

My Organisations in the Organisation Registration system

- [Introduction](#)
- [Using My Organisations](#)
 - [1. Access the Erasmus+ and European Solidarity Corps platform](#)
 - [1.1. Sign in to EU Login](#)
 - [2. Open "My Organisations"](#)
 - [2.1. View organisations](#)
 - [2.2. Access organisation details](#)
 - [2.3. View organisations](#)
 - [2.4. Access organisation details](#)
 - [2.5. Find an organisation](#)
 - [2.6. No organisations displayed in My Organisations](#)
- [Related Articles](#)



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](#).

Introduction

My Organisations displays the list of organisations for which you are an authorised user, meaning you have rights to view and edit the details in the Organisation Registration system.

You have rights to view and edit the organisation details if one of the following criteria applies:

1. You have [registered](#) the organisation in the Organisation Registration system.
2. You have been added as an authorised user for the organisation in the Organisation Registration system.
3. Your organisation had submitted an application for Erasmus+ decentralised actions or European Solidarity Corps actions before October 2019 and you are indicated as a self registrant or Legal Entity Appointed Representative (LEAR) in the Participant Portal, now SEDIA Funding & Tenders portal, for the organisation and the organisation information was transferred to the Organisation Registration system in October 2019.

I do not find my organisation

If you do not see the section **My Organisations** in the **Main Menu** under **Organisations**, you need to sign to EU Login as described [here](#).

If you do not see your organisation(s) listed under **My Organisations** and you did not register the organisation yourself in the system, please check with your colleague who made the registration that you have been added as an authorised user to the organisation.

If they have authorised you, then have them check if the email address entered for you is correct and that it is the one associated with your EU Login account used to access the European Commission systems. Also confirm that they completed the registration by clicking on the **Register My Organisation** button.

If all is set up correctly but you still cannot view the organisation details, please contact your local [National Agency](#) providing the Organisation ID for which you were given access to by your colleague, but which you cannot view from **My Organisations**.

In case your organisation is not yet registered in the **Organisation Registration system**, you need to register it in order to participate in Erasmus+ Programme and European Solidarity Corp. Access the [Erasmus+ and European Solidarity Corps platform](#) to begin.

My organisation was created in old Participant Portal (SEDIA) before October 2019

If the organisation details were defined in the old Participant Portal, now SEDIA Funding and Tender Portal, before October 2019, please check with your colleagues with access to edit the organisation details in either of these portals. Have them check if the email address entered for you is the correct one and that it is associated with your EU Login account used to access other European Commission systems. If the email address is correct and you still cannot view the details, confirm that the PIC which was used in applications forms is the correct one. If you still cannot view the organisation details, please contact your local [National Agency](#) providing the PIC which you verified is the correct PIC and for which you have rights to edit in the Participant Portal, now SEDIA Funding and Tender Portal, but cannot view from **My Organisations** in the new Organisation Registration system.

See the [Organisation Registration Guide](#) page for details on what information the National Agency will need.

The transfer of all organisations registered in SEDIA to ORS was done on 22. October 2019.

If you were added as a self registrant, Legal Entity Appointed Representative (LEAR) or as an Account Administrator in the Participant Portal or the SEDIA Funding and Tenders portal after this date, the updated information will not be transferred and therefore you will not see the organisation listed under My Organisations.

If you were added as a Legal Entity Appointed Representative of a centrally validated PIC before 22. October 2019 and the newly updated details have not yet been re-validated, your details were not transferred to the Organisation Registration system.

The Legal Entity Appointed Representative (LEAR) details can be updated in both cases.

Using My Organisations

1. Access the Erasmus+ and European Solidarity Corps platform

In order to see organisations that are either registered by you or for which you are an authorised person, you need to access the [Erasmus+ and European Solidarity Corps platform](#).

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

OPPORTUNITIES

PROJECTS

SUPPORT

Welcome to Erasmus+ and European Solidarity Corps page! ?

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

More information

If you need more information about Erasmus+ Programme, please visit the [programme home page](#). In case you're looking for information about European Solidarity Corps, please visit [European Youth Portal](#).

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the [website of the Agency](#).

Looking for support or have further questions?

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#) in the Support menu.

If you see your name under Welcome in the top right corner of the screen, you are already logged in. If not you need to sign in to [EU Login](#).



