

# Manage My Area

## Manage My Area

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## 3. Manage My Area

### 3.1 My Organisation(s)

Once logged-in as a **Self-registrant, LEAR or Account Administrator** of your organisation, and depending on your permissions, you are able to view /manage your organisation's data, PIC registration, and roles from the **My Organisation(s)** section (1) of the portal.

A **self-registrant** can complete the registration of their organisation by selecting the "**Continue Registration**" button (2).

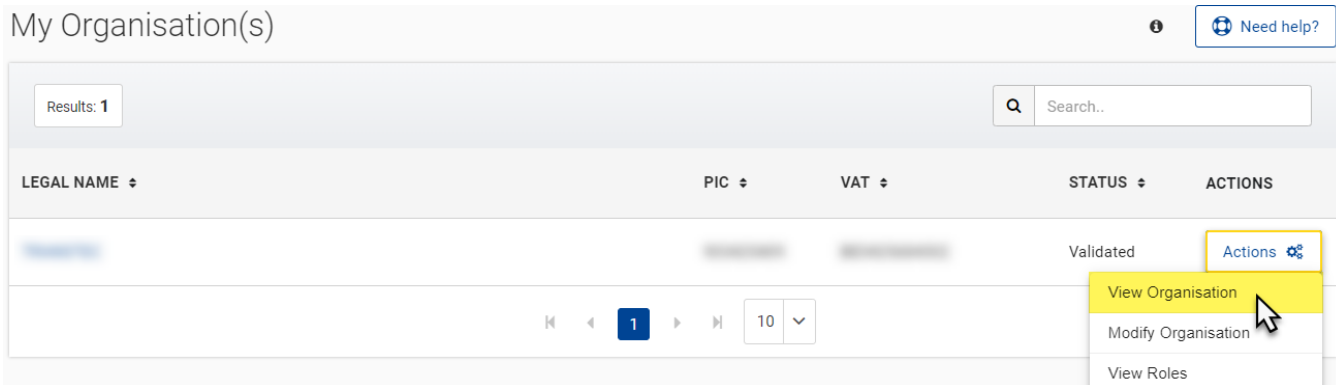
When the organisation's registration is **validated** (3), only the **LEAR** and **Account Administrator(s)** (if any) are able to view/modify the organisation's data (4).

The **LEAR** and **Account Administrator(s)** of the organisation can view the organisation-level user roles and permissions, but only the **LEAR** of the organisation can edit these roles and permissions (5).

The screenshot displays the 'My Organisation(s)' section of the portal. The header includes the European Commission logo and the text 'Funding & tender opportunities'. The main navigation bar contains links like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The left sidebar lists 'My Person Profile', 'My Organisation(s)' (highlighted with a red circle 1), 'My Formal Notification(s)', and 'My Task(s)'. The main content area shows a table with columns: LEGAL NAME, PIC, VAT, STATUS, and ACTIONS. One row is visible with the status 'Validated' (marked with a red circle 3). The ACTIONS column for this row has a dropdown menu open, showing options: View Organisation (4), Modify Organisation, View Roles, Edit Organisation Roles (5), View Partner Search Profile, View Tender, View Contract, View Invitation, and Adversarial process. Below the table, there is a message: 'Do you want to continue the registration of your organisation to receive a PIC?' followed by a 'CONTINUE REGISTRATION' button (2).

### 3.1.1 View or Edit Organisation Data

To view the organisation's details, in the **My Organisation(s)** section of the portal, click on the **"Actions"** button for your organisation and select the **"View Organisation"** option.

