Participant Register
User's Guide

Version

February, 13th 2019

Table of content

PARTICIPANT REGISTER – The Registration Process

Introduction

The **Participant Register** is an online web interface offering registration and data update services for participants via the Funding & tenders Portal as well as the **Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal** and the **eProcurement Supplier Portal**.

Note: This user guide is designed to assist the users for funding opportunities. Please, consult this other guide in the case of **eProcurement Supplier Portal**.

The Participant Register, in the context of funding opportunities, enables Portal users to:

- register their organisation in order to participate in EU-funded funding and tender opportunities

- manage their organisational data

Before starting your registration, we kindly advise you to read these frequently asked questions (FAQ) to help you better understand the registration process. You can also check other FAQs related toe the organisation registration and validation processes in the Funding & Tenders Portal.

Participant Register or Beneficiary Register?

The Participant Register is the facility of the European Commission you use to register your organisation. This facility consists of two parts, a registration wizard at the end of which you obtain an identification code called PIC, and an Update facility which allows you to complete the data of your organisation, nominate a contact person for the organisation, provide related documentation and follow up the validation of the organisation record in the system.

This facility is available for both Grants actions and Procurement procedures. Depending on the kind of action/procedure you are involved in, the name which can appear in the application itself, as well as in the support documentation, can be different. Beneficiary Register was the previous name used within the Grants Domain, i.e. Research and Education actions, whereas PIC Management is the name that you could encounter within the Procurement Domain. In both cases the tool involved in the registration of the organisation has been renamed as 'Participant Register', which is the name of the tool regardless of the domain it is being used for.

It works the same for all cases even if not all available sections display depending of the

domain from which you launch it. In this sense, this guide, even if conceived for the domain of Grants, can also be used when registering and updating your organisation data in any of the possible cases. However, depending of the domain which concerns you, you will launch the Participant Register from a different portal. Please launch it, always, from the portal corresponding to your domain, only:

Grants (Research and Innovation, H2020 and other funding programmes):

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

EACEA (Education, Audiovisual and Culture Executive Agency):

https://ec.europa.eu/education/participants/portal/desktop/en/home.html

Procurement:

https://webgate.ec.europa.eu/supplier_portal

Note: For concrete information about procurement, please visit the ePrior wiki, where the process to register and update your organisation is also covered in full detail but contextualized within the whole range of procurement eSolutions.

Why registering my organisation?

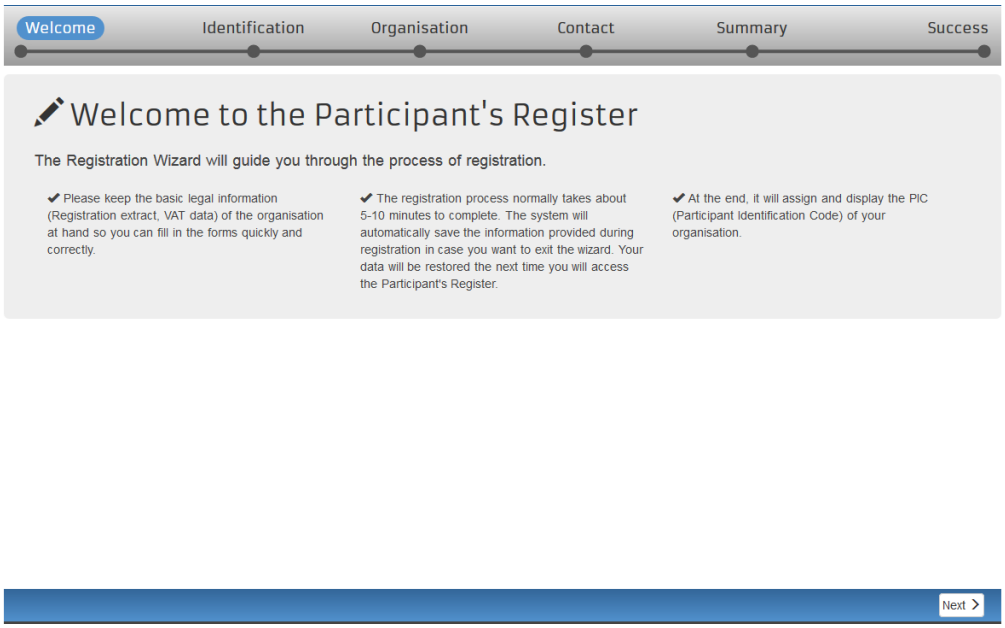
Before applying for research funding (by submitting a project proposal), all organisations (partners) involved in the project must first be registered with the Commission. When an organisation **does not have legal personality**, his/her representatives must prove they have the capacity to undertake legal obligations on behalf of the organisation and that the organisation has financial and operational capacity equivalent to that of legal persons.

You can **check if your organisation is already registered** on the Funding & tenders Portal page.

Where I can find the Registration Wizard?

Initial registration in the Participant Register is launched from the Funding & tenders Portal.

See also "*How to register an organisation*"



What documents should I prepare before registering?

All registration documents will help you fill the data with the correct information.

Once validation will start, **you will be asked to provide supporting documents** to demonstrate the following:

1. legal name
2. legal form
3. legal address – address of head office or, for individuals, their habitual residence

You can provide documents in any official EU language but you may be asked to provide an English translation, in particular for documents submitted in languages other than the EU official languages. In case of any doubt, the Validation Services have the right to request a certified/legal English translation. The supporting documents have to be recent at all times. A VAT or VAT exemption document cannot be older than 6 months.
During validation, you will be required to provide the following supporting documents – in electronic format.

Signed identification document:

for individuals ('natural persons'): copy of valid identity card or passport AND if the person is VAT registered, an official VAT document
for public bodies: copy of the resolution, law, decree or decision establishing the public body; or, failing that, any other official demonstrating its status as a public body AND if the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested
for businesses and other types of organisation SMEs (small and medium-sized businesses):

1. copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number
2. copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document). If the organisation is not VAT registered, proof of VAT exemption must be provided.
3. SME status will be validated based on a self-declaration through a web-based questionnaire in the Participant Register. This questionnaire allows you to determine your status in a user-friendly way.
4. If the SME status is an eligibility criterion and based on the result of the SME questionnaire, you may request the Validation Services to confirm this status. In this case and in case of ex post checks or audits, the following documents will need to be submitted:
    - balance sheet, profit and loss accounts, staff head count expressed in annual work units - AWU (for your organisation and for linked and partner companies)
    - a self-declaration, including a bona fide estimate (in the form of a business plan) made in the course of the financial year in case you are a newly established enterprise (e.g. start-up companies) that has not yet closed accounts
    - a declaration of the investment made and the likely expected return to demonstrate that, despite the lack of turnover, your enterprise is engaged in an economic activity (if you are an enterprise whose activity implies a long time-to market).

Who can register as an organisation?

In the Participant Register, you can register your own organisation or also an organisation you work for, with who you are in a close business relationship or even a different organisation - by declaring a different contact person (registration "on behalf of another organisation").

In case of registering on behalf of another organisation, you are asked to provide details for the relevant Contact Person of the organisation being registered. The Contact Person must be formally associated with the organisation as they will be contacted during the validation process and prior to the appointment of the LEAR for the organisation.

What is the result of the Registration process?

The Registration Wizard allows you to obtain a **Participant Identification Code** (PIC) for your organisation in the quickest possible way. Participants are only required to register once – the Participant Register then assigns a unique (PIC) that can be used for all future communication and interaction with the European Commission and its Agencies. The use of a single PIC for each organisation helps to avoid redundant requests for information and facilitates the update of participant-related information.

Who can update/manage organisation's data ?

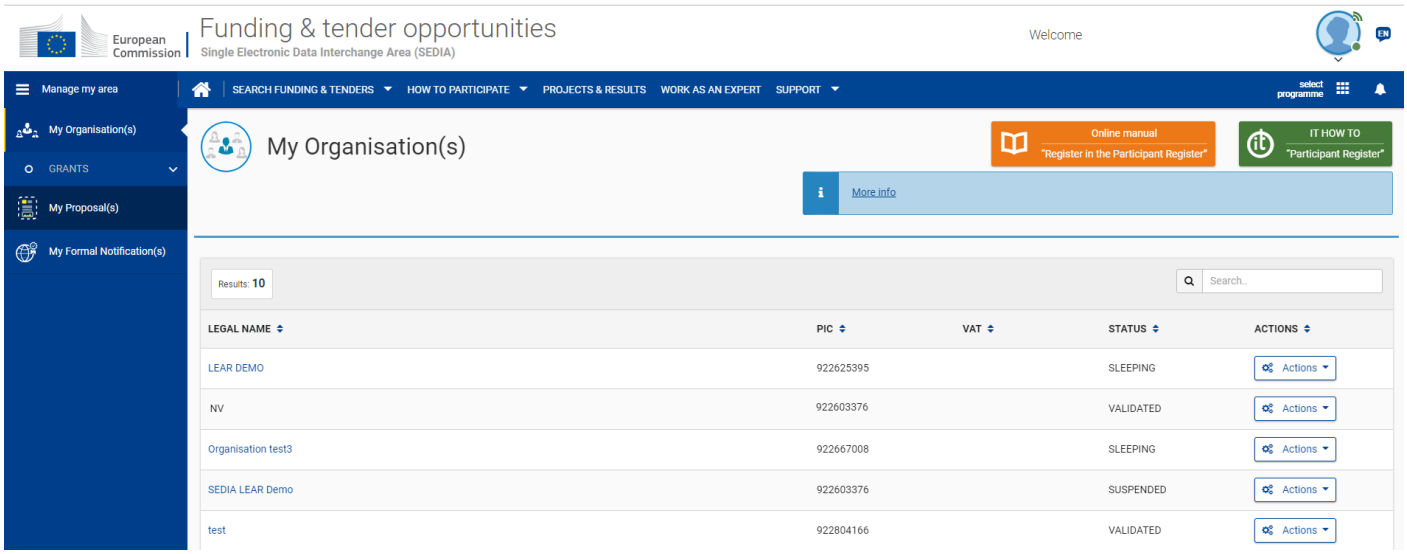
After completing the registration of an organisation (and getting a PIC), the **Self-registran t** role will be assigned to the user logged in to **EU login** at the time of registration. The

self-registrant is allowed to access the PIC in the Participant Portal and update organisation's data.

If a **Contact Person**, different from the person registering the PIC has been indicated during registration (registration "on behalf"), please nominate that person as self registrant (check here how to do it) so that this user is allowed to update Organisation's data. After the Validation of the Organisation, a Legal Entity Appointed Representative (LEAR) will be appointed to approve for the respective organisation. From that moment, the Self-registrants will not have access any more to the PIC. The LEAR will be able to appoint an account administrator who will have access and maintain the data of the PIC (see here how to do it).

I registered my organisation. Does it need to be validated now?

After completing the registration of an organisation, this will be displayed in your list of organisations, when logging in the Funding & tenders Portal. This list includes registered organisations, but also other organisations you used in the past, even if you did not register them:



The default status for your organisation, when registering it, will be "declared". Your organisation does not need to be validated if you are not participating in any project. Your organisation does not need to be validated if you are not participating in any

project.

Even if you are submitting a proposal for a call, you do neither need nor will be able to get it validated at this point. Validation of organisations is triggered only if the proposal in which you are participating has been successfully evaluated for grant agreement.

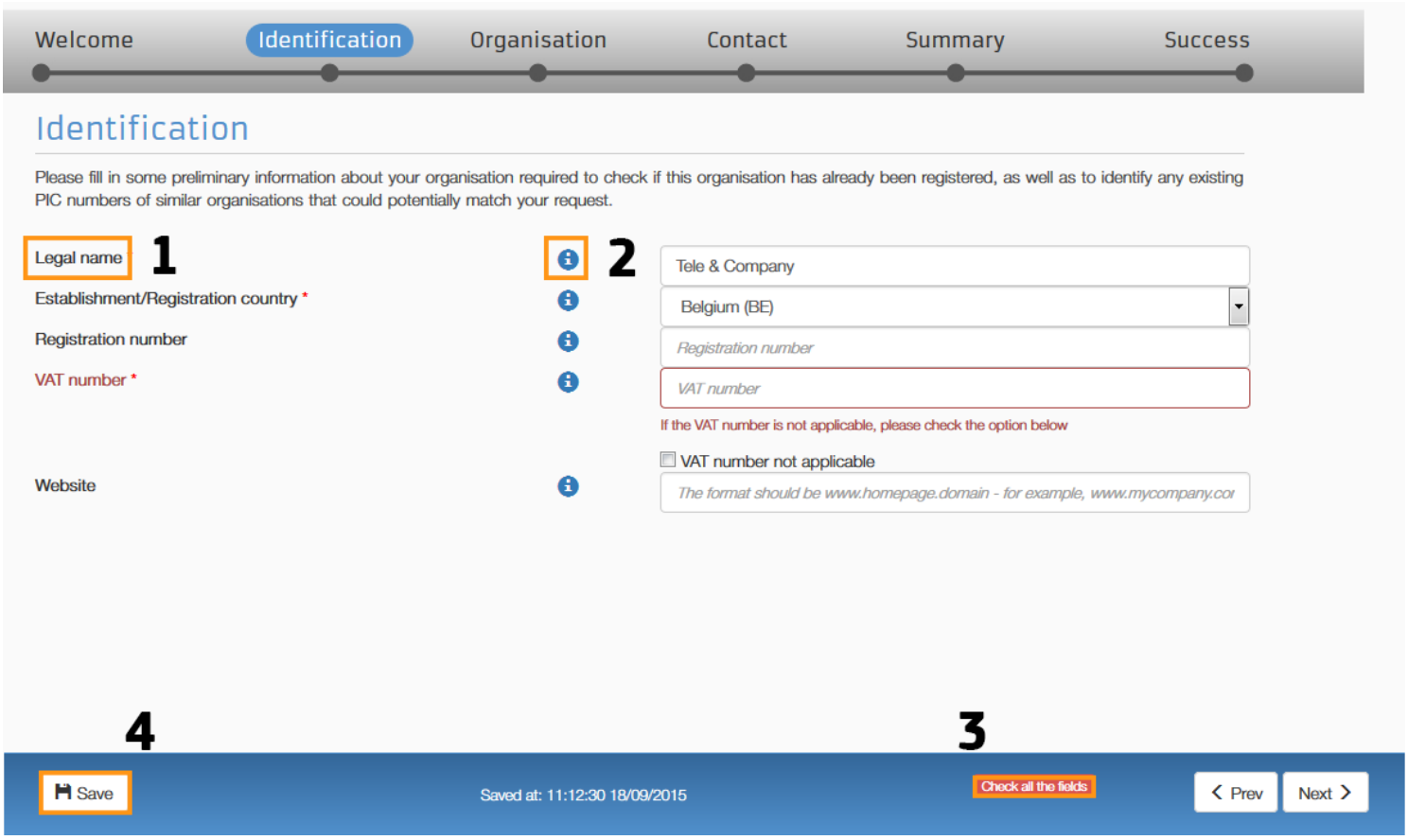
Navigation

Navigating in the initial 'metro line' registration

When logging in to the Participant Register through the Funding & Tenders Portal and starting the organisation data's update process, a new tab will open in your browser enabling you to access the update page**.**

The registration process finishes on completion of six steps which follow a logical sequence: Welcome, Identification, Organisation, Contact, Summary and Success. During the identification step, 2 of the registration process, the wizard applies a heuristic method to automatically detect organisation duplicates.

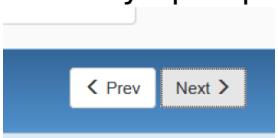
This is a summary of the different elements found in each screen of the wizard:



Mandatory fields (1) You are required to fill in all the mandatory fields (marked with a

red asterisk *). It is recommended to provide as much information as possible in all other input prompts.
Info tips (2) For each field, when clicking the icon

, an info tip will appear on your screen providing a detailed description of the data to be provided in the Participant Register Wizard.
Error messages (3) In case a wrong value is entered or a mandatory field is missing, an error message will appear in red colour.
Saving a draft (4) After you complete the initial step in the organisation page of the registration process, you can save a draft of the registration data submitted up to that point and resume the registration at a later time by clicking on the **'Save'** button.
Navigation The following buttons facilitate your navigation through the Registration Wizard: click 'Next'/'Prev' to go to the next / previous registration page. You can only proceed to the next step if you have completed all the mandatory fields in the currently open page.



Navigating in the Data update facility

By Data update facility we refer to Participant Register once the organisation has been registered. It is the same tool but the available pages will differer from the registration pages described above. When launching the Participant Register from the Funding & Tenders Portal, a new tab will open in your browser enabling you to access and modify the data of the organisation. See also this section: How to modify your data.

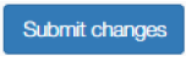
The modify registration process consists of a set of data input fields and selection lists organised thematically on a page. Numerated items ranging from 1 to 4 (see image below) are applicable for the data update tool regardless of the status of your PIC. Numerated items ranging from 5 to 6 are only applicable, and visible, if the status of your organisation is 'valid', or your organisation is undergoing a validation process

Navigation (1) You can directly move to one of the several section of the page by scrolling down into the page. You can also use the menu in the left of the screen where a vertical line helps you select the appropriate section.

Info tips (2) For each field, when clicking the icon

, an info tip will pop up providing a detailed description of the data to be provided in the Participant Register Wizard.
Mandatory fields (3) You are required to fill in all the mandatory fields (marked with an asterisk *). It is recommended to provide as much information as possible in all other input prompts.

Submit your changes (4) When modifying the organisation data using either the input fields or the selection lists; you will need to click on the



button to actually submit your changes.

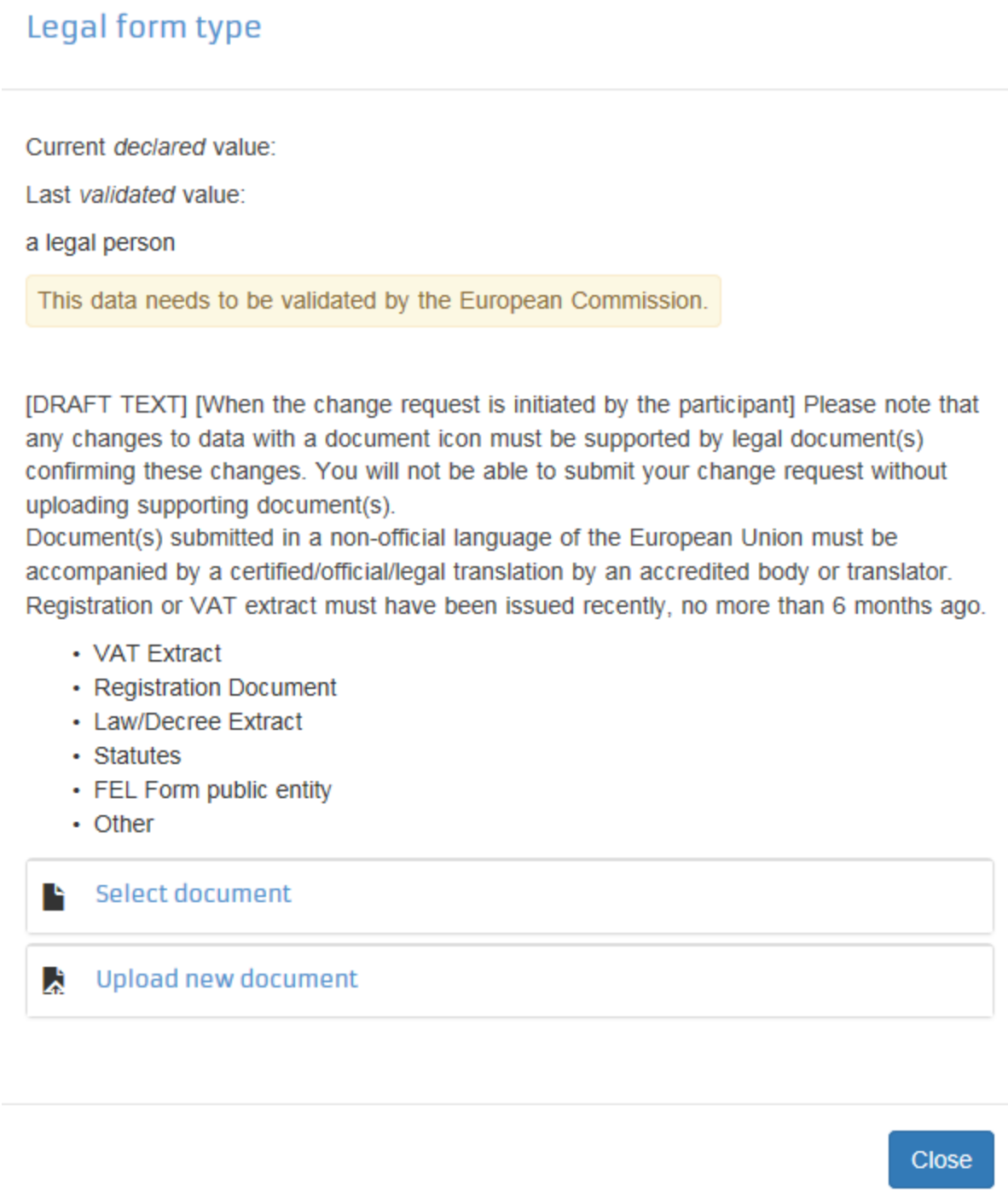
Validated value(6) Whenever a field requiring validation has already undergone a successful validation process, you will see a green tick next to the field. Note that fields no requiring validation will no display any icon next to them. If you just registered your organisation, no Icons will be shown whatsoever:

Changed value before submitting for validation (6 in the previous image) Whenever you make a change to a validated value which requires validation (i.e., a value for which a green tick is displayed on the right side), you will see a red pencil until you submit your change. This icon indicates that the change is not submitted, if you leave the screen without clicking on the **Submit changes** button, the change will not be recorded.

Also notice that, when having submitted a change, both the **changed value pencil** icon (6) and the **Submit changes** button (4), shown above, will display as 7 and 8 respectively, as seen below. Item 7 is applicable for validated organizations, whereas 8 is applicable regardless of the status of your PIC.

Submitted changed value before validation (7) Whenever you have submitted a change to a validated value, you will see a yellow pencil next to it. While submitting the change, the pencil is shown as red. When refreshing the screen, the pencil turns yellow if change was submitted for validation. This is, once more, only applicable to valid/being validated organisations.
New update request (8) Whenever you have submitted your change, regardless of the status of your organisation in the Participant Register, the Submit changes button will be displayed as the New update request button. While this button is shown, you cannot modify any more fields until you click on it. Then, you will be able to apply new modifications to your PIC data, and you will see the **Submit changes** button again.

When clicking the icons (no matter if it is a green tick or a yellow/red pencil), the "Current *d eclared* value" and "Last *validated* value" will be displayed in a pop-up window.The current declared value corresponds to the value of the field which is currently declared or which has recently been modified by the self-registrant/LEAR of the organisation.
The Last validated value corresponds to the last entry field value that has been validated by the *REA Validation Services*. If the field value has not been validated, a warning message will appear in yellow under the field.



Roles and Access Management

Roles and Access rights management is a process to be undertaken at different moments during the funding life cycle in the different IT applications you will use to manage the grant. In relation to your organisation registration, it mainly refers to granting access to different people in your organisation so that they can access your organisation data in Participant Register. You can read all about Roles and Access rights here.

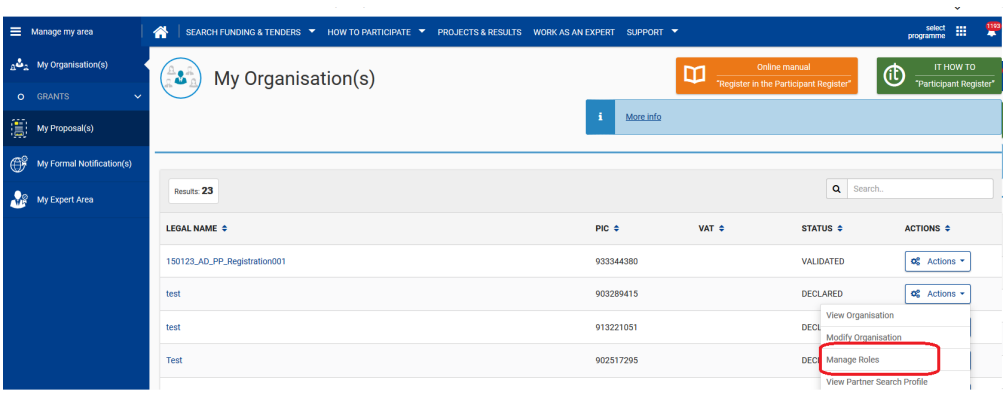
⚠It is important to grant access to the organisation in Participant Register to other people of your organisation. This will ensure that the data of your organisation can be maintained at all times upon unexpected situations, such sick leave, maternity leave, etc. If additional people have access to the organisation, all requested actions, such as providing documentation or updating specific sections, can be performed without delay.

Depending on whether your organisation has been validated or not, there is a specific role that you are strongly advised to allocate to additional people in your organisation:

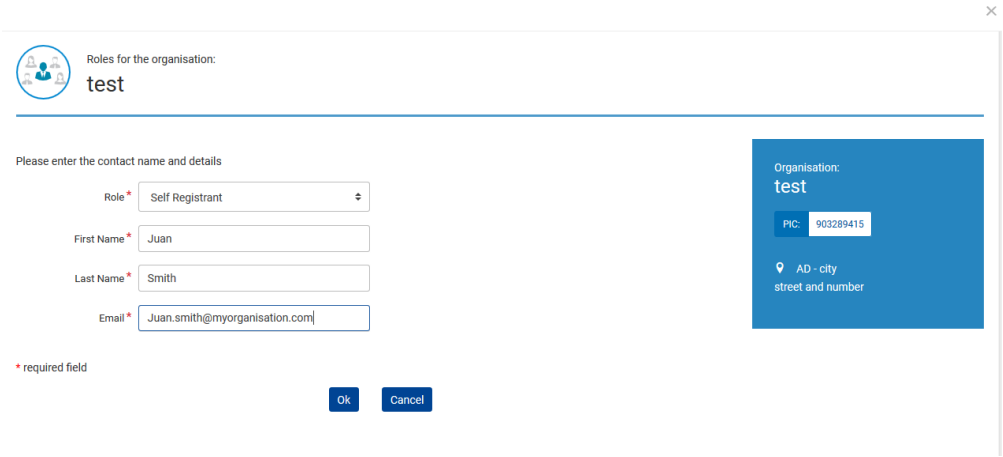
Declared organisations

When your organisation did not undergo a validation process yet, the only role available is Self Registrant. The person who has registered the organisation is granted this role automatically. You are advised to nominate at least one additional self registrant. This will prevent that the access to the organisation data is lost if the person who originally registered is unavailable.

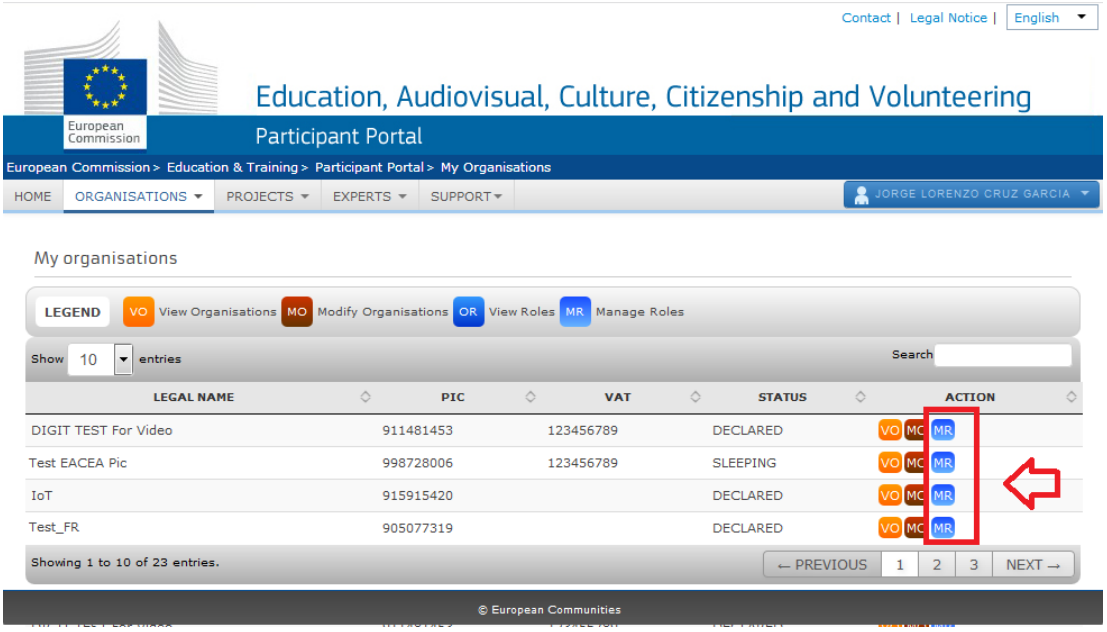
To nominate an additional self registrant in the Funding & Tenders Portal, go to Manage my area / My Organisation(s), click on the **Actions** button next to your organisation, and select **Manage roles**.



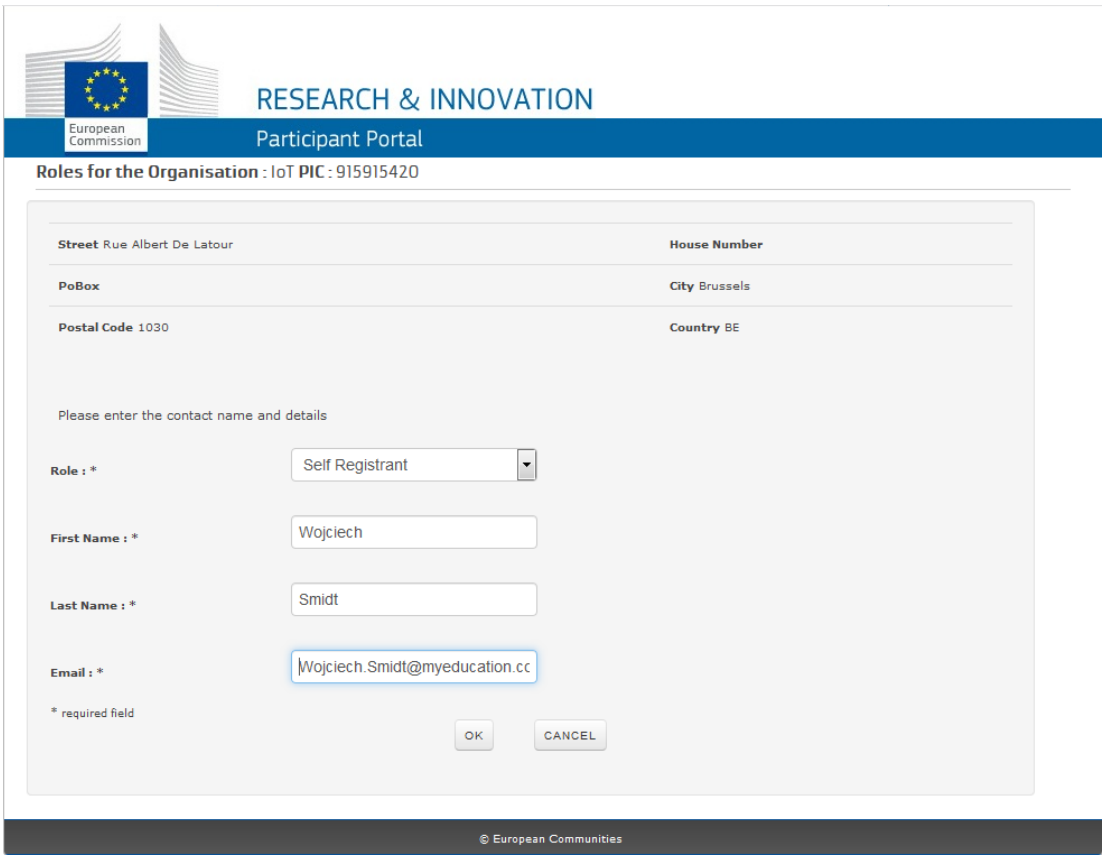
In the Following screen, click on **Add Roles**. Then, select the role Self Registrant and enter the first name, surname and email address of the person. Click on **OK** to confirm. As from that moment, the nominated person will see and may access this organisation under her/his **My Organisation(s)** section within the **Manage my area** from the Portal. If the person does not have an EU Login, he/she will be invited to register.