1.1. Sign in to EU Login

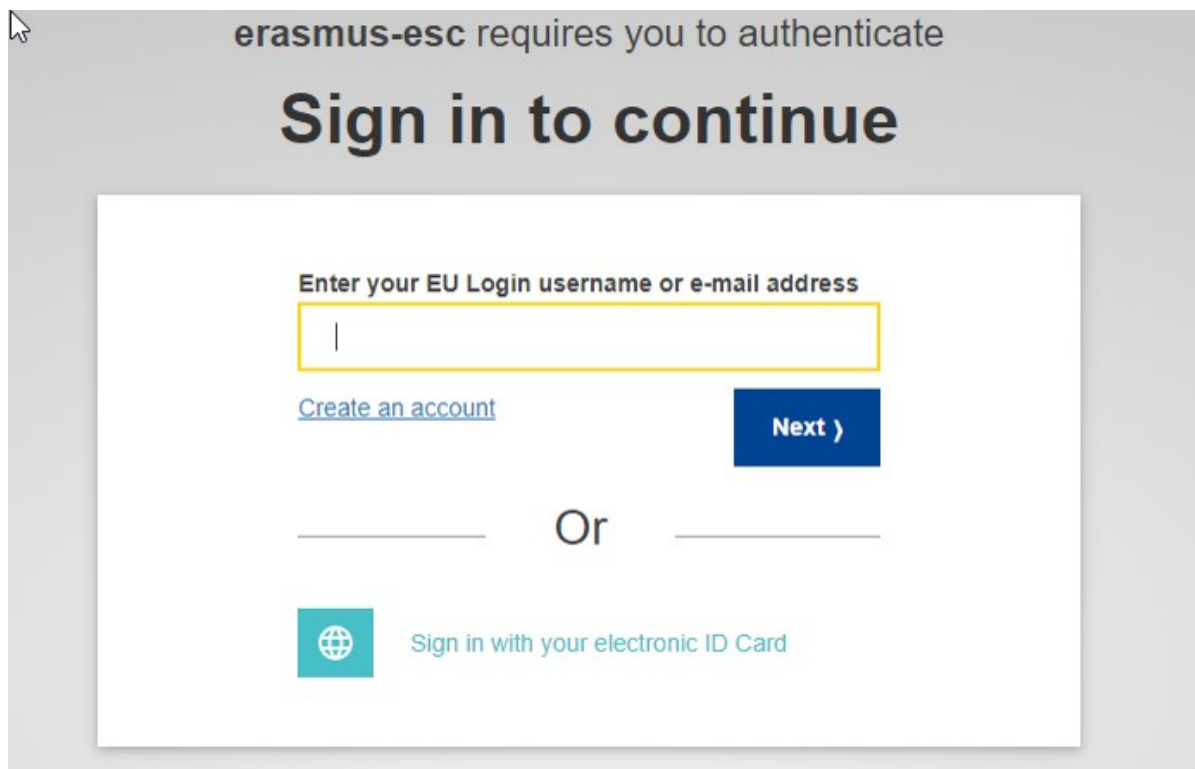
If you are not yet signed in to EU Login, click on **Register or login** in the top right corner.

Sign in to [EU Login](#). Please ensure that you use the email address associated with your EU Login and with your organisation details.



Note

Be aware that the Erasmus+ and European Solidarity Corps platform does not support authentication using eID. Only authentication with the email address and password associated to your EU Login is possible.



2. 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).

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

My organisations ?

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the organisation for Erasmus+ Programme and European Solidarity Corps.

In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and European Solidarity Corp. Follow "[Register my Organisation](#)" link to begin.

Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the [Forms for EU contracts](#) page.

Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

2.1. 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.

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation
Register my Organisation
My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

My Organisations

Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

Number of Organisations
1 items found

Sort By

Search the results...
Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** - City : **Bruxelles** - Website : <http://www.website.com>
Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231236**

Waiting For Na Certification

2.2. 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.

Number of Organisations
1 items found

Sort By

Search the results...
Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** - City : **Bruxelles** - Website : <http://www.website.com>
Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231234**

Waiting For Na Certification

Items per page: 10 1 - 1 of 1

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation
Register my Organisation
My Organisations

OPPORTUNITIES

APPLICATIONS

My organisations

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the organisation for Erasmus+ Programme and European Solidarity Corps.

In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and European Solidarity Corp. Follow ["Register my Organisation"](#) link to begin.

Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the [Forms for EU contracts](#) page.

Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

2.3. 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.

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

- Search for an Organisation
- Register my Organisation
- My Organisations**

OPPORTUNITIES

APPLICATIONS

PROJECTS

My Organisations ?

Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

Number of Organisations

1 items found

Sort By

Search the results... Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS - Country : Belgium - City : Bruxelles - Website : <http://www.website.com> Organisation ID : E10247394 - Registration number : 1231231234 - VAT number : BE1231231236

Waiting For Na Certification

2.4. 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.

Number of Organisations

1 items found

Sort By

Search the results... Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS - Country : Belgium - City : Bruxelles - Website : <http://www.website.com> Organisation ID : E10247394 - Registration number : 1231231234 - VAT number : BE1231231234

Waiting For Na Certification

Items per page: 10 1 - 1 of 1



Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the [Forms for EU contracts](#) page.

For details on how to update your organisation information please see the page [Modify Organisation in the Organisation Registration system](#).

2.5. Find an organisation

If you administer many organisations, you can provide filter criteria in the search box. As you type, the list displayed will be reduced to only show organisations containing the entered text in any of the displayed columns.

Number of Organisations

1 items found

Sort By

Search test Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS - Country : Belgium - City : Bruxelles - Website : <http://www.website.com> Organisation ID : E10247394 - Registration number : 1231231234 - VAT number : BE1231231234

Waiting For Na Certification

Items per page: 10 1 - 1 of 1

2.6. No organisations displayed in My Organisations

If no organisations are displayed in the list, see the [I do not find my organisation](#) above.

Number of Organisations
0 Organisations found

Related Articles

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