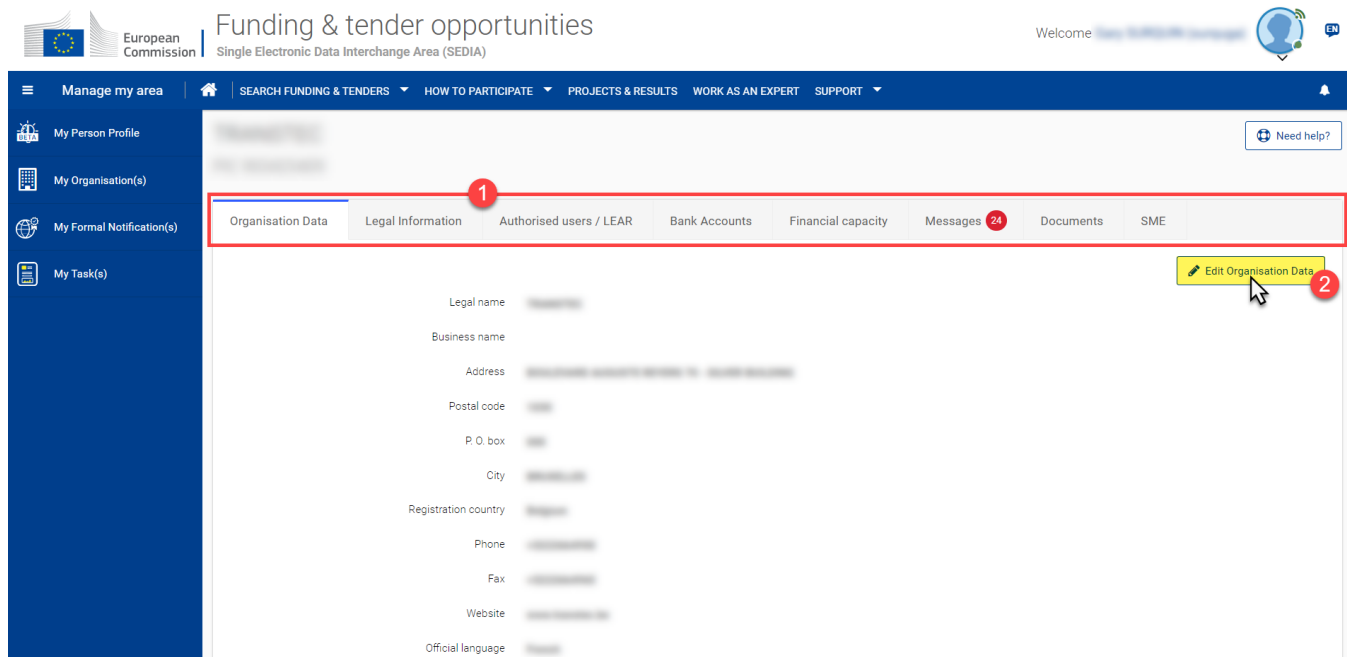


On the **My Organisation** page > **Details** tab, you can find the basic information concerning the organisation:

- Legal Address and phone/fax number
- Active LEAR information
- PIC, VAT and status

To edit the organisation's details as the **LEAR** of the organisation, in **My Organisation(s)** section of the portal, click on the **"Actions"** button for your organisation and select the **"Modify Organisation"** option.

On the **Organisation Details** page, select the **tab (1)** that you want to edit, and then click on the **"Edit (tab name)"** button (2) at the top right of the tab.



Edit the fields and manage the documents as required and as detailed in the corresponding sections below, and then click on the **"Submit"** button at the bottom right of the page to save your changes.



**Tip:** Remember to first click on the **"Edit (tab name)"** button, apply your modifications, and then click on the **"Submit"** button to save your changes and for each tab that you modify.

### 3.1.1.1 Organisation Data

To edit the organisation information, select the **Organisation Data** tab and click on the **"Edit Organisation Data"** button to enable the *edit mode*.

- **Legal name\*** – Enter the legal name as stated in the constitutive act. In the case of a natural person, enter the full name (name, surname, middle name, etc.) as stated in the official Identity Document (ID). Please use latin characters (phonetic transliteration if the original characters are non-latin).
- **Business name** – Enter the business name, if different from the legal name.
- **Address\*** – For a legal person, enter the legal address as stated in the constitutive act. This is usually the address of the headquarters. For a natural person, enter the permanent residence address.
- **Postal code\*** – Enter the postal/ZIP code of the organisation's legal address.
- **P.O. box** – Enter only if your organisation use a postal box.
- **City\*** – Enter the official name of the city where the organisation was established.
- **Registration country\*** – Enter the country where the organisation is officially registered. For a natural person, enter the country of birth.
- **Phone\*** – Use the format (+CCCNXXXXXXXXXXXXBBB): international code -C- (1-3 digits, no zeros) followed by the phone number -N- (max. 14 digits), followed by extension -B- ("x" characters + max. 5 digits; optional).
- **Fax** – Use the format (+CCCNXXXXXXXXXXXXBBB): international code -C- (1-3 digits, no zeros) followed by the phone number -N- (max. 14 digits), followed by extension -B- ("x" characters + max. 5 digits; optional).
- **Website** – Use the format www.homepage.domain. For example, www.mycompany.com.
- **Official language\*** – Select the language used for communications within the organisation.


(\*) – required fields



**Tip:** Remember to click on the **"Submit"** button at the bottom right of the page to save your changes to the **Organisation Data**.

### 3.1.1.2 Legal Information

To edit the legal information of your organisation, select the **Legal Information** tab and click on the **"Edit Legal Information"** button to enable the *edit mode*.

