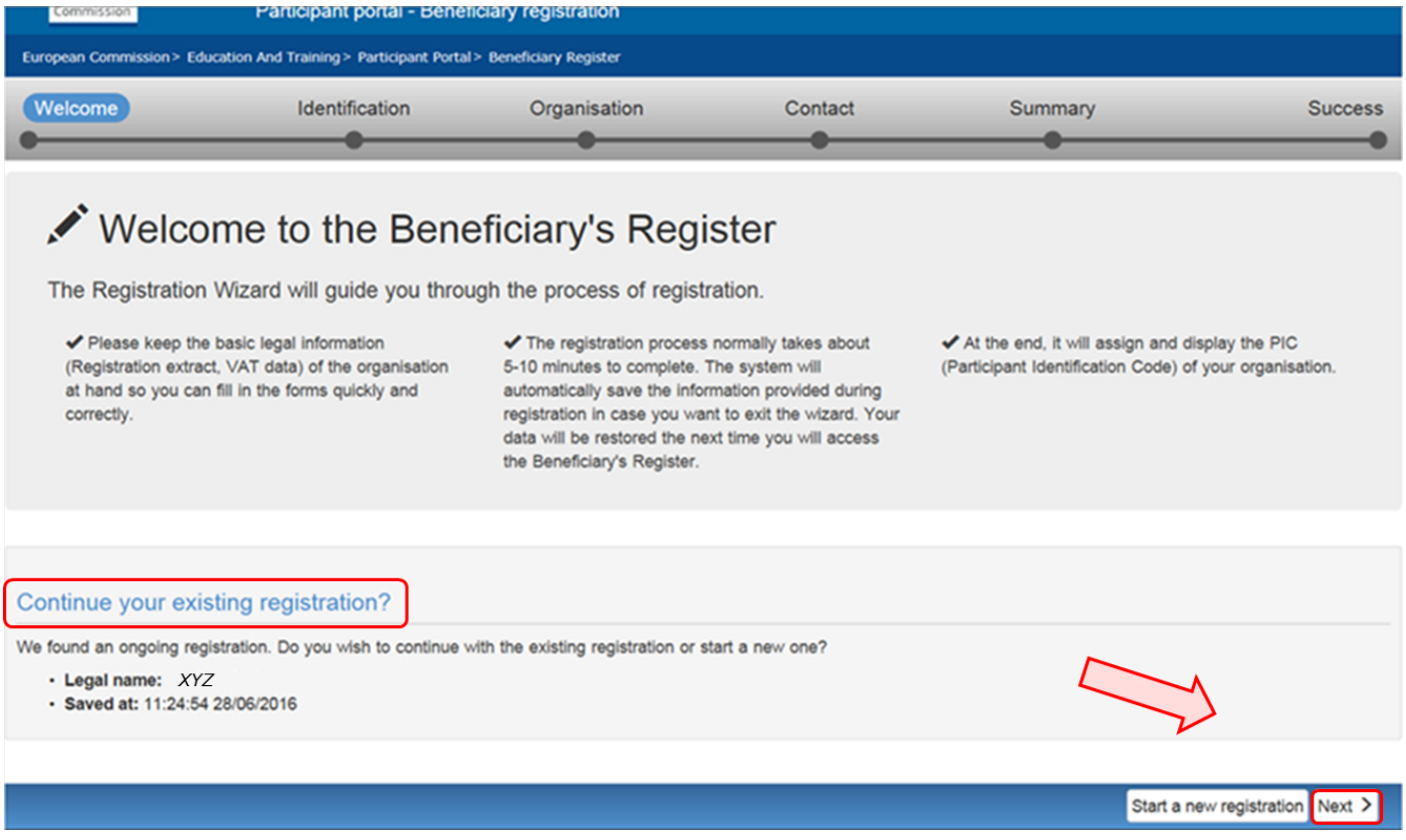
A new window tab opens displaying a **Welcome** message and brief explanation of the registration process.

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.

