

Introduction to the Portal

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- 1. Connect to the Portal
 - 1.1 Access the Portal
 - 1.2 Search, Navigation and General Layout
 - 1.3 Language
 - 1.4 Login and My Account
- 2. Participant Registration and User Roles
 - 2.1 Participant Registration
 - 2.2 Overview of User Roles and Permissions
 - 2.2.1 Organisation
 - 2.2.2 Procedure
 - 2.2.3 Contract (Project)
 - 2.2.4 Intervention
- 3. Manage My Area
 - 3.1 My Organisation(s)
 - 3.1.1 View or Edit Organisation Data
 - 3.1.1.1 Organisation Data
 - 3.1.1.2 Legal Information
 - 3.1.1.3 Authorised Users/LEAR
 - 3.1.1.4 Bank Accounts
 - 3.1.1.5 Financial Capacity
 - 3.1.1.6 Messages
 - 3.1.1.7 Documents
 - 3.1.1.8 SME Data
 - 3.1.2 View or Edit Organisation Roles
 - 3.2 Procurement
 - 3.2.1 Manage Procedure (Invitation, Submission) or Project (Contract) Roles and Permissions
 - 3.2.1.1 Modify the Primary Coordinator Contact (PCoCo)
 - 3.2.1.2 Manage Project Roles (CoCo, CLSIGN)
 - 3.2.2 My Invitation(s)
 - 3.2.3 My Submission(s)
 - 3.2.4 My Contract(s)
 - 3.3 My Intervention(s)
 - 3.4 My Notification(s)
 - 3.5 My Task(s)
- 4. Support for the Portal
 - How to ask for support - Ask for support on IT or Operational Aspects

Welcome to the Portal
Contracts and Procurement