If you are using the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (EACEA), click on the **Organisations** tab and select My organisations. Then, click on the **MR** (Manage Roles) button.



Click on the **Add Roles** button in the next screen, and then, enter the first name, surname and email address of the person. Click on **OK** to confirm. As from that moment, the nominated person will see and may access this organisation under his/her **Organisations/My Organisations** section from the Portal. If the person does not have an EU Login, he/she will be invited to register.



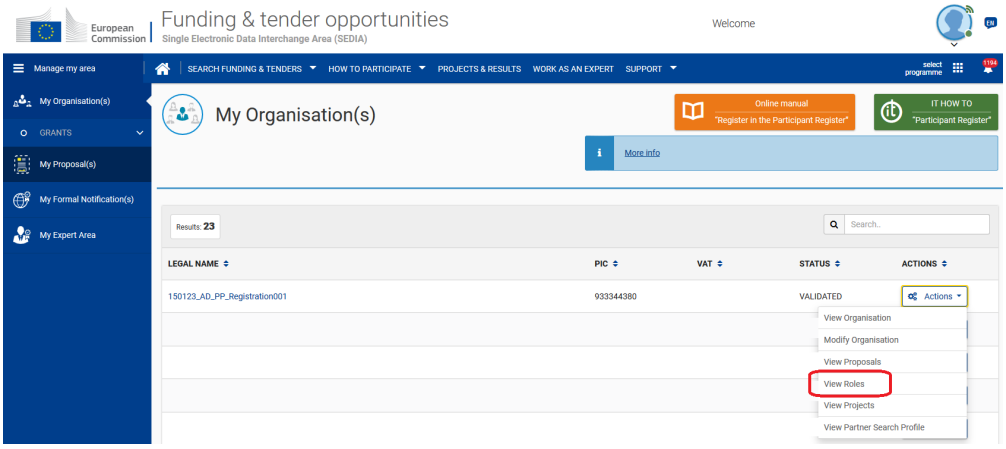
Validated organisations

There is a main role when the organisation has been validated: LEAR. It is important to note that when a LEAR has been validated, all the previous self registrant roles are revoked, and only the LEAR will have access to the organisation data.

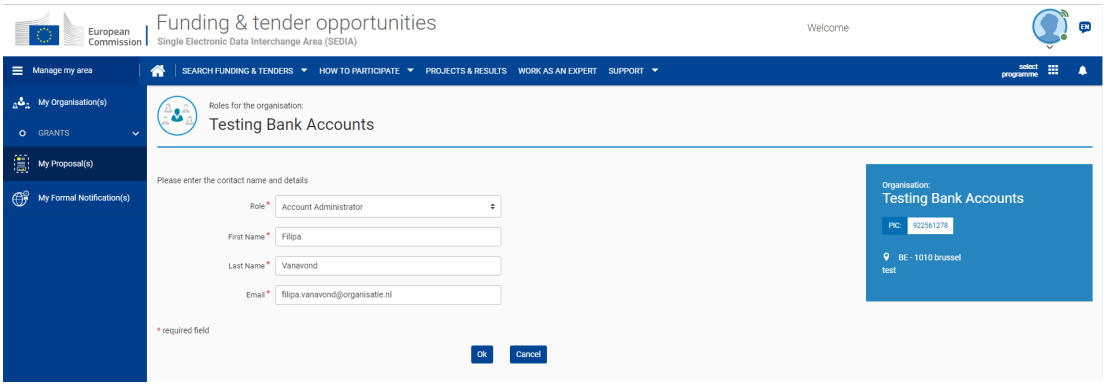
It will not be possible to allocate self registrant roles any more, but the LEAR can appoint Account Administrators. This kind of role can perform the same actions as a LEAR in the Participant Register.

> 💡 LEARs are kindly asked to nominate at least one account administrator, even more for larger organisations. If the LEAR of the organisation is unavailable, and there are no account administrators, your organisation could face blocking situations when involved in any kind of funding.

To nominate an Account Administrator in the Funding & Tenders Portal, go to Manage my area / My Organisation(s). Then, click on the **Actions** button next to your organisation, and select **View roles**.

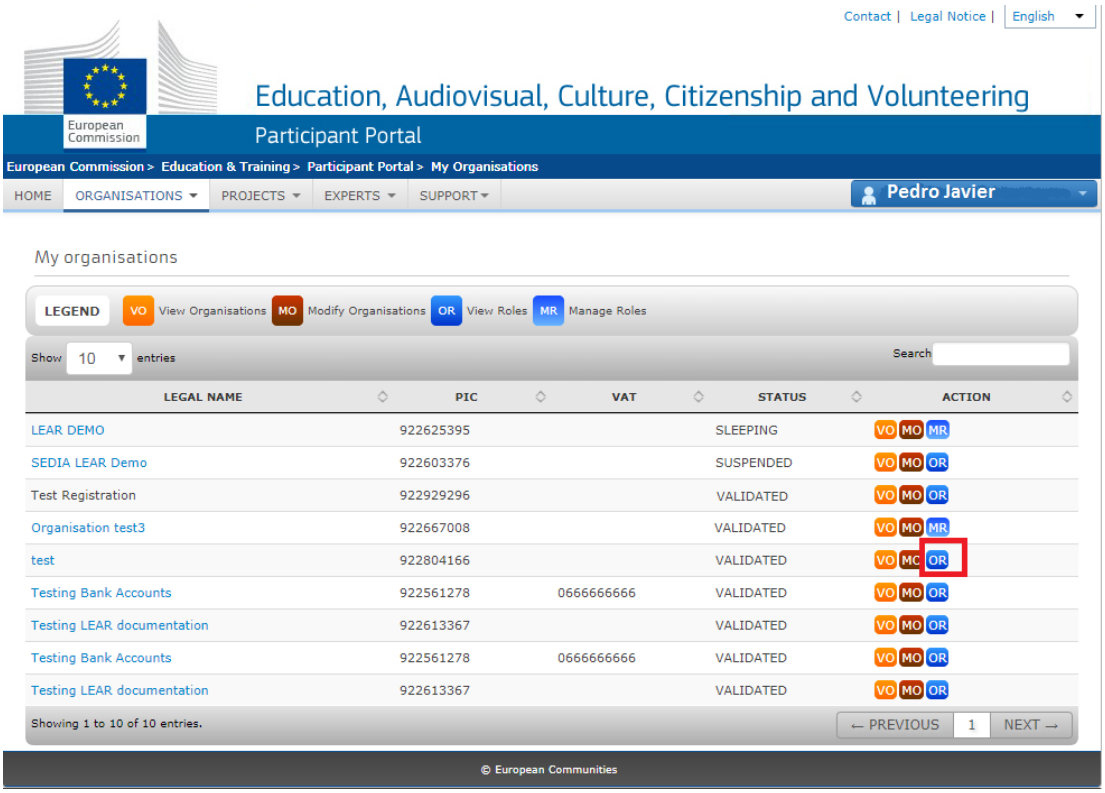


In the Following screen, click on **Edit Organisation Roles**, and click then on the **Add Roles** bu tton. Select the role *Account Administrator* and enter the first name, surname and email address or the person. Click on **OK** to confirm.

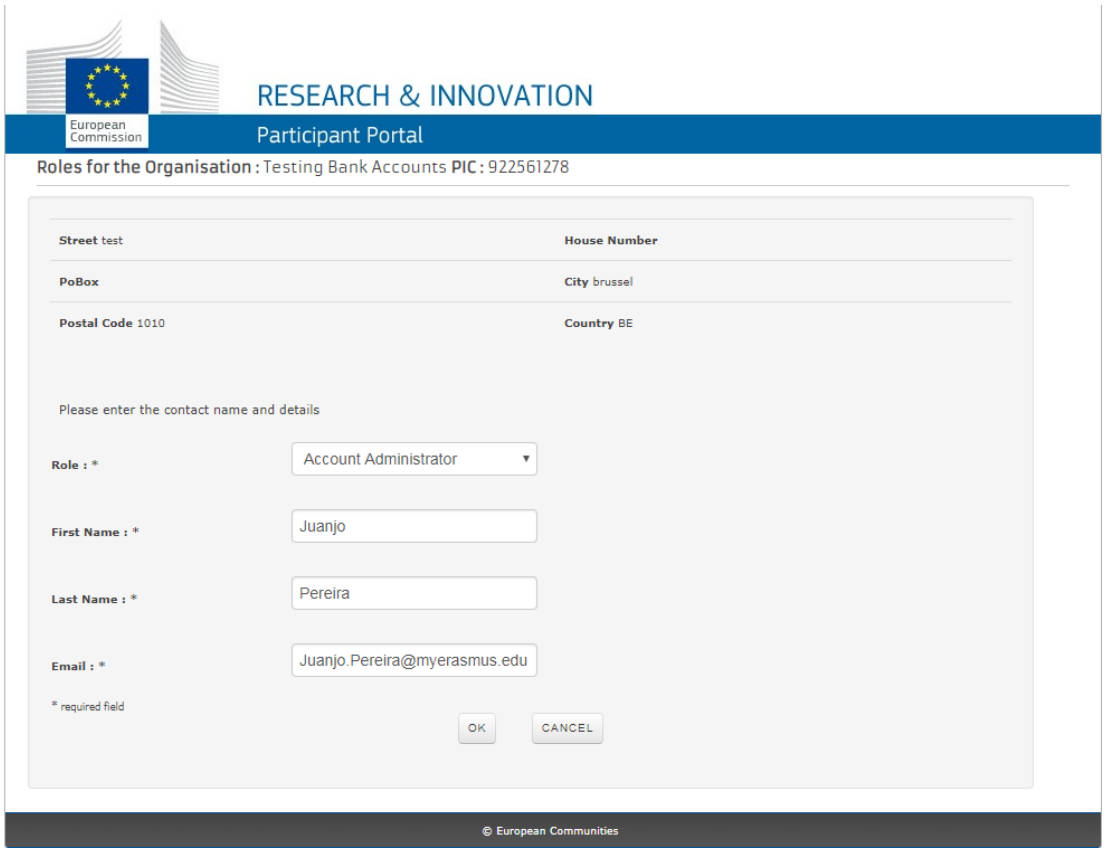


As from that moment, the nominated persons will see and may access this organisation under their **My Organisation(s)** section within **Manage my area** from the Portal. If the person does not have an EU Login, he/she will be invited to register.

If you are using the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (EACEA), click on the **Organisations** tab and select **My organisations**. Then, click on the **OR** (View Roles) button.



Click on the **Edit Organisation Roles** button in the following screen. Then click on the **Add Role** button. Select the Account Administrator Role and enter the user's details.



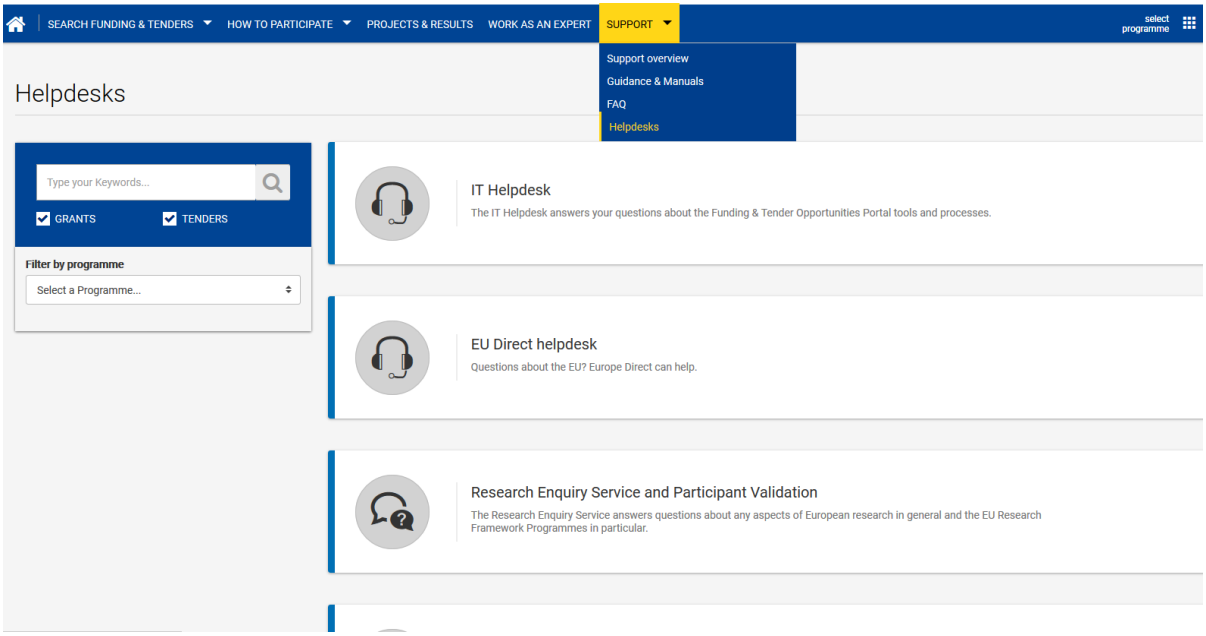
Then click on the **OK** button to confirm. As from that moment, the nominated persons will

see and may access this organisation under the **Organisations/My Organisations** section from the Portal. If the person does not have an EU Login, he/she will be invited to register.

Contact and Support

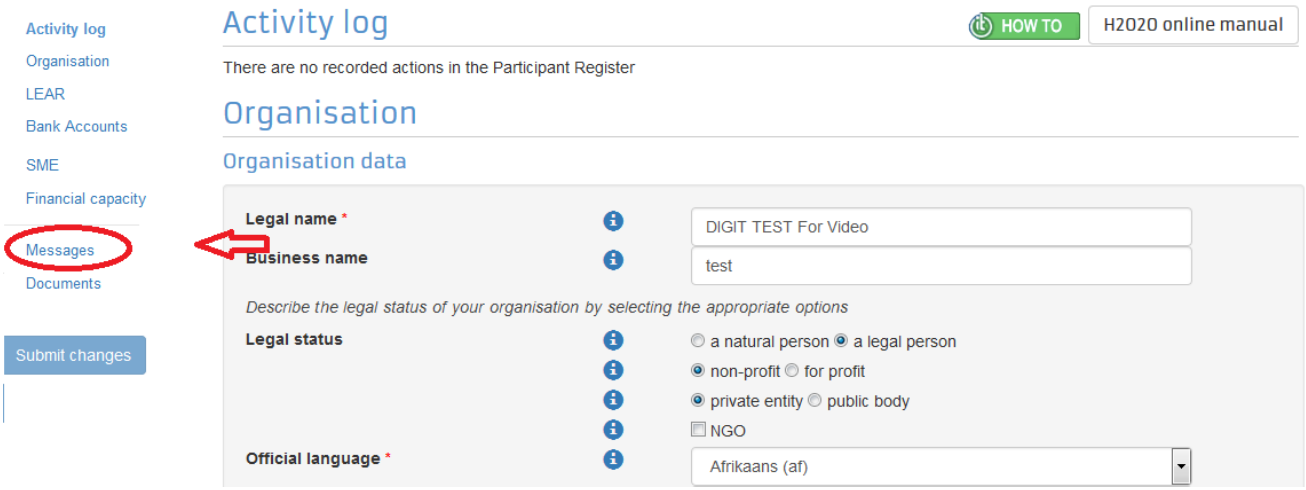
Contact & Support

Select the **Support/ Helpdesks** menu in the Funding & tenders portal.



Click on the **It Helpdesk** icon to report any problem related to the Participant Register application. This will open contact form where you can enter the details of the problem.

If you have already registered your organisation and you need to contact Validation Services, use the Messages section within the Participant Register data update page for your organisation.



Note Procurement: please, visit the e-PRIOR wiki where you will find specific

Procurement specific FAQs, as well as the contact details for both Supplier Portal and Procurement support.

How to register an organisation?

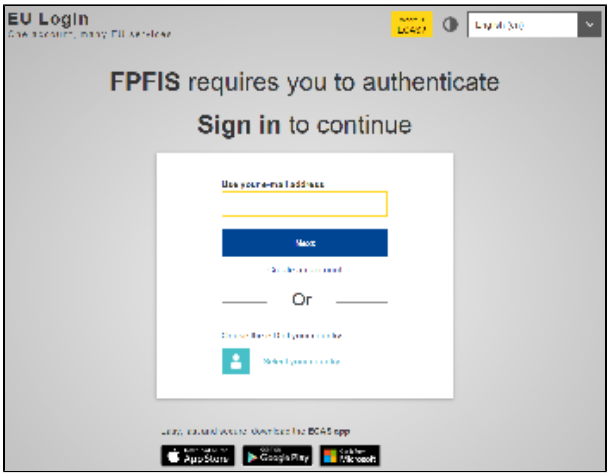
Accessing the Participant Register

Note Procurement: To access the Participant Register you need to access the PIC-Management module within the Supplier Portal. Please, visit the e-PRIOR wiki for detailed information on the Supplier Portal solution: https://webgate.ec.europa.eu/fpfis/wikis/x/R6VGC

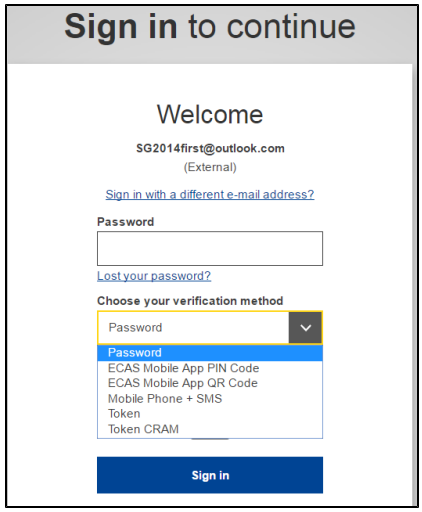
Go to the Funding & tenders Portal: **https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home**

1. Click **Login** if you already have an Eu Login, or on **Register** if you do not have your Eu Login yet. You find these buttons on the right upper-corner.

2. Click the **Login** button. You will be prompted to authenticate through the **EU login** screen:



3. Enter your email address in the field provided, and then click the **Next** button. You will be prompted for an authentication method.



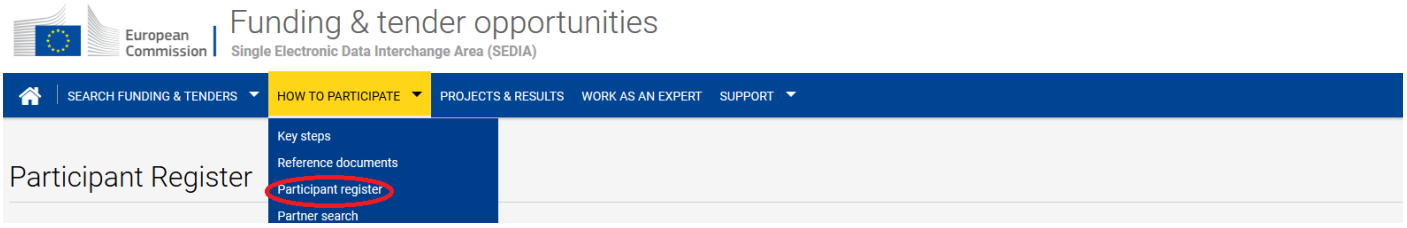
4. Click the arrow beside the **Password** field and select the authentication method you require from the drop-down menu. In this example, we will use "Password"

5. Enter your password in the **Password** field.
6. Click the **Sign in** button. If you do not have an **EU login** account, click the Register icon in the upper right corner of the portal menu list to create a new account. Once logged in, click the **How to Participate** tab.

Note: EU Login supports a variety of verification methods. Using a password is the simplest one. Other verification methods involve using additional devices which can provide more security. These are mainly used by the staff of EU institutions when working remotely. For more information, click **here.**

Note: For more information on password requirements, click **here.**

From the **How to participate** menu on the top, select **Participant Register**.



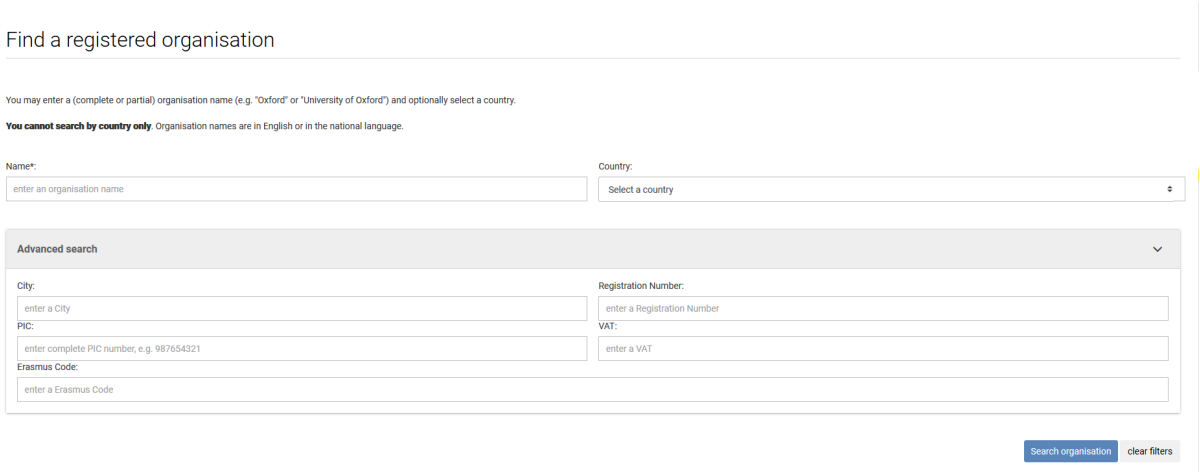
To make sure that your organisation has not already been registered in the Participant Register, search for organisations by clicking

Search a PIC

.

Searching for existing organisations

To search for organisations, enter the name or a part of the name. You may restrict results by selecting a specific country or expanding the advanced search and applying further filters to the search criteria. The click on **Search organisation**.



Finding organisations

Results are displayed at the bottom of the page. To restart your search with different search criteria, click

clear filters

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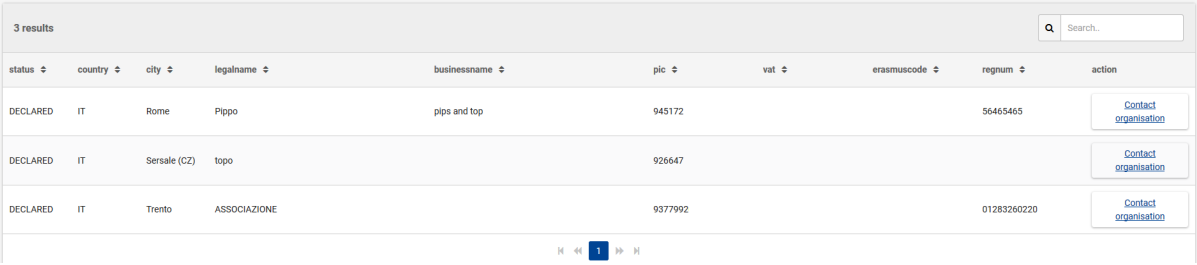


If you do not find the organisation, then go to the back to **How To Participate / Participant register** and click on the

Register your organisation

button after selecting again **How to participate/Participant Register** from the menu on the top.

Accessing the Participant Register via the Education Portal

Click on **Organisations** from the top menu and select either **register** or **search**. In order to

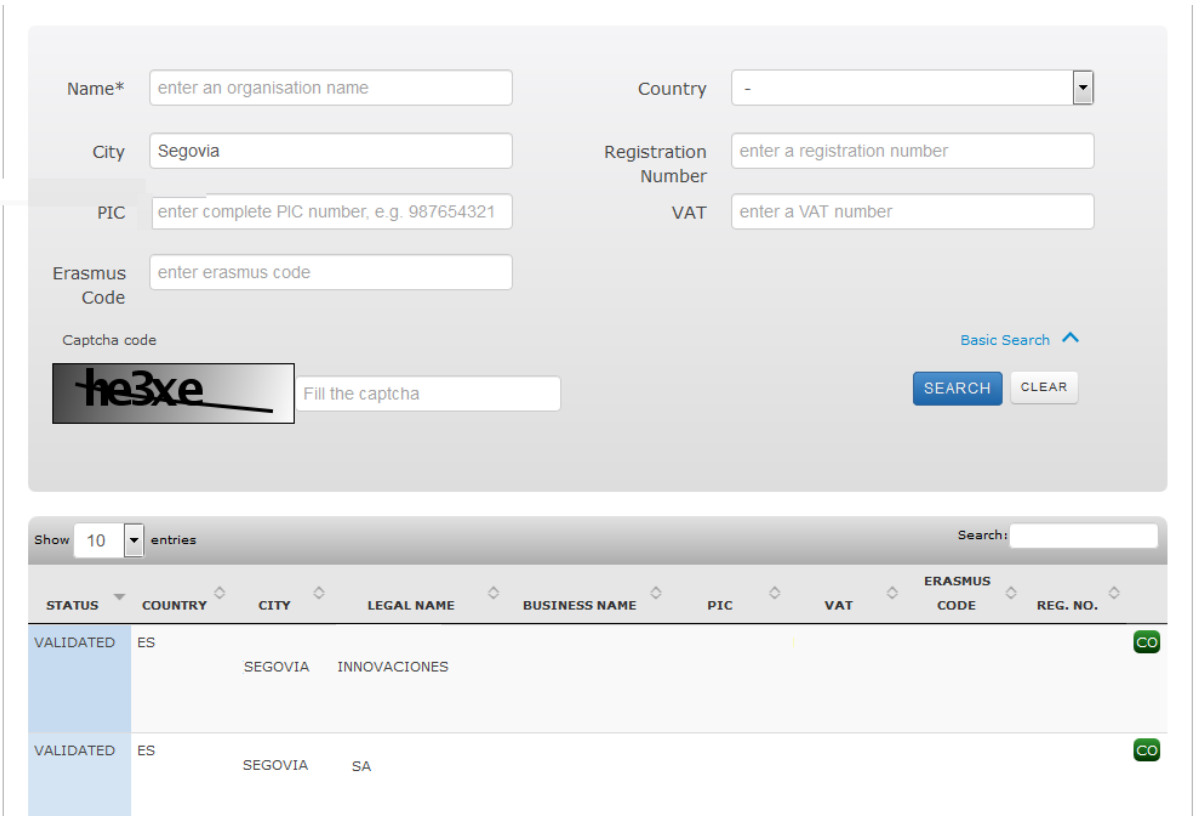
prevent the creation of duplicates, you are strongly advised to search for your organisation first.

To find organisations in the Participant Register, enter the partial or complete name of the organisation or any other combination of values in the available search fields (please note, it is not allowed to look for organisations basing yourself only on country as a value); then click the

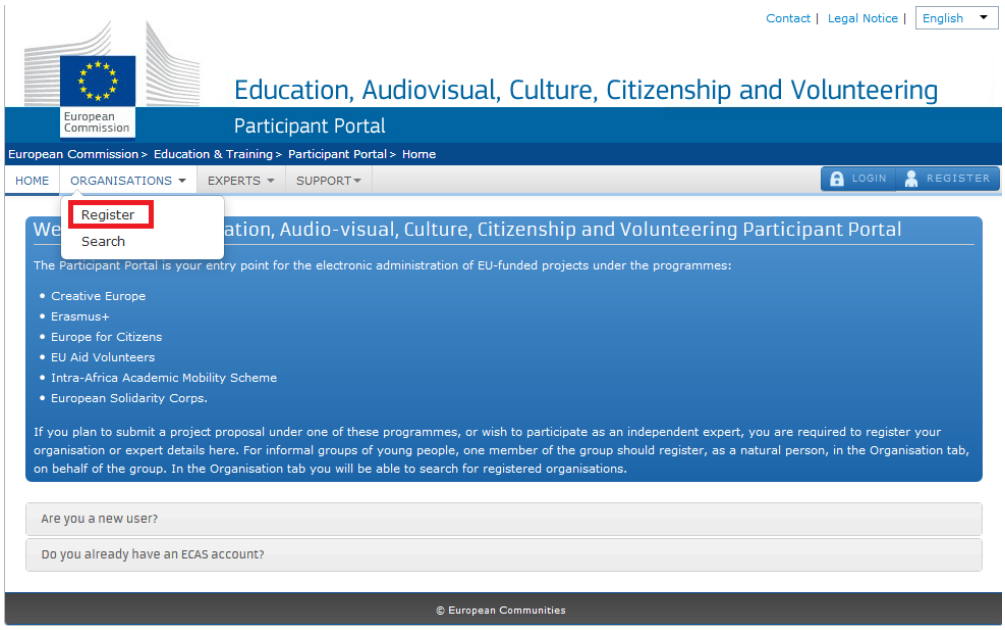
button. You will also be asked to fill in a randomly generated captcha code if not authenticated in the portal yet. To restart your search with different search terms, click

.

When the system finds organisations matching the search term(s) you entered, it will display the results at the bottom of the page. Click the **CO** button to get in contact with the organisation:



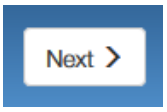
If you do not find your organisation, you can proceed to register it. To do so, click on **organi sations/Register**. Then click either the **Register Organisation** or the **Resume Registration** bu tton, and follow instructions as provided in the section Welcome page



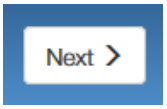
Participant Register - Wizard Welcome

In the first page of the Registration Wizard you can read some useful information on the registration process.

If you did not complete your registration in a previous session, you will also see a message "**Continue your existing registration?**" in the middle-lower part of the screen. The application will allow continuing with the previous registration draft by clicking the

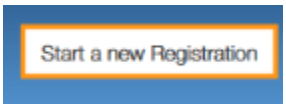


button. If there are no registration drafts saved, only the

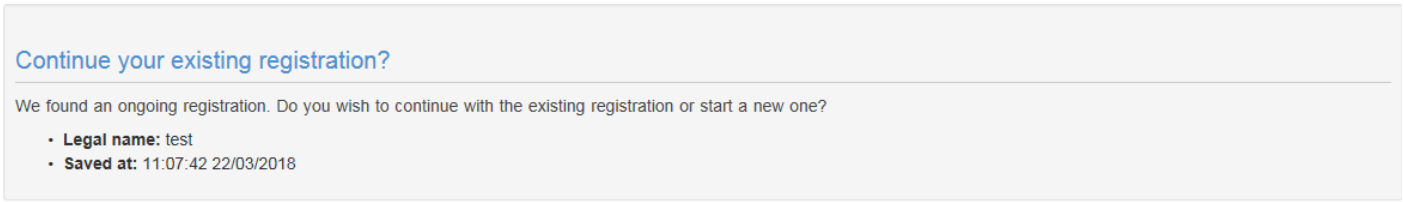


button will be displayed.

