

Organisation Registration Guide

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The **Organisation Registration system for Erasmus+ and European Solidarity Corps** provides a unique identifier (Organisation ID) for any organisation that intends to apply for accreditation or for a grant for **Erasmus+** and **European Solidarity Corps** actions managed by National Agencies.

The **Organisation ID** must be used in all applications to [open calls for Erasmus+ or European Solidarity Corps Forms](#).

This guide is intended both for users and organisations that had used the Participant Portal (now [SEDIA Funding & Tenders portal](#)) before October 2019 to register in order to participate in Erasmus+ and European Solidarity Corps actions managed by National Agencies, and for those who had never used the Participant Portal and require to register to participate in such actions.

Please answer the questions below to navigate to the most relevant pages for your knowledge of the EAC organisation registration process. If you are new to the process we suggest that you read the introduction to this guide.

Find out if your institution is already registered in ORS

Before October 2019, did you have access to edit your organisation details in the former Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal, now SEDIA Funding & Tenders portal?

Yes.

If before October 2019 you had access to edit the organisation details in the EAC Participant Portal, now [SEDIA Funding & Tender portal](#), you have retained this access to edit the organisation details in the Organisation Registration system. Please log into the Erasmus+ and European Solidarity Corps platform to view [your list of organisations](#). You must use the same email address that is associated to your EU Login and is indicated in the Participant Portal. Be aware that the Organisation Registration system **does not support** authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

See more details on how to [modify your organisation](#) after you have logged in. You will also view the Organisation ID from [My Organisations](#) list.

If you had access previously but do not have in the new Organisation Registration system, please see below for [instructions](#) on what to do.

No.

Do you know the Participant Identification Code (PIC) for the organisation that you wish to register?

Yes.

Use the [Search](#) feature to find your Organisation ID.

No/I don't think so.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, please [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs /Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

Did your organisation apply for an accreditation or grant for [Erasmus+](#) (managed by National Agencies) and/or [European Solidarity Corps](#) before October 2019?

Yes.

Use the [Search](#) feature to find your Organisation ID.

No / I don't think so.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, please [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs /Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

I don't know.

The [eligibility criteria](#) in the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Guide](#) indicate the actions that are Erasmus+ (managed by National Agencies) and European Solidarity Corps actions.

Use the [Search](#) feature to find your Organisation ID. If you can't find it or if you find multiple results, ask a colleague within your organisation for guidance on the correct PIC to use. In case of multiple PICs, if any is associated with an ECHE code, this is deemed to be the correct PIC.

Did you find your Organisation ID in the system?

Yes.

Take note of the Organisation ID. You can now use the Organisation ID in any open calls in the [Erasmus+](#) and [European Solidarity Corps](#) platform.

No.

If you have a PIC and your organisation has previously applied for an accreditation or for a grant for [Erasmus+](#) (managed by National Agencies) and [European Solidarity Corps](#) actions, please contact your [National Agency](#) for further assistance.

Do you require to edit or update the organisation details in the system?

Yes.

From the [Erasmus+ and European Solidarity Corps platform](#) go to My Organisations and edit the organisation details, as described in [My Organisations in the Organisation Registration system](#). If you cannot view the organisation details from My Organisations, please contact your colleague who used to have access to edit the organisation in the Participant Portal before October 2019. They also have access to edit the organisation in the Organisation Registration system and can give you access by adding you as an authorised user or [modify the organisation](#) details for you.

If you cannot identify a colleague in your organisation who had access to the Participant Portal, please contact your [National Agency](#) for further assistance, providing the PIC and/or Organisation ID. Details on what information to provide to the National Agency, see [Nobody in my organisation has access to our organisation in the Organisation Registration system. What can we do?](#)

No.

Even if you are not an authorised user in the Organisation Registration system, you can still use the Organisation ID in the application form.

Nobody in my organisation has access to our organisation in the Organisation Registration system. What can we do?

1. A duly checked representative of the organisation has to [contact the National Agency](#), indicating that a user needs access to the organisation information in the Organisation Registration system.
2. The National Agency will ask for:
 - a. **Compulsory fields**
 - PIC (if relevant)
 - Organisation ID
 - First Name and Last Name
 - Professional email address
 - b. **Optional fields**
 - Main phone
 - Street name and number
 - Country, City and Postal code
3. The National Agency will then verify in their own project management system that the requested user is not associated with the specific organisation.
4. The National Agency will then take the necessary steps to have the account added.
5. The National Agency will then notify the organisation and the newly added authorised user once access is given. The organisation will then be shown in the list of [My Organisations](#) and the details can be accessed and updated, if needed.

