Chapter 2 - How to register your organisation in e-Calls PADOR?

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2. How to register your organisation in e-Calls PADOR?

To register in e-Calls PADOR, you need:

- A sufficiently stable internet connection
- The e-mail address of your organisation
- An EU Login account (see below)

For a better user experience, please use Internet Explorer 8 or higher, Mozilla Firefox 38 or higher, Chrome 50 or higher.

Announcement:

From the 1st of June 2022, users will have to use EU Login 2-factor verification to access e-Calls PROSPECT and e-Calls PADOR. EU Login is the European Commission's user authentication service. The EU Login authentication, composed of an e-mail address and a password, allows authorised users to access a wide range of Commission web services through a variety of verification methods. We encourage you to download the EU Login app from your mobile phone's app store to use as a verification method, and confirm validation requests via a PIN code, face ID, QR code, etc. You can **login or create your EU Login account** now. Please view the **EU Login Guide** for more information, or if you need help, please contact **INTPA SUPPORT SERVICES**.

2.1 Log-in to e-Calls PADOR with your e-mail address

To access e-Calls PADOR, you have to have an **EU Login** account.

- If you **have** an EU Login account, you can go to **Chapter 2.1.2 - I have an EU Login account**.
- If you **do not have** an EU Login account, please follow the instructions below.

2.1.1 I do not have an EU Login account

Please follow the steps below to create an EU Login account:

1. Go to the **e-Calls PADOR** application by clicking on the following link:

   https://webgate.ec.europa.eu/pador

   A screen similar to the one in the image below will be displayed.

2. Click on the "**Create an account**" link and fill in all the fields to create your account.

Field	Description
First name	Enter your first name
Last name	Enter your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the e-Calls PADOR application.
Confirm e-mail	Confirm the e-mail address entered above.
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English, but all the EU languages are available for selection.
Enter the code	Type the code displayed in the picture underneath the field. You can click on the "**refresh**" button to display a new code (if required), and/or you can press "**play**" to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "**Create an account**" button.
4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
5. Follow the instructions in the **EU Login Guide** to confirm your EU Login account, and create your required *2-factor verification method*.

Once your registration is complete, please continue to **Chapter 2.1.2 - I have an EU Login account**.

2.1.2 I have an EU Login account

If you **already have an EU Login**, please follow the below procedure:

1. Go to the **e-Calls PADOR** application by clicking on the following link:
   https://webgate.ec.europa.eu/pador

2. Enter your e-mail address in the available field and click on the "**Next**" button.

Sign in to continue

Enter your e-mail address or unique identifier

|

Create an account   Next ⟩

Or

Sign in with your eID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

3. Enter your password, select your **2-factor verification method**, and then click on the "**Sign in**" button.

4. Once you have **completed the verification**, you will be automatically redirected to the e-Calls PADOR application homepage.

To log-out of e-Calls PADOR, click the "**Log me out**" button in the left main menu.

2.2 The main menu of e-Calls PADOR

The **main menu** displayed on the left side of the screen is the main tool for navigation through the different tabs of e-Calls PADOR.

My PADOR

- My organisation(s) - A list of e-Calls PADOR profiles that you have access to.
- Search organisation - Search for existing e-Calls PADOR profiles.
- Create organisation - Create a new e-Calls PADOR profile.
- Notifications - A list of notifications you receive when creating, saving and signing an organisation's e-Calls PADOR profile.

e-Calls PROSPECT

- PROSPECT – The link to the e-Calls PROSPECT application, for applying to published calls for proposals. For more information on how to apply, please refer to the **e-Calls PROSPECT documentation**.

Useful links

- Online IT support – To contact the IT Helpdesk.
- User manual – list of useful material (user manuals, FAQs, etc.)

At the bottom of the main menu, the login details of the currently connected user are displayed.

You can also change the language at the top right-side of the page: About this site   Legal notice   English ▼

2.3 Create an e-Calls PADOR profile of your organisation

Please follow the below procedure to create an e-Calls PADOR profile of your organisation.

1. Click on the "**Create organisation**" button. The application will ask you to first check if an e-Calls PADOR profile already exists for your organisation.

