Manage documents in the Organisation Registration system

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Introduction

This page explains how to manage **documents** in the Organisation Registration system.

After your organisation is registered in the Organisation Registration system you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the Erasmus+ and European Solidarity Corps programme guides.

If your organisation's information was automatically transferred from SEDIA to the Organisation Registration system, the available documents were also transferred and can be accessed in the Organisation Registration system. When checking and/or updating your organisation information, also check the documents section. Documents that are older than six months should be renewed.

> The following supporting documents are required and must be completed and uploaded in the Organisation Registration System before your organisation registration can be completed: **Legal Entity form** and **Financial Identification form.**
> EU standard Templates for **Legal Entity form** and **Financial Identification form** as well as **instructions** on how to complete these are available on this page: Forms for EU contracts.

Accessing the **Documents** section of the organisation is possible:

1. Directly after **registering a new organisation** by clicking on the **Documents** section of the form or
2. Via the list of **My Organisations**, for previously registered organisations.

Once documents are uploaded to the Organisation Registration system they cannot be deleted.

> **Take note**
>
> The illustrations in this wiki page are for consultation purpose only and do not always reflect the latest implementation.
>
> There may be minor changes to the screen appearance and layout which are described on the updated page **Basic functionalities of the Organisation Registration system.**

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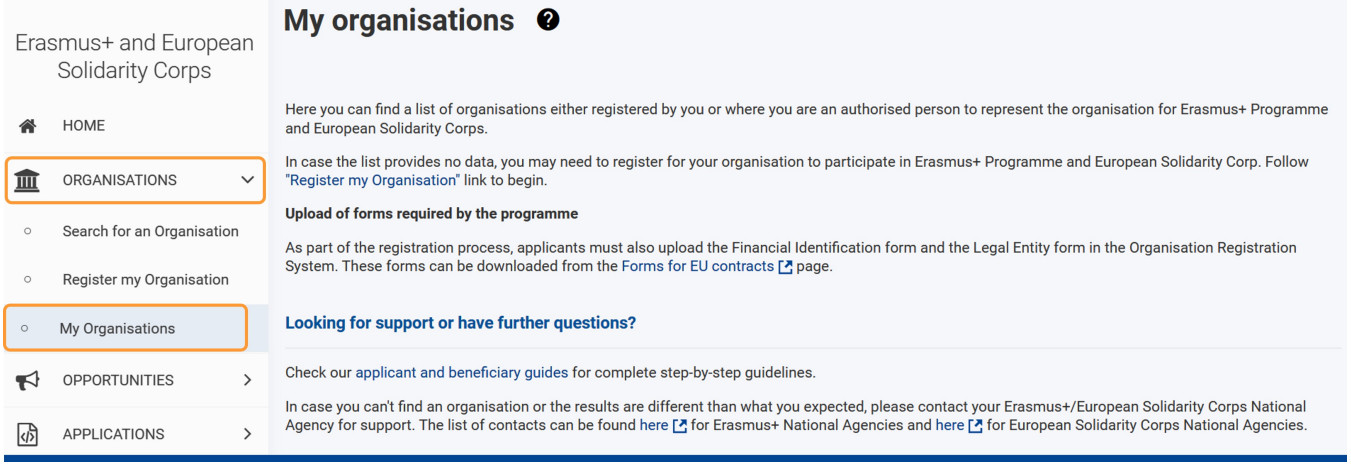
1. Open "My Organisations"

In the **Erasmus+ and European Solidarity Corps platform** go to **Organisations** in the main menu, then click on **My Organisations.**