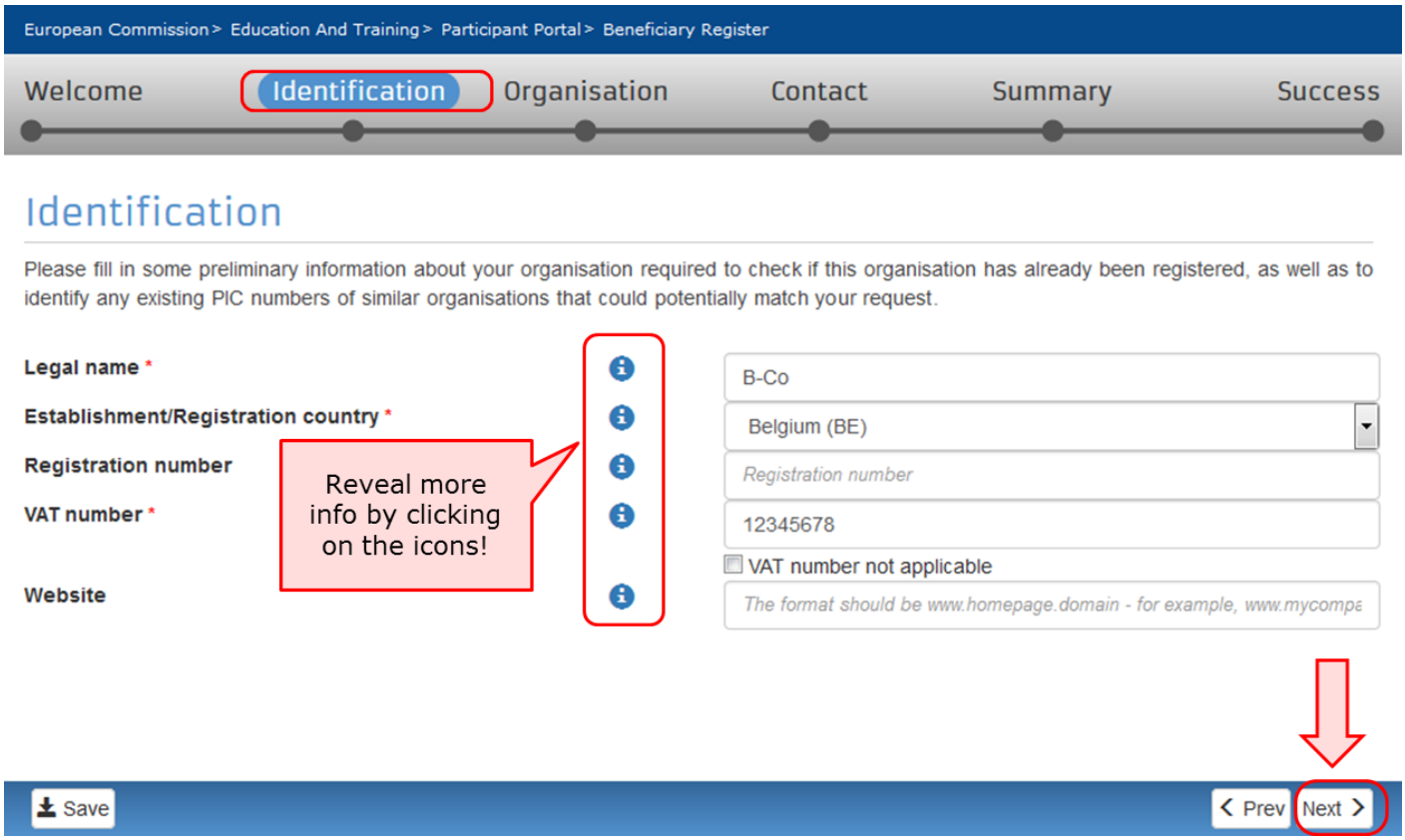




Fill in the organisation's "Identification" details and click on "Next".

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.