2. Fill-in the search criteria of the organisation in the fields as illustrated in the image below. You have to specify at the least 2 search criteria: (1) the country of establishment, and (2) one of the remaining fields. Then, click on the "**Search**" button.

Search

To avoid creating a profile for an organisation that already has one, please use the search below.

Note that the search takes accents into account. Example: "société" and "societe" will give different results.

Established in *		EuropeAid ID	
Organisation name		Registration number	
Abbreviation		VAT number	

Fields marked with an asterisk (*) are mandatory   **✗ Clear**   **🔍 Search**

Search results: PADOR profiles

+ Create new PADOR profile

3. If **no existing profile** is found, please click on the "**Create a new PADOR profile**" button **+ Create new PADOR profile** to create a new e-Calls PADOR profile (please see **Chapter 2.3.1 - Tabs to fill in**).

4. If a **profile is found**, but it does **not belong to your organisation**, please *also* click on the "**Create a new PADOR profile**" button

+ Create new PADOR profile to create a new e-Calls PADOR profile (please see **Chapter 2.3.1 - Tabs to fill in**).

5. If a **profile is found** that corresponds to your organisation, please refer to Chapter 3.2 - I am not yet on the list of users of this e-Calls PADOR profile, on how to request access to the existing profile.

Search results: PADOR profiles

This is the list of signed (validated) profiles found on the basis of the criteria you provided.

If you want to request access, send an e-mail to the organisation. Otherwise, contact the IT support via the online support form in the left menu and follow the instructions. See also the user manual.

Organisation name ▲	City	E-mail	Linked to an EC contract
BUNDESKAMMER FUR ARBEITER UND ANGESTELLE (B...	Vienna	prospect.redirect@gmail.com	Yes

If you are **creating a new e-Calls PADOR profile**, you will be requested to confirm that you are not creating a duplicate profile of an existing organisation.

Click on the "+ Create" button to continue.

2.3.1 Tabs to fill in

To create an e-Calls PADOR profile of your organisation, you have to navigate through and complete the required fields the following four tabs:

- Profile
- Financial data
- User list
- Signature

The information that you have to fill in depends on whether you are an applicant, or a co-applicant/affiliated entity, to the call for proposals.

i) If the organisation is an *applicant* in at <u>**least one**</u> call for proposals:

- You have to fill in two tabs: "**Profile**" and "**Financial data**";
- In the "**User list**" tab, you also have to define at least two users who can sign the profile;
- To complete your profile registration, please do not forget to sign the profile in the "**Signature**" tab!

ii) If the organisation is <u>**only**</u> a *co-applicant* or an *affiliated entity* in calls for proposals:

- You have to fill in one tab: "**Profile**";
- In the "**User list**" tab, you also have to define at least two users who can sign the profile;
- To complete your profile registration, please do not forget to sign the profile in the "**Signature**" tab!

The EuropeAid ID of an organisation becomes visible once you fill in the required information and sign the profile in the "**Signature**" tab.

The EuropeAid ID will be dislayed in the top section of the page in the "**MyORG**" zone.

ⓘ Please note that the "**Contracts**" tab is also displayed, but it does not require the entry of any information. It displays all the contracts that your organisation has signed as lead *applicant* or *co-applicant* in calls for proposals.

Profile	Financial data	User list	Signature						Contracts

This is the list of contracts signed with your organisation in the context of calls for proposals, direct management.

Reference	Year	Status	Amount	EC Sign.	Entity in charge	Title	Role	Call/lot
ICSP/2010/383-403	2010	Closed	12000	17/06/2010	DEVCO B 02	Scouting our way towards ...	Lead app.	134863/2
ENI/2012/388-111	2012	Closed	200000	30/11/2012	DEVCO G	zfje ojzeoif jzoief jozejf oe...	Co-app.	137659

2.3.1.1 Profile tab

Complete the profile registration form by following the below instructions:

1. Fill in the requested information. All the fields marked with an asterisk (*) are mandatory.

2. In the "**Legal type**" field, you have to select from the drop-down list:
   i) **Private and Public law body with legal form** - In which case you also have to **choose the legal form** based on your country of establishment from the "Legal form" drop-down list; **or**
   ii) **Public Law Body** - In which case the "Legal form" drop-down list is disabled.