Click on the



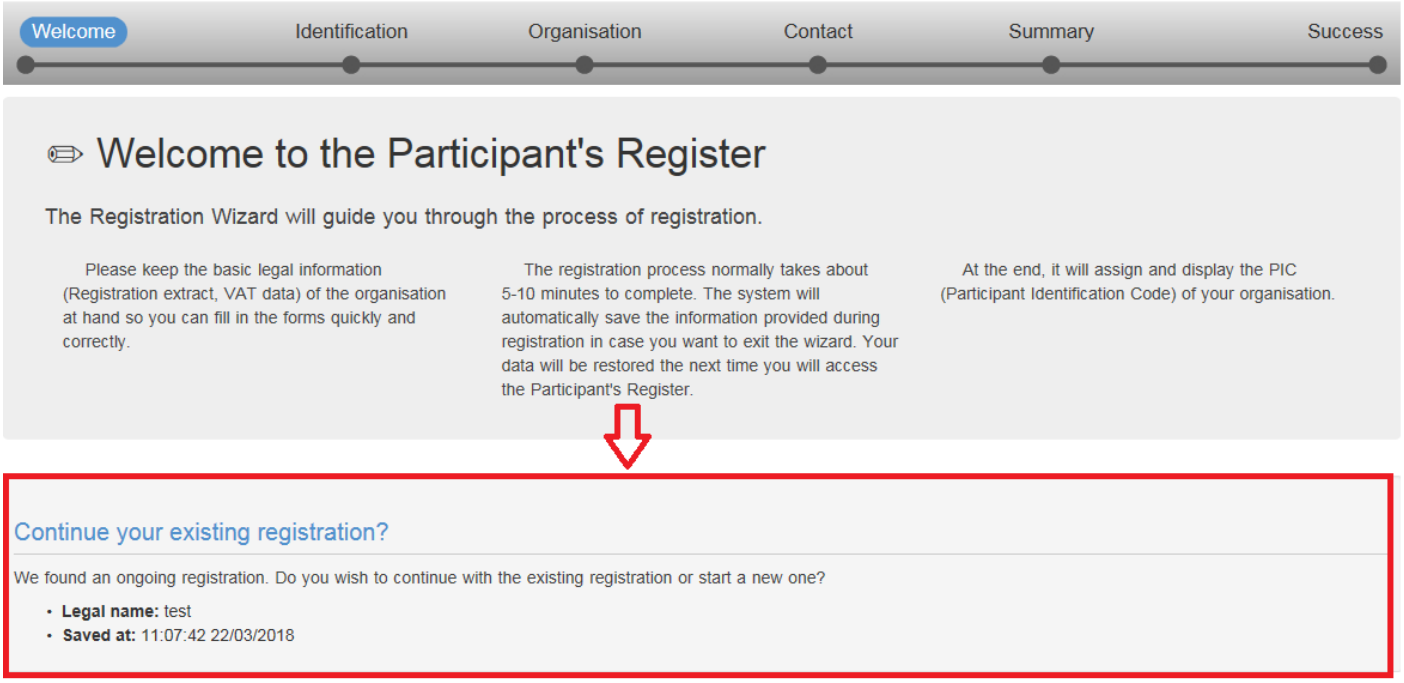
button to delete the draft and tart a new registration. This will delete any existing draft.

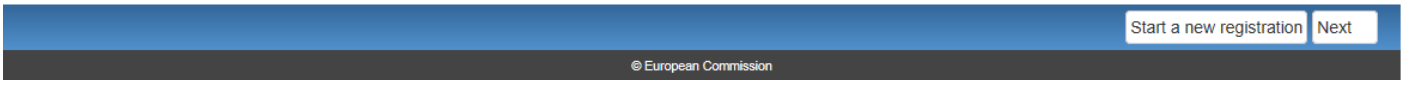


How to continue with a previous registration

If the system finds a previous unfinished registration (draft), it will give you the option to proceed with your incomplete registration. Such drafts exist because you did not complete your ongoing registration which can be due to many reasons: your session was interrupted, you were logged out of your EU login account or computer by mistake or simply because you decided to continue your registration at a later point. In all these cases, a draft of your ongoing registration is automatically saved by the system.

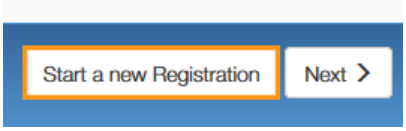
The Welcome screen briefly outlines how to use the registration wizard and offers the possibility to complete a previously started registration via the 'Continue' button, as shown below:



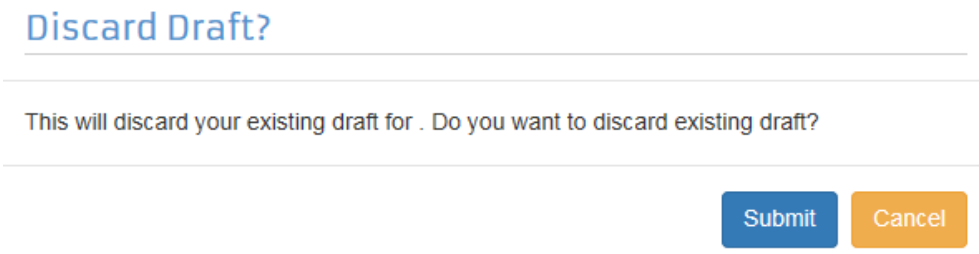


Discarding the previous draft registration:

If you would like to start a new registration, click the '*Start a new registration*' button.



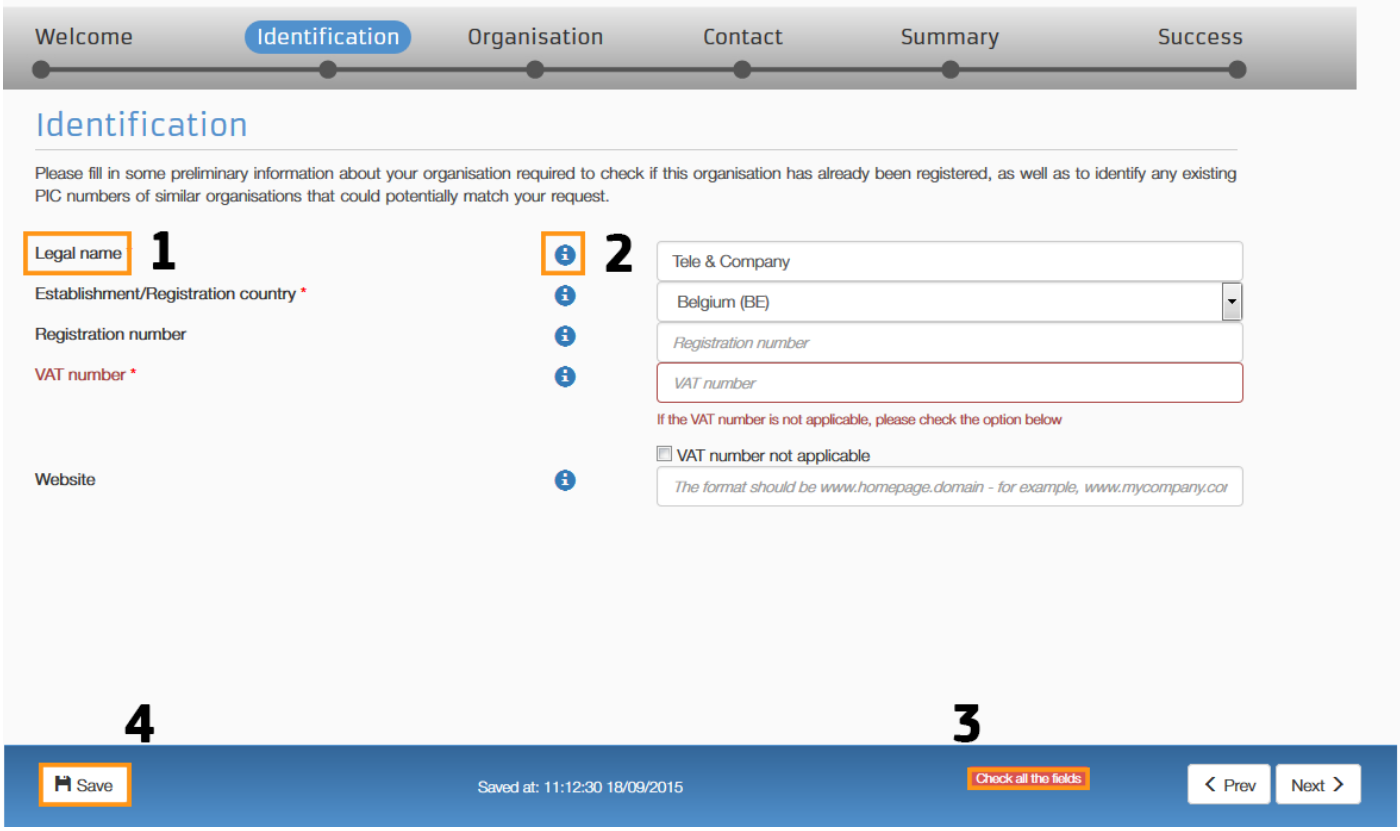
You will be requested to confirm that you want to delete the previous registration draft by clicking on theSubmitbutton.



Identification (Duplicate check)

Enter Identifiers

The Registration Wizard needs to detect if the organisation you are registering is a potential duplicate in the system. For this purpose, you are asked to fill in five data fields that enable the system to match existing database entries against your search criteria.



In this step, you must at least fill in all the mandatory entry fields (marked with a red asterisk).

Legal Name

Enter the legal name of the organisation. The Legal Name must correspond to the official legal name in the statute of the organisation. This field can be up to 240 characters long.

Establishment/Registration Country

Select the 'Establishment/Registration Country' of the organisation from the drop-down list. Usually this is the location of the headquarters of the organisation.

VAT number

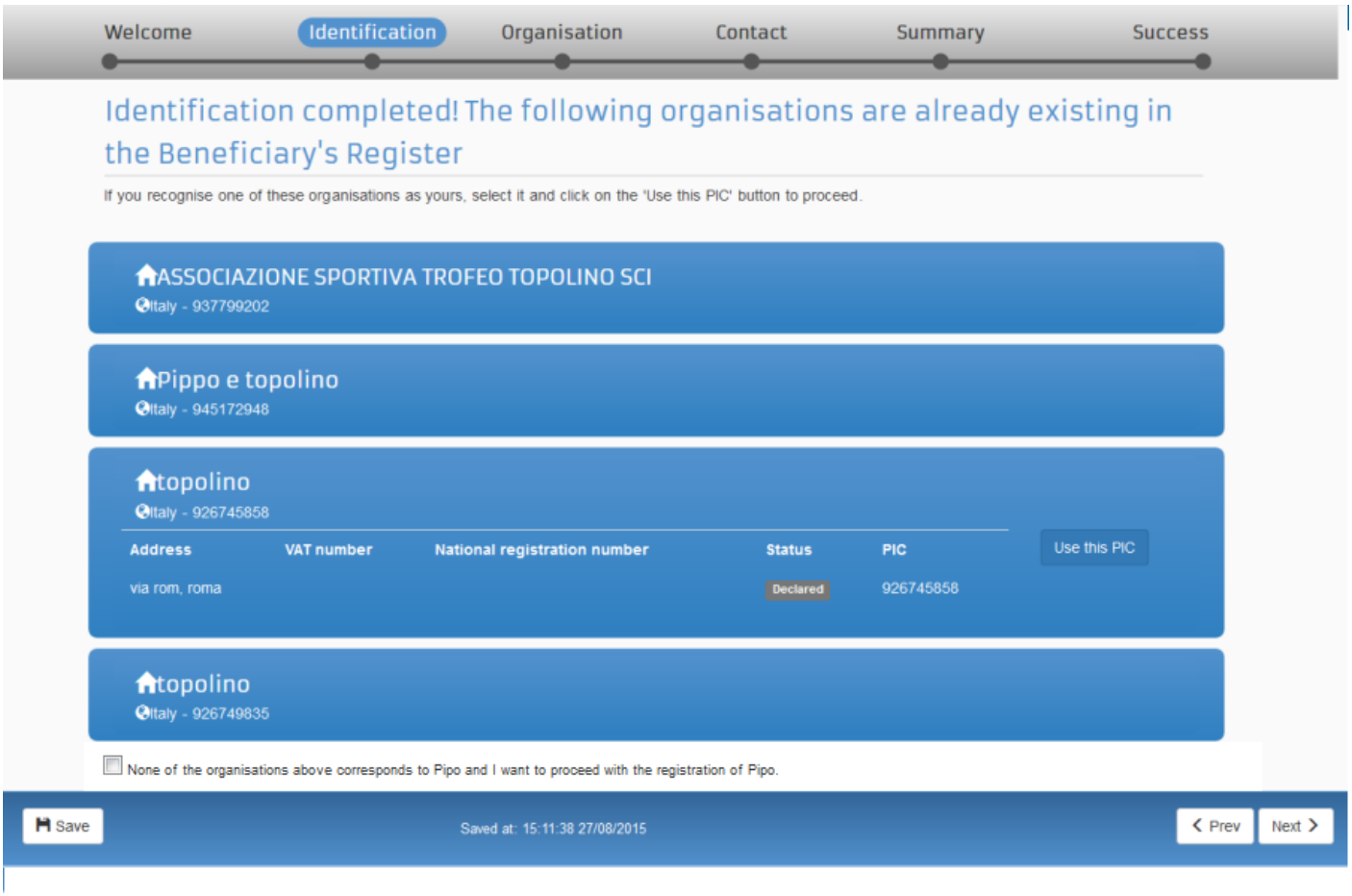
Provide the 'VAT number' of the organisation (if available) – click 'Yes' and enter the VAT number in the field that is will appear next to the button. The VAT number is a unique

number given to every organisation that pays Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services.
Check the "not applicable" checkbox if you don't have a VAT number.

Registration Number
Enter your 'Business registration number' of the organisation (if available). This is a unique code identifying your organisation, ordinarily provided by the Chamber of Commerce of the country of registration/establishment of the organisation

Website
Specify the Website for official communication with the organisation.

Find similar existing organisations
By clicking on **next**, the system will launch the search and return as results, some similar organisations.
If no organisations are found, the registration will continue with the "organisation data".
If the system detects existing entries matching the search terms that you have entered on the Step 2 Identification page, it will display them in a list as shown in the picture below.



List of registered organisations

If you recognise any of the listed organisations as yours, you can select the relevant organisation by clicking its name. This will open the detail view that includes several key identifiers such as address, VAT number, national registration number, PIC as well as status of the PIC which can range from declared to validated.

Ignore proposed duplicates and continue registration

If the details of the selected organisation do not correspond with the data of the organisation that you would like to register, just tick the box at the bottom of the similar organisation's list. This will allow you to proceed to the following step.

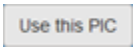
Important: The system will not allow you to click on "next" unless you tick the checkbox confirming that none of the listed organisation corresponds to the one you wish to register.

How to use an existing PIC (i.e. registered organisation)

If you think that one of the listed organisations might be yours, you can get more information by clicking on it.

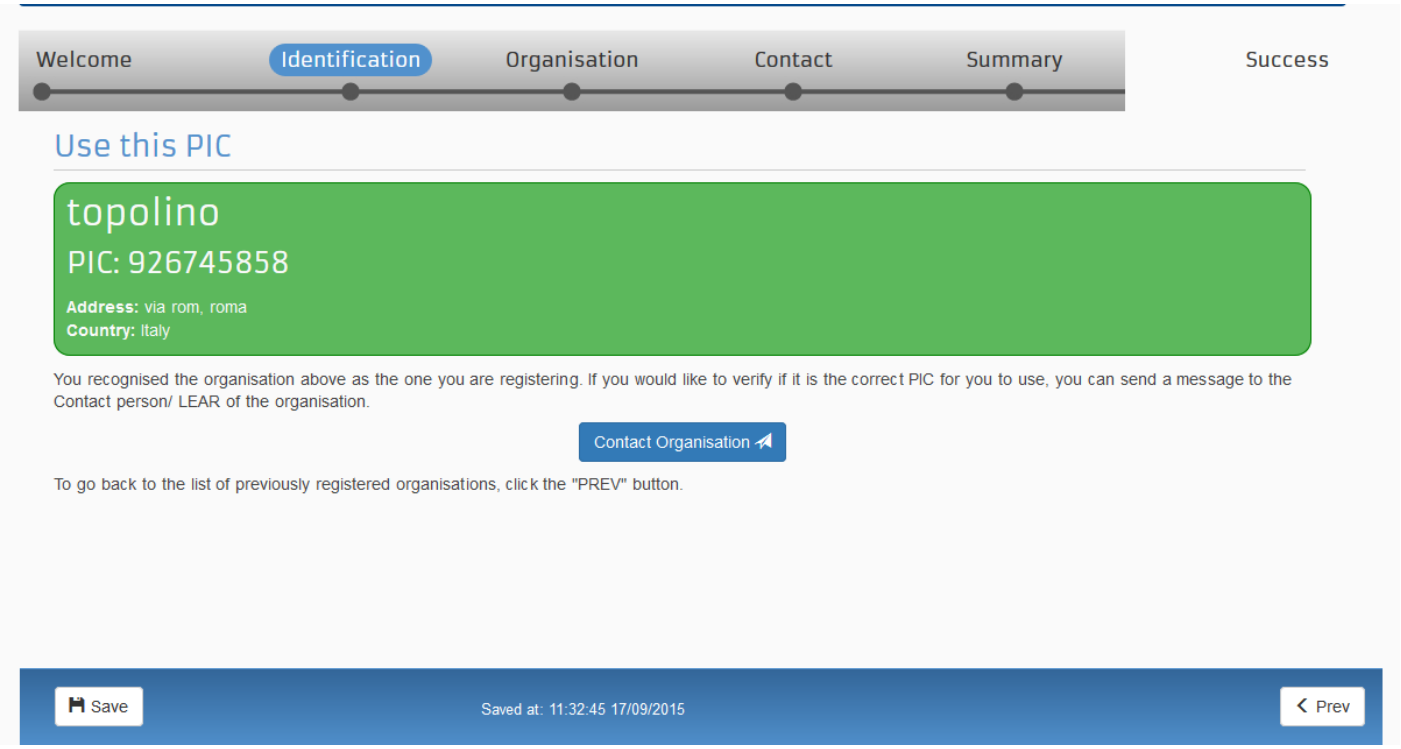
If the selected organisation is the one you would like to register (e.g. characteristics such as name, VAT number, country of establishment match those of your organisation), you can use the registered PIC without a need for registering again.

Click on the

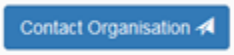


button in order to access a new screen where you will be able to contact the organisation.

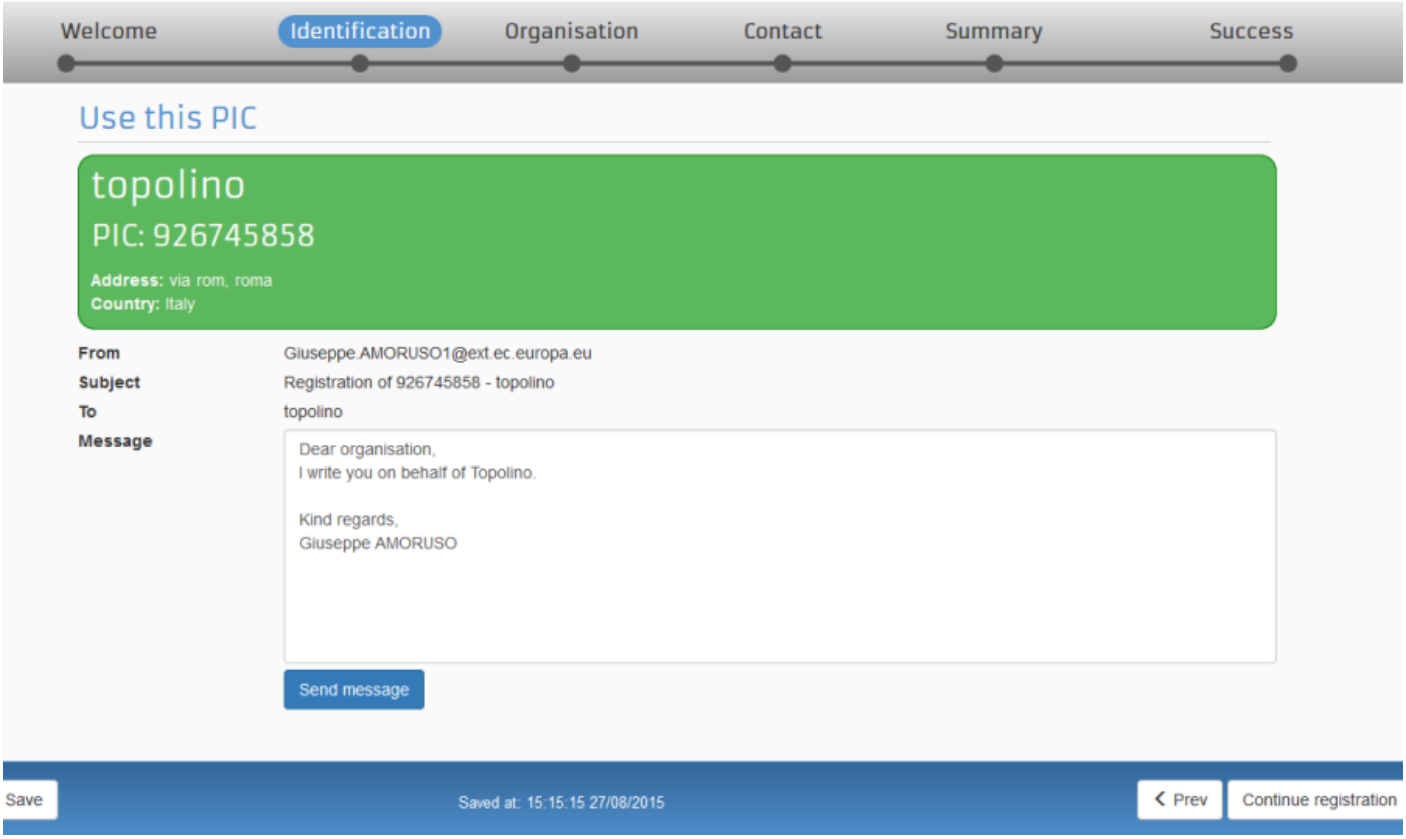
In order to be able to change some data before using the PIC, you might want to contact the LEAR (Legal Entity Appointed Representative) by email, by using the existing option.



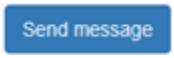
By clicking the



button, you will be able to compose a message:



Click the



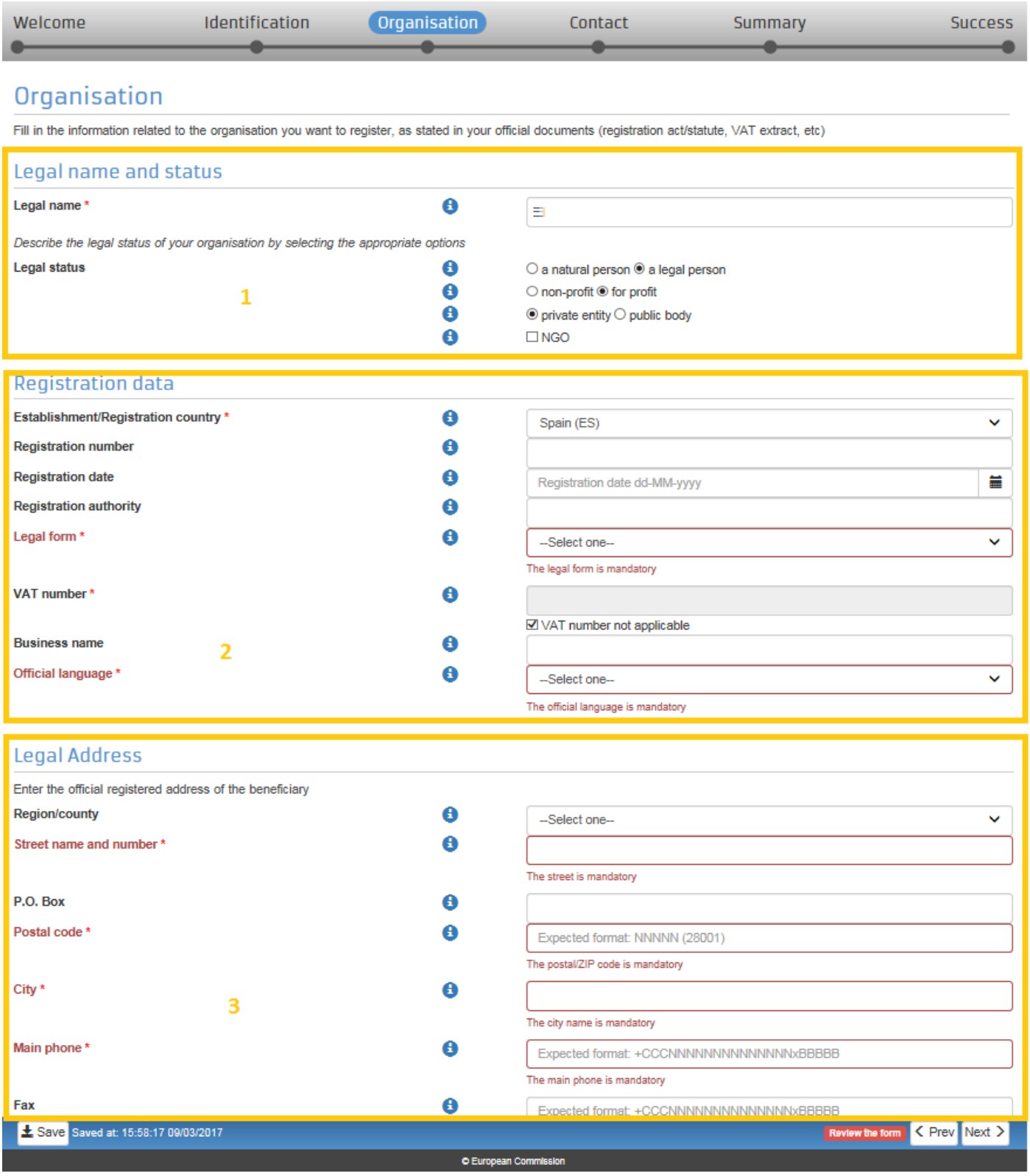
button to send the message.

If no changes are needed, write down the PIC number and use it when creating your proposal.

Organisation Data

During the third step of the Participant Register Wizard, the Organisation page will prompt you to fill in three groups of data for your organisation:

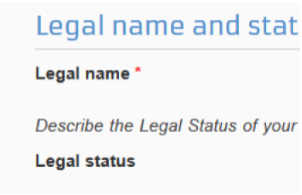
1 - **Organisation data** , **2** - **Legal Address** , **3** - **Contact Information**



Before filling in your Organisation data please take into consideration the following important points and features of the new registration wizard.

Mandatory fields

You are required to fill in all the mandatory fields (marked with a red asterisk *). It is recommended to provide as much information as possible in all other input prompts.

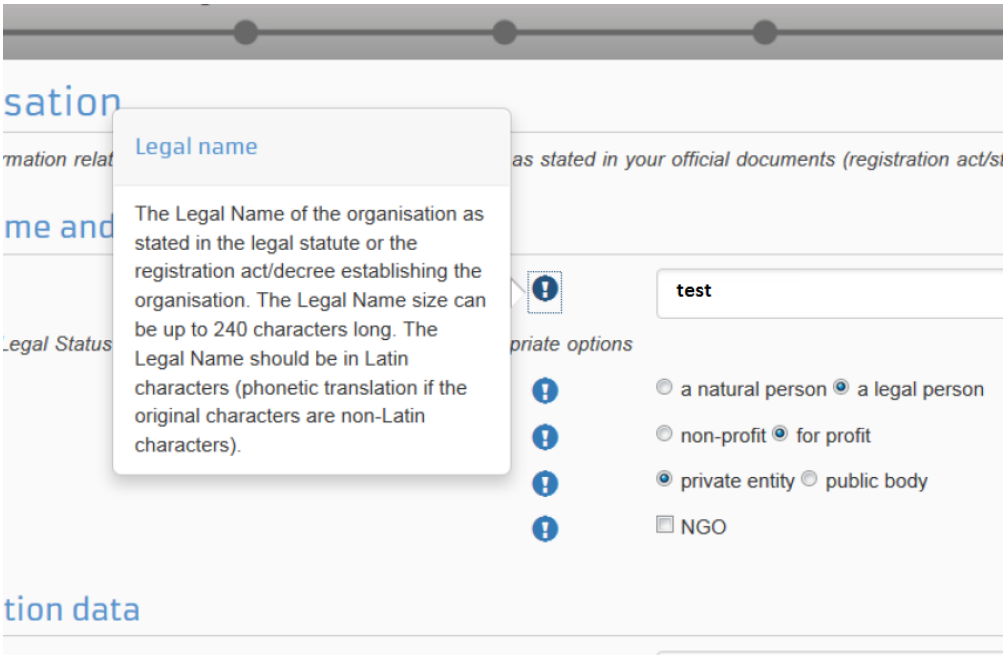


The info tips

For each field, when clicking on icon

, a tooltip will pop up providing a detailed description of the data to be provided in the Participant Register Wizard. The popup will close once you will click again on the

icon.

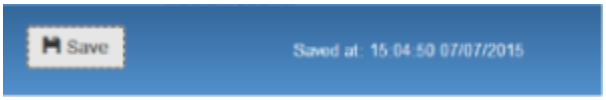


Error messages

In case a value is entered in the wrong format, an error message will appear in red colour, below the data field and the whole row will be highlighted.
When trying to proceed to the next page, also the presence of data in the mandatory fields is checked by the system. An error message will be generated in case a mandatory data remains empty.

-

Saving a draft of the Registration After each step, the system will automatically save a draft of your registration. You can force the saving by pressing the save button at any time. The timestamp of the last saved draft is displayed next to the save button.



Section 1: Legal name and status

Enter the name of your organisation:

The Legal Name of the organisation as stated in the legal statute or the registration act/decree establishing the organisation. The Legal Name size can be up to 240 characters long. The Legal Name should be in Latin characters (phonetic translation if the original characters are non-Latin characters).

In the next four prompts, you will have to describe **the legal status of your organisation** by using the existing options. When clicking on the icon

, the info tips will pop-up giving you a description of each of the various types of organisations you can find in the following table. Please note that if you need more information about the rules for participation and dissemination in "Horizon 2020, you can consult the "REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 ".

To access the regulation, follow the link below: http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

FIELD	*COMMENT*

Natural Person /Legal Person	**A 'Legal Person'** has a legal personality, can act on its own name, exercise rights and be subject to obligations. A 'Legal Person' is established on the basis of an act of incorporation and usually also a registration is required. A 'Legal Person' exercises rights and is subject to obligations with regard to the national law of its place of establishment, community law or international law. A 'Legal Person' can group other legal entities (natural or legal), or contain only possessions (e.g. foundation). **A 'Natural Person'** is a citizen (to be distinguished from a 'Legal Person', which refers to corporations, etc.). Natural Persons always have legal personality and are therefore legal entities without other proof being required than their identification papers.
For Profit / Non-Profit Organisation	A legal entity is qualified as a **'Non-Profit Organisation'** when it is considered as such by national or international law (international organisations as well as any specialised agency set up by international organisations). When the 'non-profit' status does not arise directly from the legal form of the organisation, there should be the statutory/legal obligation to reinvest all the profits made in the activity of the same organisation, without any possibility to distribute them to the shareholders or members. Decisions on not distributing profits made by the managing board, associates, members or stakeholders are not sufficient proof of the non-profit nature. The obligation has to be specifically inserted in the articles of association, statutes or act of establishment.
Private entity / Public Body	A **'Public Body'** stands for any legal entity established as such by national public law, and international organisations. Established as 'public body' signifies that the entity must be: 1) Incorporated as a public body in the act of creation or recognised as a public body by national law AND 2) Governed by public law.Both conditions must be satisfied.
NGO	A '**non-governmental organization (NGO)**' is any non-profit, voluntary citizens' group which is organized on a local, national or international level. This field is not displayed if the organisation is "public"

Section 2: Registration data In the **Registration data** section:

Select the **'Establishment/Registration Country'** of the organisation from the drop-down list.

