

Erasmus +: Mogućnosti za mlade


Ključna aktivnost 1: Mobilnost u svrhu učenja

Postupak prijave: e-obrazac

21. siječnja 2014.

Alan Maleković i Lorena Barić
Odjel za projekte mladih i za mlade

- **Participant Portal** (<http://ec.europa.eu/education/participants/portal>): registracija organizacija, upis osnovnih pravnih i finansijskih podataka
 - prijava na ECAS (kreiranje korisničkog imena i lozinke za prijavu na URF)
- Povratak na Participant Portal (ispunjavanje profila organizacije)
 - Legal Entity form
(http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
 - Financial Identification form
(http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)
- PIC (Participant Identification Code)



European Commission

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT

LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?


1 To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)

2 If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).

3 Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?


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eg



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EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

Is the selected domain correct? **External** [Change](#)

Sign Up

[Help for external users](#)

Choose a username


First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

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

Sign up

* Required fields


Last update: 07/01/2014 (3.6-2.1-mon) | 6 ms | [Top](#)



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ECAS domena

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EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External









EUROPA > Authentication Service > Where Are You From?

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose **"External"** if you don't work for a European institution or body. Choose **"W+7"** if you have a special external account composed of w and 7 digits.
If you aren't sure, select the **"I don't know?"** option for help.

 <p>European Commission European Commission, Executive Agencies</p>	 <p>External Partners, Researchers, Citizens</p>
 <p>I have an account w + 7 digits. Special external accounts.</p>	 <p>I don't know? More information about this screen.</p>

[Show all](#) [Institutions](#) [Regulatory Agencies](#) [Joint Undertakings](#) [Other](#)

 <p>ACER Agency for the Cooperation of Energy Regulators</p>	 <p>Artemis Joint Undertaking</p>	 <p>Clean Sky Clean Sky Joint Undertaking</p>	 <p>Committee of the Regions</p>
 <p>CPVO-OCVV</p>	 <p>CONSTITIUM</p>	 <p>EAS</p>	 <p>Eniac Joint Undertaking</p>

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Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

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HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

LORENA BARIO ▼

Register

My Organisations

Search

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

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Do you already have an ECAS account?



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Participant Portal

[European Commission](#) > [Education And Formation](#) > [Participant Portal](#) > [Register An Organisation](#)

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 [DEMO USER ▼](#)

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

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

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#)

[RESUME REGISTRATION](#)

English(en) ▼

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? ☒ Yes ☐ No

Does it have a Business Registration Number? ☒ Yes ☐ No

Does it have a website? ☒ Yes ☐ No

Super Duper

Croatia ▼

HR XXXXX

XXXXX

www.superduper.hr

Close

Next >

English(en) ▼

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Is it a public body?
☐ Yes ☒ No

Is it a NGO?
☒ Yes ☐ No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

VAT number
☒ Yes ☐ No

NACE code

Legal Form

* Mandatory data

Close

Save Draft

Delete Draft

Next >

English(en) ▼

WELCOME

ORGANISATION

ADDRESS

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DONE

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address
Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones
Main Phone *

Fax

Secondary Phone

Internet Address
Internet web address / website

* Mandatory data

Close

Save Draft

Delete Draft

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WELCOME

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Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Position in the organisation

Department

Professional E-mail *

Gender *

☐ Male ☐ Female

Last Name *

First Name *

Address

Use the existing Legal Person's address?

Yes

No

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Close

Save Draft

Delete Draft

< Back

Next >

English(en) ▼

WELCOME

ORGANISATION

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DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you save your draft.