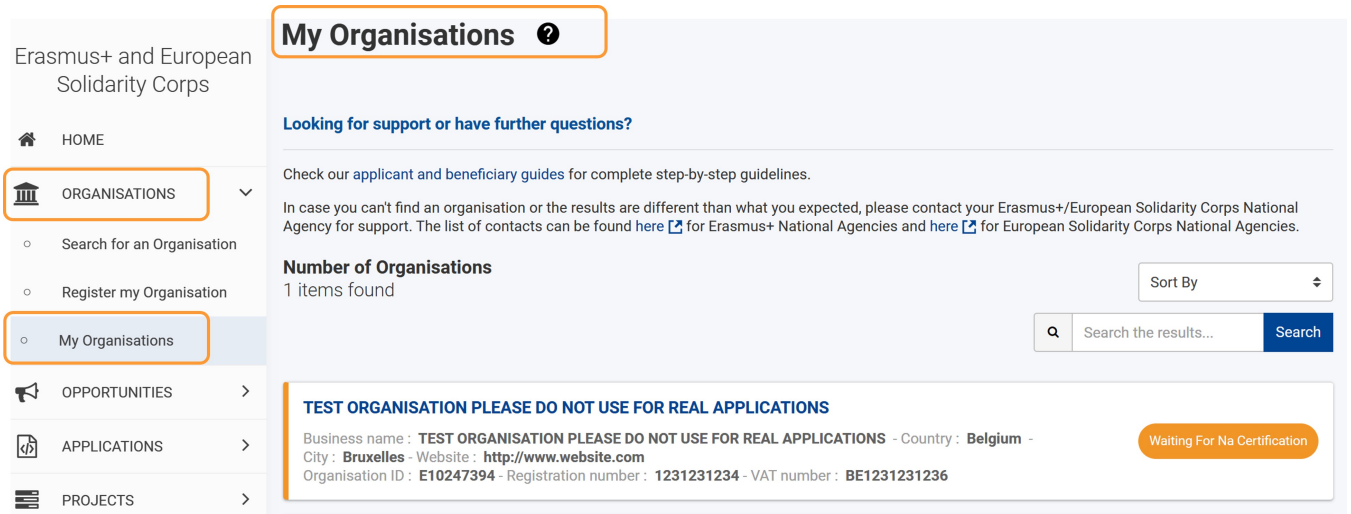
Alternatively if you are in **Search for an Organisation,** scroll to the bottom of the page and select **ORGANISATIONS - My Organisations.**

> **Note**
>
> The **My organisations** section is only visible once you are authenticated (signed in to EU Login).



1.1. View organisations

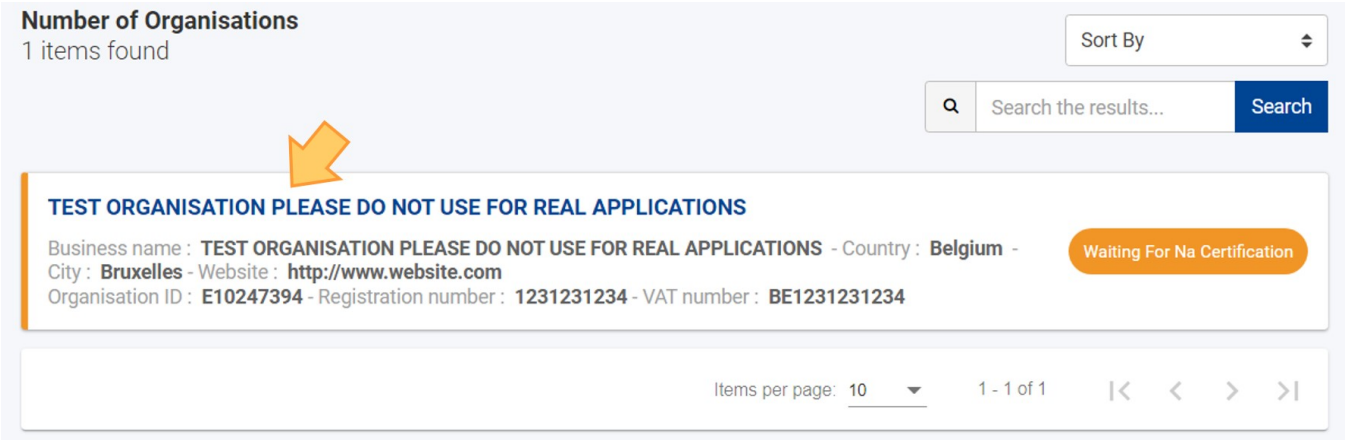
If you scroll down you can find all organisations either registered by you or for which you are an authorised person to represent the organisation in relation to Erasmus+ and/or European Solidarity Corps programmes.