For help completing the fields and in *edit mode*, click on the **info icon**  of any of the fields to display the eHelp tooltip, that provides a full description for the corresponding field.

Legal Information



**Tip:** Remember to click on the **"Submit"** button at the bottom right of the page to save your changes to the **Legal Information**.

### 3.1.1.3 Authorised Users/LEAR

To edit/change the authorised users or LEAR of your organisation, select the **Authorised Users/LEAR** tab.

In this tab, you can either:

- Click on the **"Manage Roles"** button (1) to access the [Roles for the Organisation](#) page, and then manage the roles for your organisation; **or**
- Scroll-down to the **LEAR** section (2) to **edit or replace the LEAR** for your organisation.

Organisation Data | Legal Information | **Authorised users / LEAR** | Bank Accounts | Financial capacity | Messages 24 | Documents | SME

**Manage roles** 1

Authorised Users

First name	Last name	Role	E-mail

**LEAR** 2

In parallel to its validation in the Participant Register, your organisation must nominate a [Legal Entity Appointed Representative \(LEAR\)](#). For this, three originally signed paper documents must be sent to the Commission. By clicking the button 'Replace LEAR' you can provide the LEAR data and create the documents to be printed and signed as explained in the [IT How To](#).

First name	Last name	E-mail	Status	Actions
			Validated	<b>Edit</b> <b>Replace LEAR</b>



For more information concerning the **LEAR appointment and validation**, please follow the instructions on the dedicated [Funding & Tender Opportunities Online Manual](#) page.

### 3.1.1.4 Bank Accounts

To edit the details of the bank account, or register a new bank account for your organisation, select the **Bank Accounts** tab.

In this tab, you can either:

- Click on the **"New Bank Account"** button (1) to register a new bank account for your organisation; **or**
- Click on the **"Edit"** button (2) to edit the existing bank account information for your organisation.

Organisation Data | Legal Information | Authorised users / LEAR | **Bank Accounts** | Financial capacity | Messages 24 | Documents | SME

You can add new bank accounts with the New Request button. Please note that you cannot submit any new requests, as long as you have a pending request which has not been submitted. Delete the pending request first. If you need to cancel a submitted request, please contact the Helpdesk.

**+ New bank account** 1

Account	Status	Actions	Info
	Validated	<b>Edit</b> 2	



For more information concerning the **Bank Account registration**, please follow the instructions on the dedicated [Funding & Tender Opportunities Online Manual](#) page.

### 3.1.1.5 Financial Capacity

You might be requested to provide additional financial information for your organisation, for which the details (closing date, status and actions) of these requests are managed from the **Financial Capacity** tab.



For more information concerning the **Financial capacity assessment**, please follow the instructions on the dedicated [Funding & Tender Opportunities Online Manual](#) page.

### 3.1.1.6 Messages

The **Messages** tab allows you to view or create (exchange) messages/notifications with the Central Validation Service.

In this tab, you can either:

- Click on the **"New Message"** button (1) to create and send a new message to the Central Validation Service; **or**
- Click on the **"View"** button (2) of a particular message to view it. In *view mode* and for the selected message, you can also **reply** directly to the Central Validation Service for the message received.

The screenshot shows the 'Messages' tab selected in the top navigation bar. A yellow button labeled '+ New message' with a red circle '1' is in the top right. Below, a table lists messages. The first message has a subject '\* Modification request - changes/corrections implemented - (Large infrastructure as no updated)', a message body 'Dear Participant, We are pleased to inform you th...', context 'Other', and date '09/04/2019'. In the 'Actions' column, a 'View' button with a red circle '2' is highlighted by a mouse cursor.

### 3.1.1.7 Documents

The uploading of documents to the Central Validation Service is essential to the registration and validation process of your organisation, and is managed from the **Documents** tab.

In this tab, you can either:

- Check the status and information of a **requested/uploaded** document; **or**
- Click on the **"Add New Document"** button (1) to upload new supporting documents for your organisation; **or**
- In the *list of uploaded documents*, manage the existing documents for your organisation by using the **"View"** or **"Edit"** buttons (2).

The screenshot shows the 'Documents' tab selected in the top navigation bar. A yellow button labeled '+ Add new document' with a red circle '1' is in the top right. Below, a table lists documents. The first document is 'FINANCIAL ID FORM-BANK ACCOUNT' with upload date '08/04/2019' and status 'RECEIVED'. The second is 'VAT EXTRACT' with upload date '22/02/2019' and status 'RECEIVED'. In the 'Actions' column, 'View' and 'Edit' buttons are highlighted with a red box and a red circle '2', with a mouse cursor pointing at the 'View' button.