Finish your registration

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

< Back

Save Draft

Delete Draft

Close



English(en)

WELCOMEORGANISATIONADDRESSCONTACTPROGRAMMESUBMITDONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

OrganisationAddressContactSpecific programs

Organisation information

Establishment/Registration Country *	Croatia
Legal Name	Probatest
Official Language *	Croatian
Business Name	TEST
Business Registration Number	67586970
VAT number	0532459080
NACE code	
Registration Date	2014-01-13
Registration Authority	Privredni sud Zagreb
Legal Form	UDRUGE

Legal Address information

Street Name and Number *	Gunduliceva 24
P.O. Box	
Postal Code	10000

PrintSave DraftDelete DraftConfirm



English(en)

WELCOME

STATUS

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

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DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Test Sveuciliste
Legal Address	, Frankopanska, Zagreb, Croatia
VAT	HR12345678
Business Registration Number	09876

PIC number: 949689074

Thank you for using the Participant Portal



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Postavljanje datoteka

Contact | Legal Notice | English ▼








Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

VERZIJA TEST ▼

My organisations

LEGEND  View Organisations  Modify Organisations  View Proposals  View Roles  View Profile

Show 10 ▼ entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
Probatest	948998434	0532459080	DECLARED	 

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →



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PRAVNA OSOBA

IZJAVA O ZAŠTITI
PODATAKA

http://ec.europa.eu/futurize/contracts_agreements/contracts/financial_agreements/financial_agreements_en.pdf

POJEDINAC

PREZIME	
IME	
(IME 2)	
(IME 3)	
SLUŽBENA ADRESA	
<small>SLUŽBENA ADRESA = VAŠA ADRESA, OBAVEŠTAVA OBAVA JE ZAPISANA NA VAŠOJ ISKAZNICI</small>	
POŠTANSKI BROJ	POŠTANSKI PRETHINAC
OPĆINA/GRAD	
DRŽAVA	
PDV BROJ	
<small>AKO JE DVO POKUP ISKAZNICE, MOŽDA POKUPITELJ SLUŽBENI ISKAZNIK O POKUP</small>	
BROJ OSOBNE ISKAZNICE	<input type="checkbox"/>
BROJ PUTOVNICE	<input type="checkbox"/>
DATUM ROĐENJA	<input type="text"/>
<input type="text"/>	<input type="text"/>
MJESTO ROĐENJA	
DRŽAVA ROĐENJA	
TELEFON	TELEFAKS
E-POŠTA	

OVAJ DOKUMENT O „PRAVNOJ OSOBI“ TREBA ISPUNITI I POTPISATI TE OSTAVITI S PRILožENOM
ČITKOM PRESLIKOM OSOBNE ISKAZNICE ILI PUTOVNICE

DATUM I POTPIS



FINANCIJSKA IDENTIFIKACIJA

IZJAVA O ZAŠTITI OSOBNIH
PODATAKA

http://ec.europa.eu/futurize/contracts_agreements/contracts/financial_agreements/financial_agreements_en.pdf

NAZIV RAČUNA

NAZIV RAČUNA	
ADRESA	
OPĆINA/GRAD	POŠTANSKI BROJ
DRŽAVA	

Ime ili naziv pod kojim je račun otvoren, npr. ime vlasnika računa.

KONTAKT	
TELEFON	FAKS
E-POŠTA	

BANKA

NAZIV BANKE	
ADRESA PODRUČNICE	
OPĆINA/GRAD	POŠTANSKI BROJ
DRŽAVA	
BROJ RAČUNA	
IBAN	

Ako IBAN (Međunarodni broj bankovnog računa) postoji u zemlji u kojoj veća banka ima poslovni nastan.

NAPOМЕНА:

POČET BANKE + POTPIS PREDSTAVNIKA BANKE

(Obavezno potpisati)

DATUM + POTPIS VLASNIKA RAČUNA

(Obavezno)



Welcome verzija **TEST**, you can view Probatest 948998434

English(en)

[Messages](#) [Documents](#) [Organisation](#) [Legal Address](#) [Contact Person](#) [LEAR](#)

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

[Add a new document](#)

No documents have been submitted for this organisation yet.



To add a supporting document, click the 'Add new document' button above.