1.2. Access organisation details

Click on the **blue Organisation name** to access the details for the selected organisation in the Organisation Registration system.

The Organisation Registration system opens with the details of the selected organisation. From here, you may view or update the organisation information.



For details on how to update your organisation information please see the page **Modify Organisation in the Organisation Registration system**.

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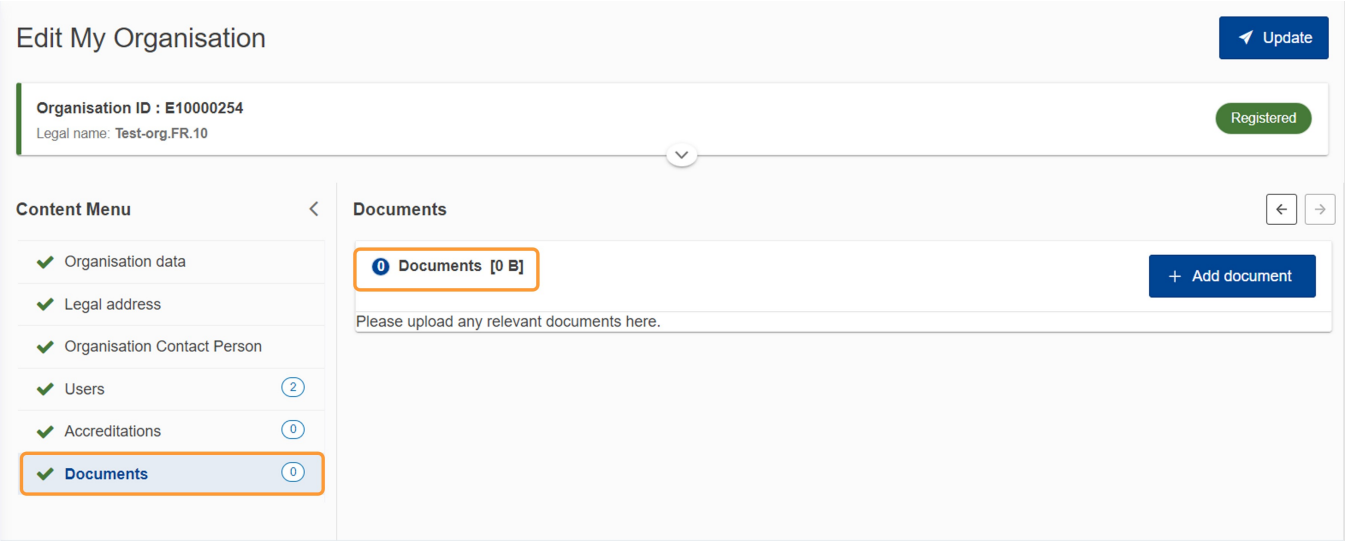
2. Access the "Documents" section

Select the **Documents** section in the Content menu. This will take you to the documents section of the form, displaying, if available, documents currently uploaded to your organisation information.



