

# Chapter 2 - How to register your organisation in e-Calls PADOR?

blocked URL

[e-Calls PADOR Manual for Applicants](#) > 2. How to register your organisation in e-Calls PADOR?

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## 2. How to register your organisation in e-Calls PADOR?

To register in e-Calls PADOR, you need:

- A sufficiently stable internet connection
- The e-mail address of your organisation
- An EU Login account (see below)

For a better user experience, please use Internet Explorer 8 or higher, Mozilla Firefox 38 or higher, Chrome 50 or higher.

### Announcement:

From the 1st of June 2022, users will have to use EU Login 2-factor verification to access e-Calls PROSPECT and e-Calls PADOR. EU Login is the European Commission's user authentication service. The EU Login authentication, composed of an e-mail address and a password, allows authorised users to access a wide range of Commission web services through a variety of verification methods. We encourage you to download the EU Login app from your mobile phone's app store to use as a verification method, and confirm validation requests via a PIN code, face ID, QR code, etc. You can [login or create your EU Login account](#) now. Please view the [EU Login Guide](#) for more information, or if you need help, please contact [INTPA SUPPORT SERVICES](#).

### 2.1 Log-in to e-Calls PADOR with your e-mail address

To access e-Calls PADOR, you have to have an **EU Login** account.

- If you **have** an EU Login account, you can go to [Chapter 2.1.2 - I have an EU Login account](#).
- If you **do not have** an EU Login account, please follow the instructions below.

#### 2.1.1 I do not have an EU Login account

Please follow the steps below to create an EU Login account:

1. Go to the **e-Calls PADOR** application by clicking on the following link:

<https://webgate.ec.europa.eu/pador>

A screen similar to the one in the image below will be displayed.

# Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

Next >

Or



[Sign in with your eID](#)



[Sign in with Facebook](#)



[Sign in with Twitter](#)



[Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**



2. Click on the **"Create an account"** link and fill in all the fields to create your account.

# Create an account

[Help for external users](#)

First name

Last name

E-mail



Confirm e-mail

E-mail language

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Field	Description
First name	Enter your first name
Last name	Enter your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the e-Calls PADOR application.
Confirm e-mail	Confirm the e-mail address entered above.
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English, but all the EU languages are available for selection.
Enter the code	Type the code displayed in the picture underneath the field.  You can click on the "refresh" button  to display a new code (if required), and/or you can press "play"  to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "Create an account" button.
4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
5. Follow the instructions in the [EU Login Guide](#) to confirm your EU Login account, and create your required *2-factor verification method*.

Once your registration is complete, please continue to [Chapter 2.1.2 - I have an EU Login account](#).

## 2.1.2 I have an EU Login account

If you **already have an EU Login**, please follow the below procedure:


1. Go to the **e-Calls PADOR** application by clicking on the following link:  
<https://webgate.ec.europa.eu/pador>
2. Enter your e-mail address in the available field and click on the "**Next**" button.


## Sign in to continue


Enter your e-mail address or unique identifier


[Create an account](#) **Next >**

Or

[Sign in with your eID](#)

[Sign in with Facebook](#)

[Sign in with Twitter](#)

[Sign in with Google](#)

3. Enter your password, select your **2-factor verification method**, and then click on the "**Sign in**" button.

# Sign in to continue

## Welcome

**external.user**  
(European Commission)


[Sign in with a different e-mail address?](#)

**Password**

.....

[Lost your password?](#)

**Choose your verification method**




**EU Login Mobile App PIN Code**  
Use your registered EU Login Mobile app to verify your identity.

✓

**Sign in**

4. Once you have **completed the verification**, you will be automatically redirected to the e-Calls PADOR application homepage.



INTERNATIONAL COOPERATION AND DEVELOPMENT

**e-calls**

PADOR

[About this site](#)
[Legal notice](#)

English ▾

European Commission > International Cooperation and Development > Work with us > Online services > PADOR

**My PADOR**

My organisation

Search organisation

Create organisation

Notifications (152)

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**e-calls PROSPECT**

PROSPECT

---

**Useful links**

Online IT support

User manual

---

**User**

User TWO

Login: ntwouser - External

Logged: 21/02/2017 15:56

[Log me out](#)

