

# Manage contacts and authorised users in the Organisation Registration system

## 1 [Contacts and Authorised Users in the Organisation Registration system](#)

### Contacts and Authorised Users in the Organisation Registration system

Upon [registration](#) of any organisation in the Organisation Registration system, the **Organisation Contact Person** and the first **Authorised User** have to be [added](#). Additional authorised users can be added immediately after the organisation is registered.

The **Organisation Contact Person** is the person to be contacted by someone interested in the organisation. The details of the contact person are not visible to unauthorised users in the Organisation Registration system or on the Erasmus+ and European Solidarity Corps platform. If the organisation contact person is not also set up as an authorised user in the system, the organisation contact person has no edit rights to update organisation information.

The **Authorised User** role is applied to users added by the person registering and/or updating the organisation information in the Organisation Registration system. An authorised user can be, but is not necessarily the same as the organisation contact person. The person registering the organisation is automatically considered an authorised user.

Authorised users can edit the organisation information in the system as well as add, update or delete other authorised users and update the organisation contact person's details.



#### Important

**Authorised Users** need to have an [EU Login](#) account to access the organisation information. Users without an EU Login account will receive an email invitation to create their account once they are added to the organisation.



#### 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](#).

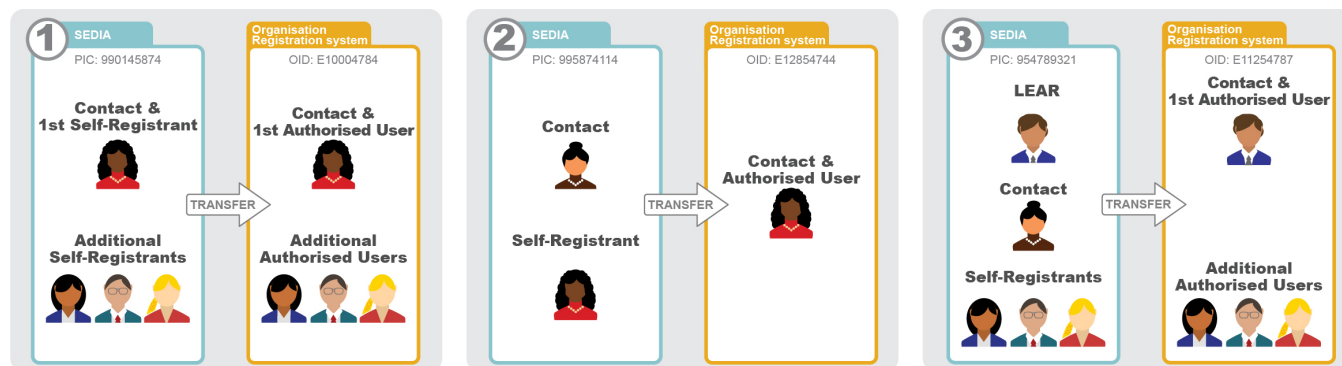
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# Transfer of contacts and users to the Organisation Registration system in October 2019

If your organisation information was automatically transferred to the Organisation Registration system on 22nd of October 2019, and you had been either indicated as a contact person, Legal Entity Representative (LEAR) or a self registrant in the Participant Portal or the SEDIA Funding and Tenders portal for your organisation, you are an authorised user for your organisation in the Organisation Registration system.

The **user roles were transferred** from the Participant Portal to the Organisation Registration system as follows:

1. For organisations where the contact person and self-registrant were different: The first self-registrant was transferred as the Organisation Contact person and an Authorised user.
2. For organisations where no LEAR was assigned: The self-registrant was transferred as the Organisation Contact Person and as an Authorised User.
3. For organisations with a LEAR: The LEAR was transferred as the Organisation Contact Person and as an Authorised User.



If your organisation information was automatically transferred to the Organisation Registration system, and your account was transferred as an authorised user, you have access to your organisation information including the details of the organisation contact person and all authorised users easily via the list of My Organisations. See [My organisations](#) for additional information.

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 the organisation transfer date, the updated information was not transferred and therefore you do not see the organisation listed under My Organisations.

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

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

To be added as an authorised user, please request that one of the other authorised users adds you to the organisation in the Organisation Registration system.

## 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](#)