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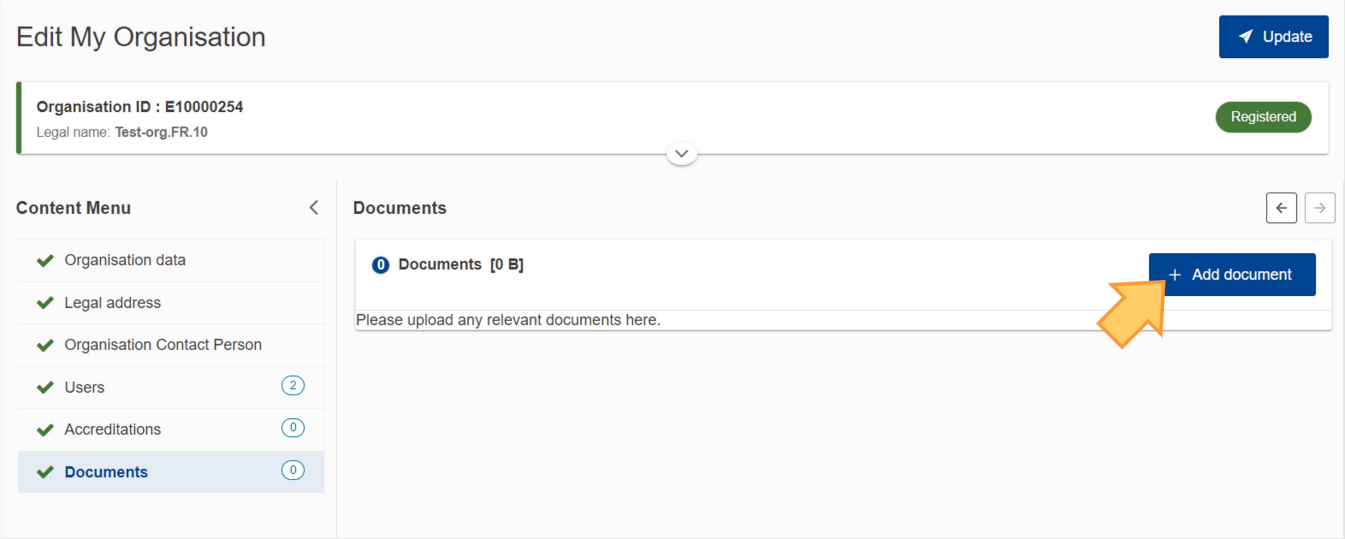
3. Add a new document(s)

Click on the **Add document** button. It will open a popup asking you to upload a document.

As a minimum completed **Legal Entity form** and **Financial Identification form** must be uploaded.

EU standard Templates for **Legal Entity form** and **Financial Identification form** as well as **instructions** on how to complete these are available on this page: **Forms for EU contracts**.



3.1. Select a file to upload

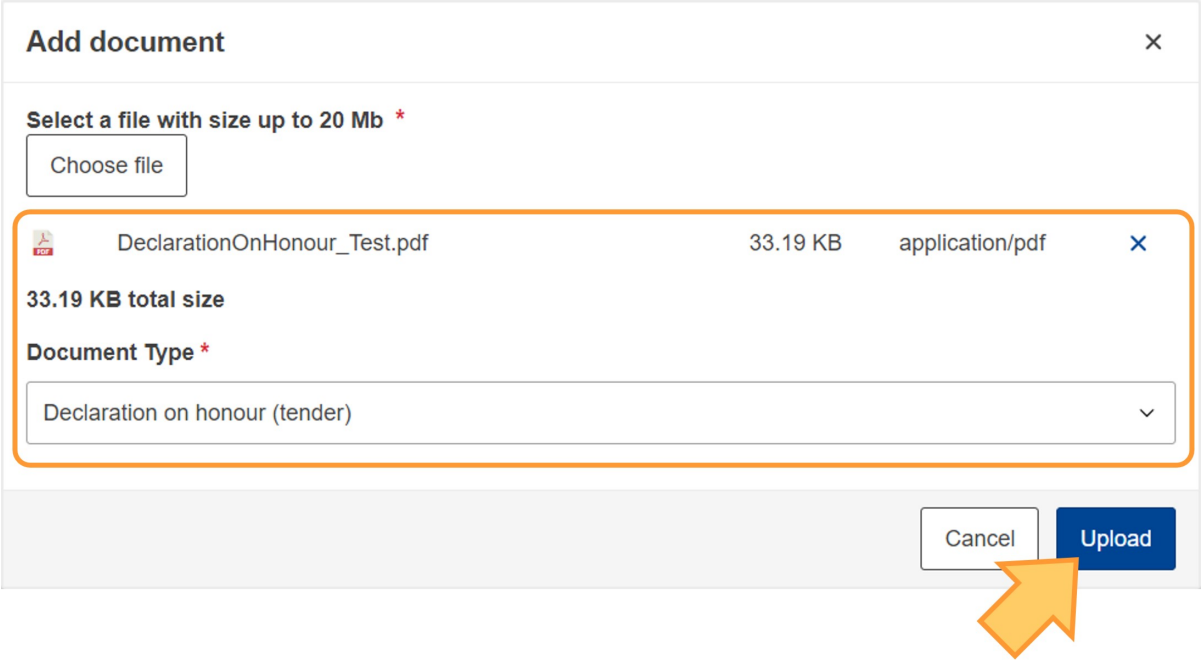
Select a file: Click **Choose File** and choose the file to upload from your computer.