Usually this is the country of registration or establishment of the organisation.

Enter the **'Business registration number'** of the organisation (if available).

This is a unique code identifying your organisation, usually provided by the Chamber of Commerce of the country of registration/establishment of the organisation.
The Registration Number, the Registration Authority and the Registration Date are often provided in the same document. Contact your financial department for more information.

Enter the '**Registration Date**' when the organisation was established/registered.

The Registration Date is the official authority that registered the organisation (e.g. the administrative body of the city/region, the Chamber of Commerce, etc.).

Enter the '**Registration Authority**' under which the organisation was established/registered.

The Registration Authority is the official authority that registered the organisation (e.g. the administrative body of the city/region, the Chamber of Commerce, etc.).

Specify the '**Legal form**' of your organisation – expand the drop-down list and select the option that best corresponds to the legal registration form of your organisation.

The legal form is usually noted in the registration act/statute of the organisation. Be sure to select the country first to be able to see the appropriate legal forms.

Provide the '**VAT number**' of the organisation (if available) – click 'Yes' and enter the VAT number in the field that is will appear next to the button.

The VAT number is a unique number given to every organisation that pays Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services.

Enter the '**Business Name**' of the organisation (optional).

The Business Name can be the official acronym or the native language appellation of the organisation. It can be up to 400 characters long.

Select the '**Official Language**' for the organisation.

This is the language officially used for communication within the organisation.

Section 3: Legal address

In the **Legal address** section **,** the Participant Register will prompt you for the legal address of your organisation and for other data related to this – such as, internet address, phone numbers, etc.

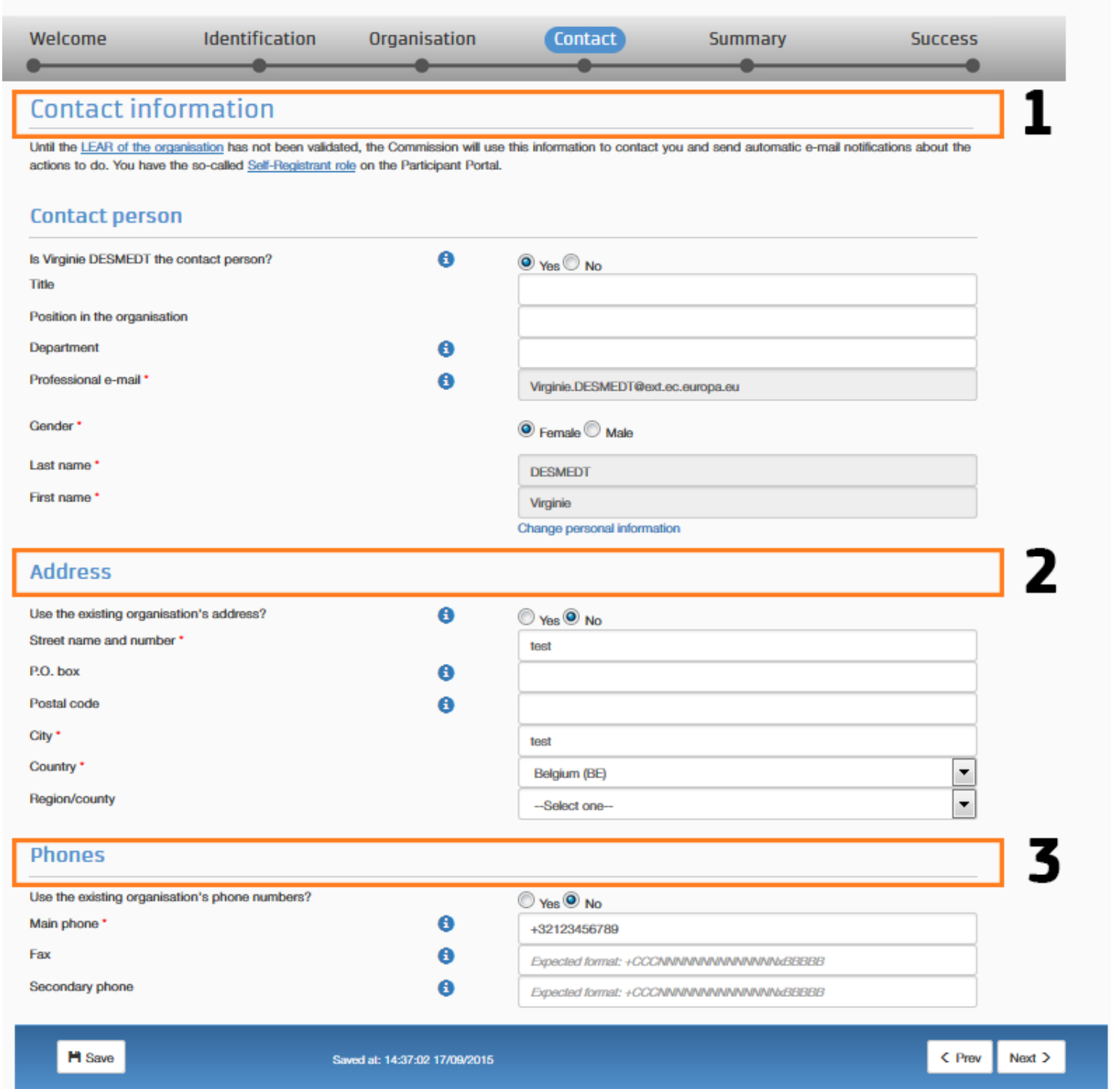
You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the first prompt, specify the 'Region/County' where the organisation was established. The n:

Enter the **'Street name'** as part of the Legal Address, as stated in the official legal statute of the organisation (in most cases this is the address of the headquarters, not the address of subsidiaries, departments, and so on).
Enter the **'P.O. Box'** number if the organisation has a postal box.
Enter the **'Postal code'** - the Postal/ZIP Code of the organisation's Legal Address.
Select the **'City'** of the organisation's Legal Address from the list. This is the official name of the City where the organisation was established.
Specify the **'Main phone'** number for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeroes) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional). > Enter the **'Fax'** nu mber for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeros) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional).
Specify the **'Secondary phone'** number for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeroes) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional).
Specify the 'website' for official communication with the organisation. The format must be www.homepage.domain - for example, www.mycompany.com .

Contact Data

In the fourth step of the Participant Register Wizard, the Organisation page will prompt you to provide three categories of data for your contact data:
1 - **Contact person** , **2** - **Address** , **3** - **Phones**



In the **CONTACT person section** of the Registration Wizard, the Participant Register will prompt you to enter the contact information of the person who will be the official point of contact for this organisation until someone – the same person or someone else - gets validated as the LEAR for the organisation.

If you are registering on behalf of another organisation, the Participant Identification Code (PIC) that is created at the end of the registered organisation will be **also** associated with

this other person, so please provide contact data that is relevant to that legal entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

> **Note:** See the FAQ section on the Funding & Tenders Portal and the Online Manual for more information about the LEAR role.You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the **Address section**,

1. Click 'Yes' if you want to use the previously entered address information for the Legal Person. This option will automatically copy the address data provided in the previous step. If you leave the option to 'No' (default), please provide new address information as follows.
2. Enter the 'Street name' and the 'Street number' (or the name of the building on the street) of the Contact Person's address.
3. Enter the 'P.O. Box' number if the Contact Person has a postal box.
4. Enter the 'Postal code' - the Postal/ZIP Code of the Contact Person.
5. Enter the 'CEDEX' code (only applicable for France).
6. Select the 'City' of the Contact Person's address from the list.
7. Specify the 'Region/County' of the Contact Person's address.
8. Select the 'Country' of the Contact Person's address

In the **Phones section** ,

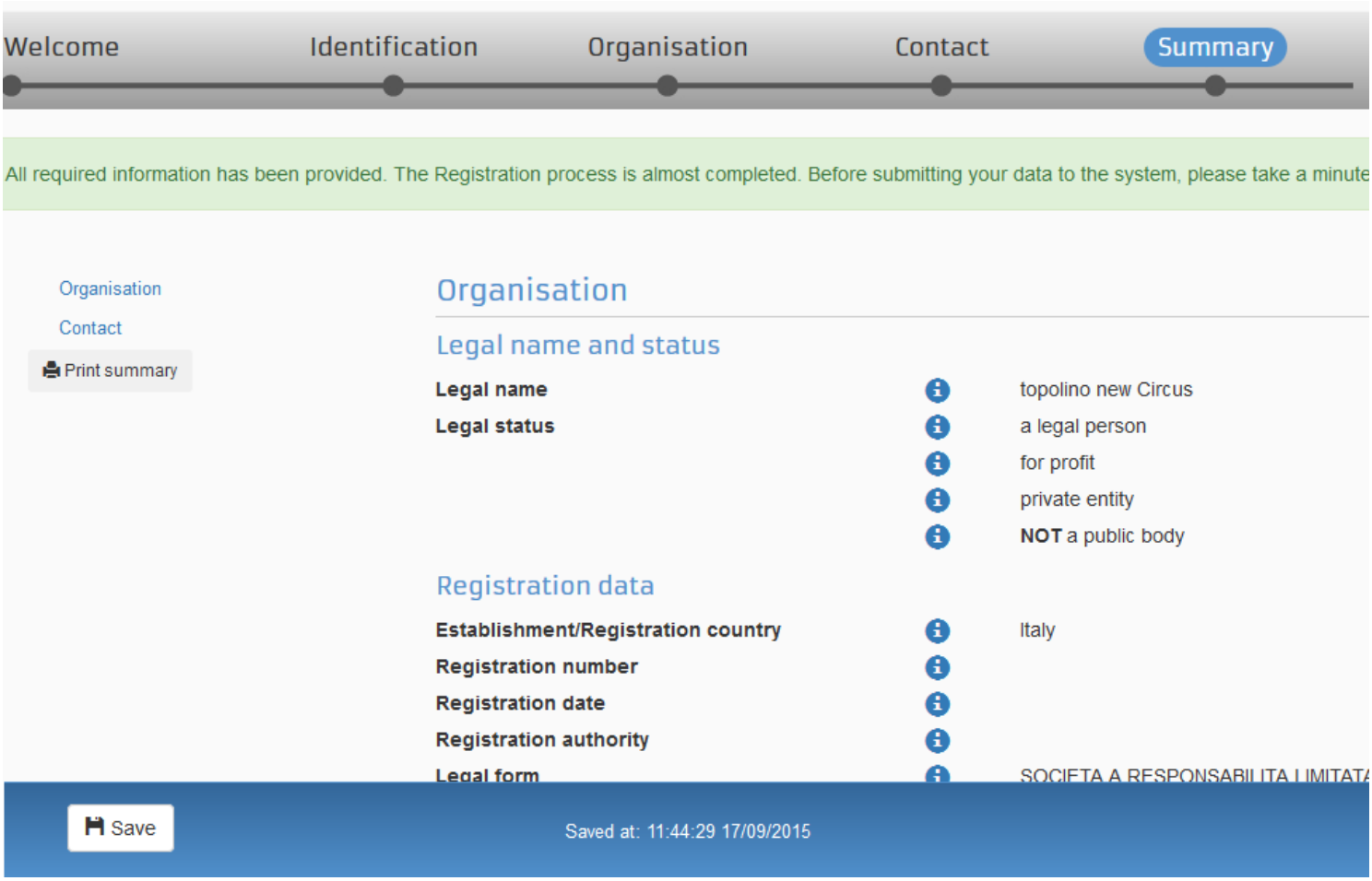
Select 'Yes' if the phone numbers of the Contact Person are the same as previously entered for the Legal Person. This option will automatically copy the phone data provided in the previous step. If you leave the option to 'No' (default), please provide new phone number information as follows.
Specify the 'Main phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeroes) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional).
Enter the 'Fax' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeroes) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional).
Specify the 'Secondary phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code ₵ (1-3 digits, no zeroes) followed by your phone number ₦ (max 14 digits), followed by extension ฿ ("x" char + max 5 digits; optional).

Click

Next >

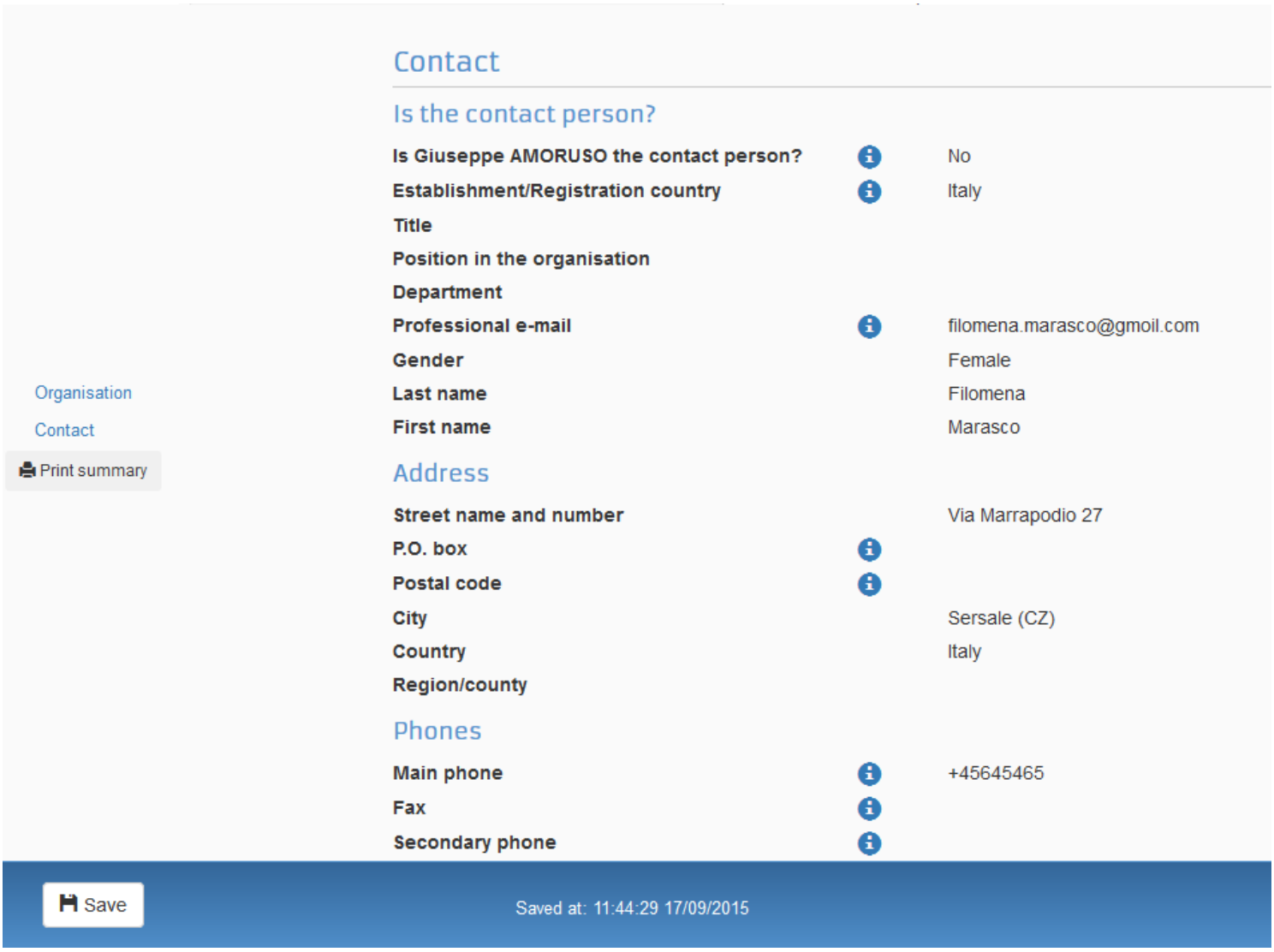
to proceed to the next step.

Summary



Summary of registration data

In Step 5 you can see an overview of the data you provided in steps 2, 3 and 4.



Editing data in Step 5

You can review and if necessary edit organisation data by clicking the

Edit

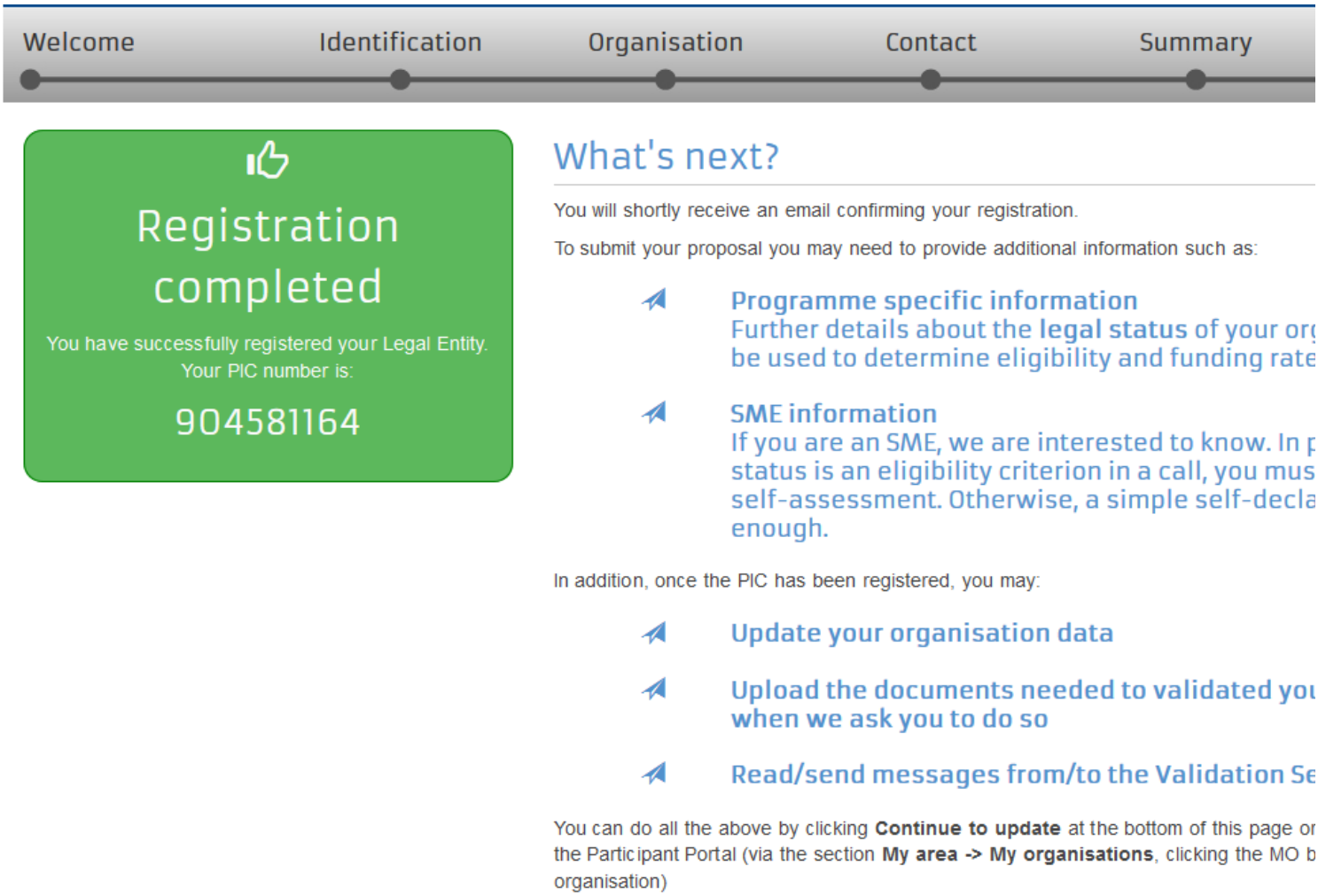
button as shown in the picture above. This action will take you back to the Organisation (or Contact) page where you can edit your previously entered data.

Once you are sure that the data you provided are both correct and complete, you can submit by clicking the green

Submit

bottom on the right bottom. This action will finalise your registration.

Success page (+ what's next)



Registration Completed

After filling in your data and clicking the

Submit

button, the system will display a message confirming your successful registration as a Legal Entity.

Your PIC has been generated and can now be used to submit a proposal via the electronic proposal submission service.

If you want to continue updating your data (e.g. providing SME Status information or Research specific data), in this page you will find also indications on how to proceed.

If you want to provide additional information, click the

Continue to update

button.

This option will open the Modify Organisation/Update page.

Closing the browser's tab is now safe. The information provided are submitted to the system and the PIC is created.

> To ensure access by your organisation to the organisation data in the Participant Register, you are strongly advised to grant others access to it. Read more here.

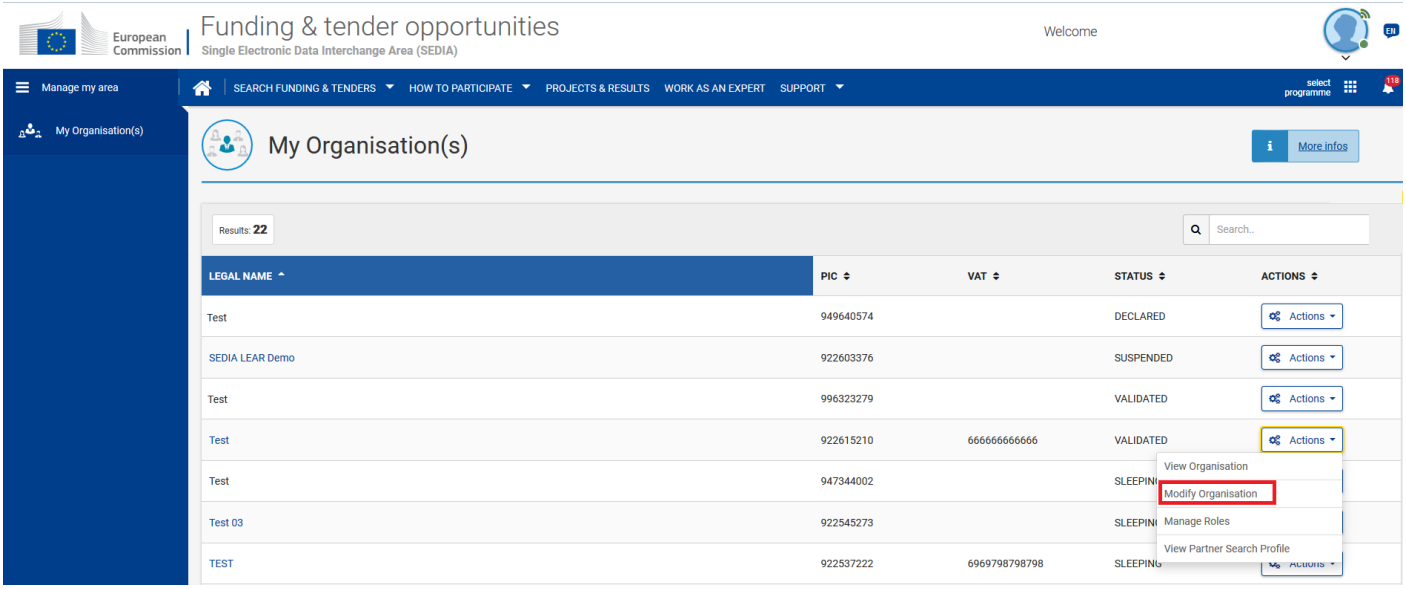
How to access the Update page from the Funding & Tenders Portal

> If you did not do it yet, please grant access to others in your organisation to the organisation data in Participant Register. Read more here.

It is through this page that you can access your organisation's data; either right after completing the registration or later. Simply access the Participant Register via the Funding and tenders opportunities by select **Organisations** on the left.

Select the organisation and click on the

button. Depending on whether you used the organisation in the past or you registered, different options will be available. For organisations you registered, a modify option will be available. Click on it to access the update page.



Who can edit/view the data of a non-validated organisation

For organisations which are not validated yet, i.e. cases before a LEAR role has been identified, a contact person (**Self-Registrant** role in the system) is appointed to edit/view the data of the organisation.

The person registering an organisation for first time, being granted a **Self-Registrant** role by default, will be able to manage the existing or assign additional Self-Registrant roles. Select the **Manage roles** option from the list when clicking in the **Action** button to do so.

You modify the data of the organisation by selecting the **Modify organisation** from the **Actio n** button. Other actions will be also available such as manage the partner search of the organisation in the Funding & tenders portal.

If you do have the Self-Registrant Role the options in the list when clicking the Actions button will be limited to contacting the organisation.

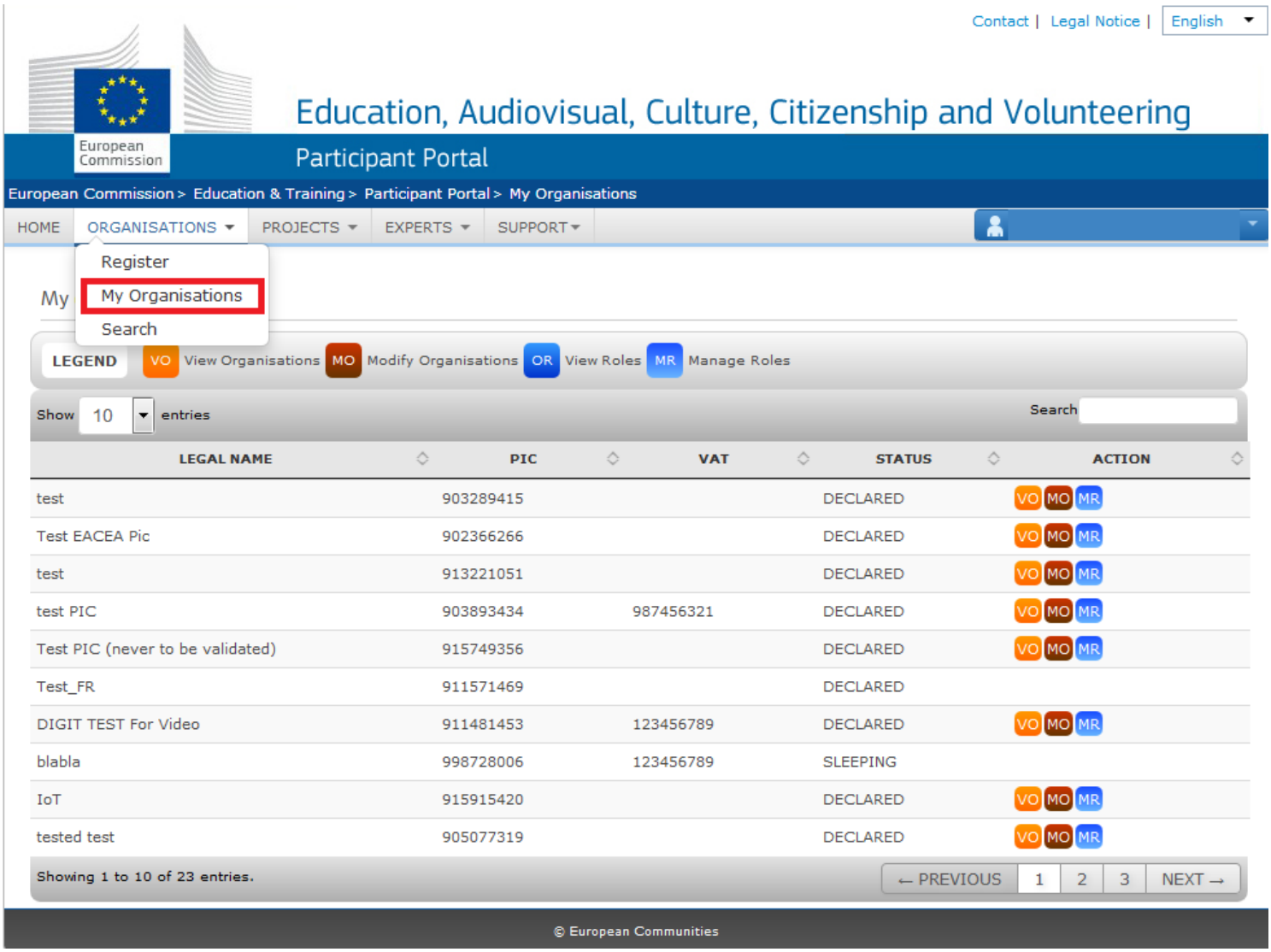
Please, also bear in mind that:

> You can appoint up to a maximum of nine Self-registrants for the organisation.
> Once the LEAR of the organisation has been validated, all Self-registrant roles are automatically revoked and there are no possibility to assign that type of role any more.
> Other roles will be available, though, such as the Account Administrator role, which will be able to access and maintain the data of the organisation in the Participant Register.
> The Lear/Account Administrator will be able to assign new roles by selecting the View roles option from the actions button, and then clicking on the
>
> 
>
>
> button.

How to access the Update page via the EACEA Participant Portal

The update page allows you to access your organisation's data; either right after completing the registration or later. Simply log on to **Participant Register** and select "My Organisations" under the **organisations** tab.

Click the **MO** Icon in the "My Organisations" table to open a new tab in your browser and access the update page of a concrete organisation in editing mode. You can also click the **V O** button, but it will open the data in view mode, click on the **New Update request** button to make modifications, in that case.

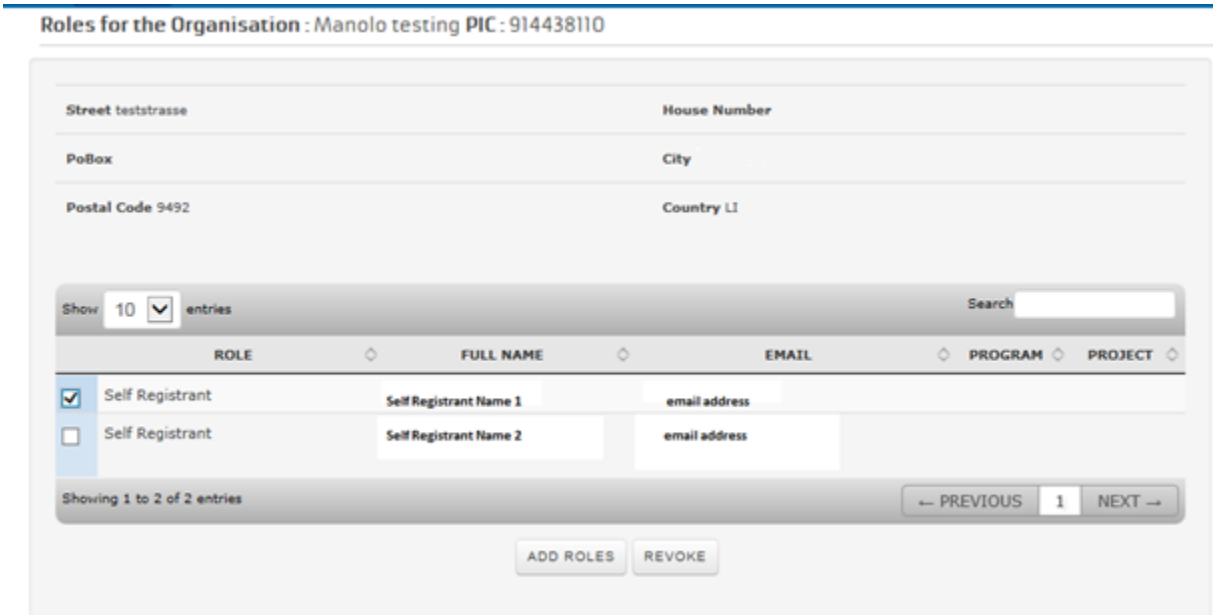


For organisations which are not validated yet, i.e. cases before a LEAR role has been identified, a contact person (or so-called **Self-Registrant** role in the Participant Portal) is appointed to edit/view the data of the organisation.