**My organisation**

EuropeAid ID	Organisation name ▾	Last signed:
	<a href="#">Health for all</a>	
	<a href="#">Human Rights Foundation</a>	
CN-2014-FAF-2005220352	<a href="#">INSTITUTE OF REMOTE SENSING AND DIGITAL EARTH, CHINESE ACADEMY OF SCIENCE</a>	02/02/2017
PT-2010-FTL-2506088160	<a href="#">INSTITUTO POLITECNICO DE LEIRIA</a>	02/02/2017
D3-2008-CFQ-0906302787	<a href="#">INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT</a>	02/02/2017
DK-2010-AWK-1901756372	<a href="#">INTERNATIONAL ORGANISATION FOR THE DEVELOPMENT OF FISHERIES IN EASTERN AND CENTRAL</a>	02/02/2017
AF-2009-EAZ-1111323626	<a href="#">JOMHOURIYE ESLAMI YE AFGHANISTANSS</a>	02/02/2017
MT-2008-GJR-1202792212	<a href="#">KOPERAZZJONI INTERNAZZJONALI - MALTA</a>	02/02/2017
TG-2009-CLC-2602359263	<a href="#">LES AMIS DE LA TERRE À CÔTÉ TOGO</a>	02/02/2017
AR-2007-DUO-2711435687	<a href="#">MUNICIPALIDAD DE SAN SALVADOR DE JUJUY</a>	02/02/2017

21 - 30 of 58 items

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**Notifications**

Received on ▾	Subject	
10/02/2017	<a href="#">The user list of the organisation Test has been updated</a>	✕
09/02/2017	<a href="#">The user list of the organisation Child care organization has been updated</a>	✕

To log-out of e-Calls PADOR, click the **"Log me out"** button in the left main menu.

## 2.2 The main menu of e-Calls PADOR

The **main menu** displayed on the left side of the screen is the main tool for navigation through the different tabs of e-Calls PADOR.

 <b>My PADOR</b>
My organisation
Search organisation
Create organisation
Notifications (6)
 <b>e-Calls PROSPECT</b>
PROSPECT
 <b>Useful links</b>
Online IT support
User manual
 <b>User</b>
<b>Melissa MATTHEWS</b> Login: nmatmiss - External Logged: 01/12/2017 16:05  

#### My PADOR

- My organisation(s) - A list of e-Calls PADOR profiles that you have access to.
- Search organisation - Search for existing e-Calls PADOR profiles.
- Create organisation - Create a new e-Calls PADOR profile.
- Notifications - A list of notifications you receive when creating, saving and signing an organisation's e-Calls PADOR profile.

#### e-Calls PROSPECT

- PROSPECT – The link to the e-Calls PROSPECT application, for applying to published calls for proposals. For more information on how to apply, please refer to the [e-Calls PROSPECT documentation](#).

#### Useful links

- Online IT support – To contact the IT Helpdesk.
- User manual – list of useful material (user manuals, FAQs, etc.)

At the bottom of the main menu, the login details of the currently connected user are displayed.

### 2.3 Create an e-Calls PADOR profile of your organisation

Please follow the below procedure to create an e-Calls PADOR profile of your organisation.

1. Click on the **"Create organisation"** button. The application will ask you to first check if an e-Calls PADOR profile already exists for your organisation.
2. Fill-in the search criteria of the organisation in the fields as illustrated in the image below. You have to specify at the least 2 search criteria: (1) the country of establishment, and (2) one of the remaining fields. Then, click on the **"Search"** button.

Search

To avoid creating a profile for an organisation that already has one, please use the search below.

Note that the search takes accents into account. Example: "société" and "societe" will give different results.

Established in \*

EuropeAid ID

Organisation name

Registration number

Abbreviation

VAT number

Fields marked with an asterisk (\*) are mandatory

Clear

Search

Search results: PADOR profiles

+ Create new PADOR profile

3. If **no existing profile** is found, please click on the **"Create a new PADOR profile"** button 

+ Create new PADOR profile

 to create a new e-Calls PADOR profile (please see [Chapter 2.3.1 - Tabs to fill in](#)).
4. If a **profile is found**, but it does **not belong to your organisation**, please *also* click on the **"Create a new PADOR profile"** button 

+ Create new PADOR profile

 to create a new e-Calls PADOR profile (please see [Chapter 2.3.1 - Tabs to fill in](#)).
5. If a **profile is found** that corresponds to your organisation, please refer to Chapter 3.2 - I am not yet on the list of users of this e-Calls PADOR profile, on how to request access to the existing profile.

Search results: PADOR profiles

This is the list of signed (validated) profiles found on the basis of the criteria you provided.

If you want to request access, send an e-mail to the organisation. Otherwise, contact the IT support via the online support form in the left menu and follow the instructions. See also the user manual.

Organisation name	City	E-mail	Linked to an EC contract	
<a href="#">BUNDESKAMMER FÜR ARBEITER UND ANGESTELLTE (B...</a>	Vienna	prospect.redirect@gmail.com	Yes	

If you are **creating a new e-Calls PADOR profile**, you will be requested to confirm that you are not creating a duplicate profile of an existing organisation.