Document Type: Once you have chosen your file, indicate the **Document type** from the drop-down list. If you do not find your chosen type of document, choose the "Other" option.

> **Maximum file size is 20 MB!**
>
> There is no limit to the total size or total number of attachments but each individual file cannot be greater than 20 MB.

3.2. Upload the file

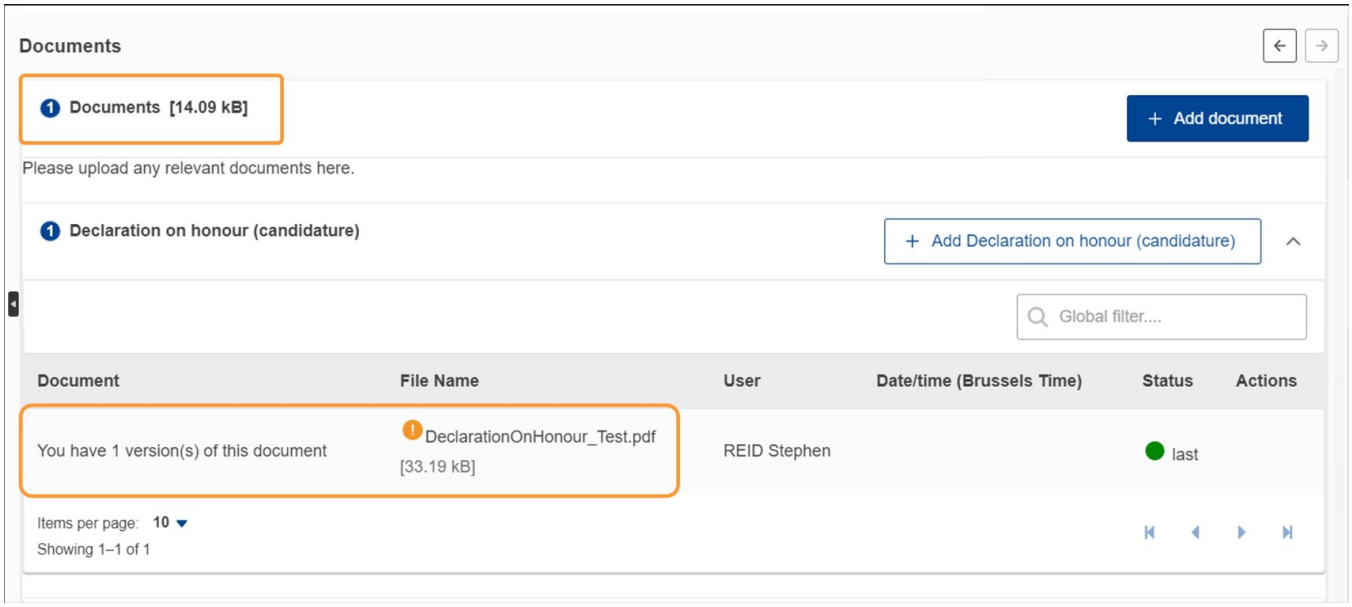
Once you have made sure that you have chosen the correct file and selected the correct document type, click on **Upload**.



Your documents list will be updated with your new document.