The person registering an organisation for first time, being granted a **Self-Registrant** role by default, will be able to manage the existing or assign additional Self-Registrant roles in the role management area of the Participant Portal. Please click the

button to manage the roles:

You can select existing Self-registrant roles and revoke their access for the organisation by ticking the box close to the Role column and clicking on **Revoke**.

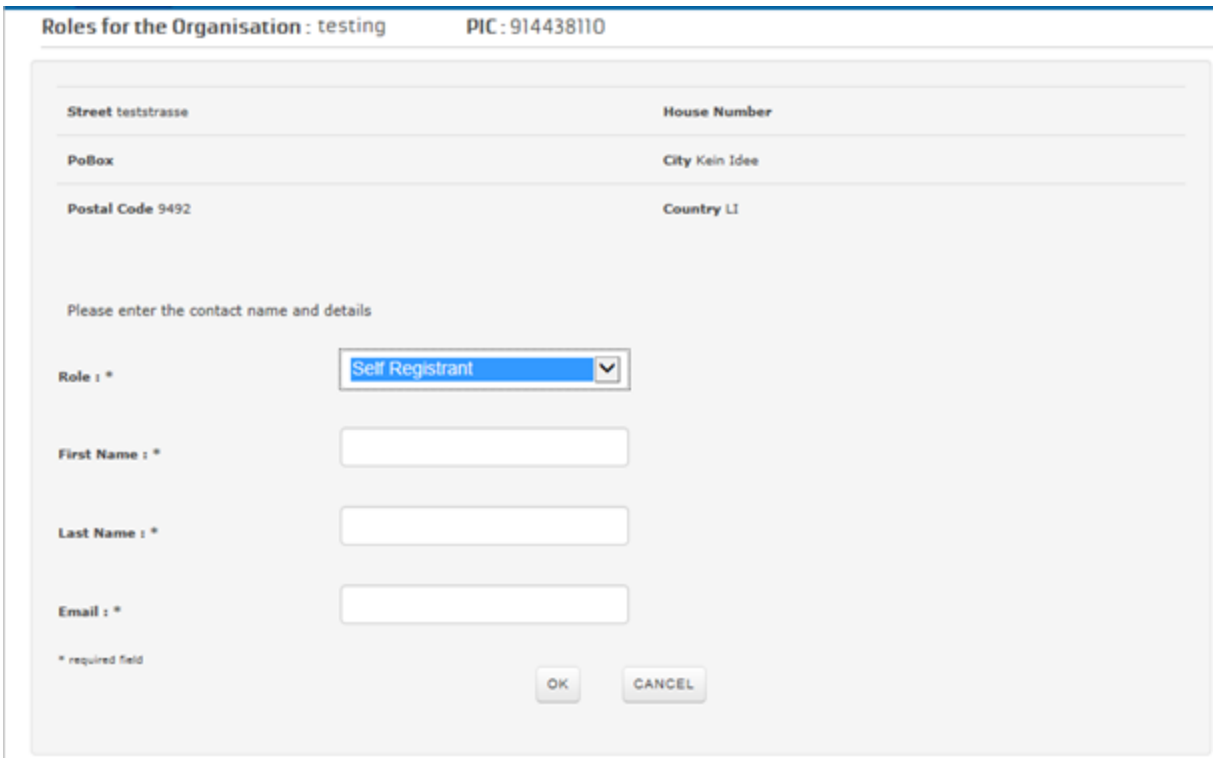


Please, also bear in mind that:

> If you are the only Self-registrant, you will not be able to revoke your role (an organisation needs to have at least one Self-registrant). You can appoint up to a maximum of nine Self-registrants for the organisation.
> Once the LEAR is appointed for the organisation, all Self-registrant roles are automatically revoked.

You can add new Self-Registrant by clicking the **Add Role** button. Adding Self Registrant

roles will ensure that the organisation data can always be completed should the first Self Registrant not be available anymore:



Contact & Support

You can use the Messaging function (section Messages) on this page to contact the EC Validation Services.

Refer the ***Research Enquiry Service and Participant Validation*** for questions regarding organisation registration and data updates, as well as any aspect of European research and the EU Research Framework Programmes.

Refer to the IT Helpdesk Contact Form for any IT-related problems that you might experience with the Portal / Registration facilities.

> **Note Procurement:** please, visit the e-PRIOR wiki where you will find Procurement specific FAQs, as well as the contact details for both Supplier Portal and Procurement support.

Content of the Update page

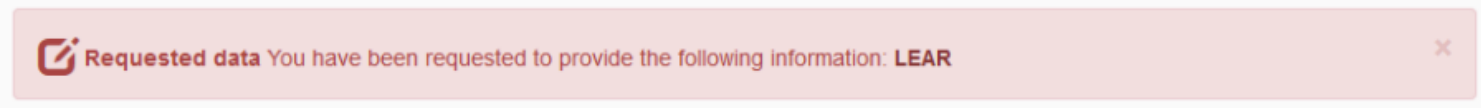
The **Update page** consists of a series of data input fields and selection lists organised thematically by groups on a single page.

You can also manage your Messages and Documents through the relevant sections.

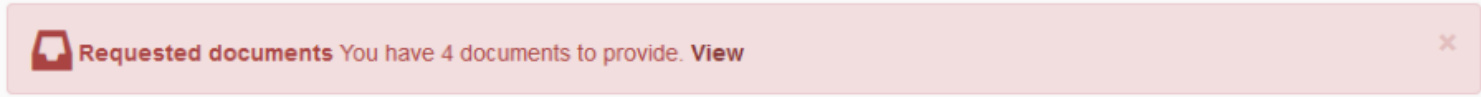
The data groups are Organisation (Organisation data, Legal Address, Contact information), LEAR, , Bank Accounts, Programme Specific information (only applicable to grants: Legal Status, Indirect Cost Method, Certification), ERASMUS (only applicable to EACEA programmes), SME, Financial capacity.

When updating their data in Participant Register, the activities section is presented on the top of the scrolling page as dismissible alerts. Each activity can be closed by clicking on the "x" icon. These alerts will appear in following cases:

When data is required from the LEAR and/or Financial roles



When documents are requested from the participants:



If there are unread messages:

Structure of the Update page

The Update screen is divided into 3 main parts:

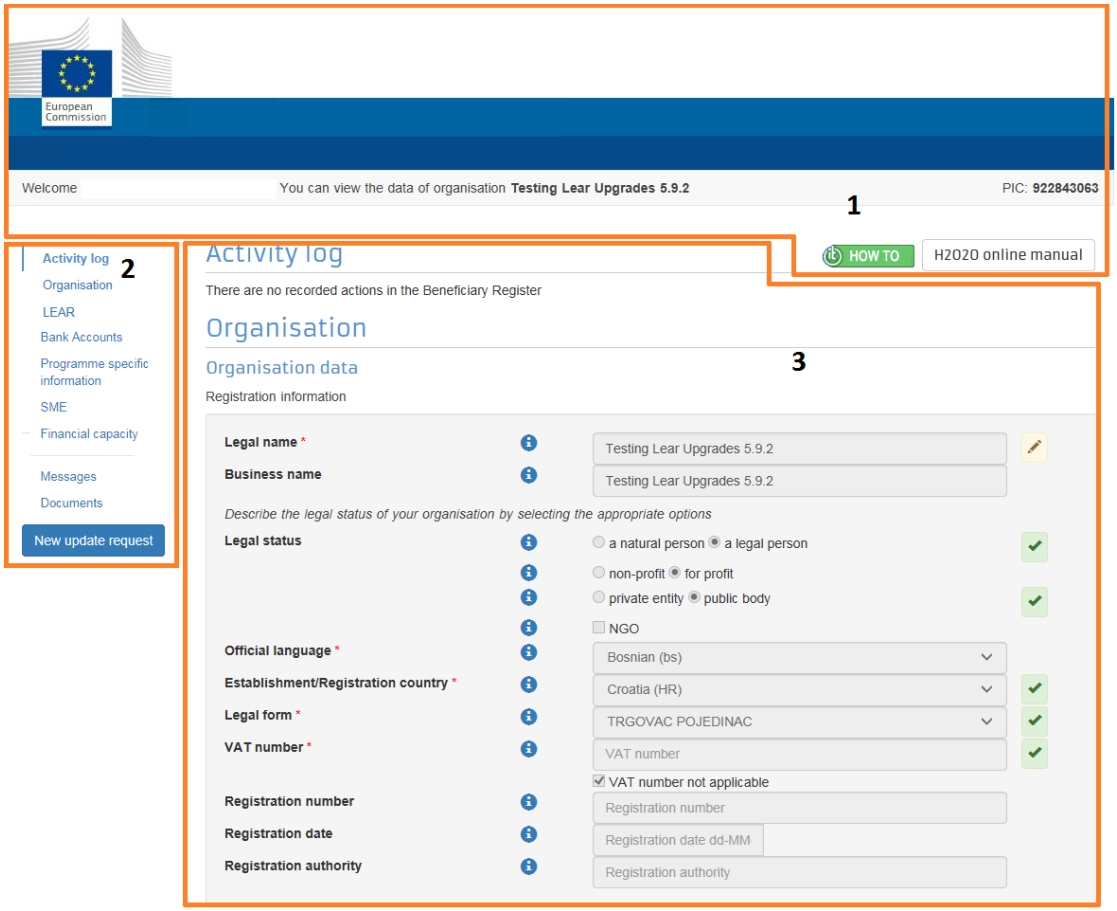
1. A **header,** on top with:

   the user logged into the application;
   the name of the organisation;
   the PIC number;

   links to user manuals.

2. A **navigation menu** on the left, always present on the screen;

3. The **body of the page** containing the data section, on the right, consisting of a series of data groups.

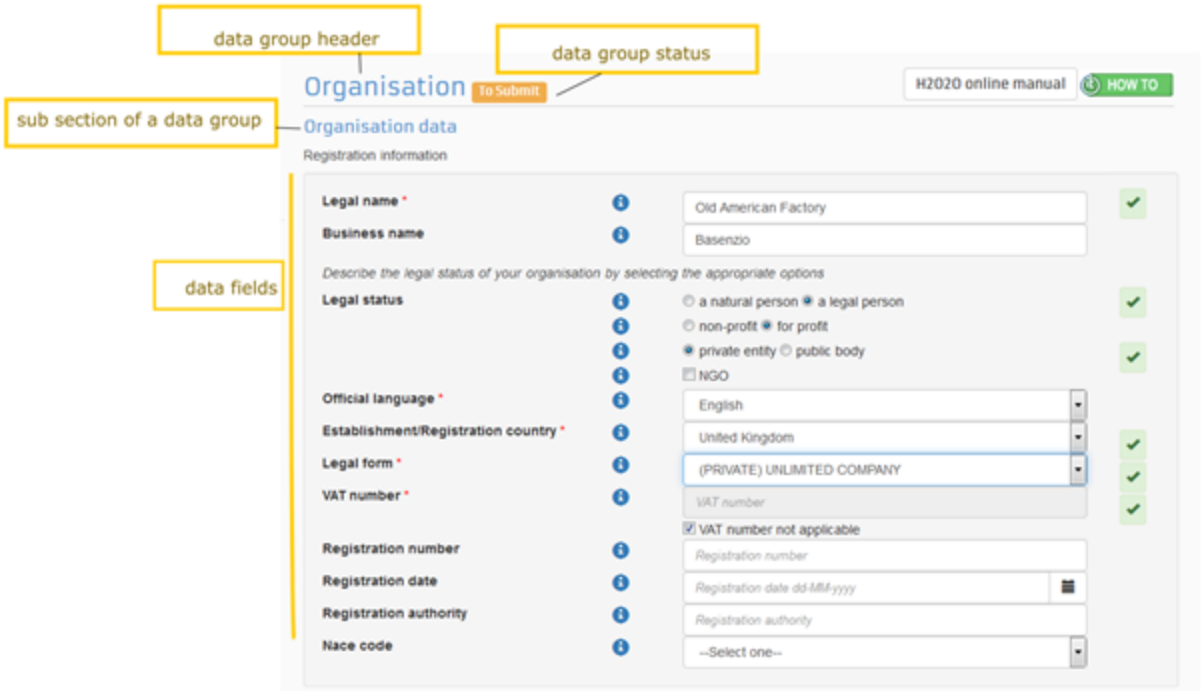


Layout of data groups

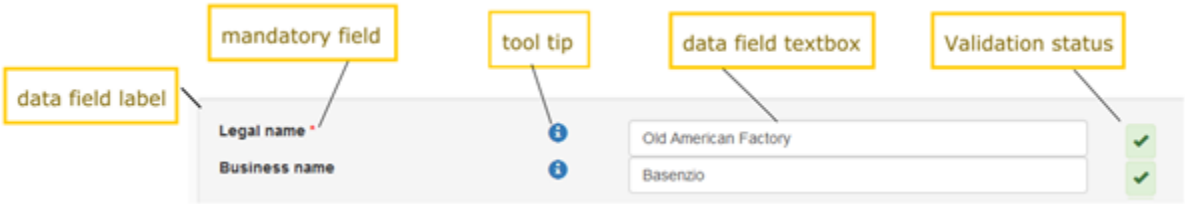
Data groups are the main part of the Update Page of the Participant Register.

They contain the data you entered during registration and other data sections to provide additional information. Some Groups (Organisation, Programme Specific Information) are structured into sub-sections.

The icon next to the data group header gives you information on the submission status of your data (To submit, requested, formatting error).



Data Fields



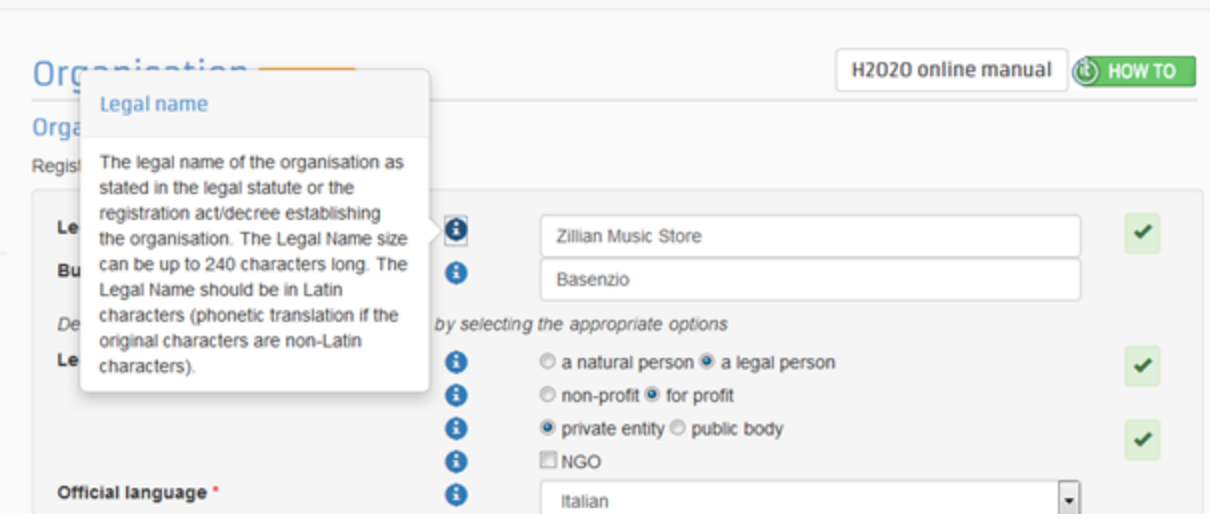
Tooltip

For each field where you see the

icon , a tooltip will provide a description of the data to be entered. You can open a tool tip by clicking the

icon. The popup will close once you will click again on the

icon.



Mandatory fields

All fields marked with an asterisk * must be filled in.

It is recommended to provide as much information as possible in all other input prompts.

Validation Status

In certain cases, the Commission will need to validate the information you provided (e.g. Programme Specific Information).

If you enter a value for a field requiring validation, a clock icon will appear until validation is performed.

It may happen that, after validation, you submit a new value for the data field. The Clock icon is now active again. Clicking it will to open a window displaying both "Current *declared* value" and "Last *validated* value".

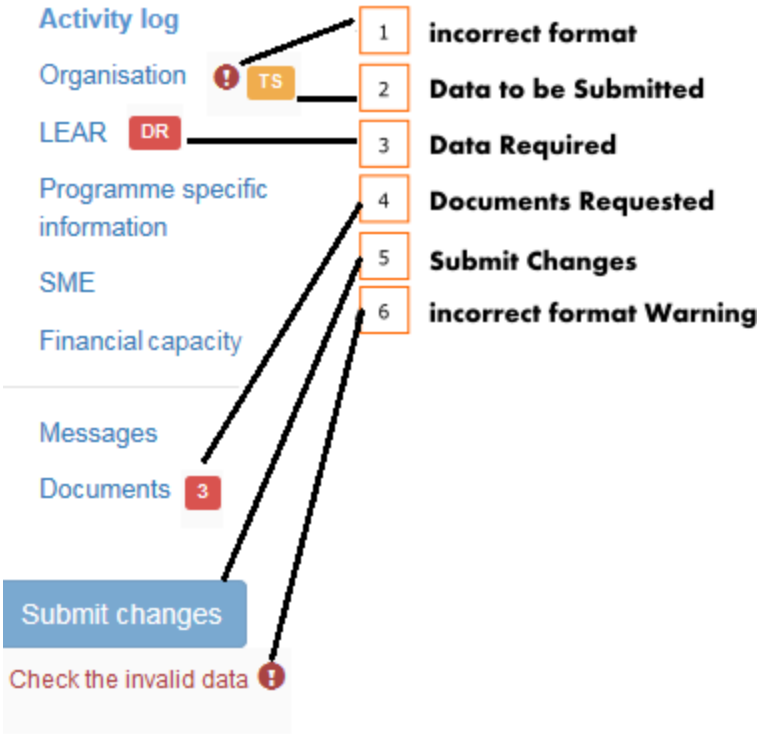
Navigation Menu

The navigation menu allows an easy navigation through data groups and section of the

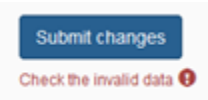
Update page. You can select the relevant data section to view or edit your organisation's data. Depending on whether you are applying for funding or tender opportunities, not all the sections on the left need to be filled in. If one of the sections is not applicable to a domain, it will be indicated so in this guide.

The navigation menu also provides information on the status of data submission in the Update Page.

Read more about icons and symbols within the navigation menu in the following paragraph.



Icons and Symbols

1. **Incorrect format**: the incorrect format icon
   
   appears when you submit data that does not correspond to the formatting rules (e.g. too many characters). The icon will be displayed next to the data category in the navigation menu. Additionally, a warning is displayed below the submit changes button;
   

Important: When this icon is displayed, you **cannot submit** changes until the data is entered in the correct format;

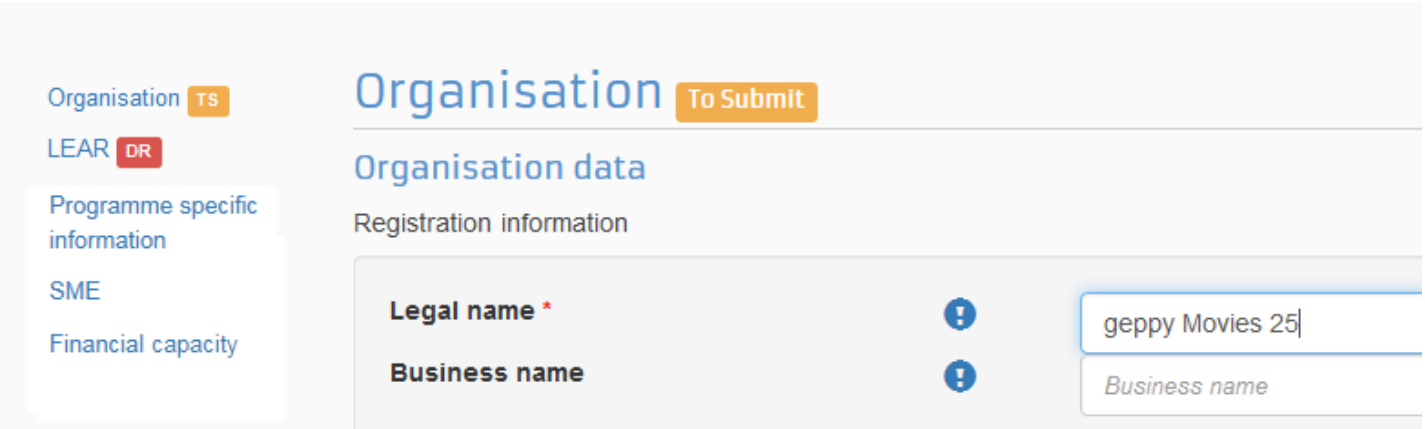
2. **Data not Submitted**: every time you modify data, a yellow icon

TS

is displayed. The user is reminded to submit changes before closing the application. The navigation menu displays an icon in the relevant data group. In the main page, data groups containing non-submitted data will be marked with the label

To Submit

.



Important: You are advised not to close the browser tab while the page shows a "To be Submitted" icon as the system will not retain your modified data. The system will display an alert should you accidentally close the browser tab.

3. **Data Required:** the

Data Required

and

DR

icons appear if specific data is requested by the Validation Services. In such cases, you can still submit changes but the icons will be displayed as long as the requested data is still missing.

4**. Document Requested**. The number inside the red box

3

details how many documents are requested by the EC Validation Services.

All requested documents, as listed in the document section below, can be uploaded one by one.

5. **Submit changes:** click the

Submit changes

button to finalise your data update. You can find this button when you access the page in

"update" mode and at least one input field has been changed (

icon appears). Once changes are submitted, the page will be in View (read only) mode. To continue editing, you can click

.

6. **Info tips:** for each field, click the icon

for a description of the data field. To close it, click outside the window.

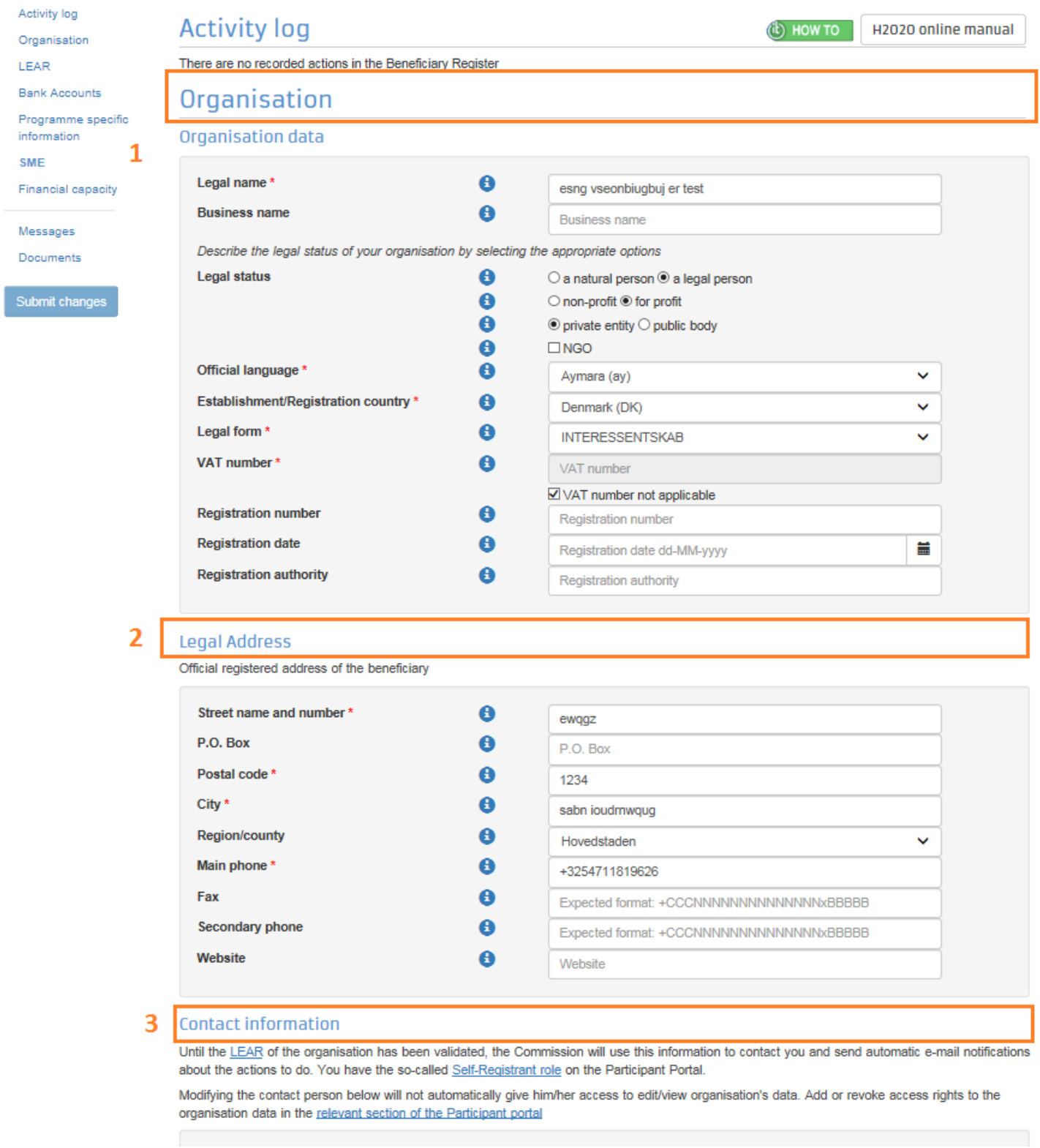
Data Groups

Organisation

> **Note Procurement:** The following process to update the basic data of your organisation is applicable to all cases, including Procurement. Nevertheless, please visit the e-PRIOR wiki for procurement specific information.

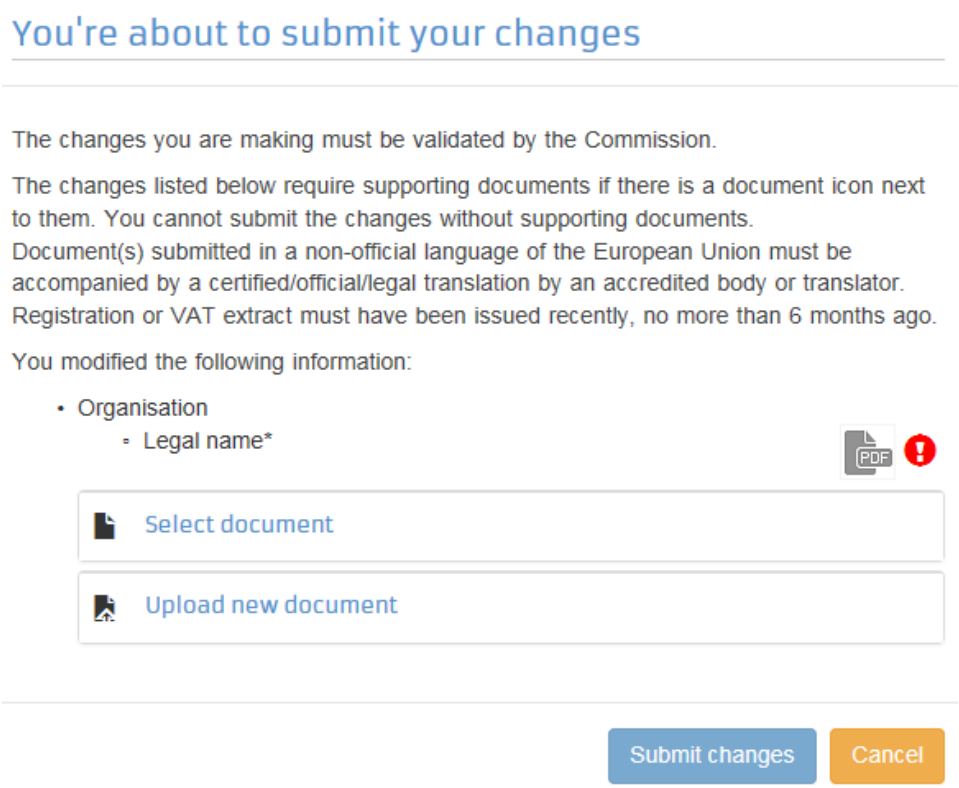
In this section, you can update your registration data: Organisation's data, Legal Address and Contact Person's Information.

Please refer to the Registration Wizard Wiki page for further information on the data fields for "Organisation".



When modifications are applied to the organisation data groups and the button **Submit Changes** has been clicked, you will get a popup window asking to confirm the changes.

If the change requires validation, , and it was already validated, the popup window will display asking you to attach a document to confirm the change (see the PDF icon below)



To submit your changes, click on the confirmation boxes, if any, and press the **Submit Changes** button.

LEAR

> **Note Procurement:** The following process to nominate a LEAR is applicable to all cases, including Procurement. Nevertheless, please visit the e-PRIOR wiki for procurement specific information.

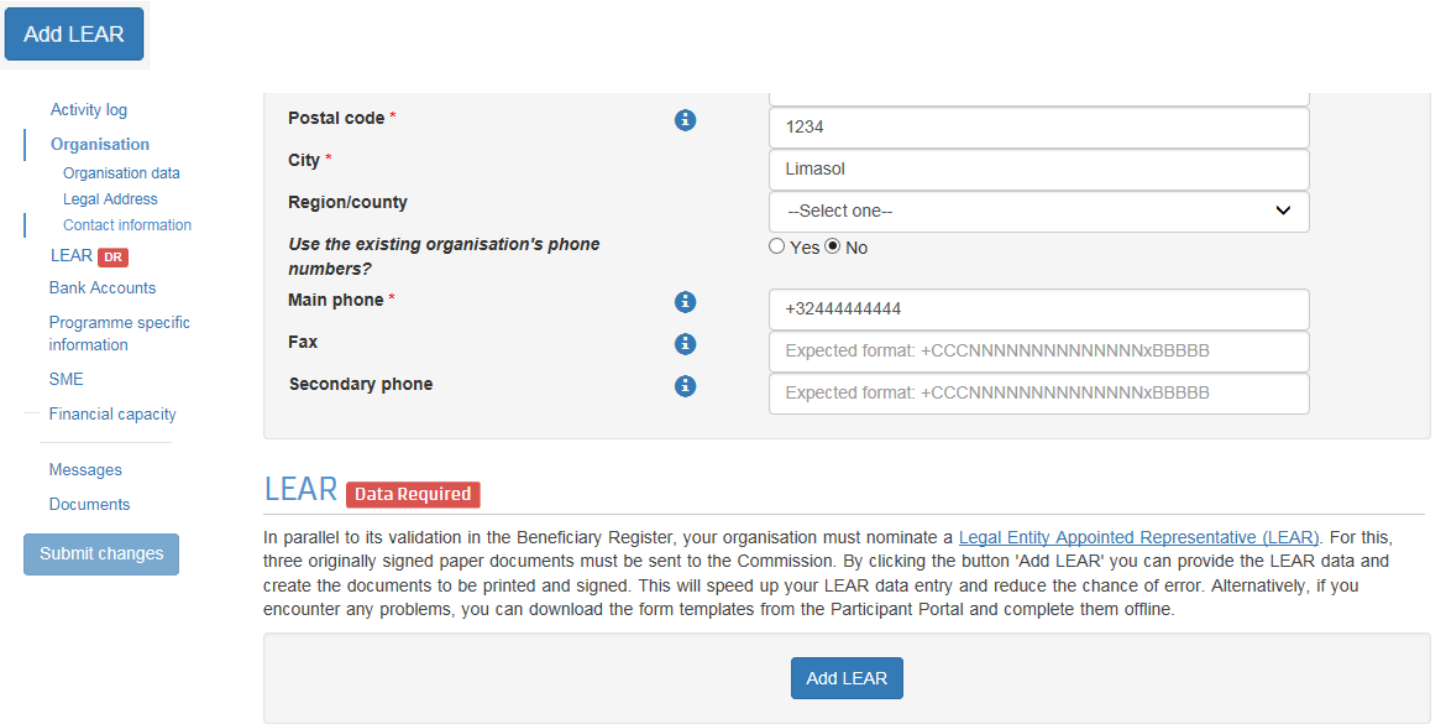
The LEAR data group allows you to add or update personal information of the Legal Entity Representative of your organisation (It is always possible to reuse Address and Phone details entered for the contact person, by selecting **Yes** in the relevant data sections). If there is no request for LEAR data, your LEAR tab will appear as below:

You are only asked (and able) to enter LEAR information if the

and

labels appear.