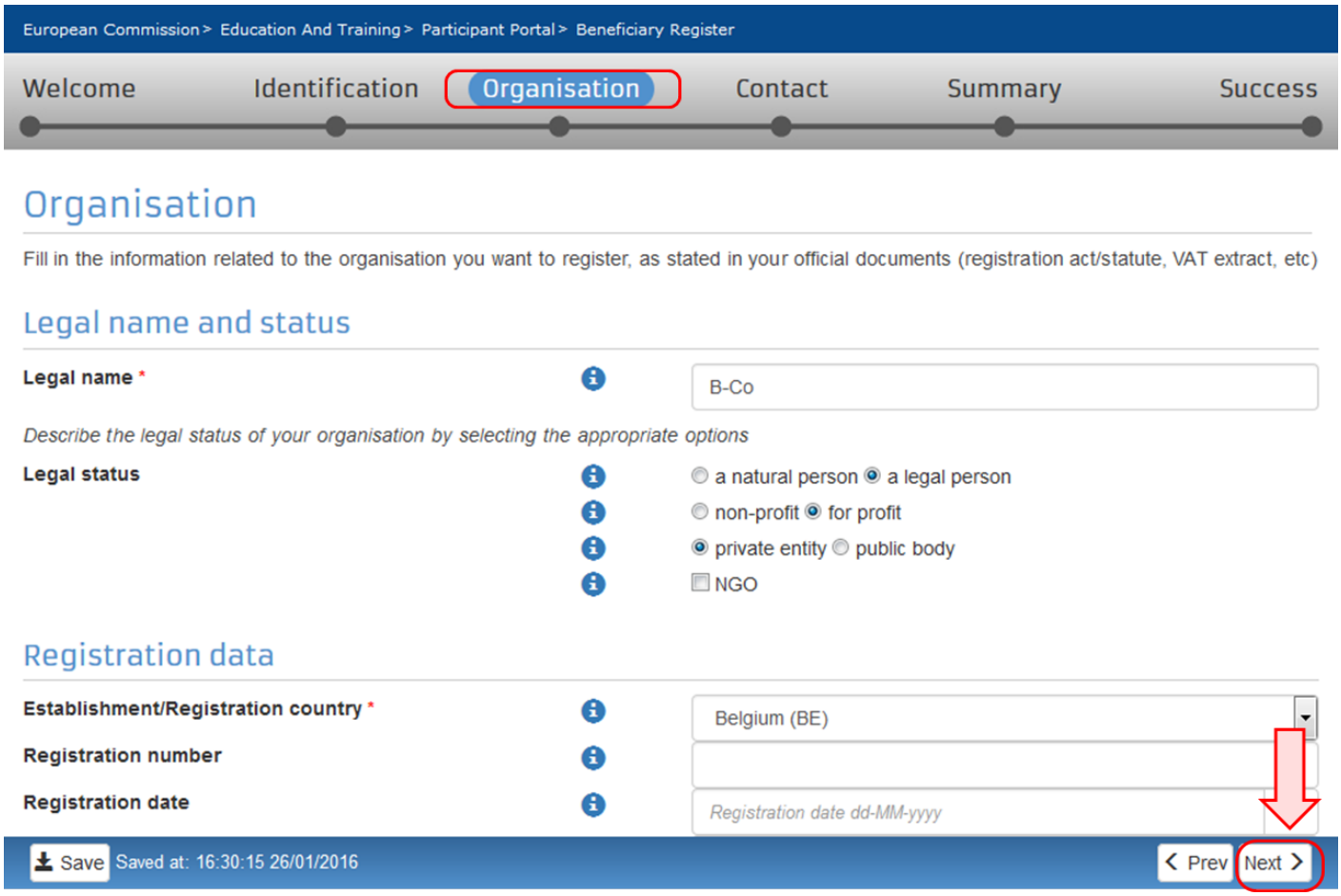
You can click on the blue **i** icons in order to reveal more information about the fields.



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.



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.