3. To upload the **Statutes or Law**, click on the "**upload**" icon ⬆. A pop-up window will be displayed, and you can select the required file from your computer. Click on the "**Open**" button (depending on your web browser) to confirm. The name of the uploaded file will be displayed next to the "remove" icon ✖ .

4. To upload the Legal Entity File (**LEF**), a "Legal Type" has to be selected. To create a new template for the LEF to be filled in, click on the "**file**" icon 📄 . The new template will therefore correspond to the specified "Legal type" and is provided in the language of your organisation (in English by default). Once you have completed the form, click on the "**upload**" icon ⬆. A pop-up window will be displayed and you can select the Legal Entity File from your computer. Click on the "**Open**" button (depending on your web browser) to confirm. The name of the uploaded file will be displayed next to the "remove" icon ✖ .

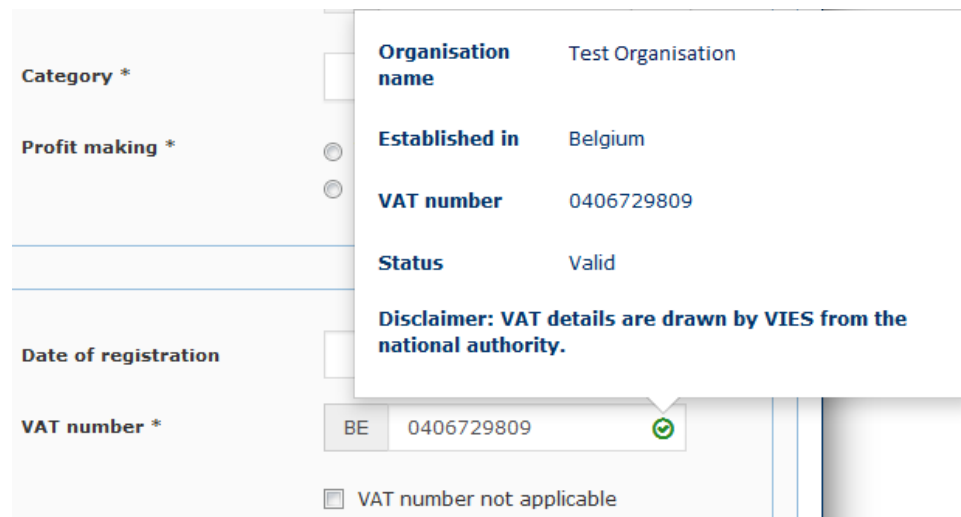| Legal form	
	ANDERE PRIVAATRECHTELIJKE VORM MET RECHTSPERSOONLIJKHEID
NGO *	ASSOCIATION
	ASSOCIATION DE FAIT
	ASSOCIATION INTERNATIONALE SANS BUT LUCRATIF
	ASSOCIATION SANS BUT LUCRATIF
	AUTRE FORME DE DROIT PRIVE AVEC PERSONNALITE JURIDIQUE

5. Specify if your organisation is a non-governmental organisation (**NGO**) by selecting the "**Yes**" or "**No**" option.

6. Select a category for your organisation from the drop-down list (Please note that this list is only available once you have chosen the "Legal type").

Category *	
	Foundation
Profit making *	Institute of research
	International Organisation : United Nations Familly
	International Organisation except United Nations Familly
	Local Authority
	Member State - Local authority
	Member State - Others

7. Specify if your organisation is "**Profit making**" by selecting the "Yes" or "No" option.

8. Enter a **Registration number** in the appropriate field.

9. Choose a **Date of registration** using the "**calendar**" icon 📅 .

10. Upload the **Registration document** by clicking on the "**upload**" icon ⬆ . You may also delete the selected document with the "**remove**" icon ✖ .

11. Add the **VAT number**. The VAT number will be automatically checked for validity via the online validation service.

Category *		
Profit making *	○ ○	
		Organisation name Test Organisation
		Established in Belgium
		VAT number 0406729809
		Status Valid
Date of registration		
VAT number *	BE 0406729809 ⊘	**Disclaimer: VAT details are drawn by VIES from the national authority.**
	☐ VAT number not applicable	

The VAT number can be:

i) **Valid** - If a green tick is displayed to the right of the VAT number (see image above).

ii) **Invalid** or **not yet registered** - If an orange exclamation mark is displayed to the right of the VAT number (i.e. no match between the "Established in" country and the entered VAT number).