+

Create a new profile

×

Organisation name \*

Myorg

VAT number

BE

123456789

✓

Established in \*

Belgium

▼

☒ I am aware that the Commission might check for and remove duplicate profiles \*

Fields marked with an asterisk (\*) are mandatory

+ Create

Click on the "+ Create" button to continue.

### 2.3.1 Tabs to fill in

To create an e-Calls PADOR profile of your organisation, you have to navigate through and complete the required fields the following four tabs:

- Profile
- Financial data
- User list
- Signature

The information that you have to fill in depends on whether you are an applicant, or a co-applicant/affiliated entity, to the call for proposals.

i) If the organisation is an *applicant* in at **least one** call for proposals:

- You have to fill in two tabs: "**Profile**" and "**Financial data**";
- In the "**User list**" tab, you also have to define at least two users who can sign the profile;
- To complete your profile registration, please do not forget to sign the profile in the "**Signature**" tab!

ii) If the organisation is **only** a *co-applicant* or an *affiliated entity* in calls for proposals:

- You have to fill in one tab: "**Profile**";
- In the "**User list**" tab, you also have to define at least two users who can sign the profile;
- To complete your profile registration, please do not forget to sign the profile in the "**Signature**" tab!

The EuropeAid ID of an organisation becomes visible once you fill in the required information and sign the profile in the "**Signature**" tab.

The EuropeAid ID will be displayed in the top section of the page in the "**MyORG**" zone.

MyORG

EuropeAid ID:

BO-2016-CFO-1406004367

Last signed:

14/06/2016 16:09 (User ONE)

Last saved:

14/06/2016 16:09 (User ONE)



Please note that the "**Contracts**" tab is also displayed, but it does not require the entry of any information. It displays all the contracts that your organisation has signed as lead *applicant* or *co-applicant* in calls for proposals.








Profile	Financial data	User list	Signature	Contracts
---------	----------------	-----------	-----------	-----------

This is the list of contracts signed with your organisation in the context of calls for proposals, direct management.

Reference	Year	Status	Amount	EC Sign.	Entity in charge	Title	Role	Call/lot
ICSP/2010/383-403	2010	Closed	12000	17/06/2010	DEVCO B 02	Scouting our way towards ...	Lead app.	134863/2
ENI/2012/388-111	2012	Closed	200000	30/11/2012	DEVCO G	zffe ojzeoif jzoief jozejf oe...	Co-app.	137659

### 2.3.1.1 Profile tab

Complete the profile registration form by following the below instructions:

1. Fill in the requested information. All the fields marked with an asterisk (\*) are mandatory.
2. In the "Legal type" field, you have to select from the drop-down list:
  - i) **Private and Public law body with legal form** - In which case you also have to choose the legal form based on your country of establishment from the "Legal form" drop-down list; **or**
  - ii) **Public Law Body** - In which case the "Legal form" drop-down list is disabled.
3. To upload the **Statutes or Law**, click on the "upload" icon . A pop-up window will be displayed, and you can select the required file from your computer. Click on the "Open" button (depending on your web browser) to confirm. The name of the uploaded file will be displayed next to the "remove" icon .
4. To upload the Legal Entity File (LEF), a "Legal Type" has to be selected. To create a new template for the LEF to be filled in, click on the "file" icon . The new template will therefore correspond to the specified "Legal type" and is provided in the language of your organisation (in English by default). Once you have completed the form, click on the "upload" icon . A pop-up window will be displayed and you can select the Legal Entity File from your computer. Click on the "Open" button (depending on your web browser) to confirm. The name of the uploaded file will be displayed next to the "remove" icon .

Legal form

NGO \*




ANDERE PRIVAATRECHTELIJKE VORM MET RECHTSPERSOONLIJKHEID  
 ASSOCIATION  
 ASSOCIATION DE FAIT  
 ASSOCIATION INTERNATIONALE SANS BUT LUCRATIF  
 ASSOCIATION SANS BUT LUCRATIF  
 AUTRE FORME DE DROIT PRIVE AVEC PERSONNALITE JURIDIQUE