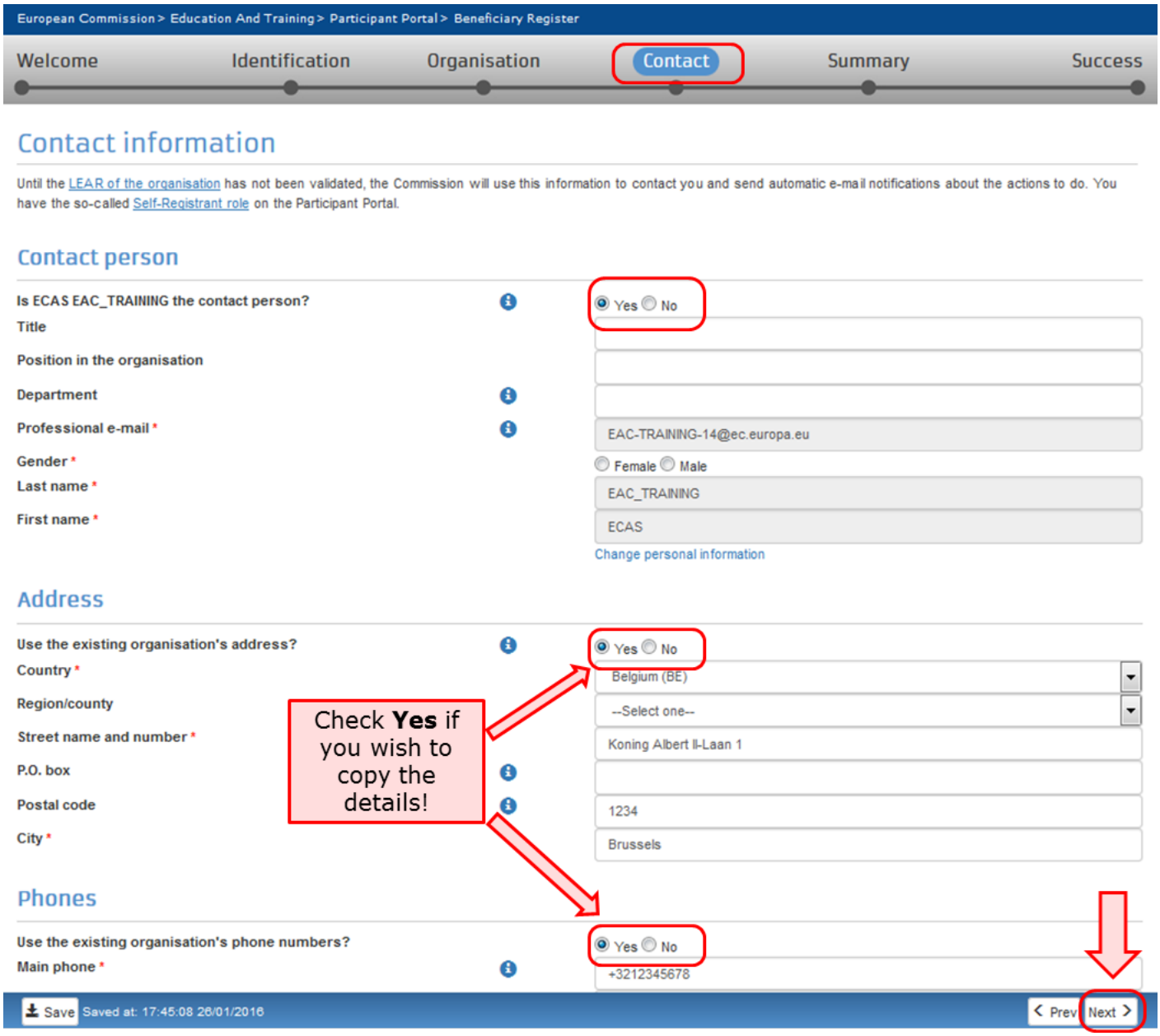
For these specific countries, only Postal Codes respecting a specific format will be accepted.

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.