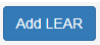
You can appoint a new LEAR by clicking



Important: Once your data has been validated by the Validation Services and a Legal Entity Appointed Representative (LEAR) appointed, the Self-registrant role(s) will be revoked and only the LEAR (or an Account Administrator appointed by the LEAR) will be able to modify the data of the organisation and provide supporting document(s) in the future.

Please consult more detailed information about the LEAR appointment process in the Online Manual.

Click



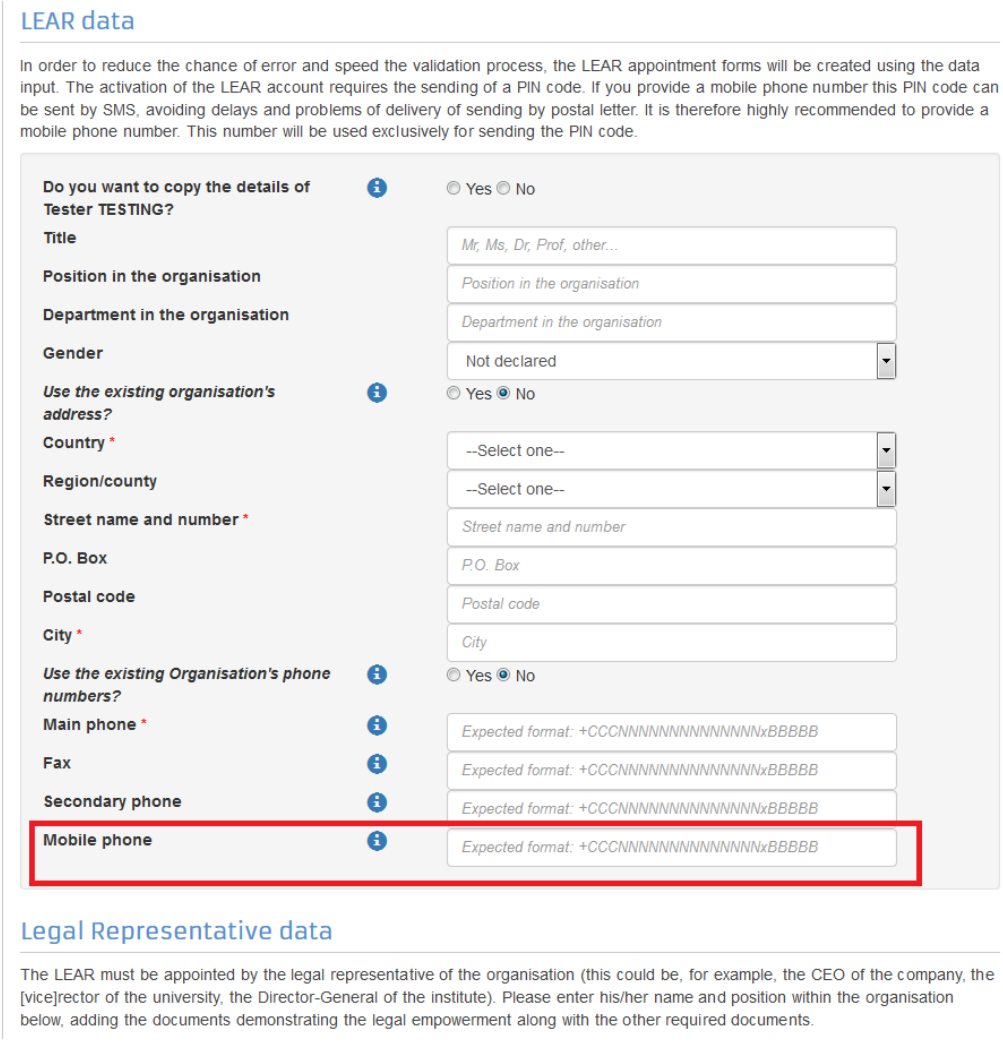
, to access the LEAR data entry screen. The **LEAR EU login account** section must be filled in first with the key data for the person who will be appointed as LEAR.This information will also be used to create an **EU login** account for the new LEAR (if he/she does not already have one). If the future LEAR has no **EU login** account yet, be sure to enter the official email address as it will be

used to create his or her new **EU login** account. Then click on

The data you enter here must correspond to a valid **EU login** account. If not, you will not be

able to complete the rest of the LEAR data entry screen (see below on how to invite the future LEAR to register in **EU login**).

If the provided data matches and EU Login account, you will be able to fill in the rest of the fields in the window. In the **LEAR data** section, click 'Yes' if you want to reuse details entered for the contact person in the first step or use same address for the LEAR as for the organisation. Make sure to enter a Mobile phone for the LEAR so that the activation PIN for the LEAR account gets sent by SMS.



In the **Legal Representative data** section, enter the First/Last name and position of the person who can represent your organisation. He or she will have to sign the original documents required for appointing a LEAR. This can be the CEO of the company, the rector of the university, the Director-General of the institute, etc.

Click

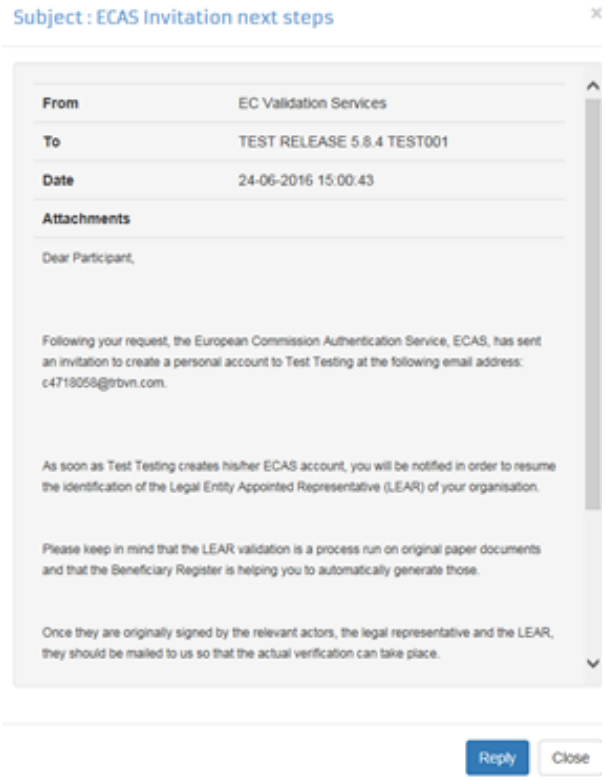
to go to the next step.

If the email address of the future LEAR has not been registered yet, you will have the option of "inviting" him or her to register.

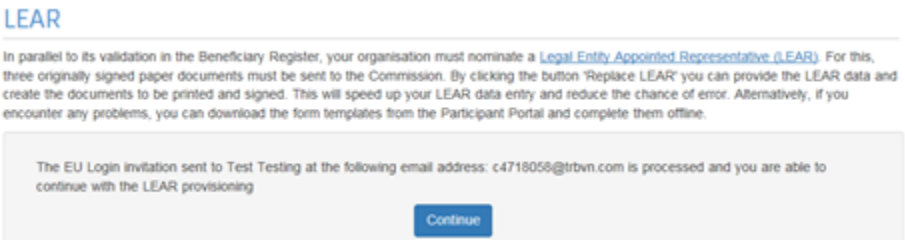
By clicking **Continue**, an invitation to register is sent to the provided email address.

You will have to wait for the LEAR to accept the invitation before you can continue providing LEAR data.

Also a notification in the Activity section of the page will remind the person registering the LEAR data that it is temporarily not possible to continue the LEAR appointment process.

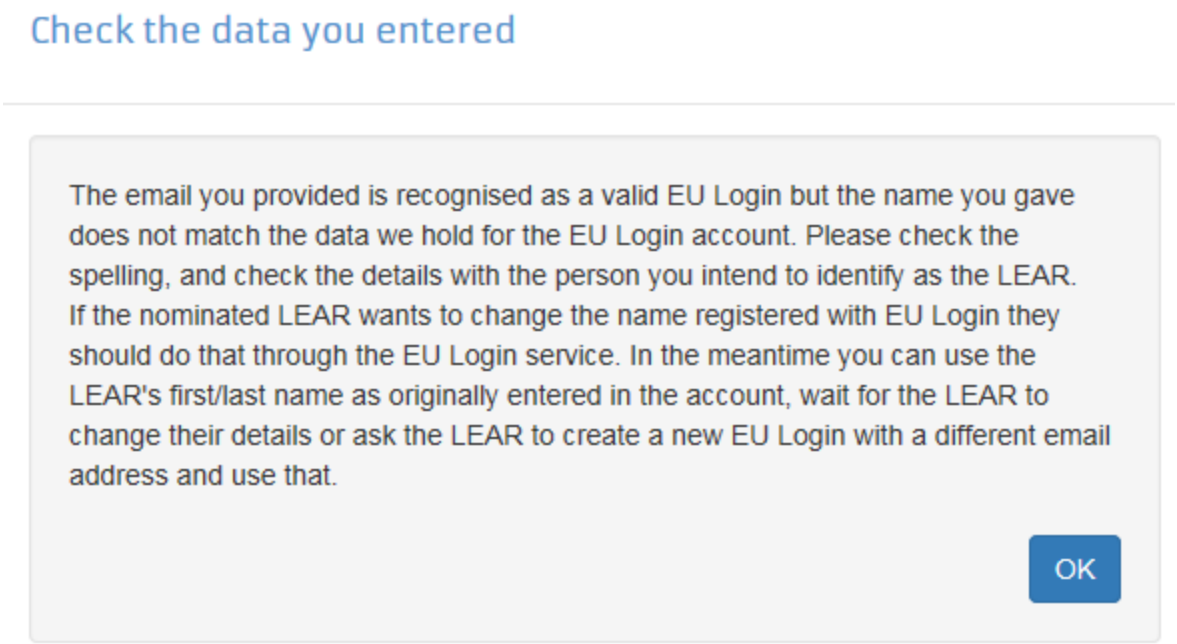


Only when the future LEAR accepts this invitation, you will be able to resume LEAR appointment. You will be notified by email, and the LEAR section will display a disabled "continue" button that will be reactivated once the EU LOGIN invitation is received and confirmed.



If the email address of the LEAR corresponds to an existing **EU login**, instead, but the

account but it is linked to a different first and/or last name, the following error message will appear:

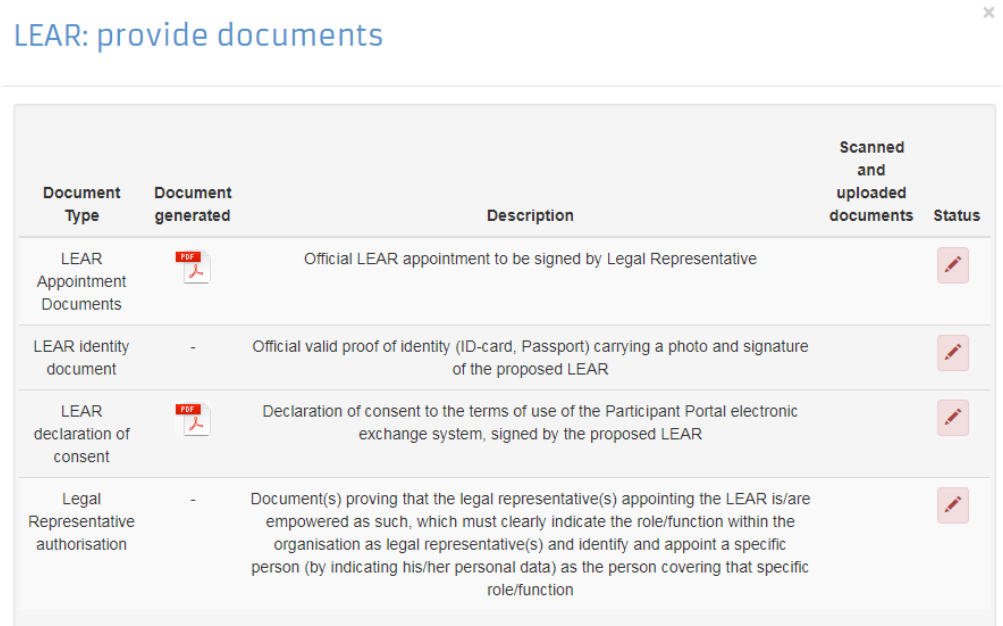


If the account credentials do not match the information recorded in **EU login.** The participant will have two options:

a) Asking the future LEAR to modify first name and/or last name directly in **EU login**, or

b) entering a different email address

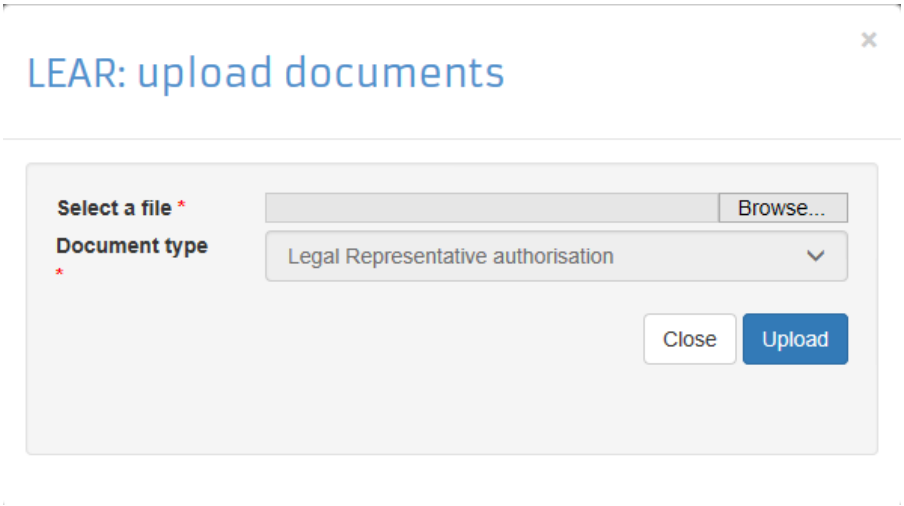
When correct data has been provided, including a user with a valid EU Login, and a Legal Representative, click on the **Save and Continue** button to save the data. You will be prompted to submit electronically both the LEAR Appointment Documents and the Legal Representative/LEAR proof of identities. A red pencil means that document is still to be uploaded. When applicable, you are provided with a pre-filled pdf document where the data you entered during the LEAR registration is already displayed.



Click on the pdf icons to download the templates when a template is available. Print, Filled in, sign and stamp them, and scan them afterwards.

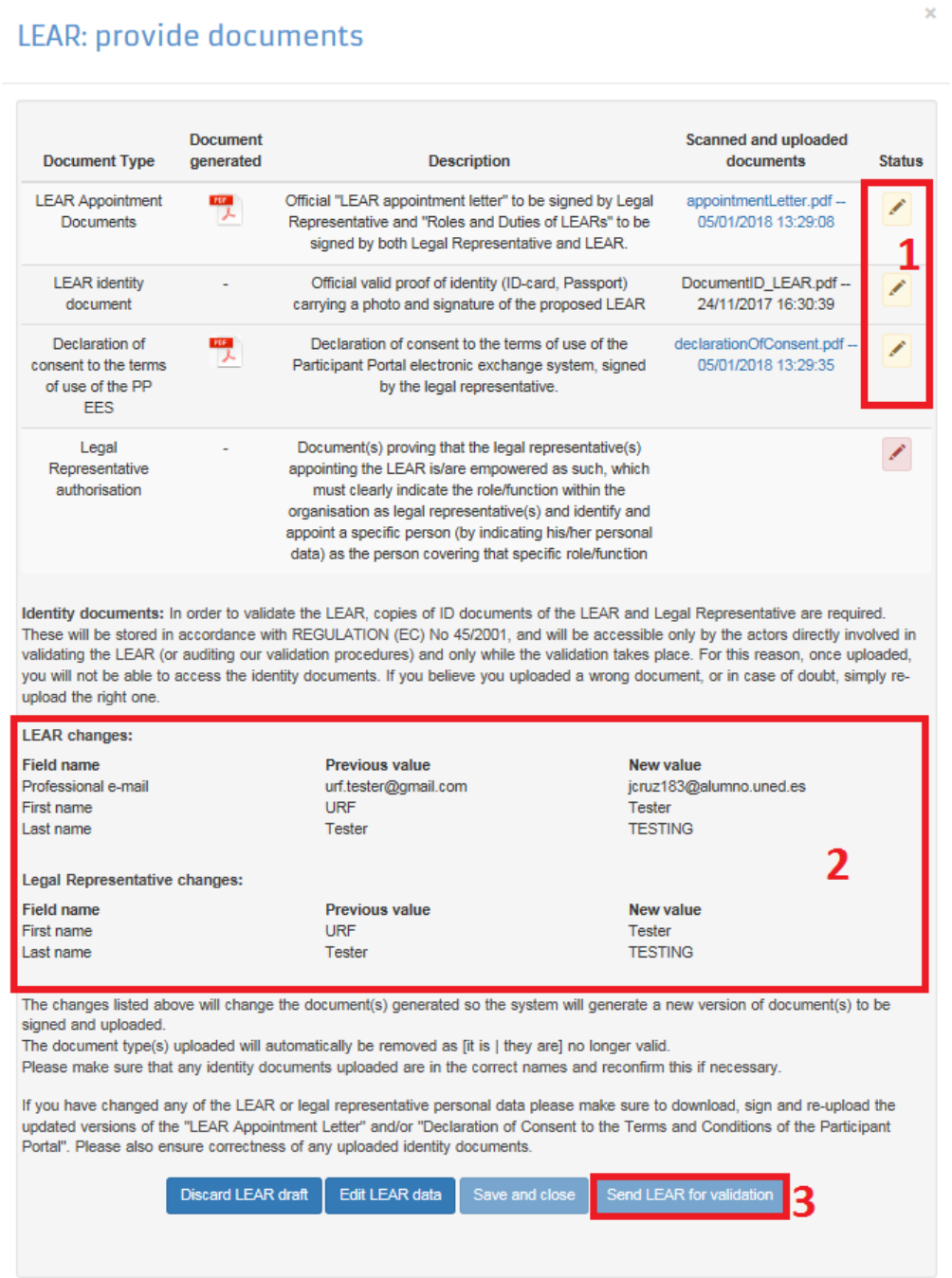
> **Note:** The templates are already filled in with the information entered in Participant Register where only one Legal Representative can be specified. If more than one signature is needed, the second signatory should write his/her name and sign below the first one. In such a case, the ID documents of all signatories should be combined in a single file and uploaded as document type 'Legal Representative Identity document'.

Once saved on your pc, click the pencil to display the upload window. Then, browse for the corresponding document, select it and click on **Upload**.



Perform the same action for the rest of documents. A yellow pencil means that a document was provided and it can be submitted for validation (see 1 below). In case of changing current LEAR, the previous details will display on the left under the **Lear Changes** section,

whereas the new details will display on the right (see 2 below). Click on **Send LEAR for validation** (see 3 below) when ready.



LEAR: provide documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.	appointmentLetter.pdf -- 05/01/2018 13:29:08	
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	DocumentID_LEAR.pdf -- 24/11/2017 16:30:39	
Declaration of consent to the terms of use of the PP EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.	declarationOfConsent.pdf -- 05/01/2018 13:29:35	
Legal Representative authorisation	-	Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function		

1

Identity documents: In order to validate the LEAR, copies of ID documents of the LEAR and Legal Representative are required. These will be stored in accordance with REGULATION (EC) No 45/2001, and will be accessible only by the actors directly involved in validating the LEAR (or auditing our validation procedures) and only while the validation takes place. For this reason, once uploaded, you will not be able to access the identity documents. If you believe you uploaded a wrong document, or in case of doubt, simply re-upload the right one.

LEAR changes:

Field name	Previous value	New value
Professional e-mail	urf.tester@gmail.com	jcruz183@alumno.uned.es
First name	URF	Tester
Last name	Tester	TESTING

Legal Representative changes:

Field name	Previous value	New value
First name	URF	Tester
Last name	Tester	TESTING

2

The changes listed above will change the document(s) generated so the system will generate a new version of document(s) to be signed and uploaded.
The document type(s) uploaded will automatically be removed as [it is | they are] no longer valid.
Please make sure that any identity documents uploaded are in the correct names and reconfirm this if necessary.

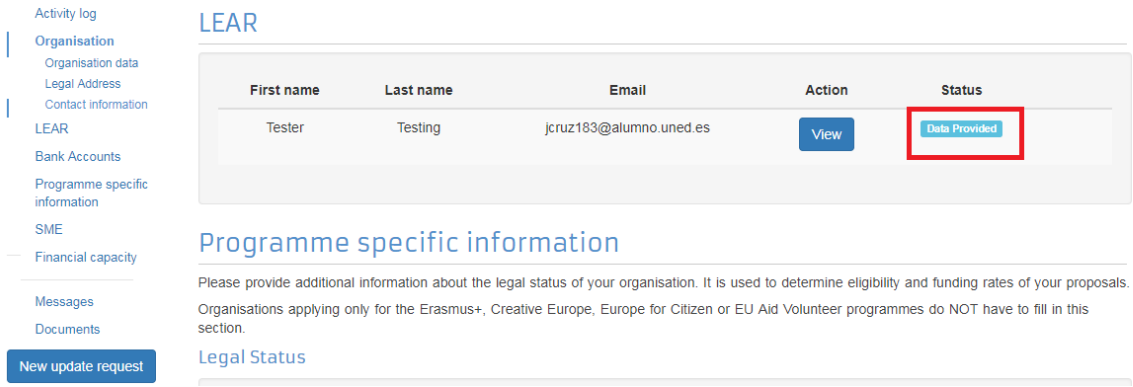
If you have changed any of the LEAR or legal representative personal data please make sure to download, sign and re-upload the updated versions of the "LEAR Appointment Letter" and/or "Declaration of Consent to the Terms and Conditions of the Participant Portal". Please also ensure correctness of any uploaded identity documents.

Discard LEAR draft | Edit LEAR data | Save and close | Send LEAR for validation

3

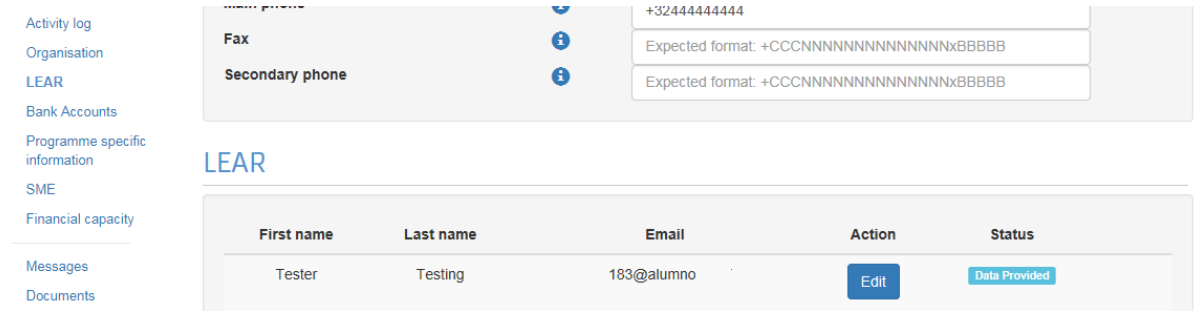
Note: The send LEAR for validation button remains disabled until all documents have been provided.

Back to the main screen of the Participant Register, you will see '**Data Provided**' under status, in the **LEAR** data section.



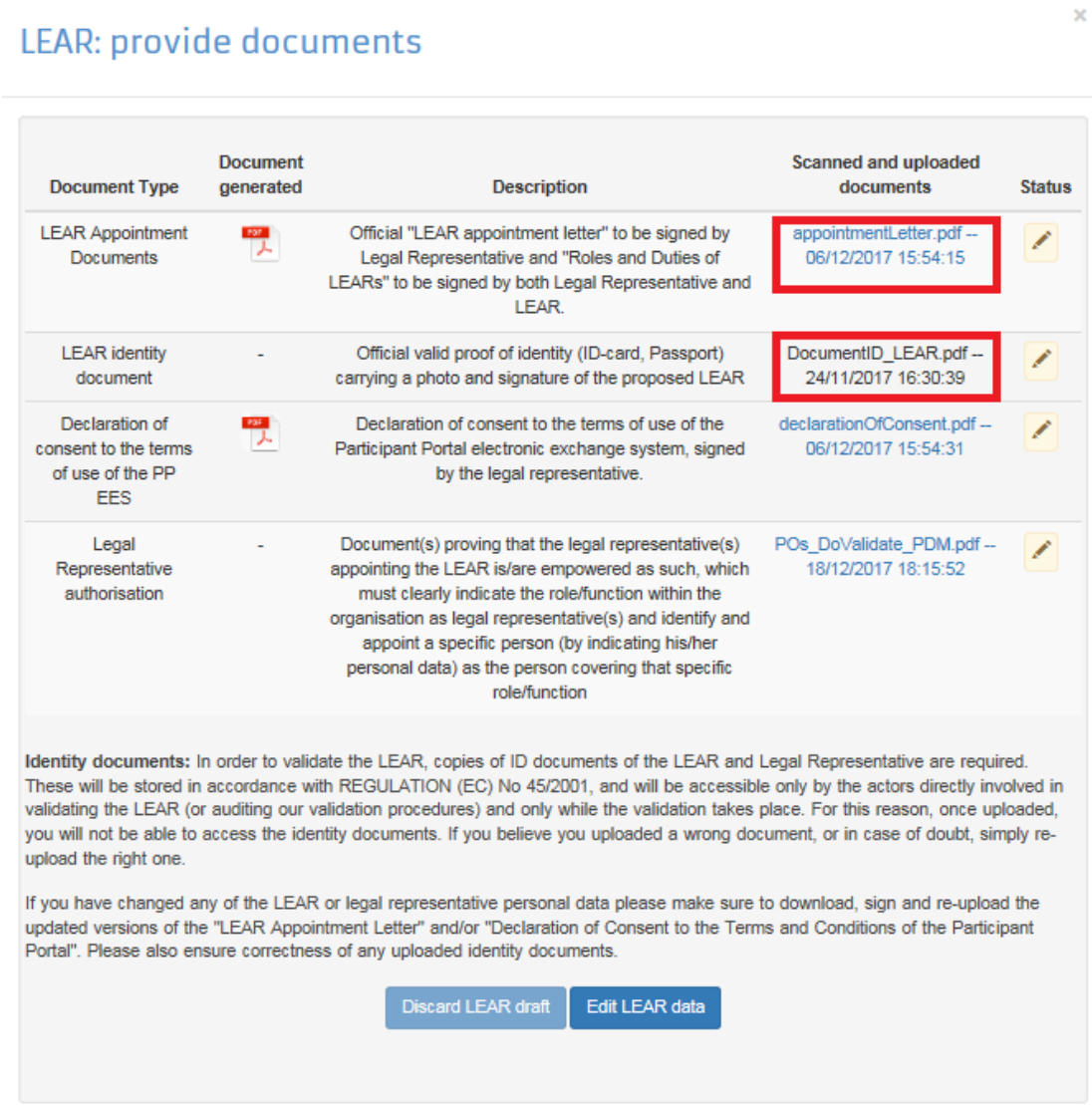
You do not need to submit your data changes by clicking the **submit changes** on the left**,** as for the rest of updates. Once the documents have been uploaded and you have clicked **Sub mit for validation,** the change is submitted. If you are updating something else, you need to click on the **New update request** button to be able to editing further.

You can edit the LEAR data if needed, but if any of the provided details changes, you will be requested to upload the documents again, using the new generated templates. Click on the **Edit** button to change the Lear.



You can view your submitted documents by clicking on **Edit** under the **Action** column. Then click on the File name to see it (you will notice that the file name displays as a blue hyperlink which downloads a copy of the document).

The only exception is the proof of identity: for confidentiality reasons, this document will not be visible after having been uploaded (you will see that the file name is not clickable for this kind of document).



LEAR: provide documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.	appointmentLetter.pdf -- 06/12/2017 15:54:15	
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	DocumentID_LEAR.pdf -- 24/11/2017 16:30:39	
Declaration of consent to the terms of use of the PP EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.	declarationOfConsent.pdf -- 06/12/2017 15:54:31	
Legal Representative authorisation	-	Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function	POs_DoValidate_PDM.pdf -- 18/12/2017 18:15:52	

Identity documents: In order to validate the LEAR, copies of ID documents of the LEAR and Legal Representative are required. These will be stored in accordance with REGULATION (EC) No 45/2001, and will be accessible only by the actors directly involved in validating the LEAR (or auditing our validation procedures) and only while the validation takes place. For this reason, once uploaded, you will not be able to access the identity documents. If you believe you uploaded a wrong document, or in case of doubt, simply re-upload the right one.

If you have changed any of the LEAR or legal representative personal data please make sure to download, sign and re-upload the updated versions of the "LEAR Appointment Letter" and/or "Declaration of Consent to the Terms and Conditions of the Participant Portal". Please also ensure correctness of any uploaded identity documents.

Discard LEAR draft | Edit LEAR data

TIP: Should you encounter any problems with the LEAR appointment, please contact the Validation Services via the messaging service in

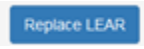
My Organisations menu, clicking on the action button **Modify Organisations**.

LEAR Replacement

The process to change the current LEAR is the same as the one to appoint a LEAR. However, following condition will have to be met for you to replace the LEAR in Participant Register:

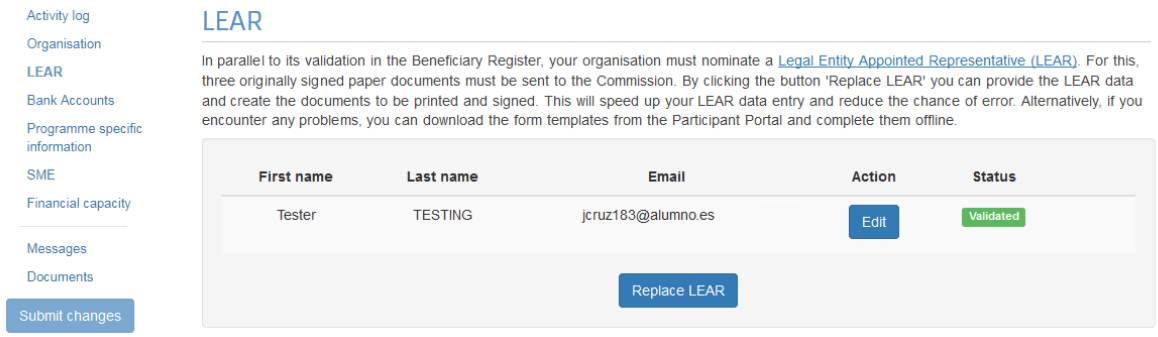
> You are the current (validated) LEAR of the organisation, or you have been appointed an account administrator for that specific PIC. Otherwise, you will not be able to edit the data.

To replace the LEAR, click on the



button when you go to the LEAR fact in Participant Register. You can see the current status

is "validated". After editing the LEAR details and sending for validation, the status will change into "data provided" again.



Follow the same steps as when you appoint a LEAR for first time. The appointed LEAR will need to have an existing EU LOGIN account linked to his/her email address, otherwise the person will need to create the account first, and you will be able to resume the replacement afterwards.