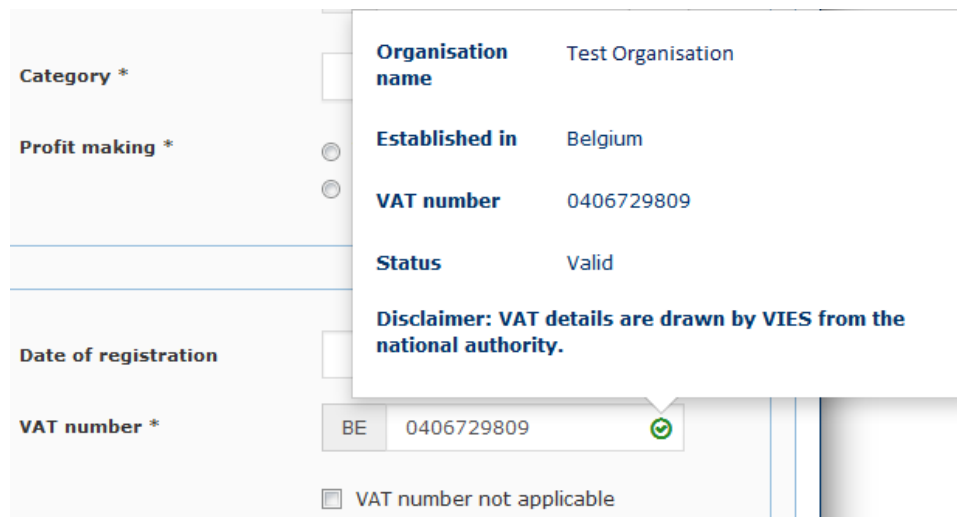
5. Specify if your organisation is a non-governmental organisation (NGO) by selecting the "Yes" or "No" option.
6. Select a category for your organisation from the drop-down list (Please note that this list is only available once you have chosen the "Legal type").

Category \*


Profit making \*

Foundation  
 Institute of research  
 International Organisation : United Nations Family  
 International Organisation except United Nations Family  
 Local Authority  
 Member State - Local authority  
 Member State - Others

7. Specify if your organisation is "**Profit making**" by selecting the "Yes" or "No" option.
8. Enter a **Registration number** in the appropriate field.
9. Choose a **Date of registration** using the "**calendar**" icon .
10. Upload the **Registration document** by clicking on the "**upload**" icon . You may also delete the selected document with the "**remove**" icon .
11. Add the **VAT number**. The VAT number will be automatically checked for validity via the online validation service.



The screenshot shows a form with the following fields and values:

- Category \***: [Empty]
- Profit making \***: [Radio buttons]
- Date of registration**: [Calendar icon]
- VAT number \***: BE 0406729809 
- ☐ VAT number not applicable

A tooltip is displayed over the VAT number field with the following information:

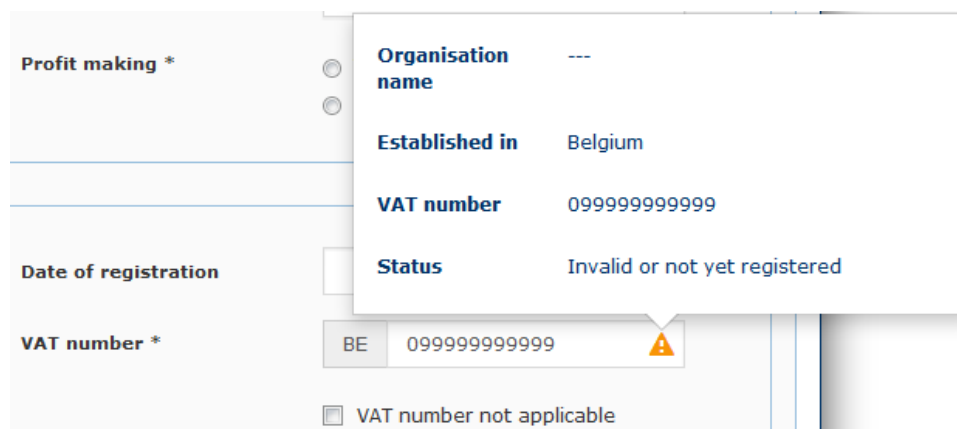
- Organisation name**: Test Organisation
- Established in**: Belgium
- VAT number**: 0406729809
- Status**: Valid
- Disclaimer**: VAT details are drawn by VIES from the national authority.

The VAT number can be:


- i) **Valid** - If a green tick is displayed to the right of the VAT number (see image above).
- ii) **Invalid or not yet registered** - If an orange exclamation mark is displayed to the right of the VAT number (i.e. no match between the "Established in" country and the entered VAT number).

Please note that in some cases the VAT number may be correct and not recognised by the validation system - this will not block you from proceeding. Entering a VAT number is mandatory. You can however tick the "**not applicable**"

box if your organisation is exempt from VAT obligations.