For more information concerning the **Documents that must not be managed though this tab**, please follow the instructions on the dedicated [Funding & Tender Opportunities - IT How To](#) page.

### 3.1.1.8 SME Data

For certain participations, you will be required (if relevant) to register - status declaration - your organisation as a SME (**Small and Medium-sized Enterprise**) from the **SME** tab.

In this tab, there are two ways to define your SME status:

- Through **Self-Assessment (1)**, when the SME status is **not** a requirement to participate; **or**
- Through **Self-Declaration (2)**, when the SME status is a requirement to participate.

Organisation Data
Legal Information
Authorised users / LEAR
Bank Accounts
Financial capacity
Messages 23
Documents
SME

SME data

The table below presents your existing SME data.

Year	Result	Type	Closing date	Status	Actions
<div> 1 </div>					

SME Self-Assessment

In some calls for proposals (specified in the topic conditions and submission system) the SME Self-Assessment is mandatory and the lack of it may block your submission. Find additional information about the SME Self-Assessment on the [IT HOW TO wiki](#).

Continue SME self-assessment

SME Self-Declaration

Edit self-declaration



For more information concerning the **SME status declaration**, please follow the instructions on the dedicated [Funding & Tender Opportunities - IT How To](#) page.

### 3.1.2 View or Edit Organisation Roles

To view/edit the organisation roles, in the **My Organisation(s)** section of the portal, click on the **"Actions"** button for your organisation and select the **"View Roles"** option.

My Organisation(s)

Results: 1
Search...

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
			Validated	Actions <div> View Organisation Modify Organisation View Roles Edit Organisation Roles </div>

Do you want to continue the registration of your organisation to receive a PIC?

Select the **Roles** tab (if not already selected by default) to view the *list of roles* (1), including the corresponding user name, e-mail address, username, team, last change date and details (if relevant) for each role registered for the organisation.

You can **search for a specific role/user** by name or e-mail address (2), **download the list to an Excel file** (3), or **Edit Organisation Roles** (4) if you are the **LEAR or Account Administrator** of the organisation.



For more information on user roles and associated permissions, please view [Overview of User Roles and Permissions](#).

Filter the results in the list from the **Filter Data** input field (5), and select other **role types** (6) if needed.

## My Organisation:

Need help?

Details

Roles

To view users linked to the organisation, search by name, by role, or download the full list. To manage horizontal roles within the organisation (account administrators, financial and legal signatory), click on the 'Edit organisation roles'.

Search by name or email

All roles

Search

Show all

Edit Organisation Roles

Organisation Roles (36)

Tender Roles

Contract Roles

Invitation Roles

36 items found

Filter Data..

ROLE	NAME	EMAIL	USERNAME	TEAM	ACCOUNT DATA CHANGE DATE
Financial Signatory					
Financial Signatory					<a href="#">05-07-2021</a>
Financial Signatory					
Financial Signatory					
LEAR					n.a

In the **Edit Organisation Roles** function:

- Click on the corresponding **edit** or **delete** icon in the **Actions** column of the *list of roles* to edit/delete the relevant role;
- Click on the **"Add Role"** button at the bottom of the *list of roles* to add a new role.

## Roles for the organisation:

Results: 36

Search..

ROLE	NAME	EMAIL	USERNAME	TEAM	ACTIONS
Financial Signatory					
Financial Signatory					
Financial Signatory					
Financial Signatory					

1 2 3

10

Go back

Add roles


Organisation:

For the **Add Role** function, select the required role, enter first name, last name, and e-mail address of the user for the role, and then click on the **"Save"** button to confirm.

Please enter the contact name and details

Role *	<input type="text" value="Account Administrator"/>
First Name *	<input type="text" value="Ceril"/>
Last Name *	<input type="text" value="Johnson"/>
Email *	<input type="text" value="ceril.johnson@org.com"/>

\* required field





**Important note for Legal Signatory roles (LSIGN and Procurement LSIGN):**

Please make sure that you assign the appropriate Legal Signatory role (Legal Signatory – **LSIGN**, and/or Legal Signatory for Procurement – **Procurement LSIGN**) for your organisation and procedure(s).

**Legal Signatories** (LSIGN and Procurement LSIGN) are nominated for an organisation by the LEAR or an Account Administrator:

- **LSIGN** for Grants
- **Procurement LSIGN** for Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements

Legal Signatories have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level.

An organisation can have an unlimited number of Legal Signatories.