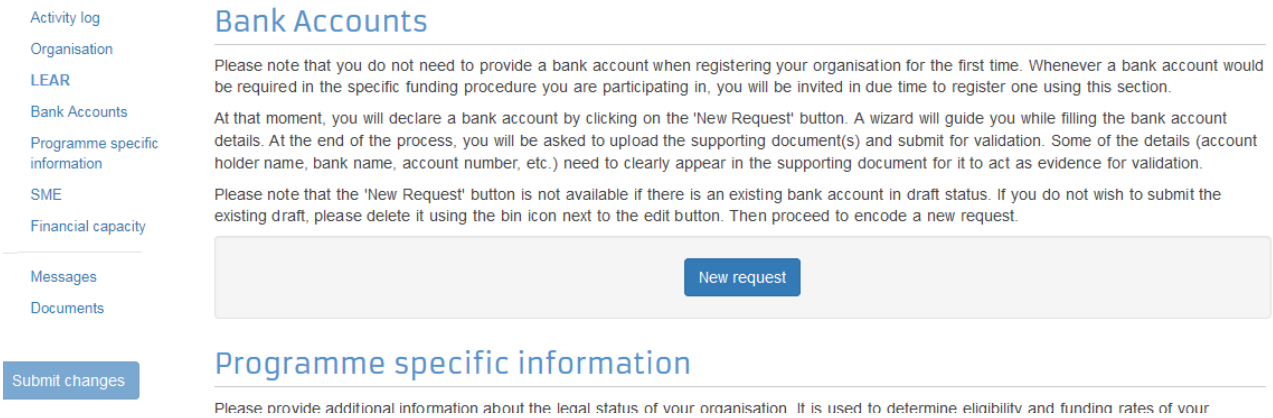
> **Note:** It is important to maintain the data of your organisation up to date, and to ensure that there is always at least one person able to manage your organisation details in Participant Register. However, if you perform changes in your organisation data, including LEAR, but your organisation is not currently involved in any project, validation will probably not occur. As explained at the beginning of this document, this is not a problem at all, validation is done only as long as involvement in grants requires so.
>
> Nevertheless:
>
> a. You are **strongly advised** to appoint the new LEAR as an "account administrator" should they not already have this role. This ensures that they will be able to access the organisation's data immediately and not need to wait for validation to be completed.
> b. Please remember that if the replacement LEAR is not an "account administrator" they will not have access to the organisation's data until they have been validated: as noted this may not happen immediately. It is possible to appoint more than one account administrator, ensuring like this that your organisation data can be updated when needed.

Bank Accounts

> **Note Procurement:** The following process to add a bank account record for your organisation is applicable to all cases, including Procurement. Nevertheless, please visit the e-PRIOR wiki for more procurement specific information.

The organisations, when already involved in funding procedure, will need to register a bank account in the EU system in order to receive payments. Please note that you do not need to

provide a bank account when registering your organisation for the first time. The Bank Account wizard will be available only when the Organisation data has been validated or is undergoing validation, otherwise there is no **New Request** button and the Bank Account area will be greyed out:



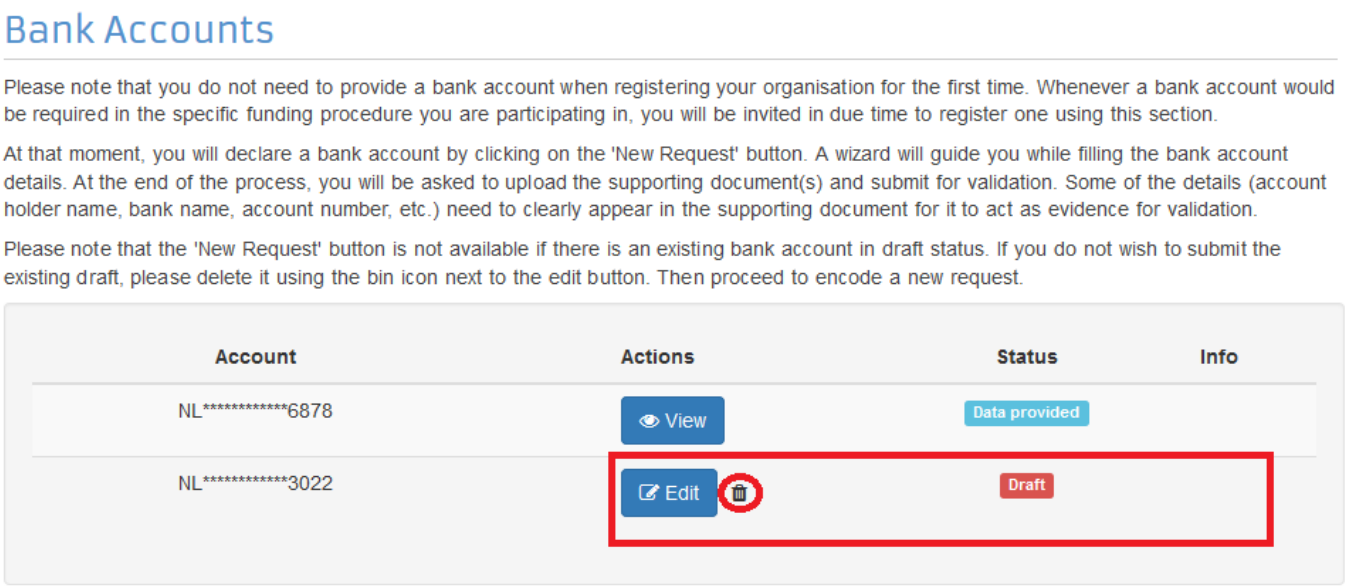
To register a bank account, click on the **New Request** button. A wizard will guide you while filling the bank account details. At the end of the process, you will be requested to upload **o ne** supporting document and submit it the request for validation. Please note, some of the details (account holder name, bank name, account number, etc.) need to appear in the supporting document for it to act as evidence for validation.

> **Note:** The **New Request** button is not available if there is an existing bank account in draft status. If you do not wish to submit the existing draft, please delete it using the bin icon
>
> 
>
> next to the edit button. Then proceed to encode a new request.

After submitting your request for validation, the LEAR will be informed via email for the three possible scenarios. Please note that none of these scenarios will apply if no Bank Account details are required yet for your organisation, and no notification will be received until the request is actually undergoing a validation process:

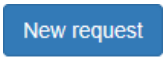
> The entered bank account has been approved.
> The entered bank account has been rejected.
> A corrective action is needed, which can consist on updating data or uploading a new supporting document. You will be informed in the email what the required actions are.

> **Tip:** You can submit more than one record. However, only a draft can exist at a time. The **New request** button is only visible if there are no existing drafts. If you do not wish to submit the existing draft, please delete it using the bin icon
>
> 
>
> next to the edit button. Then proceed to encode a new request.

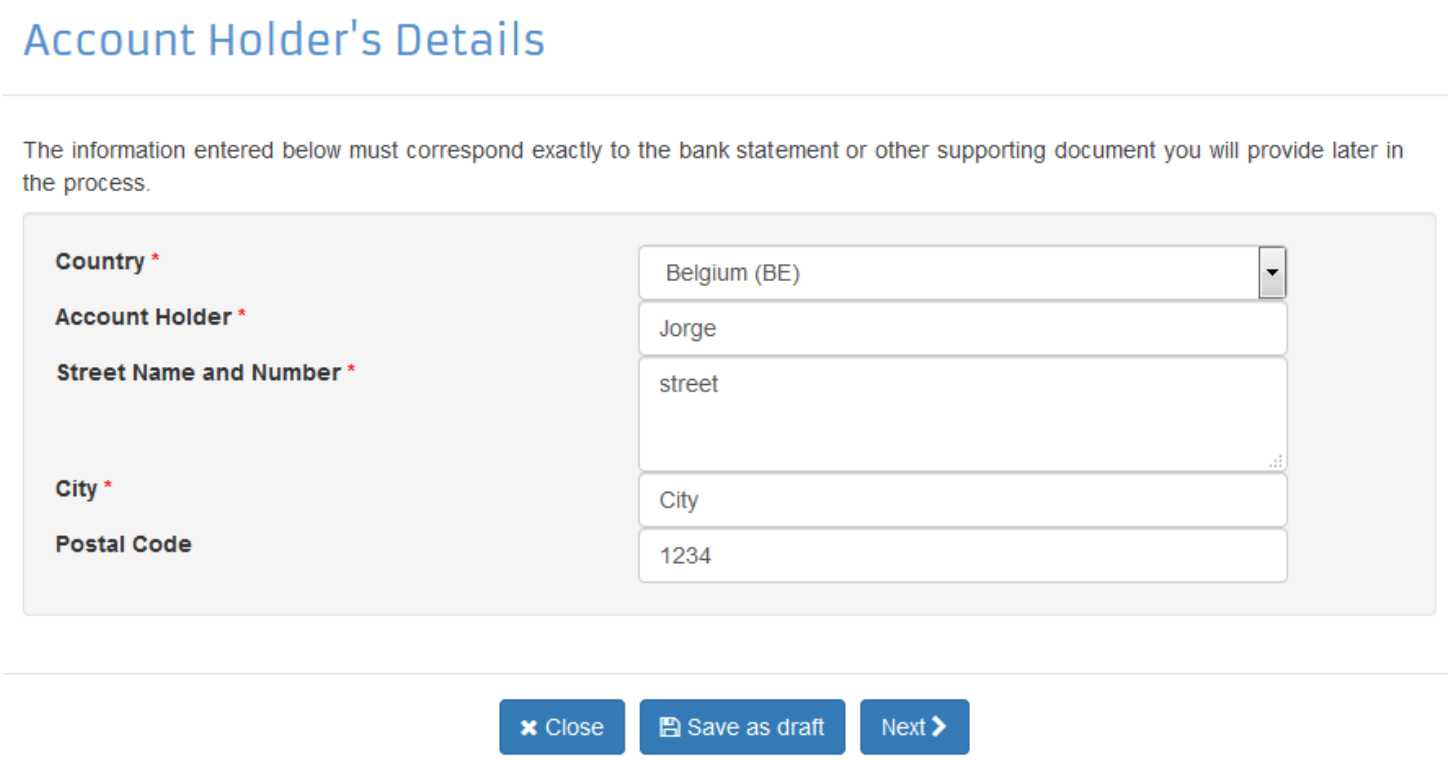


Filling in the Bank Account details

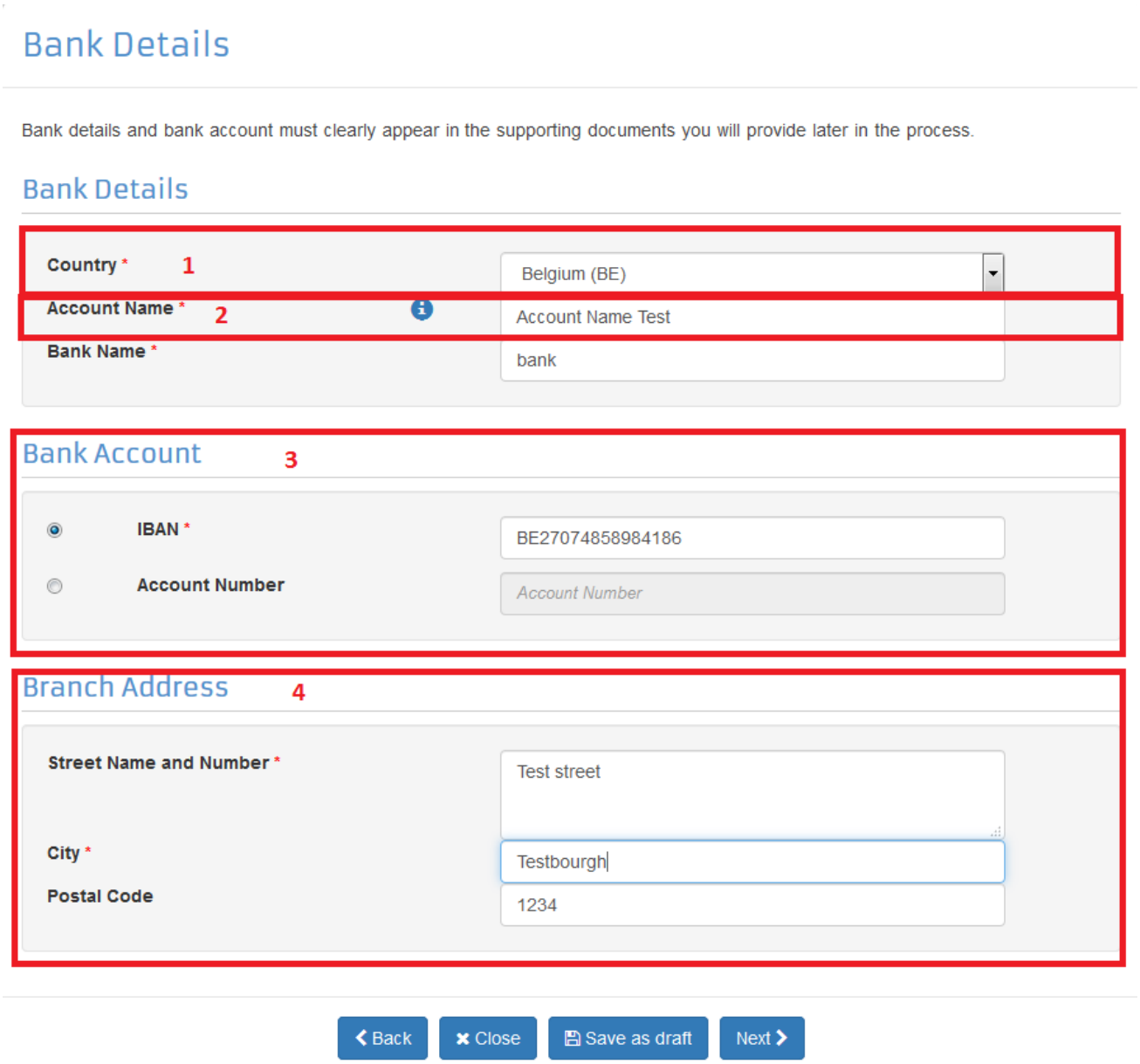
To enter the bank account details click on the



button. The first screen asks you to fill the Account Holder information. All fields marked by an asterisk are compulsory and cannot be left blank.

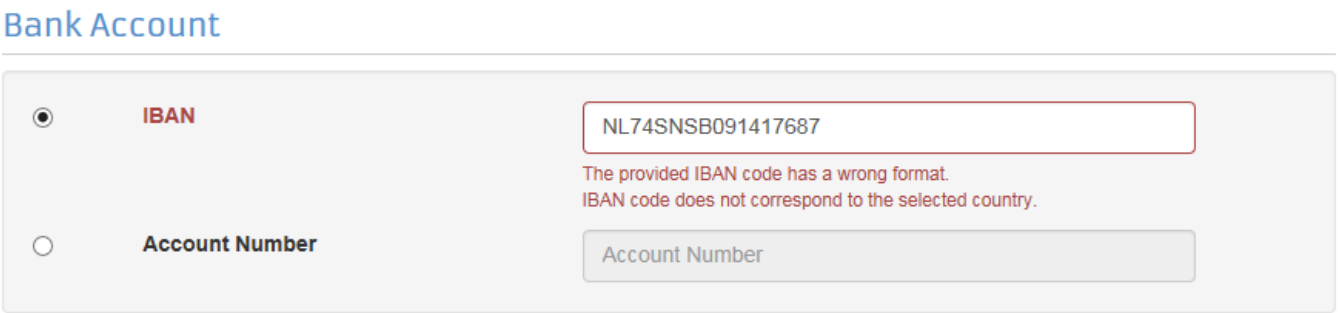


Then click **Next**. In the following screen, the bank and account details will be provided. Select first the country (see 1 below), the rest of fields will become editable.

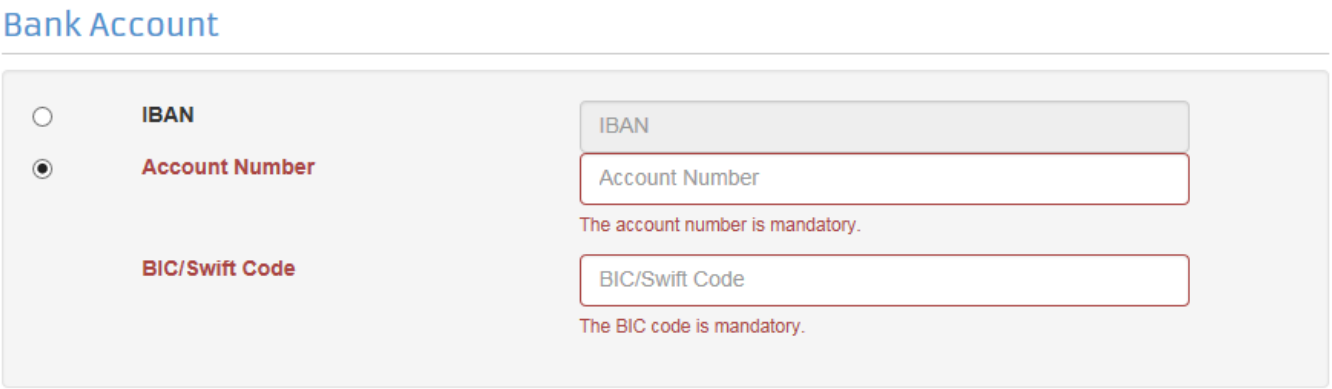


The **account name** (2) is usually the one of the account holder, but the account holder may have been registered differently at the bank. Populate this field to reflect what is visible in the provided supporting document(s).

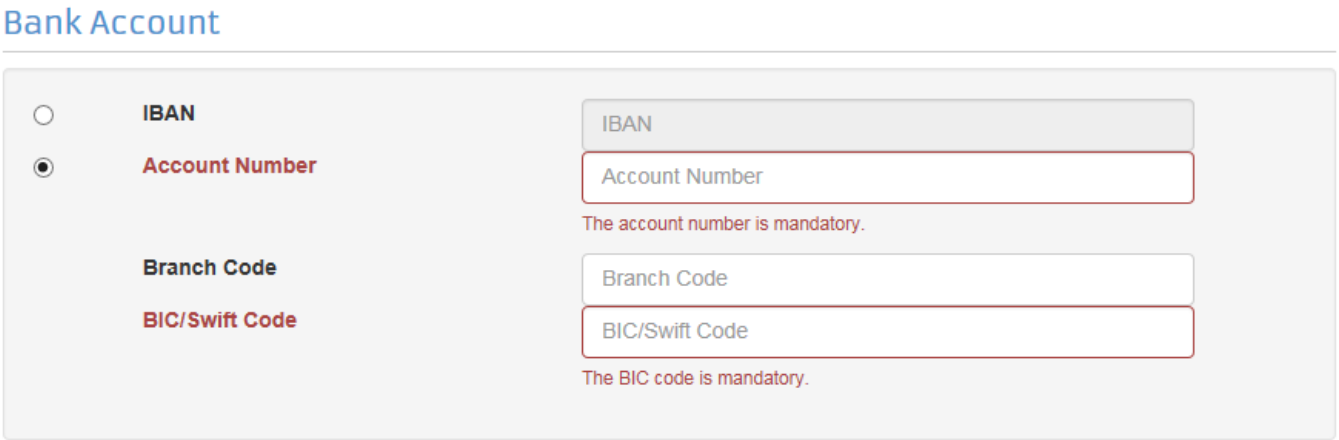
Under the **Bank Account** section (3), you need to provide the account number. You can either select to provide the International Bank Account Number (IBAN), or when not applicable, use your account number. The system will check correctness of the details entered in this section once the **Branch address** (4) is populated. If errors are found, they will be indicated. In the example below, the provided IBAN lacks one number for the provided country:



If you select Account Number, the system will ask you to provide the account number and the BIC/SWIFT code:



Only if the selected countries are Canada, Australia/New Zeeland or EEUU, you will need to fill in an additional field, called "**Branch Code**" in the wizard, which corresponds to the CA transit code, AU/NZ BSB code or the EEUU ABA code. The required format of this field will be determined by the selected country.

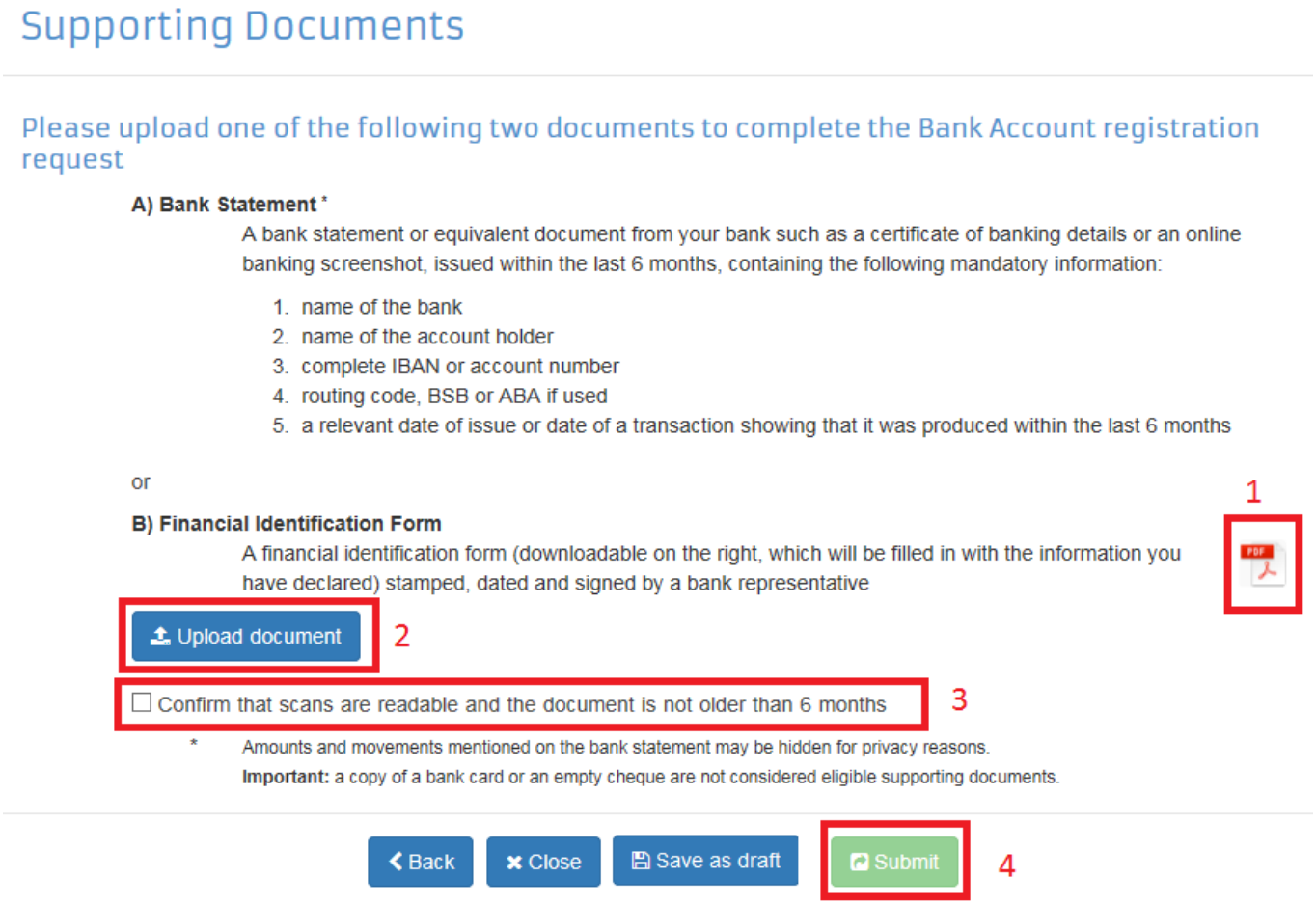


Click on **next** to go to the final screen. You will upload the supporting document for the provided account. A recent statement, not older than 6 months, can be used as evidence for validation. Please make sure to hide any private information such as amounts and movements, but ensure that the date of one of the transactions is not older than 6 months,

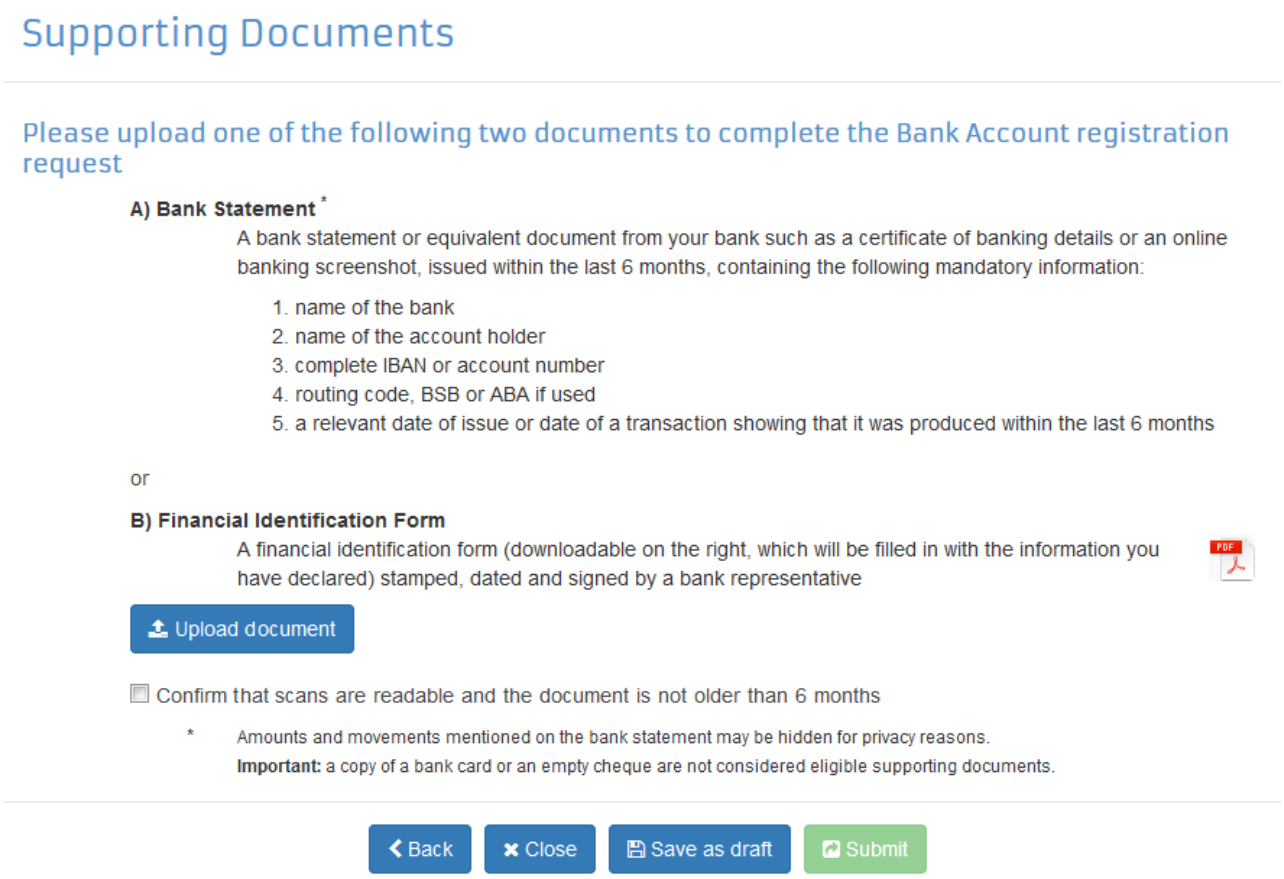
or that there is proof in the document which accounts for the document not being older than 6 months. Also, please ensure that the following details are visible in the provided document:

Name of the bank
Account Name
IBAN/Account number and additional codes, if applicable

In the unlikely situation in which you do not happen to have a bank statement as document proof, you have as an alternative the possibility to upload a financial identification form that the Participant Register will generate using the provided data. You will need to have it stamped by your financial institution, then scan it and upload it into the system. Financial identification forms which are not stamped by the bank will be rejected. Click the PDF icon to download the financial identification document.

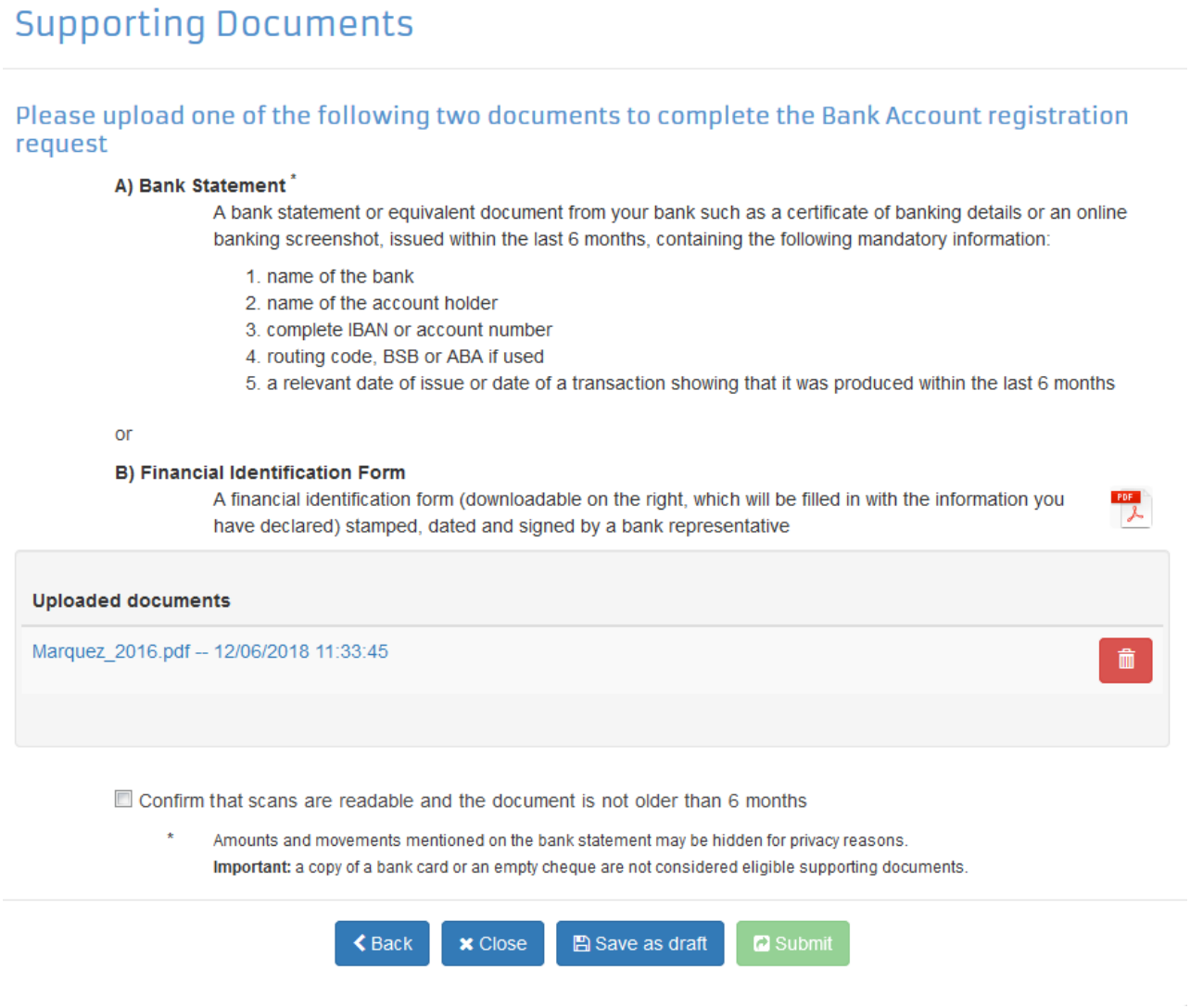


1. This is the system generated template, already pre-filled with the provided data.
2. Use this button to upload your document. When clicking on it, a new window pops up, use the **Browse** button to locate and select your document, then click on the **Upload** bu tton.