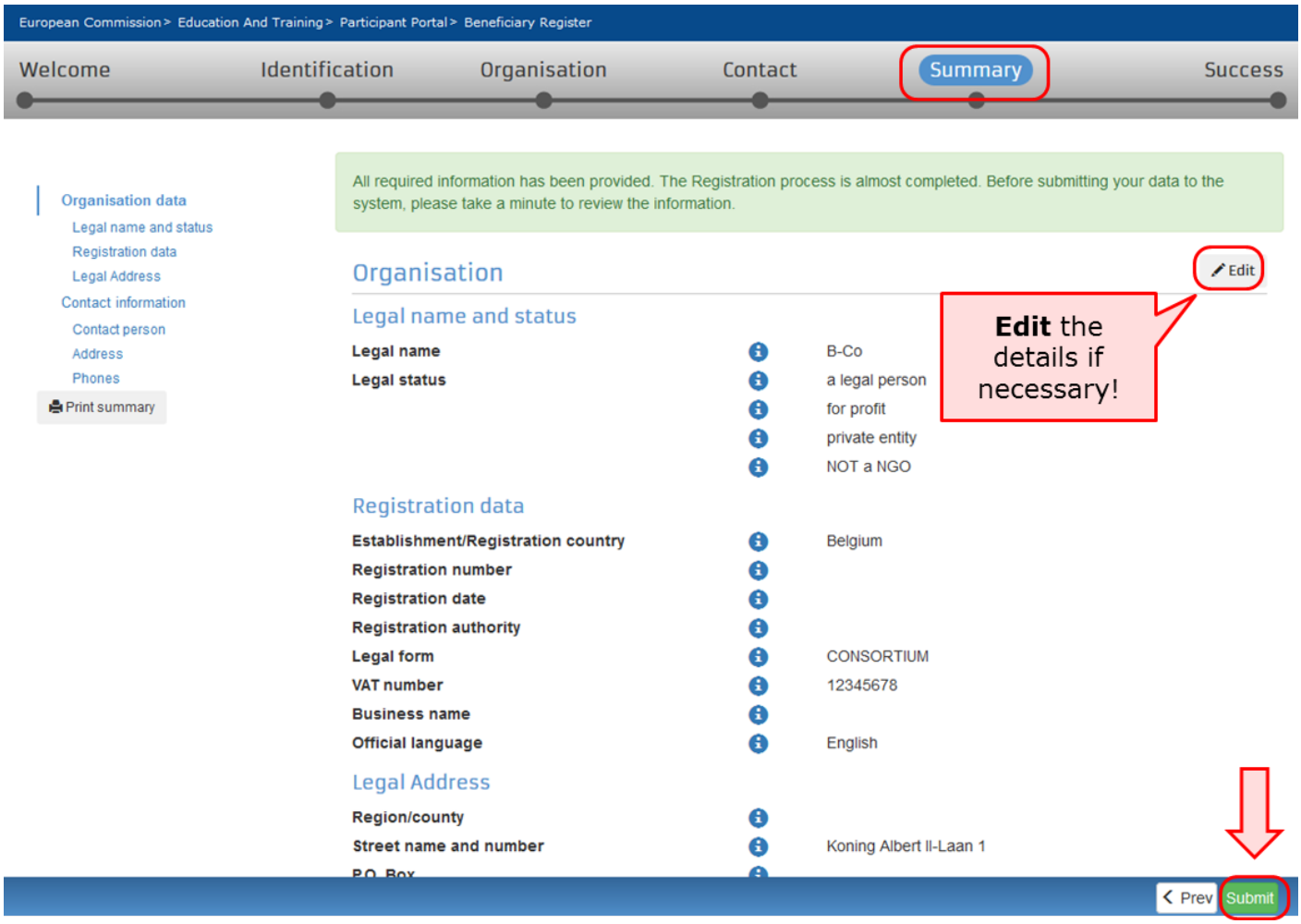
Click on **Next >** at the bottom right of the screen in order to proceed to the next step.



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.