What is the Organisation Registration system for Erasmus+ and European Solidarity Corps?

Any organisation that wants to apply for an accreditation or for a grant under the European Commission programmes must **register** and provide their basic legal and financial information.

For actions managed by the [Directorate General for Education, Youth, Sport and Culture](#) (DG EAC) through the National Agencies, this is done in the [Organisation Registration system](#), a tool provided by DG EAC. These actions are referred to as **decentralised** actions and include part of the [Erasmus+ and European Solidarity Corps](#) programmes. For the [Erasmus+](#) and [European Solidarity Corps](#) programmes, please check the relevant programme guides and websites to identify whether the actions you applied for in the past or plan to apply for are centralised or decentralised.

After registration, a unique identifier is assigned to the organisation. This is the **Organisation ID**, which will be used for applications and also as a reference by the European Commission and National Agencies in future interactions.

For **centralised** actions within the Erasmus+ and European Solidarity Corps programmes, registration is carried out in the [SEDIA Funding & Tenders portal](#). These actions are managed by the [Education, Audiovisual and Culture Executive Agency](#) (EACEA) together with other programmes such as Creative Europe, Europe for Citizens, EU Aid Volunteers. Registration in the portal will result in a **Personal Identification Code**, referred to as the **PIC**. Please visit the Funding & Tender portal, for specific instructions and additional information.

Organisations willing to participate in both the decentralised and centralised actions of the Erasmus+ and European Solidarity Corps programmes must use both systems and will have two distinct and unique identifiers: the PIC and the Organisation ID.

If you are a new user, you must create an [EU Login](#) account before registering your organisation in the Organisation Registration system or the Funding & tender portal.



Please see the **eligibility criteria** in the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Guide](#) to find out where to submit your specific accreditation/grant application for these two programmes and where to register your organisation.

How do I register my organisation in the Organisation Registration system?

Important

Only register your organisation once, even if you intend to participate in multiple calls for proposals.

As an authorised user representing your organisation, you will provide all the required information on your organisation in the Organisation Registration system which is accessible from the [Erasmus+ and European Solidarity Corps platform](#).

To avoid multiple registrations of the same organisation, before you start the registration process, please use the available **search** functionality to identify any similar organisations. This will allow you to decide whether an already existing Organisation ID can be used within a Web Application Form or whether you should register your organisation for the first time. See [How to search for organisations](#) for more details. If you find multiple results matching your organisation's details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct organisation to further use in web applications.

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

After submitting all the information needed to register your organisation, you will obtain a unique **Organisation ID**. This Organisation ID can be used immediately to apply for decentralised actions while awaiting certification by the responsible National Agency.

I already have a PIC, do I need an Organisation ID?

Yes, the **Organisation ID** must be used in all open calls in [Erasmus+ and European Solidarity Corps platform](#).

If before October 2019 you had already used your PIC to apply for decentralised Erasmus+ or European Solidarity Corps projects, you do not need to re-register in the Organisation Registration system. The organisation details were transferred from the Participant Portal, now [SEDIA Funding & Tender portal](#), to the Organisation Registration system and a unique Organisation ID was assigned automatically to your organisation.

If you were a self-registrant, LEAR or an account administrator managing your organisation's PIC then you already have access to the new Organisation Registration system. Simply log in to the [Erasmus+ and European Solidarity Corps platform](#) using your existing EU Login credentials and manage your organisation data from [My Organisations](#). Be aware that the Organisation Registration system does not support authentication using eID. Only authentication with the e-mail address and password associated to your EU Login is possible.

It is possible to find the Organisation ID using the available **search** functionality and your PIC.

I don't know if I have an Organisation ID or a PIC.

Just in case, double check that your organisation has not been previously registered using the [Search](#) feature. Once you are certain it is not registered, you can proceed to [register](#) your organisation.

If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the [correct](#) organisation to further use in web applications.

Where to register for the Erasmus Charter for Higher Education (ECHE)?