The screenshot shows a form with the following fields and values:

- Profit making \***: [Radio buttons]
- Date of registration**: [Calendar icon]
- VAT number \***: BE 099999999999 
- ☐ VAT number not applicable

A tooltip is displayed over the VAT number field with the following information:

- Organisation name**: ---
- Established in**: Belgium
- VAT number**: 099999999999
- Status**: Invalid or not yet registered

- iii) **Incomplete** - if an orange question mark is displayed (i.e. no country code entered).

Category *	<input type="checkbox"/>	Organisation name	---
Profit making *	<input type="radio"/>	Established in	---
	<input type="radio"/>	VAT number	9999999999
Date of registration	<input type="text"/>	Status	Incomplete
VAT number *	<input type="text" value="9999999999"/>	Please select a country in the "Established in" field. The VAT number cannot be validated without this!	

12. Select the **Target group(s)** for your organisation by ticking the appropriate box(es). Check the box(es) that concern your target groups.
- The "**View selected**" button is available if you wish to view only the selected target groups.

Target group(s) \*

- ☒ All
- ☐ Child soldiers
- ☐ Children (less than 18 yrs old)
- ☒ Community Based Organisation(s)
- ☐ Consumers
- ☐ Drug consumers
- ☒ Educational organisations (school, universities)
- ☐ Elderly people

☒ View selected

- 13.** The select Sector(s), expand the hierarchy down to the last level, and check one or more sectors that best describes your field(s) of activity.

Sector(s) \*

- 200 - Economic infrastructures and services : transport, co...
- 300 - Production : agriculture, forestry and fishing, industr...
- 400 - Multisector/Crosscutting : environment, other
- 500 - Budget support, food aid, food security
- 600 - Action relating to debt
- ✓ 700 - Humanitarian aid : Emergency response, recon...
- 720 - Emergency Response
- ✓ 730 - Reconstruction Relief And Rehabilitation
  - ☒ 73010 - Reconstruction relief and rehabilitati...
  - 740 - Disaster Prevention And Preparedness
- 900 - Other/Unallocated : admin. costs, unspecified

☒ View selected

14. In the case that the profile of your organisation was transferred from the old version of PADOR, please check and modify (if necessary) the range in **Number of paid and unpaid staff**. The transferred value in this field is an average of the total number of staff.

15. In the optional **Additional Information** field, try not to exceed 10 lines.

16. Click on the "**Save and continue**" button to confirm.

Profile

Financial data

User list

Signature

Contracts

Contact details

Organisation name \*

VZW OXFAM-SOLIDARITEIT

Organisation e-mail \*

prospect.redirect@gmail.com

Abbreviation

VO

Confirm e-mail \*

prospect.redirect@gmail.com

Phone number

031 / 223 1349

Language

English

Fax number

031 / 251 4126

Address and postal code OR specify P.O. box

Address

Rue

Postal code

5460

P.O. Box

70

City \*

Brussels

Legal data

The country of establishment cannot be changed once the profile has been signed

Established in \*

Belgium

Statutes or law \*

statut-file.doc

Legal type \*

Public Law Body

Legal entity file (LEF) \*

legal-file.doc

Legal form

Category \*

Association

NGO \*

Yes

No

Profit making \*

Yes

No

Registration data and VAT

Registration number

Date of registration

Registration document

No document

VAT number \*

BE

VAT number not applicable

Target group(s) \*

☒ All

☐ Child soldiers

☐ Children (less than 18 yrs old)

☐ Community Based Organisation(s)

☐ Consumers

☐ Drug consumers

☐ Educational organisations (school, universities)

View selected

Sector(s) \*

> 100 - Social infrastructures: education, health, water, g...

> 200 - Economic infrastructures and services : transport...

> 300 - Production : agriculture, forestry and fishing, indu...

> 400 - Multisector/Crosscutting : environment, other

> 500 - Budget support, food aid, food security

> 600 - Action relating to debt

> 700 - Humanitarian aid ; Emergency response, reconstr...

> 900 - Other/Unallocated : admin. costs, unspecified

View selected

Field	Description
Legal type	<p>The "Legal type" defines whether the organisation is a body governed by public law or by private law. This information is defined by the "Legal form" of the organisation.</p> <p><b>Private law body:</b> an entity governed by the national private law of the State in which it has been established. Example: an entity set up by articles of association like a foundation.</p> <p><b>Public law body:</b> an entity set up under and governed by the national public law of the State in which it has been established. Example: an entity set up by law or decree like a public agency.</p>