3.3. Upload further documents

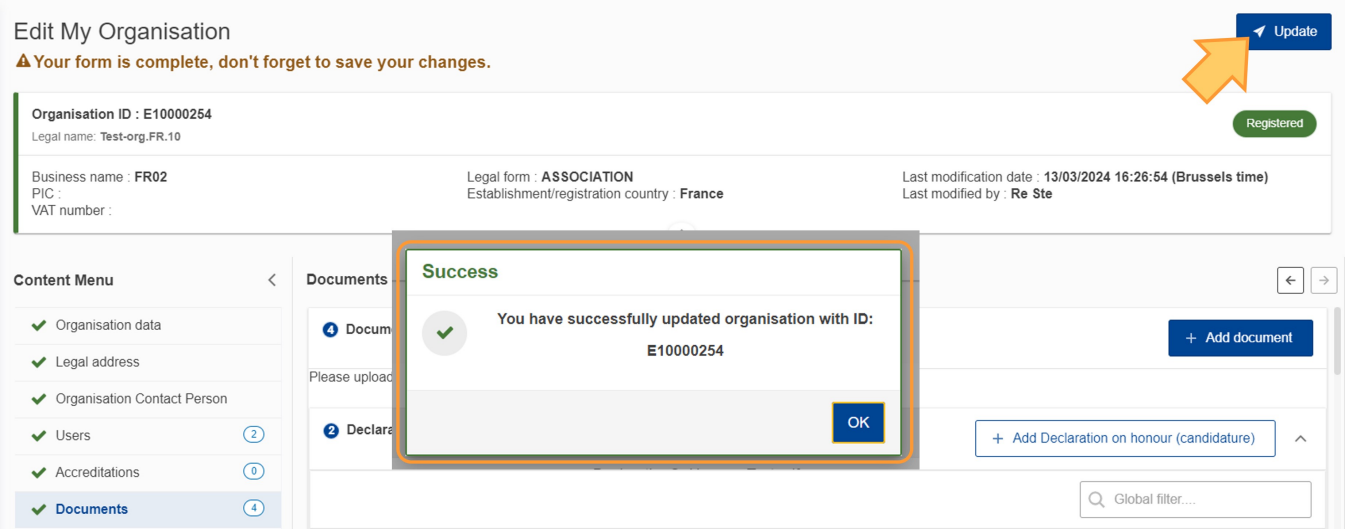
Repeat this for all the documents you need to upload to your organisation.



3.4. Update organisation with added documents

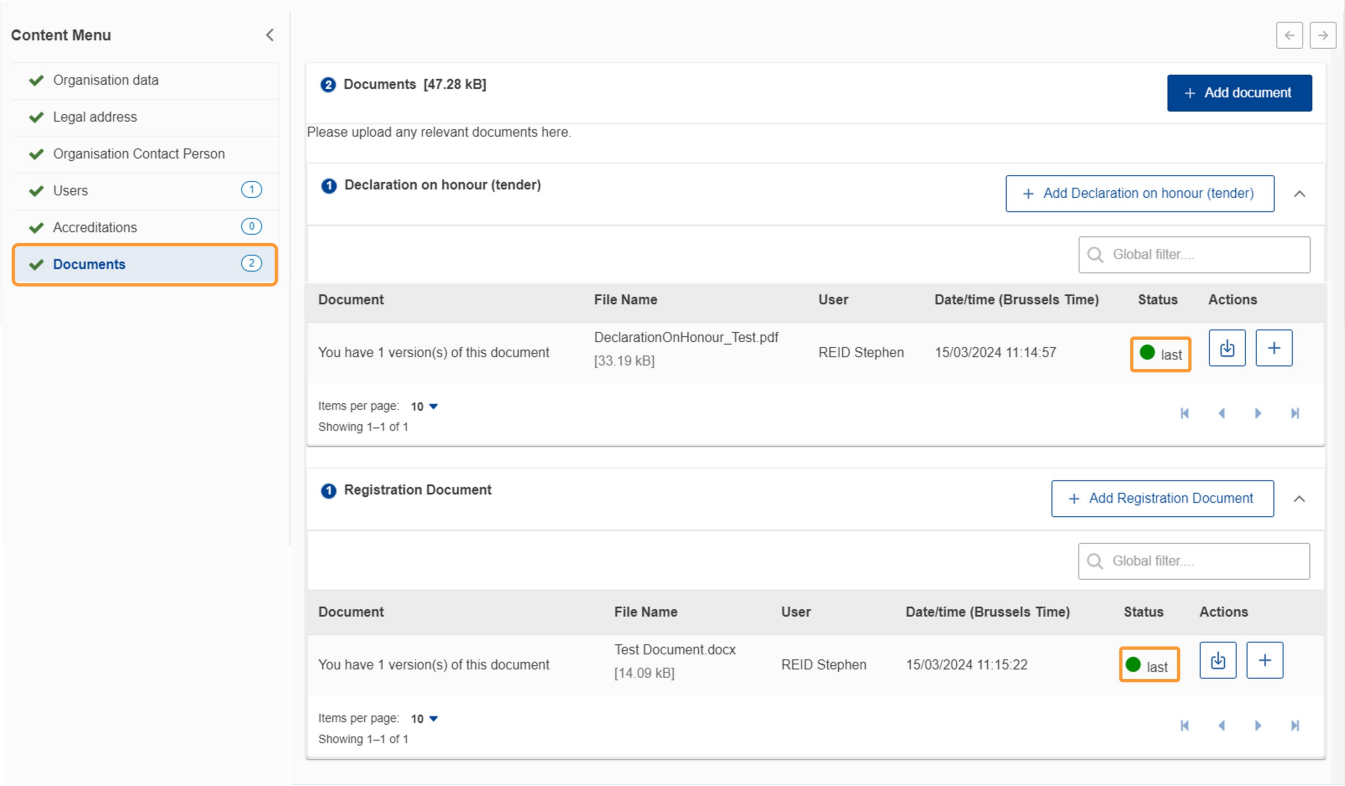
Once you added all documents, finalise the document upload by clicking on the **Update** button.