File

[Choose File](#)

No file chosen

Document Type

Archive

Description

Original Language

[Submit for processing](#)



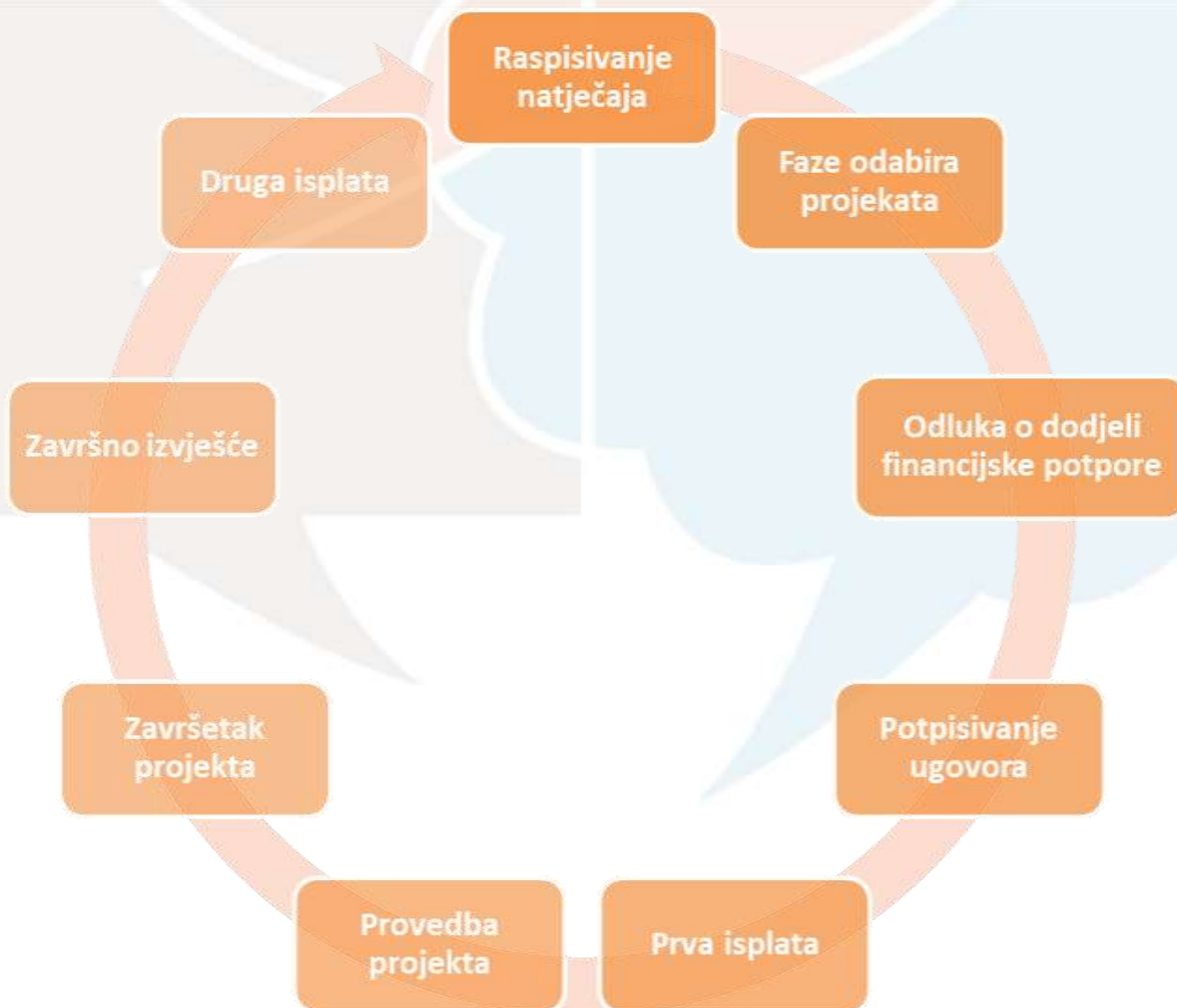


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Pregled projektnog ciklusa





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**HVALA NA
PAŽNJI!**

Pitanja?