Please note that in some cases the VAT number may be correct and not recognised by the validation system - this will not block you from proceeding. Entering a VAT number is mandatory. You can however tick the "**not applicable**"

box if your organisation is exempt from VAT obligations.

Profit making *	○ ○	**Organisation name** ---
		Established in Belgium
		VAT number 099999999999
Date of registration		**Status** Invalid or not yet registered
VAT number *	BE 099999999999 ⚠	
	☐ VAT number not applicable	

iii) **Incomplete** - if an orange question mark is displayed (i.e. no country code entered).

Category *	**Organisation name** ---
Profit making * ○ ○	**Established in** ---
	VAT number 9999999999
	Status Incomplete
Date of registration	Please select a country in the "Established in" field. The VAT number cannot be validated without this!
VAT number *	9999999999 ❓

12. Select the **Target group(s)** for your organisation by ticking the appropriate box(es). Check the box(es) that concern your target groups.

The "**View selected**" button is available if you wish to view only the selected target groups.

┌─ Target group(s) * ──────────────────────
│
│ ☑ All
│ ☐ Child soldiers
│ ☐ Children (less than 18 yrs old)
│ ☑ Community Based Organisation(s)
│ ☐ Consumers
│ ☐ Drug consumers
│ ☑ Educational organisations (school, universities)
│ ☐ Elderly people
│
│   ☑ View selected
└──

13. The select Sector(s), expand the hierarchy down to the last level, and check one or more sectors that best describes your field(s) of activity.

┌─ Sector(s) * ──────────────────────
│ ⤷ 200 - Economic infrastructures and services : transport, co...
│ ❯ 300 - Production : agriculture, forestry and fishing, industr...
│ ❯ 400 - Multisector/Crosscutting : environment, other
│ ❯ 500 - Budget support, food aid, food security
│ ❯ 600 - Action relating to debt
│ ⌄ 700 - Humanitarian aid : Emergency response, recon...
│   ❯ 720 - Emergency Response
│   ⌄ 730 - Reconstruction Relief And Rehabilitation
│   ☑ 73010 - Reconstruction relief and rehabilitati...
│   ❯ 740 - Disaster Prevention And Preparedness
│ ❯ 900 - Other/Unallocated : admin. costs, unspecified
│
│   ☑ View selected
└──

14. In the case that the profile of your organisation was transferred from the old version of PADOR, please check and modify (if necessary) the range in **Number of paid and unpaid staff**. The transferred value in this field is an average of the total number of staff.

15. In the optional **Additional Information** field, try not to exceed 10 lines.

16. Click on the "**Save and continue**" button to confirm.

Field	Description
Legal type	The "Legal type" defines whether the organisation is a body governed by public law or by private law. This information is defined by the "Legal form" of the organisation. **Private law body**: an entity governed by the national private law of the State in which it has been established. Example: an entity set up by articles of association like a foundation. **Public law body**: an entity set up under and governed by the national public law of the State in which it has been established. Example: an entity set up by law or decree like a public agency.

Legal form	It is the official legal status of the organisation, as displayed in its statutes (or equivalent document). In case you identify that the "Legal form" elements are inconsistent with the country's legal forms, please contact **INTPA SUPPORT SERVICES**.
NGO	Select "Yes" if it is a non-governmental organisation. Otherwise, select "No".
Category	Defines the type of development actor.
Profit making	It is an organisation which distributes profits to private shareholders or members, instead of using it for activities of public benefit only.
VAT number	The **VAT number** is the **V**alue **A**dded **T**ax identification number. This identifier is usually composed of 2 digit prefix that corresponds to the country followed by a series of alphanumeric characters (e.g. BE09999999999).