If this is not done, the uploaded files will not be saved in the Organisation Registration system.



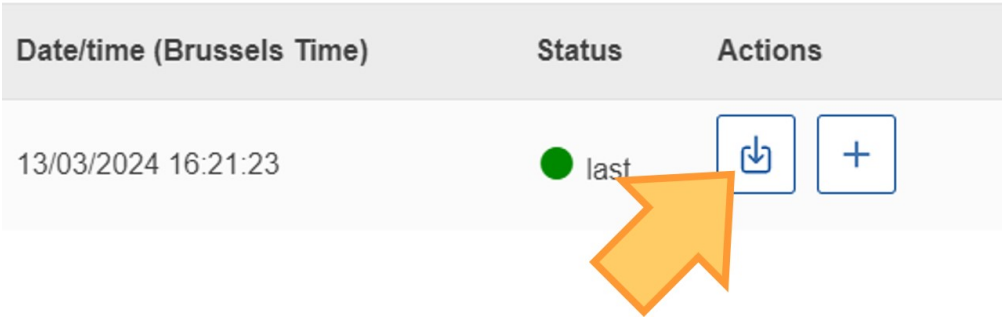
After the successful update, the status column for each uploaded file is updated with a green dot. In the column **Actions** a contextual menu button is now available with the options **Download** and **Add new Version**.

The documents list is grouped by document type and has the option to search for a specific document. See **List Functionalities** for details.



4. Download documents

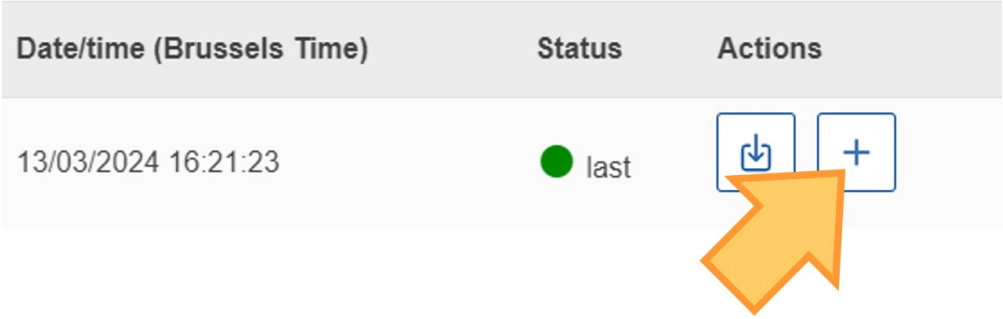
To download an uploaded file, select the **Download** icon in the Actions column. Follow the onscreen instructions to save or open the file.