<b>Legal form</b>	It is the official legal status of the organisation, as displayed in its statutes (or equivalent document). In case you identify that the "Legal form" elements are inconsistent with the country's legal forms, please contact <a href="#">INTPA SUPPORT SERVICES</a> .
<b>NGO</b>	Select "Yes" if it is a non-governmental organisation. Otherwise, select "No".
<b>Category</b>	Defines the type of development actor.
<b>Profit making</b>	It is an organisation which distributes profits to private shareholders or members, instead of using it for activities of public benefit only.
<b>VAT number</b>	The <b>VAT number</b> is the <b>Value Added Tax</b> identification number. This identifier is usually composed of 2 digit prefix that corresponds to the country followed by a series of alphanumeric characters (e.g. BE099999999999).  Any spaces or punctuation characters should be <b>excluded</b> .
<b>Target groups</b>	The field will define what group will be reached by your action (e.g. students, children, consumers, etc.)
<b>Sectors</b>	Sectors are used to better define the organisation's field of activity.

### 2.3.1.2 Financial Data tab

In this tab you can add and manage all the financial information of your organisation required to create the e-Calls PADOR profile.

Profile
Financial data
User list
Signature

**The information needed here depends on your role in calls for proposals. Select:**

☐ Lead applicant in at least one call for proposals



☐ Co-applicant or affiliated entity in at least one call for proposals

i) If you select **only** the option "**Co-applicant or affiliated entity**", the screen's entry fields becomes greyed-out (inactive) because you do not need to fill in the financial data. Click the "**Save and**

**continue**" button to continue.

ii) If you select the option "**Lead applicant**" (or you tick both boxes), follow the steps below:

- Lead applicants who are private bodies have to provide a copy of their **Financial Report** of the latest financial year in the "Financial data" tables. If the Financial Report covering the latest year is not yet available, fill in "0" for all the values and upload a document, explaining why the report is

missing, using the "**upload**" icon  (if you wish to cancel or change that report you may use the "**remove**" icon  to cancel your request). You may upload a maximum of 3 yearly financial reports from the past three years.

Profile
Financial data
User list
Signature
Contracts

**The information needed here depends on your role in calls for proposals. Select:**




☒ Lead applicant in at least one call for proposals

☐ Co-applicant or affiliated entity in at least one call for proposals



**Financial data**

**Lead applicants who are private bodies must provide: the financial report of the latest year, financing sources and the FIF**

If the report for the latest financial year is not yet available, fill in the number "0" in the fields and upload a justification document. Once the report becomes available you must update the table. You may provide information for up to 3 financial years.

Year	Turnover (€)	Net earnings (€)	Balance sheet (€)	Share-holder equity (€)	Medium and long term debt (€)	Short term debt (€)	Financial report
2016	0.00	0.00	0.00	0.00	0.00	0.00	No document 
2015	0.00	0.00	0.00	0.00	0.00	0.00	No document 
2014	0.00	0.00	0.00	0.00	0.00	0.00	No document 

Amounts are expressed in thousands EUR (X 1000 EUR). See the user manual for further information.

Field	Description
<b>Turnover</b>	Enter the income generated by your organisation for the year mentioned on the left column.
<b>Net earnings</b>	Enter the net income for the corresponding year: it is the income minus the cost of goods sold and taxes for the same accounting period
<b>Balance sheet</b>	Enter the total balance sheet amount for the corresponding year
<b>Share-holder equity</b>	Shareholders' equity is obtained by subtracting total liabilities from the total assets of the shareholders.
<b>Medium and long term debt</b>	Enter the medium and long-term debt of your organisation.
<b>Short term debt</b>	Enter the short-term debt of your organisation.
<b>Financial report</b>	Click on the "upload" icon  to attach the financial report for the year mentioned on the left column. You may click the "remove" icon  to cancel the upload request.



Please note that you can move your mouse cursor over the fields in the application to view their definition.

- Lead applicants who are private bodies also have to provide their **Financing Source(s)** for at least the latest year. Click on the "+ Add source" button in the 'Financing sources' section.



Financing sources

Year *	Source *	% per year
Please define at least one financing source using the "Add Source" button below.		
		<a href="#">+ Add source</a>


Select the year and the funding source type from the drop-down list, and enter the financing percentage per year in the appropriate text box (the default is 100).


Click on the "+ Add source" button to add as many financing sources as required.



Financing sources

Year *	Source *	% per year
 2015 	<div> <div>Donation from Individuals</div> <div>EU Commission</div> <div>EU Member State(s) Public Bodie(s)</div> <div>Member's fees</div> <div>Other International Organisation(s)</div> <div>Other(s)</div> <div>Private Sector</div> <div>Taxes/Local taxes/Government donations</div> <div>Third Countrie(s) Public Bodie(s)</div> </div>	100 %
		<a href="#">+ Add source</a>



Financial Identification Form

FIF document 


- Lead applicants also have to fill in the **Financial Information Form (FIF)**. To do so, click on the "file" icon  to download the corresponding document template (PDF file). Once the FIF is filled

in, you can upload the document using the "upload" icon  on the right. You may click on the "remove" icon  to cancel the upload request.