**For Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements:**

- If the organisation would need to restrict the signatory role for contracts and amendments, the **Procurement LSIGN can nominate a CLSIGN to the contract** (project-level). The LEAR or Account Administrator of the organisation would therefore first need to **appoint the Procurement LSIGN role to a user of the organisation beforehand** (organisation-level).

## Roles for the organisation:

Please enter the contact name and details

Role *	<div>Please choose</div>
First Name *	<div>Please choose</div>
Last Name *	<div>Account Administrator</div>
	<div>Accounting Manager</div>
	<div>Financial Signatory</div>
	<div>Legal Signatory</div>
	<div>Legal Signatory for Procurement</div>
Email *	<div></div>

\* required field

Cancel

Save

## 3.2 Procurement

### 3.2.1 Manage Procedure (Invitation, Submission) or Project (Contract) Roles and Permissions

>> Please also view [Overview of User Roles and Permissions](#).



For more information concerning **Roles and access rights**, please consult the information on the dedicated [Funding & Tender Opportunities - IT How To](#) page.

When you respond to a call (reopening of competition, open procedures, etc.) or an invitation for submission (Request for Specific Contract under a Framework Contract), you are **automatically assigned as the Primary Coordinator Contact (PCoCo)** for that procedure.



**Important note:** Any **Coordinator Contact** (CoCo) of an Organisation can respond to a call for tender or invitation for submission.

**Organisational-level roles** (LEAR, LSIGN and Procurement LSIGN, etc.) are managed from [My Organisation](#); **Project-level roles** (CoCo, CLSIGN, etc.) are managed **directly from the procedure or contract once accessible** (i.e. invitation for submission, awarding of a contract, etc.). The **PCoCo** can only be modified by **contacting the Contracting Authority**.

#### 3.2.1.1 Modify the Primary Coordinator Contact (PCoCo)

**For Framework Contracts:**

If an External Partner or Consortium Leader (Economic Operator) would like to **modify the PCoCo** for their Organisation, they must address their **request by e-mail to the functional mailbox (FMB) of the respective Framework Contract Owner**, who will then forward the request (if the request is validated) to the dedicated **EC Funding and Tender Service Helpdesk** service to apply the changes in the system.

- The request must be sent by the **LEAR** (Legal Entity Appointed Representative) of the Economic Operator to the **functional mailbox (FMB)** of the Framework Contract Owner:

SIEA 2018 - [INTPA-FWC@ec.europa.eu](mailto:INTPA-FWC@ec.europa.eu)

AUDIT 2018 - [INTPA-R3@ec.europa.eu](mailto:INTPA-R3@ec.europa.eu)

PSF 2019 - [FPI-4-PSF@ec.europa.eu](mailto:FPI-4-PSF@ec.europa.eu)

EVA 2020 - [INTPA-FWC-EVA@ec.europa.eu](mailto:INTPA-FWC-EVA@ec.europa.eu)

EVENTS 2020 - [INTPA-FWC@ec.europa.eu](mailto:INTPA-FWC@ec.europa.eu)

- The **LEAR** must provide the full name, e-mail address and EU Login username of the **new PCoCo** in their request.
- The PCoCo **must be from the same entity** to be entitled as correspondent of the project (recognised by the same entity domain in the e-mail address).
- The **EC Funding and Tender Service Helpdesk** will automatically inform both concerned parties (Economic Operator and Framework Contract Owner) by e-mail on the outcome of the request.

#### **For Contribution Agreements:**

For **Contribution Agreements**, the PCoCo is communicated to the Contracting Authority by the representative of the organisation during the negotiation stage (i.e. therefore before contract preparation). The PCoCo is then assigned to the contract by the EC Operational Manager during the contract preparation.

If any modification is needed for the PCoCo role of a Contribution Agreement, the Organisation will need to contact the Contracting Authority to request the required modification.

### **3.2.1.2 Manage Project Roles (CoCo, CLSIGN)**

**Remember:** As a general rule, a **CoCo** is automatically assigned as **PCoCo** for the procedure or project if they are the submission initiator of the tender.

- For **Framework Contracts**, PCoCos can only be changed, modified or revoked by the Framework Contract owner (see instructions in previous section above).
- For **Contribution Agreements**, the PCoCo is communicated to the Contracting Authority by the representative of the organisation during the negotiation stage (i.e. therefore before contract preparation). The PCoCo is then assigned to the contract by the EC Operational Manager during the contract preparation. If any modification is needed for the PCoCo role of a Contribution Agreement, the Organisation will need to contact the Contracting Authority to request the required modification.