As the **Erasmus Charter for Higher Education (ECHE)** is awarded by the Education, Audiovisual and Culture Executive Agency (EACEA), a higher institution must register in [SEDIA Funding & Tender portal](#), and then use the PIC to apply for the Charter. If awarded the ECHE, the institution can:

- use the PIC to apply for Erasmus+ centralised actions, i.e. [call for proposals managed by EACEA](#).
 - register in the new EAC Organisation Registration system and use the newly created Organisation ID to apply for [Erasmus+ decentralised](#) actions. The PIC should be mentioned when registering the organisation here.
 - [Erasmus Charter for Higher Education](#)
-

European Solidarity Corps.

The **European Solidarity Corps Quality Label** is awarded by the National Agencies or EACEA.

Organisations wishing to participate in European Solidarity Corps activities are required to register in the Organisation Registration system and obtain an Organisation ID. The Organisation ID is then used to apply for other European Solidarity Corps activities, with the exception of ESC14 - Volunteering Teams in high priority areas. Groups of young people wishing to implement solidarity projects also need to register in the Organisation Registration system and obtain a single Organisation ID.

- [European Solidarity Corps Quality Label](#)
-

How will the organisation information be verified?

The organisation details will be verified by different institutions depending on the part of the programme and the institution handling the request. The verification is only done when needed, usually after a grant proposal is successfully evaluated.

Certification by the National Agency

Registered organisations which apply for decentralised actions will have their details **certified by the National Agency** of the relevant participating country of the programme. All documents uploaded in the new Organisation Registration system will be checked by the National Agency. If approved, the organisation is considered certified by the National Agency. Until certification is completed, the Organisation ID status in the Organisation Registration system displays **Registered**.

If an organisation applies for [Vocational Education and Training](#) (VET) and [Higher Education mobility consortia accreditation](#), the organisation will also go through certification by the National Agency.

After successful NA Certification, the status of your Organisation ID in the Organisation Registration system is updated to **NA Certified**.

Validation by the Research Executive Agency (REA)

Grant requests for centralised projects under Creative Europe, Erasmus+, Europe for Citizens, EU Aid Volunteers are handled by the Education, Audiovisual and Culture Executive Agency (EACEA), therefore the organisation is verified and **validated** by REA in Brussels.

This process is referred to as [validation of legal entities](#).

Requests for Accreditation handled by EACEA

Erasmus Charter for Higher Education (ECHE)

If an organisation is awarded an [Erasmus Charter for Higher Education \(ECHE\)](#), it will neither be validated nor certified during the accreditation process itself. This will be done later on depending on the grant request. The organisation will be:

- certified if applying for [Erasmus+ decentralised](#) activities or
- validated if applying for Erasmus+ centralised actions, i.e. [call for proposals managed by EACEA](#).

Quality Label processed by EACEA

As the awarding of a Quality Label for the European Solidarity Corps is done by EACEA, the organisation details will also be certified by EACEA.



Take note

Organisations that are participating in the Erasmus+ and European Solidarity Corps actions managed by National Agencies (as applicants, beneficiaries, partners, hosts or consortium members) and already have a PIC will be copied to the new Organisation Registration system. If an organisation was already validated by REA it will automatically be NA certified.

If your organisation applies for centralised actions, it will have to go through the REA validation process, regardless of whether it has already been certified for a decentralised project or not.

You may be asked for different documentation or information in the two cases. For instance if your organisation is selected for a centralised action you must nominate a Legal Entity Appointed Representative (LEAR) and provide supporting legal documents in view of the validation. In that case, the mandatory fields for the LEAR must be filled in the Portal. The LEAR appointment is not required if the PIC is not validated by REA.



How to do this in the tools?

- Newly added and updated wiki pages for Organisation Registration system
- Basic functionalities of the Organisation Registration system
- How to search for organisations in the Organisation Registration system
- How to register an organisation in the Organisation Registration system
- My Organisations in the Organisation Registration system
- Manage contacts and authorised users in the Organisation Registration system
 - NA Access Request as Authorised User in the Organisation Registration system
- How to add the Organisation Contact and Authorised Users in the Organisation Registration system
- How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system
- Modify Organisation in the Organisation Registration system
- Manage documents in the Organisation Registration system
- Keeping consistent organisation information between systems in the Organisation Registration system
- Notifications to contact/authorised users of an organisation in the Organisation Registration system