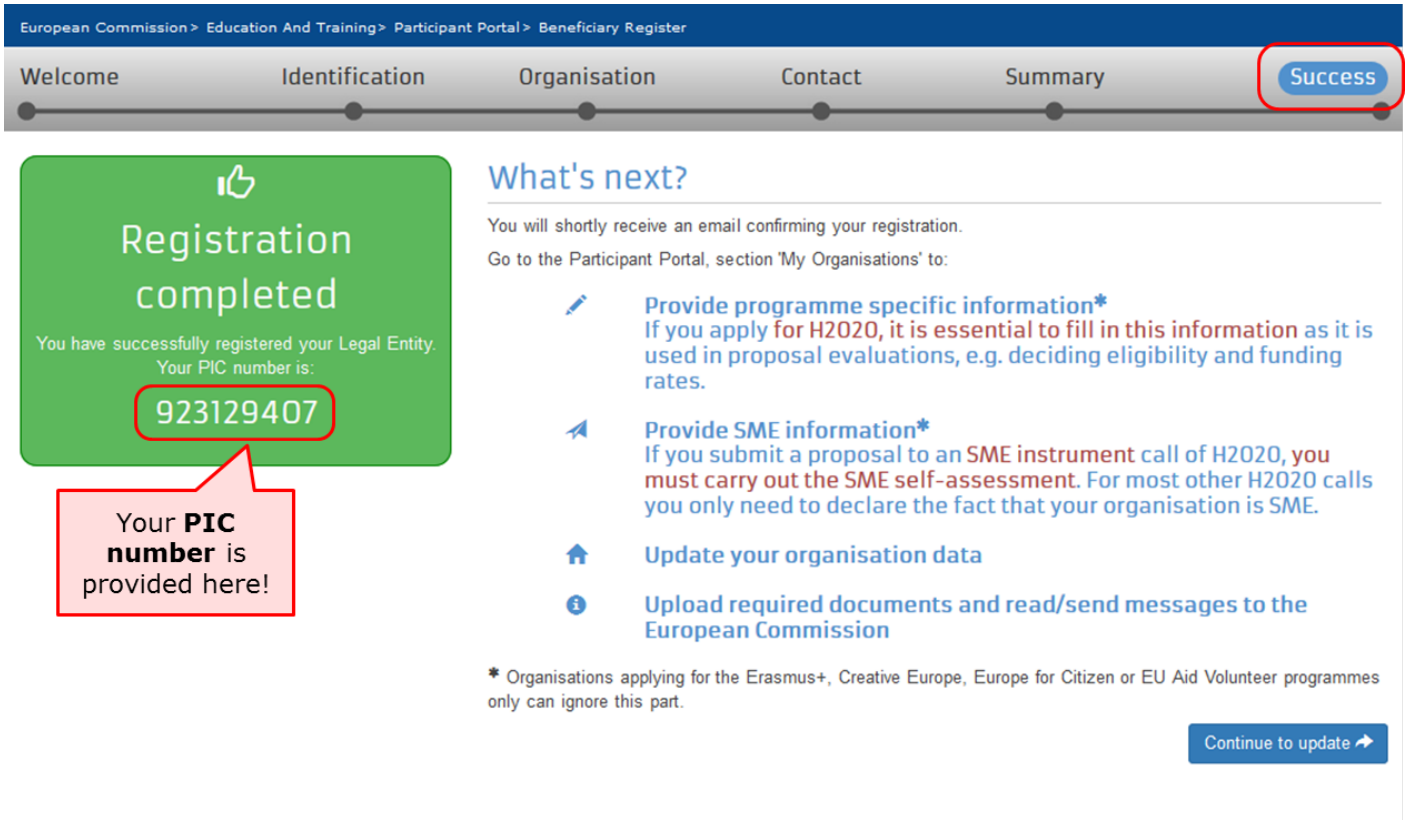
Once you have reviewed the details, click on **Submit** at the bottom right of the screen in order to complete your registration.



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.


European Commission > Education And Training > Participant Portal > Beneficiary Register
Welcome
Identification
Organisation
Contact
Summary
Success
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