Any spaces or punctuation characters should be **excluded**. |
| Target groups | The field will define what group will be reached by your action (e.g. students, children, consumers, etc.) |
| Sectors | Sectors are used to better define the organisation's field of activity. |

2.3.1.2 Financial Data tab

In this tab you can add and manage all the financial information of your organisation required to create the e-Calls PADOR profile.

i) If you select <u>only</u> the option "Co-applicant or affiliated entity", the screen's entry fields becomes greyed-out (inactive) because you do not need to fill in the financial data. Click the "**Save and**

continue" button to continue.

ii) If you select the option "Lead applicant" (or you tick both boxes), follow the steps below:

1. Lead applicants who are private bodies have to provide a copy of their **Financial Report** of the latest financial year in the "Financial data" tables. If the Financial Report covering the latest year is not yet available, fill in "0" for all the values and upload a document, explaining why the report is missing, using the "**upload**" icon ↑ (if you wish to cancel or change that report you may use the "**remove**" icon ✖ to cancel your request). You may upload a maximum of 3 yearly financial reports from the past three years.

Field	Description
Turnover	Enter the income generated by your organisation for the year mentioned on the left column.
Net earnings	Enter the net income for the corresponding year: it is the income minus the cost of goods sold and taxes for the same accounting period
Balance sheet	Enter the total balance sheet amount for the corresponding year
Share-holder equity	Shareholders' equity is obtained by subtracting total liabilities from the total assets of the shareholders.
Medium and long term debt	Enter the medium and long-term debt of your organisation.
Short term debt	Enter the short-term debt of your organisation.
Financial report	Click on the "**upload**" icon ⬆ to attach the financial report for the year mentioned on the left column. You may click the "**remove**" icon ✖ to cancel the upload request.

> ⓘ Please note that you can move your mouse cursor over the fields in the application to view their definition.

2. Lead applicants who are private bodies also have to provide their **Financing Source(s)** for at least the latest year. Click on the "**+ Add source**" button in the '**Financing sources**' section.

Select the year and the funding source type from the drop-down list, and enter the financing percentage per year in the appropriate text box (the default is 100).

Click on the "**+ Add source**" button to add as many financing sources as required.

3. Lead applicants also have to fill in the **Financial Information Form** (FIF). To do so, click on the "**file**" icon 📄 to download the corresponding document template (PDF file). Once the FIF is filled in, you can upload the document using the "**upload**" icon ⬆ on the right. You may click on the "**remove**" icon ✖ to cancel the upload request.

4. Lead applicants (except public law bodies and international organisations) who request a grant of more than EUR 750 000.00 (EUR 100 000.00 for operating grants) also have to provide the latest **Audit Report**, and have the possibility to upload up to three. To upload the

Audit Report, click on the "**upload**" icon ⬆ . You may click on the "**remove**" icon ✖ to cancel the upload request.

┌─ Audit report ───┐

Note that lead applicants (except public law bodies and international organisations) requesting a grant of more than EUR 750 000.00 (or EUR 100 000.00 for an operating grant) must provide the latest audit report (ref. Section 2.4 of the Guidelines for grant applicants)

Year	Approved auditor	Valid until	Audit report
2016		dd/MM/yyyy 📅	No document ⬆
2015		dd/MM/yyyy 📅	No document ⬆
2014		dd/MM/yyyy 📅	No document ⬆

5. **Click on the "Save and continue" button to continue.**

2.3.1.3 User List tab

In this tab you can add the users who should have access to the e-Calls PADOR profile.

ⓘ Please note that there have to be at least two users who have the permission to sign the profile. Please remember to keep the "**User list**" up-to-date!

Profile	Financial data	**User list**	Signature		Contracts

The user list shows which users have access to this PADOR profile and with which permissions. In PROSPECT, these users will be able to view applications submitted with the current EID.

Unique identifier ▲	First name	Last name	E-mail	Sign profile	Edit profile	Manage user list	View profile	
nmatmiss	Melissa	MATTHEWS	melissapador@gmail.com	✔	✔	✔	✔	✖

|◀ ◀ 1 ⬍ / 1 ▶ ▶| items per page 10 ▼   1 - 1 of 1 items

+ Add a user   **💾 Save and continue**

1. Click on the "**+ Add a user**" button.

2. Type-in the **e-mail address** of the user. **You can only add users who have an EU Login account!** If the user **does not have** an EU Login account, ask them to create one (please see **Chapter 2.1.1 - I do not have an EU Login account** for more information).