For a specific invitation, submission, or contract, Procurement LSIGNs, CoCos and PCoCos can **manage the project-level roles** of users that are within their own organisation (unique PIC ID), and any user within the organisation **can have multiple roles**.

#### **For example (Procurement LSIGN and CLSIGN):**

Legal Signatories (LSIGN or Procurement LSIGN) have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level.

An organisation can have an unlimited number of Legal Signatories.

#### **For Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements:**

- If the organisation would need to restrict the signatory role for contracts and amendments, the **Procurement LSIGN can nominate a CLSIGN to the contract** (project-level). The LEAR or Account Administrator of the organisation would therefore first need to **appoint the Procurement LSIGN role to a user of the organisation beforehand** (organisation-level).
- If CLSIGN(s) are nominated for a contract, Procurement LSIGN(s) will no longer be able to sign the contract (and amendments – if relevant).
- If no CLSIGN(s) are nominated for a contract, then all Procurement LSIGNs for the organisation will receive notifications for the contract (and amendments – if relevant).
- Only and any Procurement LSIGN of an organisation can nominate or revoke the CLSIGN user role.



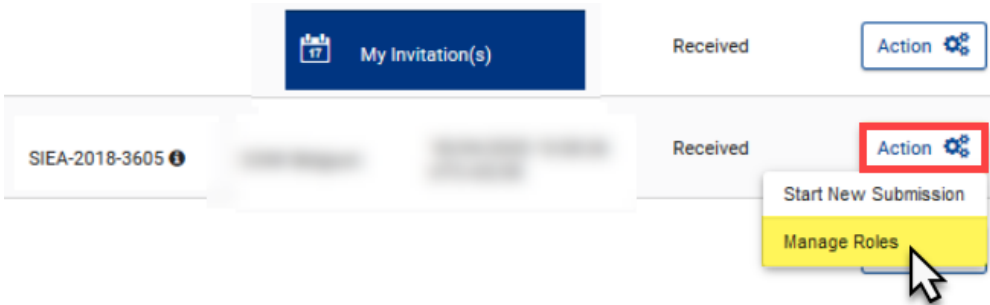
#### **Important note:**

A user will therefore need to be nominated as either a **Procurement LSIGN** or **CLSIGN** for the contract in order to sign a contract (or amendment – if relevant). Please view **Contract Signature** for more information.

### **How to manage Project Roles - Procedure or Contract (CoCo/CLSIGN)**

### For a Procedure (invitation or submission) - CoCo

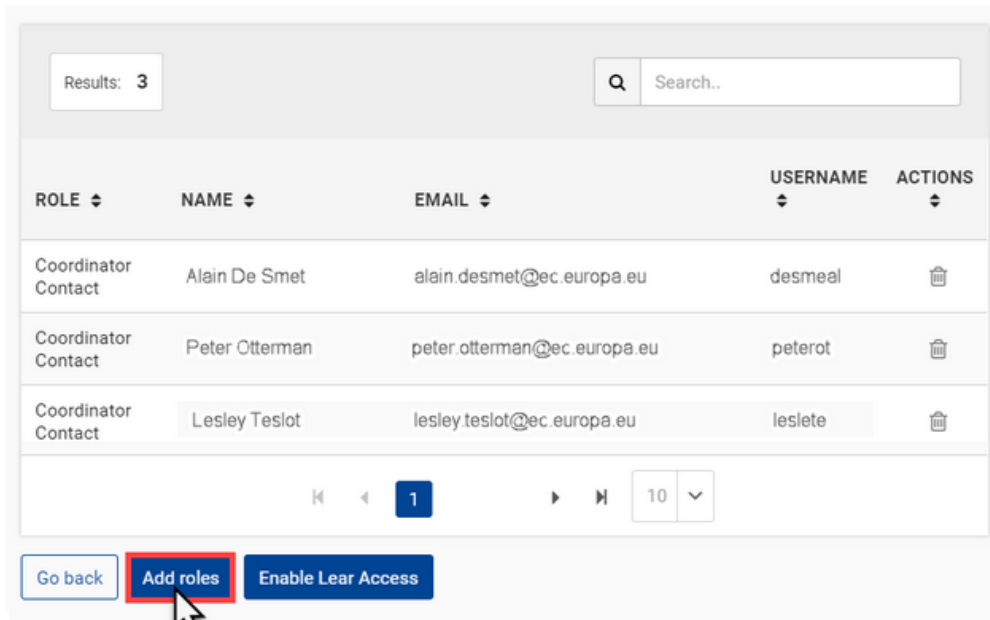
- In **My Invitation(s)** (or **My Submission(s)**), search for the invitation or submission, either from the search box, or in the displayed list.
- Once the invitation or submission is found, click on the corresponding **"Actions"** button and select the **"Manage Roles"** option.