5. Add new version of a document

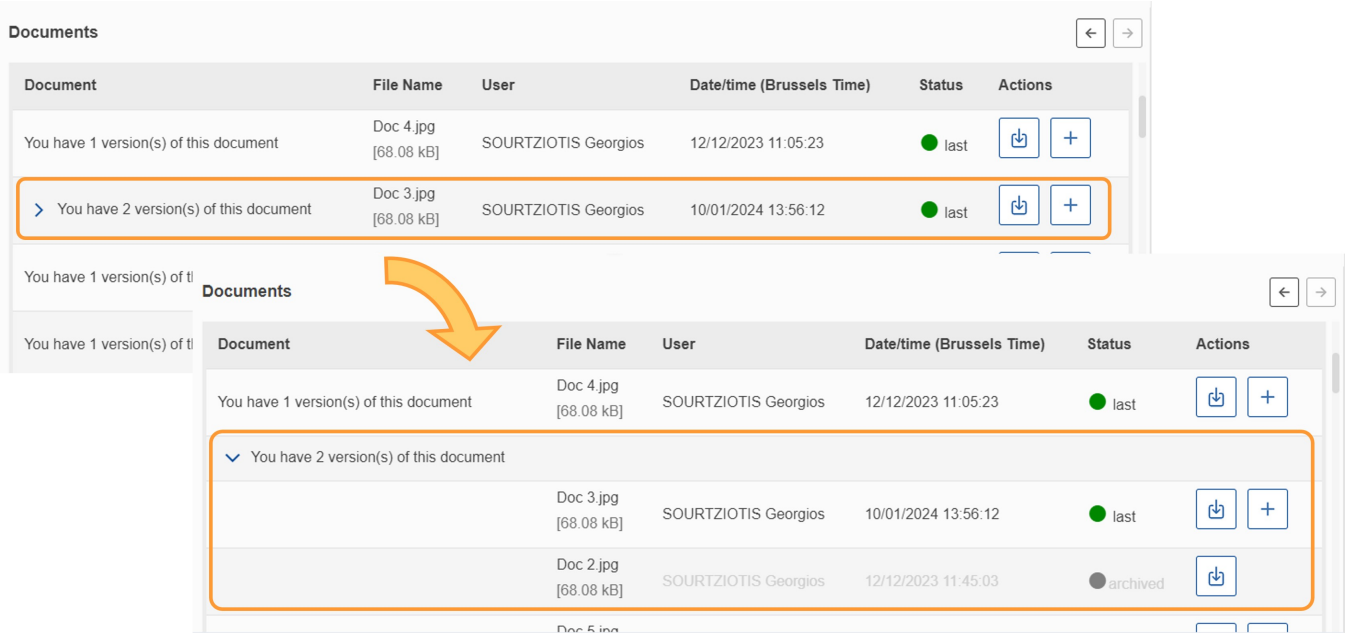
To upload a new version of a file, select the **Add new document version** icon. Follow the onscreen instructions to upload a new version of the file.

Do not forget to click on **Update Organisation** afterwards to save the uploaded document(s).



5.1. View/download historic versions

Older versions of a document can be accessed by clicking on the blue arrow, which is available in the 1st column of each document with more than one version. They can also be downloaded as described above.



Related articles

- How to add the Organisation Contact and Authorised Users in the Organisation Registration system
- How to register an organisation in the Organisation Registration system
- How to search for organisations in the Organisation Registration system
- How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system
- Keeping consistent organisation information between systems in the Organisation Registration system
- Manage contacts and authorised users in the Organisation Registration system
- Manage documents in the Organisation Registration system
- Modify Organisation in the Organisation Registration system
- My Organisations in the Organisation Registration system
- Organisation Registration Guide