3. **Specify the permissions** (power) of the user: Sign, Edit, Manage user list. You can select more than one option. Click the "**+ OK**" button to confirm your selection.

The new user is then added to the list:

You can change the permissions by (un)ticking the relevant boxes. The only permissions that you cannot edit is "**View profile**" – this permission is granted by default.

To delete a user, click on the "**delete**" icon ✖ .

4. **Click on the "Save and continue" button to continue.**

Each new user on the "User list" will be informed by e-mail that they now have access to the relevant e-Calls PADOR profile.

The users on the "User list" will also automatically have view permissions to all the organisation's applications to calls for proposals in e-Calls PROSPECT (as soon as the profile is signed). You can manage the user permissions per application directly in e-Calls PROSPECT – for more information, please consult the relevant **e-Calls PROSPECT Manual for Applicants**.

2.3.2 Signing the profile - How to validate the profile / get the EuropeAid ID?

If you have the appropriate permissions ("Sign profile" on the **User list** – see **Chapter 2.3.1.3 User List tab** above), you can sign the e-Calls PADOR profile of your organisation.

> ⓘ Please remember to sign the profile every time you update it in the future!

1. Go to the "**Signature**" tab.

| Profile | Financial data | User list | Signature | | Contracts |

Note that organisations may not participate in calls for proposals if they are in any of the situations listed in section 2.3.3.1 of the Practical Guide (PRAG). Note that once this organisation profile is signed, it will appear in the search results list of organisations registered in PADOR.

☐ I declare that I am entitled to represent and to take the responsibility for the organisation which is being registered *

☐ I confirm that the PADOR profile of this organisation is up to date and that the users in the User list will be able to view applications submitted with the EID of this profile. *

☐ I acknowledge that, in exceptional cases and in accordance with the procedure described in the User manual, the IT Support are allowed to manage the user list of this PADOR profile. *

Fields marked with * are mandatory to sign the profile   ✎ Sign now

2. Read the terms and conditions and **tick all the boxes**, then click on the "**Sign now**" button.

3. **Congratulations! You have signed the profile!**

ⓘ Profile signed!

Thank you! The profile of your organisation has been successfully signed.
Your EID is BO-2016-CFO-1406004367.

Close

The EuropeAid ID (EID) of this organisation will now appear in the header of the profile in the "MyORG" section.

MyORG

| EuropeAid ID: | BO-2016-CFO-1406004367 | | |
| Last signed: | 14/06/2016 16:09 (User ONE) | Last saved: | 14/06/2016 16:09 (User ONE) |

The organisation is now also displayed in the "My organisation" list.

My organisation

EuropeAid ID	Organisation name ▲	Last signed:
BO-2016-CFO-1406004367	MyORG	14/06/2016

2.4 Delete an e-Calls PADOR draft profile of your organisation

When a profile is in draft status (i.e. the profile has not been signed) you have the possibility to delete it before signing. To do this you will need to be in the list of users and have the appropriate permissions ("Sign profile" or "Edit profile" in the **User list** – see **Chapter 2.3.1.3 User List tab** above).

To delete a draft profile, go to the "**My Organisation**" page, and first search for the draft profile (organisation) to be deleted from the list.

Once you have located the draft profile to delete, click on the the "**delete**" icon ✖ to delete that draft profile from the list.

ⓘ Please note that if an EuropeAid ID is *already linked* (profile signed) to the organisation, you may **no longer delete** the organisation from e-Calls PADOR. You may still however request for the deletion of a signed profile by contacting IT Support (please see **Chapter 6.3 - Online IT Support**).

A confirmation pop-up window will be displayed requesting that you confirm the deletion of the draft profile. Click on the "**OK**" button to confirm the deletion of the draft profile.

When deleted, an e-mail notification will be sent to each member that is registered in the **User list** of the organisation.

ⓘ Please note that if you wish to revert the deletion of a draft profile, you can request to restore it by contacting IT Support (Monday to Friday), until 7 days after the delete confirmation e-mail notification has been sent (please see **Chapter 6.3 - Online IT Support**).

Introduction to e-Calls PADOR

Updating an existing e-Calls PADOR profile