- Click the **"EDIT ROLES"** button of the appropriate Tenderer, Consortium Member, or Consortium Leader.



- In the *list of roles*, either click on the **delete icon**  to **revoke** a role, or click on the **"Add role"** button to **add a new role**.



- First select the **CoCo** role from the **"Role"** field drop-down list, then select the **user** to be assigned to the role, and then click on the **"Ok"** button to confirm.

### For a Contract - CoCo/CLSIGN

- In **My Contract(s)** (1) of the Funding & Tenders Portal, click on the **"Action"** (2) button of the relevant contract, and select the **"Contract Consortium"** (3) option.

Manage my area

SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT

My Organisation(s)
Grants
My Proposal(s)
My Project(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)

## My Contract(s)

Results: 284

Search..

TITLE	Contract FWK	Contract ID	Actions
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2	310000011	300006513	<div> <div>2</div> <div>3</div> <div>1</div> </div> <div> Action Contract Consortium Manage Contract </div>
	310000011	300006414	
	310000055	300007200	<div> <div>2</div> <div>3</div> <div>1</div> </div> <div> Action </div>

- On the **Consortium** page of the contract, click on the **"EDIT ROLES"** button.

My Contract:

EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2

Details
Consortium

Contract Number: 3000065

Request Number: 20020

Lot: SIEA2018\_Lot2

CONSORTIUM LEADER

Organisation - PL


EDIT ROLES

CONSORTIUM MEMBER

Organisation - AM

EDIT ROLES


- On the **Roles** page for the selected organisation, you can check the *current activated roles* of the organisation for the contract, and to add a role, click on the **"Add roles"** button at the bottom of the page.








Roles for the organisation:  
**PL**

---



Results: **3**




ROLE ↕	NAME ↕	EMAIL ↕	USERNAME ↕	ACTIONS ↕
Coordinator Contact	Alain De Smet	alain.desmet@ec.europa.eu	desmeal	
Coordinator Contact	Peter Otterman	peter.otterman@ec.europa.eu	peterot	
Coordinator Contact	Lesley Teslot	lesley.teslot@ec.europa.eu	leslete	

1

10
 


Go back

Add roles


Enable Lear Access

Organisation:  
**PL**

PIC:


 EL - 11523 ATHENS

- First select the required role from the **"Role"** (1) field drop-down list, then select the **user** (2) to be assigned to the role, and then click on the **"Ok"** ( ) button to confirm.



Roles for the organisation:  
**PL**

---

Please enter the contact name and details

Role \* 

1

☐ Ruth Anderson
 ☒ David Barker
 ☐ Keith Young

2

\* required field
 


3

Ok

Cancel

Organisation:  
**PL**

PIC:


 EL - 11523 ATHENS

The user is then assigned to the role, and the required tasks or operations for that role can now be performed by the assigned user.

### 3.2.2 My Invitation(s)

The **My Invitation(s)** section of the Funding & Tenders Portal is dedicated to the **management of your invitations to participate** in a request for services (under Framework Contracts), or the second step of restricted procedures or subsequent rounds of negotiated procedures (under Public Procurement procedures).

**All persons who have an active PCOCO or COCO** (Primary Coordinator Contact or Coordinator Contact) role within the organisation receive the notifications and have access to the invitations to participate, unless a **PCOCO** has already been assigned to the procedure. If a **PCOCO** has **not** been assigned to the procedure, the person in the organisation that responds to an invitation (i.e. expresses their willingness to participate) automatically becomes the **PCOCO** for that procedure/project. The *responder* can also assign another Coordinator Contact as the **PCOCO** for the procedure.

Once the invitation to participate is *accepted* and the new submission *started*, the **draft submission** is created (accessible from **My Submission(s)**), and is automatically assigned to the **PCOCO** of the procedure/project.

>> For full instructions on **how to manage your Invitations**, please view **Manage My Invitations**.

### 3.2.3 My Submission(s)

The **My Submission(s)** section of the Funding & Tenders Portal is dedicated to the **management of your tender submissions** through **eSubmission** for:

- **Open Procedures** in *direct management*; or
- **Restricted Procedures** (steps 1 and 2) in *direct management*; or
- **Negotiated Procedures** (first and subsequent rounds on invitation) in *direct management*; or
- **Requests for Specific Contracts** (under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020 and EVENTS 2020).

>> For instructions on **how to manage your Submissions**, please view **Manage My Submissions**.