Financial Identification Form







FIF document \*  No document 

- Lead applicants (except public law bodies and international organisations) who request a grant of more than EUR 750 000.00 (EUR 100 000.00 for operating grants) also have to provide the latest **Audit Report**, and have the possibility to upload up to three. To upload the

Audit Report, click on the "upload" icon  . You may click on the "remove" icon  to cancel the upload request.

**Audit report**


Note that lead applicants (except public law bodies and international organisations) requesting a grant of more than EUR 750 000.00 (or EUR 100 000.00 for an operating grant) must provide the latest audit report (ref. Section 2.4 of the Guidelines for grant applicants)

Year	Approved auditor	Valid until	Audit report
2016	<input type="text"/>	dd/MM/yyyy 	No document 
2015	<input type="text"/>	dd/MM/yyyy 	No document 
2014	<input type="text"/>	dd/MM/yyyy 	No document 

5. Click on the "Save and continue" button to continue.



### 2.3.1.3 User List tab


In this tab you can add the users who should have access to the e-Calls PADOR profile.

 Please note that there have to be at least two users who have the permission to sign the profile. Please remember to keep the "User list" up-to-date!



Profile   Financial data   **User list**   Signature   Contracts

The user list shows which users have access to this PADOR profile and with which permissions. In PROSPECT, these users will be able to view applications submitted with the current EID.

Unique identifier 	First name	Last name	E-mail	Sign profile	Edit profile	Manage user list	View profile	
nmatmiss	Melissa	MATTHEWS	melissapador@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1 / 1 items per page 10 

1 - 1 of 1 items

 Add a user    Save and continue

1. Click on the "+ Add a user" button.
2. Type-in the **e-mail address** of the user. **You can only add users who have an EU Login account!** If the user **does not have** an EU Login account, ask them to create one (please see [Chapter 2.1.1 - I do not have an EU Login account](#) for more information).

Add a user

You can only add users who have a valid EU login (<https://webgate.ec.europa.eu/cas>).

Fill in the **e-mail address linked to the EU Login account** of the user you want to add (see user manual).  
Note that this user will be able to view applications submitted in PROSPECT with the EuropeAid ID of this organisation.

E-mail address \*

Fields marked with an asterisk (\*) are mandatory

- Specify the permissions** (power) of the user: Sign, Edit, Manage user list. You can select more than one option. Click the "+ OK" button to confirm your selection.

Add a user

You can only add users who have a valid EU login (<https://webgate.ec.europa.eu/cas>).

Fill in the **e-mail address linked to the EU Login account** of the user you want to add (see user manual).  
Note that this user will be able to view applications submitted in PROSPECT with the EuropeAid ID of this organisation.

E-mail address \*

We have found the following EU Login user:

E-mail	sanchez.rosapador@gmail.com
Last name	SANCHEZ
First name	Rosa
Unique ID	nsancazx

I want to add this user to the PADOR profile of this organisation with the following permissions:

- ☐ Sign this profile
- ☐ Edit this profile
- ☐ Manage the user list
- ☒ View this profile

+ OK

Fields marked with an asterisk (\*) are mandatory

The new user is then added to the list:

Profile

Financial data

User list

Signature


Contracts

The user list shows which users have access to this PADOR profile and with which permissions. In PROSPECT, these users will be able to view applications submitted with the current EID.

Unique identifier	First name	Last name	E-mail	Sign profile	Edit profile	Manage user list	View profile	
nmatmiss	Melissa	MATTHEWS	melissapador@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
nsancazx	Rosa	SANCHEZ	sanchez.rosapador@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can change the permissions by (un)tickng the relevant boxes. The only permissions that you cannot edit is "View profile" – this permission is granted by default.




- To delete a user, click on the "delete" icon .
- Click on the "Save and continue" button to continue.

Each new user on the "User list" will be informed by e-mail that they now have access to the relevant e-Calls PADOR profile.

The users on the "User list" will also automatically have view permissions to all the organisation's applications to calls for proposals in e-Calls PROSPECT (as soon as the profile is signed). You can manage the user permissions per application directly in e-Calls PROSPECT – for more information, please consult the relevant [e-Calls PROSPECT Manual for Applicants](#).

## 2.3.2 Signing the profile - How to validate the profile / get the EuropeAid ID?

If you have the appropriate permissions ("Sign profile" on the **User list** – see [Chapter 2.3.1.3 User List tab](#) above), you can sign the e-Calls PADOR profile of your organisation.

 Please remember to sign the profile every time you update it in the future!

- Go to the "Signature" tab.

Profile Financial data User list **Signature** Contracts

Note that organisations may not participate in calls for proposals if they are in any of the situations listed in section 2.3.3.1 of the Practical Guide (PRAG). Note that once this organisation profile is signed, it will appear in the search results list of organisations registered in PADOR.

☐ I declare that I am entitled to represent and to take the responsibility for the organisation which is being registered \*


☐ I confirm that the PADOR profile of this organisation is up to date and that the users in the User list will be able to view applications submitted with the EID of this profile. \*

☐ I acknowledge that, in exceptional cases and in accordance with the procedure described in the User manual, the IT Support are allowed to manage the user list of this PADOR profile. \*

Fields marked with \* are mandatory to sign the profile

[Sign now](#)

- Read the terms and conditions and **tick all the boxes**, then click on the "Sign now" button.
- Congratulations! You have signed the profile!**

 **Profile signed!**

Thank you! The profile of your organisation has been successfully signed.  
Your EID is BO-2016-CFO-1406004367.

[Close](#)

The EuropeAid ID (EID) of this organisation will now appear in the header of the profile in the "MyORG" section.

**MyORG**

EuropeAid ID: **BO-2016-CFO-1406004367**

Last signed: 14/06/2016 16:09 (User ONE) Last saved: 14/06/2016 16:09 (User ONE)


The organisation is now also displayed in the "My organisation" list.


My organisation		
EuropeAid ID	Organisation name	Last signed:
BO-2016-CFO-1406004367	<a href="#">MyORG</a>	14/06/2016


## 2.4 Delete an e-Calls PADOR draft profile of your organisation


When a profile is in draft status (i.e. the profile has not been signed) you have the possibility to delete it before signing. To do this you will need to be in the list of users and have the appropriate permissions ("Sign profile" or "Edit profile" in the **User list** – see [Chapter 2.3.1.3 User List tab](#) above).

**To delete a draft profile**, go to the "**My Organisation**" page, and first search for the draft profile (organisation) to be deleted from the list.

My organisation			
EuropeAid ID	Organisation name ▲	Last signed	
DJ-2008-CFQ-0906302787	<a href="#">INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT</a>	02/02/2017	
DK-2010-AWK-1901756372	<a href="#">INTERNATIONAL ORGANISATION FOR THEDEVELOPMENT OF FISHERIES IN EASTERNAND...</a>	02/02/2017	
AF-2009-EAZ-1111323626	<a href="#">JOMHOURI YE ESLAMI YE AFGHANISTANSS</a>	02/02/2017	
MT-2008-GJR-1202792212	<a href="#">KOPERAZZJONI INTERNAZZJONALI - MALTA</a>	02/02/2017	
TG-2009-CLC-2602359263	<a href="#">LES AMIS DE LA TERRE Â€" TOGO</a>	02/02/2017	
AR-2007-DUO-2711435687	<a href="#">MUNICIPALIDAD DE SAN SALVADOR DE JUJUY</a>	02/02/2017	
BO-2016-CLF-3005001651	<a href="#">myorg</a>	30/05/2016	
UA-2008-FMJ-0503982266	<a href="#">NATIONAL ECOLOGICAL CENTRE OF UKRAINE GROMADSKA ORGANIZACIYA</a>	02/02/2017	
BO-2016-FWC-2306001848	<a href="#">ORG Cult</a>	23/06/2016	
	<a href="#">Organisation</a>		


 items per page 
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Once you have located the draft profile to delete, click on the the "**delete**" icon  to delete that draft profile from the list.


 Please note that if an EuropeAid ID is *already linked* (profile signed) to the organisation, you may **no longer delete** the organisation from e-Calls PADOR. You may still however request for the deletion of a signed profile by contacting IT Support (please see [Chapter 6.3 - Online IT Support](#)).

A confirmation pop-up window will be displayed requesting that you confirm the deletion of the draft profile. Click on the "**OK**" button to confirm the deletion of the draft profile.

When deleted, an e-mail notification will be sent to each member that is registered in the **User list** of the organisation.

Confirm deletion






You are about to delete this profile. An e-mail will be sent to all the members of the user list. Do you want to continue?

Cancel

OK

 Please note that if you wish to revert the deletion of a draft profile, you can request to restore it by contacting IT Support (Monday to Friday), until 7 days after the delete confirmation e-mail notification has been sent (please see [Chapter 6.3 - Online IT Support](#)).

[Introduction to e-Calls PADOR](#)

[Updating an existing e-Calls PADOR profile](#)