### 3.2.4 My Contract(s)

The **My Contract(s)** section of the Funding & Tenders Portal is dedicated to the **management of your contracts**.

To find and access a Contract, **login to the portal**, select **"My Contracts"** (1) from the left main menu, and then search for the Contract and/or click on the Contract **title** from the *list of contracts* (2) to be redirected to the **Contract** page.

To access the tasks and operations **required for the management of the Contract**, click on the “**Action**” button and select the “**Manage Contract**” (3) option.

>> For the full instructions on [how to manage your Contracts](#), please view [Manage My Contracts](#).

### 3.3 My Intervention(s)

The **My Intervention(s)** section of the Funding & Tenders Portal is dedicated to the [reporting on Interventions](#) that have been assigned to **Implementing Partners** by Operational Managers, for the purpose of *collecting results and monitoring the performance* of EU implementation activities.

Once **logged-in to the portal**, select “**My Intervention(s)**” (1) from the left main menu of the portal, and then search and/or select the Intervention that has been assigned to you from the list (2).

The screenshot shows the 'Funding & tender opportunities' portal. The left sidebar menu includes 'Manage my area', 'My Organisation(s)', 'My Formal Notification(s)', 'Results', 'My Intervention(s)' (highlighted with a red box and a red circle with the number 1), and 'My Task(s)'. The main content area is titled 'My Interventions(s)'. It features a search bar and a table with the following columns: 'TITLE', 'INTERVENTION ID', 'EU CONTRIBUTION', and 'Actions'. The table contains one row with the following data: 'Strengthening institutional capacity to enhance governance in the fisheries sector in Moldova', 'INTV-10095' (highlighted with a red circle with the number 2), and '10331500'. The table also shows 'Results: 1' and a pagination control at the bottom.

>> For full instructions on [how to cooperate with Implementing Partners](#) for the reporting on Interventions, please view [Cooperating with Implementing Partners or Experts](#).

### 3.4 My Notification(s)

Every time you are required to **perform an action** (for example, acknowledge an invitation, sign a contract, review a logframe, etc.), you receive a notification and a new task is generated.

You can access your notifications through the **bell icon** in the upper right corner of the screen.



By clicking on the bell icon, a panel displaying **all unread notifications** is displayed. From the panel, you can access the details of each notification by clicking on it.

**My notifications**

13/09/2022 3 days ago	<b>e-Submission</b> Your organisation has been invited to participate in procedure SIEA-2018-18549	×
08/09/2022 8 days ago	<b>e-Submission</b> Your organisation has been invited to participate in procedure SIEA-2018-18551	×

[Manage all notifications](#)

Your organisation has been invited to participate in procedure SIEA-2018-18549 [Delete](#) [Back](#)

 **e-Submission**  
Tue, 13/09/2022 - 18:51:01 [GMT+2]

 This message has been sent with HIGH importance

EU Notification  
Dear Sir/Madam,

We invite you to participate in Procedure SIEA-2018-18549. Please logon to the [F&T Portal > My Invitations](#) to find the invitation. We would be grateful if you could kindly accept or reject the invitation before **15/09/2022 14:00:59 UTC+02:00**. In order to do it click on the action 'Acknowledge Receipt' next to your invitation for procedure SIEA-2018-18549 and you will be redirected to the screen where you can confirm or refuse your participation.

You can also click on the **"Manage all notifications"** link to be redirected to the **My Notification(s)** page, where you can manage all your notifications.

**My Notification(s)**

**Inbox** **Preferences**

Results: 2

<input type="checkbox"/>	DATE ▾	SOURCE ▾	SUBJECT ▾	PRIORITY ▾
<input type="checkbox"/>	13-09-2022 18:51:01	e-Submission	Your organisation has been invited to participate in procedure SIEA-2018-18549	HIGH
<input type="checkbox"/>	08-09-2022 08:43:55	e-Submission	Your organisation has been invited to participate in procedure SIEA-2018-18551	HIGH

1 10 ▾

[Delete Selected](#) [Mark Selected Read](#) [Mark All Read](#) [Mark Selected Unread](#)

On the **My Notification(s)** page, you can see the list of notifications, arranged by date and time, and marked as read or unread. Click on the **subject** link of the notification, and/or use the *select options* to select a notification and apply an action by clicking on the corresponding button (**delete selected**, **mark selected read**, **mark all read**, or **mark selected unread**).



## 3.5 My Task(s)

All your tasks (pending or completed) will be available in **My Task(s)**.

**For the moment, My Task(s) is still under development.**

[Participant Registration and User Roles](#)  
[Support for the Portal](#)