Once the document has been provided, the name of the file displays under the **Uploaded documents** section and the **Upload Document** button disappears. Click on it to review it and make sure that the content is clearly visible.

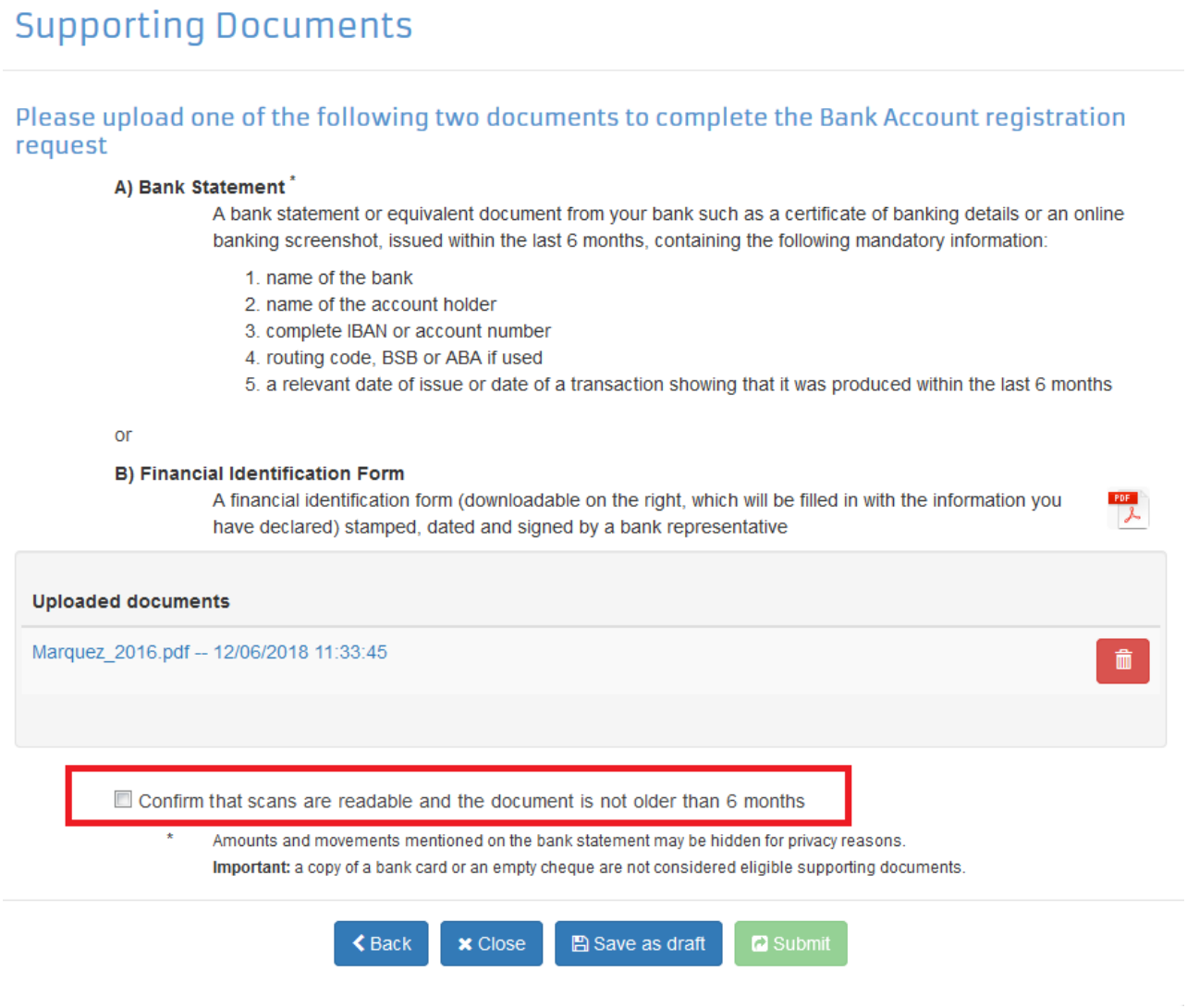
⚠**Important:** Upload only pdf files, and only one document is allowed per request. If you wish to upload several documents, you need to combine them in a single pdf file. No error is shown when uploading Zip files but they cannot be opened in the back-office application, so please do not upload either Zip files nor any other file type which is not pdf. There are plenty of freeware options allowing combination of pdf files into a single file.



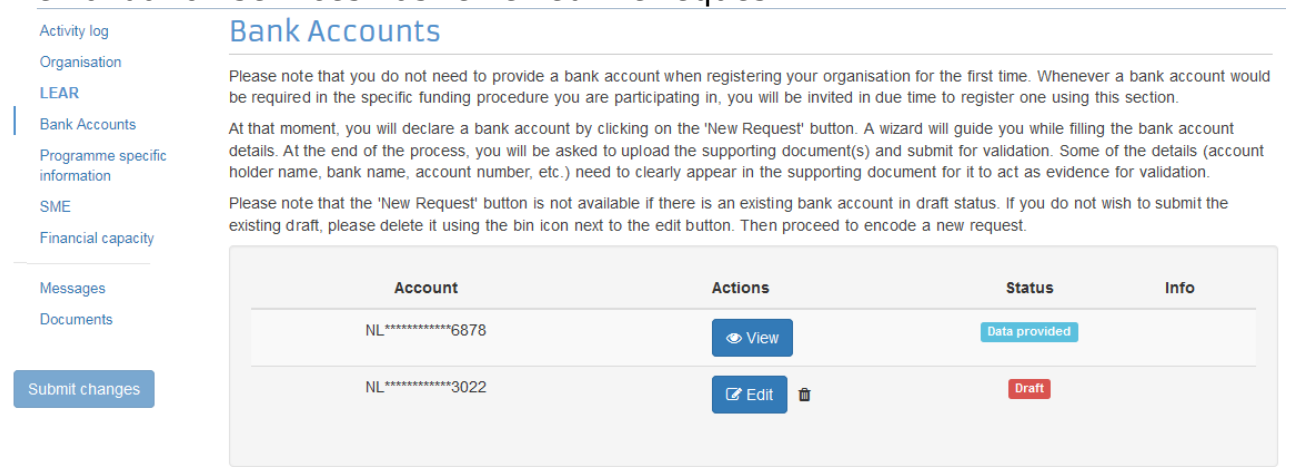
Use this button

to delete a provided document. The **Upload document** button will become visible again, once the previously uploaded one has been removed.

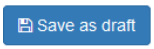
3. This declaration needs to be tick in order to be able to submit the Bank Account data. Whereas the check box is not ticked, the **Submit** button will not be available.
4. Finally, once you have checked the quality of all provided documents, click the **submit** (4) button;



Then click **Submit Changes** in the pop-up window to confirm the submission of the data. The record will be displayed under the Bank Accounts section with status "**Data provided**". You can view the content, but you cannot edit it any more nor cancel it until the validation services has reviewed the request.



Please note, it is possible to save the Bank Account validation request in any of the three pages from the wizard by clicking on the



button. A pop-up will open up informing that the data will be saved as draft, but that it will not be sent to validations until you click on the submit button in the Supporting Documents page. When saving a request as draft, the **edit** button is displayed close to the request as in the image above.

Follow Up Request

Once you have submitted a Bank Account request, the status will remain as **Data provided** and you will not be able to modify it. The validation of a Bank Account request is not automatically triggered, it only starts when there a is a need, i.e. the organisation will undergo validation in order to participate in a Grant (or procurement procedure).

During the validation process, you could be contacted by Validation Services regarding your request. The LEAR/Account Administrator will receive an email informing that a follow up is needed, and the reason for follow up will be specified in the email.

Subject : Bank account registration requires additional information

From	EC Validation Services
To	Compass Workflows SA
Date	26-04-2018 18:18:59
Attachments	

Dear Participant,

Thank you for submitting bank account details of your organisation.

The bank account registration could not be processed for the following reason: re-submit details.

Please take the necessary corrective action and re-submit your organisation bank details.

To access your bank account details please click here

Kind regards,

REA Validation Services

Participant Validation Unit (REA.C3)

Disclaimer:

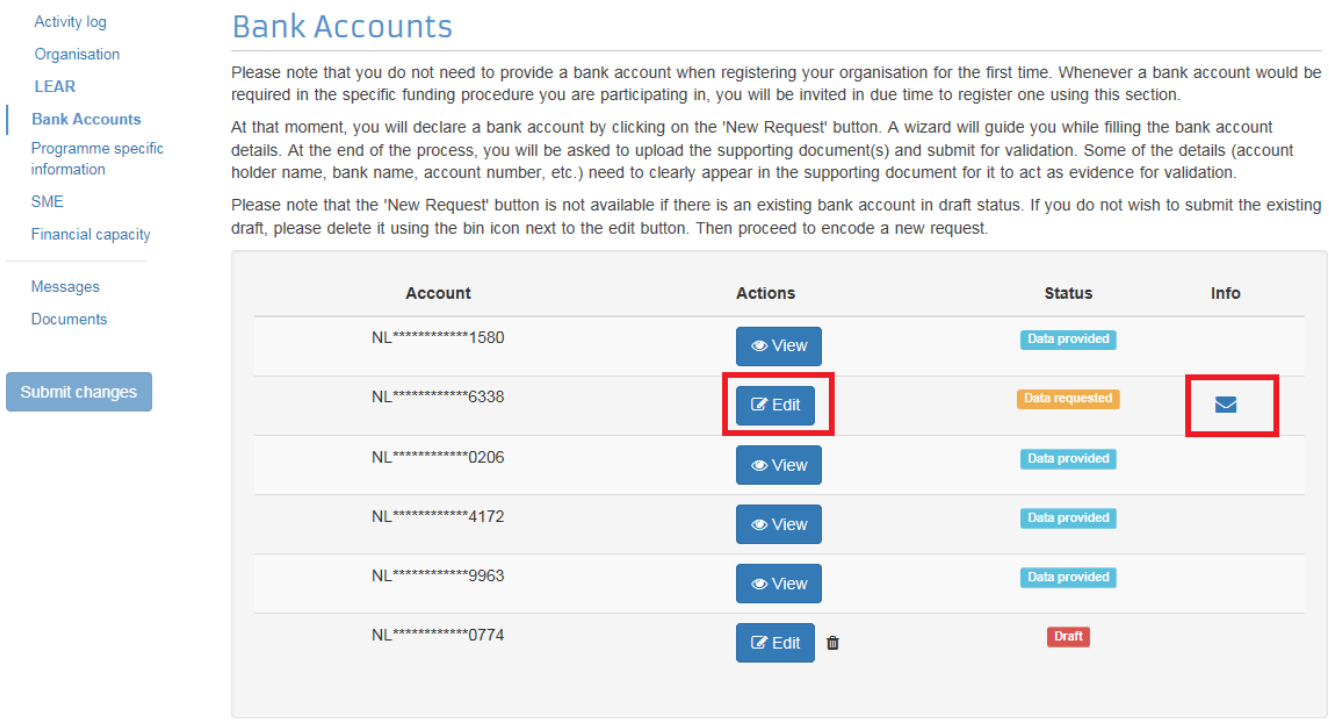
Please note that this message does NOT constitute a commitment for the award of any funding or tender. You are receiving this message following the self-registration of your organisation.

You can access the Portal with your **EU Login** account to read the latest notifications and upload the requested documents.

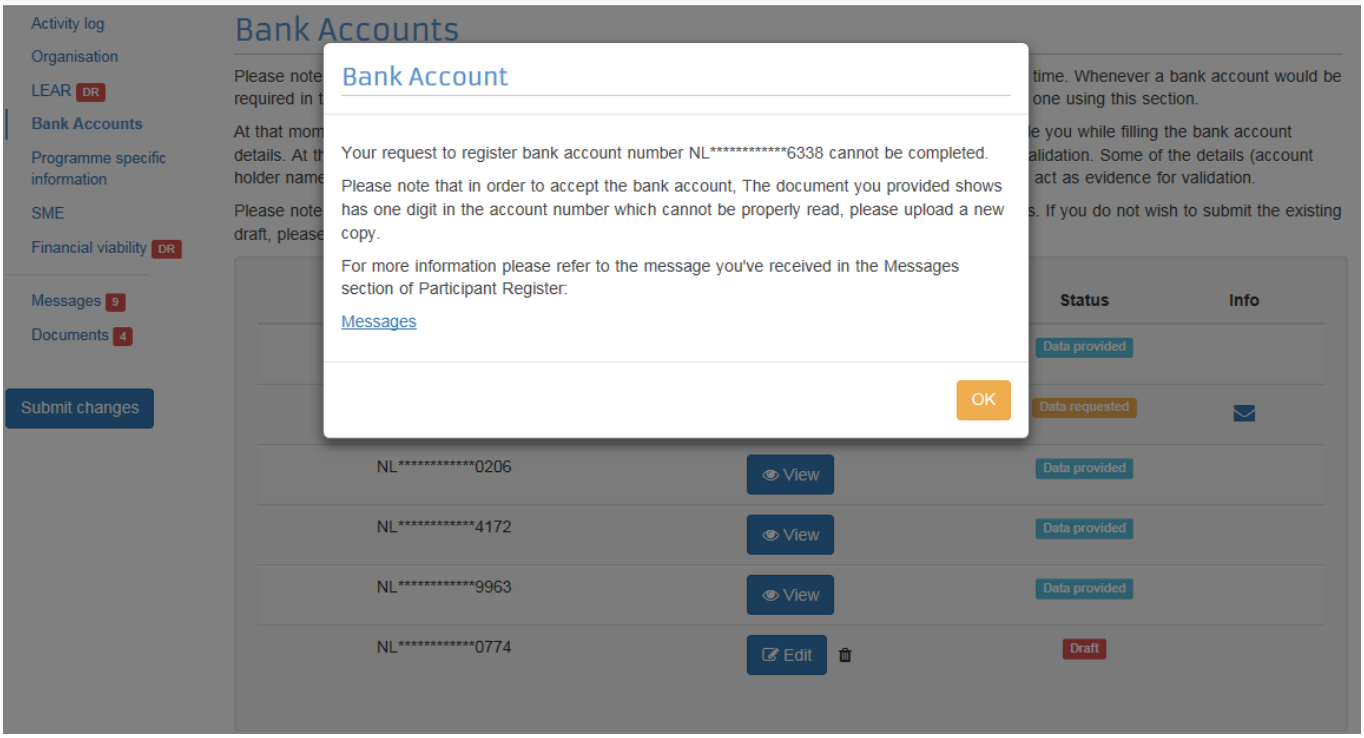
In order to **contact** us, please use the Messages function in your organisation page in the Participant Register.

Reply Close

You can, at that moment, go back to the PIC in Participant Register and performed the modifications as requested. Instead of the View button, and **Edit** button will be available. There will also be an envelope close to the BA request,



Click on the envelope to display the details of what is being requested to be modified.

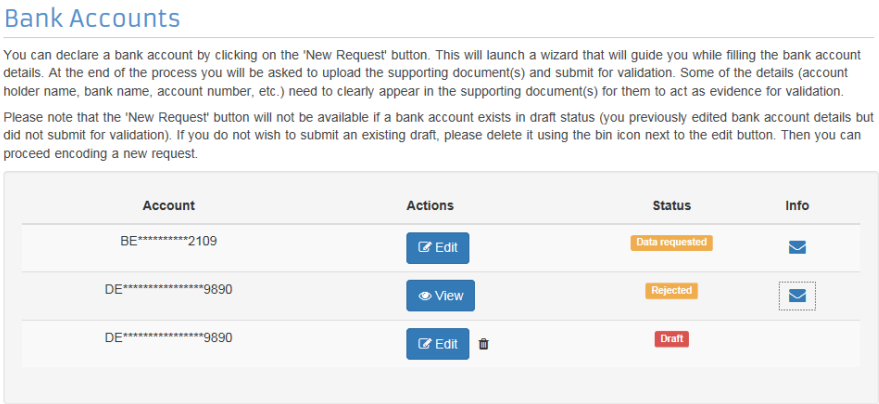


Click on the **Edit** button to access the details, then perform the actions as requested, and then submit again by using the

button. Validation Services will be notified by the system that the modifications were done, and they will resume the validation of your request.

Note: The original provided documents after submission cannot be removed from the request, but you can add new documents if being requested to do so by Validation Services.

If the request gets rejected, you will be also notified via mail of the reason of rejection. When accessing the list of bank accounts provided for you pic, the rejected requests will be also listed. Click on the envelope icon in order to check the reason for rejection.



Programme Specific Information

Note Procurement: This section is not applicable either for Procurement Procedures or for the Education, Audiovisual, and Culture Executive Agency, neither will the section display in Participant Register if you launch the application from the the portal within those two domains.

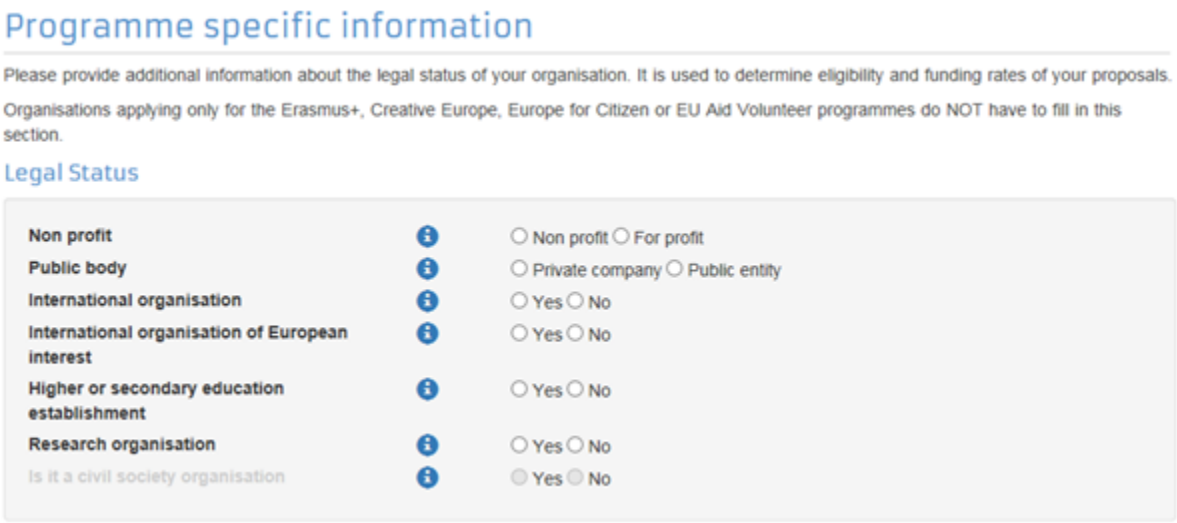
For EACEA programmes, however, an additional section will be displayed called "**Erasmus Charter**". If applicable, data will be visible under that section for them.

Legal Status

This section enables you to add or update the information about the Research legal status of your organisation.

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Note: *A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.*



See below for a detailed description of each legal type.

Non-Profit Organisation

A legal entity is qualified as a 'Non-Profit Organisation' when it is considered as such by national or international law (international organisations as well as any specialised agency set up by international organisations).
As a general consequence, any possible profits have to be reinvested within the organisation itself and may not be distributed. The quality of being a Non-Profit Organisation has to be proven by your statute.

Public Body

A 'Public Body' stands for any legal entity established as such by national public law, and international organisations.
Established' signifies that the legal entity must be either incorporated as a Public Body in the formal act and/or governed by public law (usually both are required).

To define a legal entity as a Public Body, more criteria are required than just the direct supervision of a legal entity by the State, the public financing or the public service mission.

International organisation

An 'International Organisation' stands for an inter-governmental organisation other than the European Community, which has legal personality under international public law. Any specialised agency set up by such international organisations is also considered an 'International Organisation'.

International organisation of European interest

An 'International Organisation of European Interest' stands for an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

Higher or secondary education establishment

A 'higher or secondary education establishment' is an organisation, whose main objectives are training and education, and which produces diplomas recognised by the respective State.

Research Organisation

A 'Research Organisation' stands for a Non-Profit Organisation, which carries out scientific and/or technical research as its main objective. The quality of being a Research Organisation must be stated in the statute of this organisation. Important – this status is based on self-declaration

Large Research Infrastructure

Only visible when the organisation and the Lear data facts have been validated. To define your organisation as a 'Large Research Infrastructure', please note that you should carefully read the instructions provided under the information icon

and also listed below. Only requests from entities with an already validated PIC and LEAR will be taken into account. Therefore if you are self-registering your organisation for the first time, please wait until the PIC and LEAR are validated in order to introduce this declaration. Only complete requests with the supporting elements listed in the information box

will be taken into account. The declaration in the information box

follows below:

By ticking this box, I declare that my organisation:

> operates 'large research infrastructure' within the meaning of Point D.4 of Article 6.2 of the Horizon 2020 Model Grant Agreement (including the thresholds);
> has already a cost accounting methodology in place which complies with the conditions set out in the Guidelines as part of the Horizon 2020 Annotated Model Grant Agreement;
> requests an ex-ante assessment of its methodology for declaring the costs for large research infrastructure(see administrative procedure)
> I also confirm that to complete this request, I have already provided the documents proving the following:
> A brief description of the activities of my organisation (i.e.: legal form, organizational chart, etc.), in particular the ones associated with the large research infrastructure (i.e.

different domains of activities (research/focus areas), etc.);
A breakdown of the research infrastructure per location and research area and the associated costs as set registered in the accounts of the participant. This must be reconcilable with the fixed asset register of the participant.
The two last statutory accounts (balance sheet, profit&loss accounts and its annexes).
I have uploaded the documents in the Documents tab and marked them as 'Large Research Infrastructure' document type.

Civil society organisation

You can only select this option if your organisation is a 'Non-Profit Organisation' one and is NOT a 'Higher or secondary education establishment'.
The types of civil society organisations are as follows:

Citizens' association pursuing a common purpose of public interest
Foundation or charity pursuing a common purpose of public interest
Organisation pursuing a common purpose of public interest
Organisation representing commercial interest
Other types of civil society organisation, requires entering additional comment - another type that does not fall into the other categories, if you select this option, you will be prompted to enter a brief description to clarify the type of your civil society organisation.
Professional association [e.g. lawyers, doctors, etc.]
Science centre, museum, library and other cultural mediator
Think tank, policy institute or other organisation conducting policy research
Trade Union and other labour organisation

FP7 Indirect Cost Method (ICM)

If you are registering your organisation for Horizon 2020 participation, this information is not relevant and the 'Not Applicable' value defined by default can be left as such.

If you are registering for FP7 participation, you can use the drop-down menu to define the relevant FP7 Indirect Cost Method for your organisation. The indirect cost calculation method is determined on the basis of the legal status of the participant, the status of their accounting system, and the history of indirect cost calculation methodologies used in previous FP7 Research participations (if present).

The participant shall apply the same indirect cost calculation method in all grant agreements under the Seventh Framework Programme. For any exceptions and for further information, please consult the Guide to Financial Issues.

You can use the drop-down menu to define the relevant FP7 Indirect Cost Method for your organisation. Below you can find a detailed description of each Indirect Cost Method.

Not Applicable

Indirect costs are set at a single flat rate for all H2020 participants, so select this option if you are registering for Horizon 2020 participation.

Real Indirect Costs

This method is available to all categories of beneficiaries, which can identify their indirect costs using an analytical accounting system.

Simplified Method

This method is available to all categories of beneficiaries, which can only aggregate their indirect costs at the level of the legal entity and are hence unable to perform a detailed cost allocation. This method cannot be used if the participants have used Real Indirect Costs in previous FP7 Research participations.

Specific Flat Rate of 60%:

Also referred to as ´Transitional Flat Rate of 60%´. This method is available to certain organisations (Non-Profit Public Bodies, secondary and higher education establishments, Non-Profit research organisations, and SMEs that are active in research and development activities), which are unable to identify with certainty their real indirect costs unless they have used the Real Indirect Costs method or the Simplified Method before. The method applies **a flat rate of 60%** of the organisation's total eligible costs, excluding the direct eligible costs for subcontracting and the costs for reimbursement of resources made available by third parties that are not used on the premises of the participant.

Standard Flat Rate

This method is available to all categories of beneficiaries, unless they used the Re4al Indirect Costs method or the Simplified Method in previous FP7 Research participations. The method applies **a flat rate of 20%** of the organisation's total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of reimbursement of resources made available by third parties that are not used on the premises of the participant.

ATTENTION: If your organisation participated in the 6th Framework Programme and used the Full Cost (FC) model, it can be assumed that your organisation has an analytical accounting system and would therefore not be eligible for the 'Specific Flat Rate of 60%' method in FP7 Research programmes. Such non-eligibility might be revealed through potential ex-post audits, with all the potential consequences for the organisation as a result.

Certification Data

The Certification Data of an organisation, if present, can only be updated by the Validation Services Team on request. By default, the Certification Data content (when available) is in read-only mode in the Participant Register Update Panel unless there is an update request.

The following visual example shows the state of an organisation without any certification data.

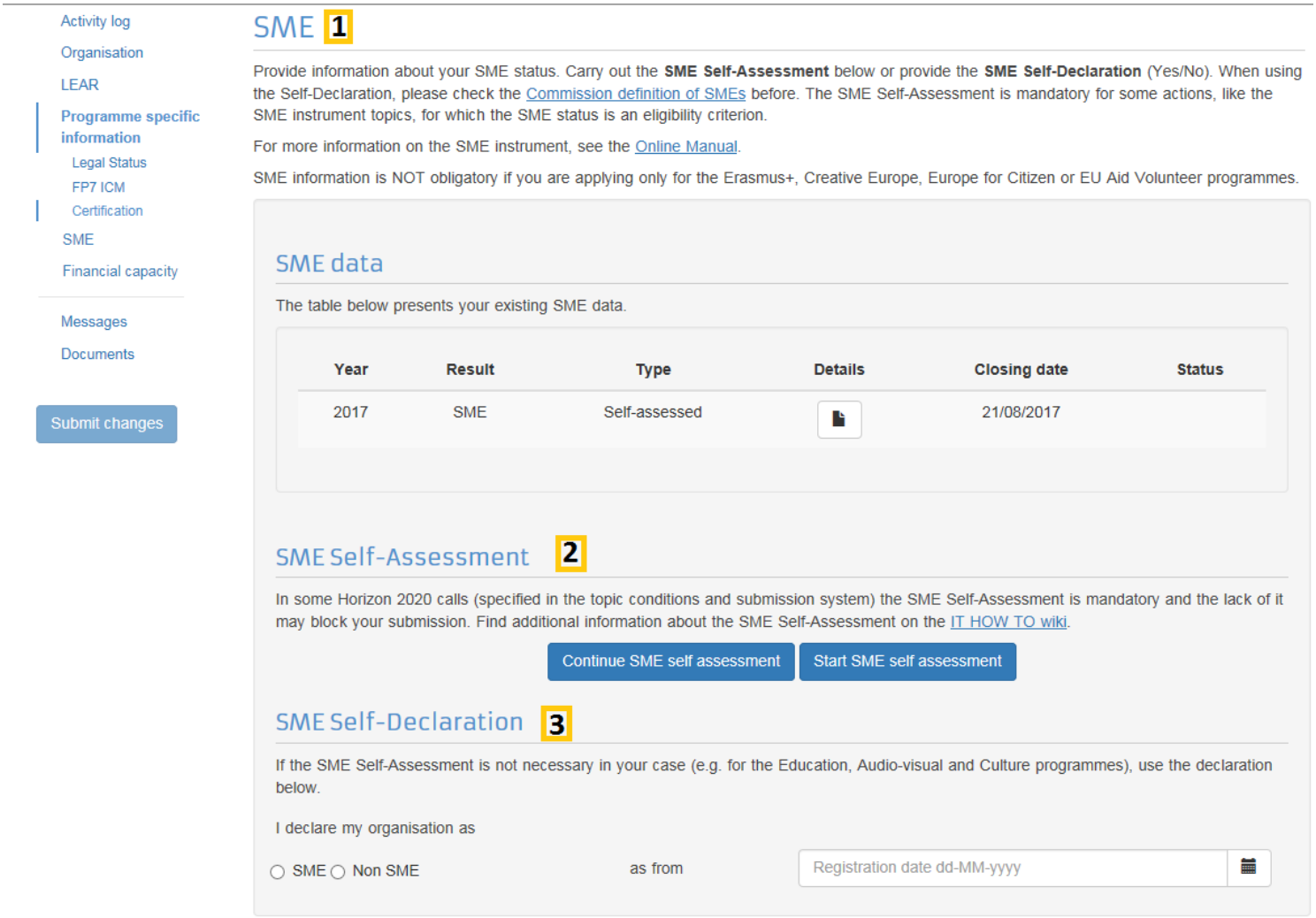
SME

> **Note:** This section concerns you only if you organisation can be considered as SME. For more information, check the SME information in the H2020 page in the Funding & Tenders Portal.

The Small Medium Enterprise (SME) Status can be set and modified in this data group.

Use this section to provide information about your SME Status. In some programmes, such as Horizon 2020 calls - SME instrument topics, the Self-Assessment is mandatory.

Important: SME Information is optional if you apply for the Education Programmes, you may use the SME Self-declaration in that case.



In the SME section of the Update mode of the Participant Register, you can:

View existing SME data for the available financial periods;
Open the SME Self-Assessment Wizard to run the SME self-assessment questionnaire and check whether your organisation qualifies as an SME by clicking on **Start SME self assesment** (or finalise an incomplete SME Self-Assessment, starting from an existing draft by clicking on **Continue SME self assessment**, this button will be only visible if there is an existing draft);
Declare your organisation's SME Status with the Self-Declaration (this option is not valid for SME instrument calls).

Viewing the SME data of your organisation

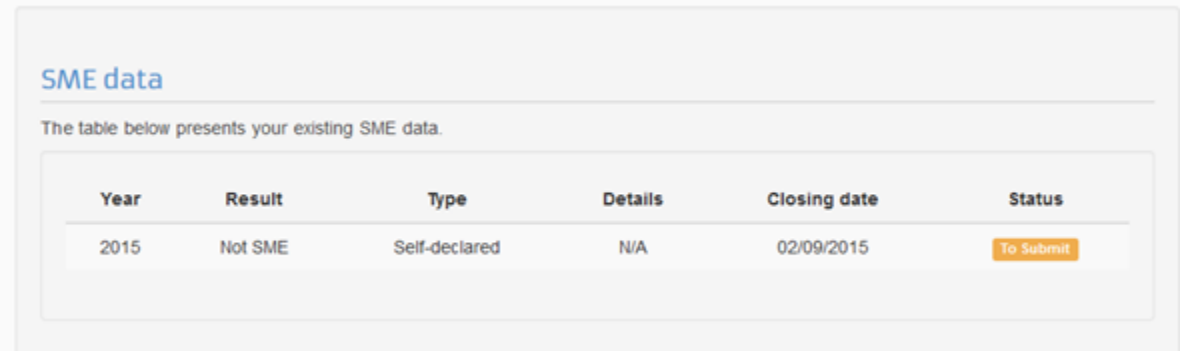
If some SME data has already been provided, the first sub-section of SME data group will display a table with the existing SME information.

Each table row relates to a specific existing financial year and displays the following information:

- Financial year;
- Result (SME/Not SME);
- Type of SME data (Self declaration, Self-Assessment, EC validation);
- Details (available for Self-Assessments and EC validations);
- Financial Closing date;
- Status (this shows the

To Submit

status for data not yet submitted);



Important: the SME Data table is only visible if some SME information is available.

Run the SME self-assessment

To perform the SME self-assessment, you can click the START SME self-assessment button.

When starting the assessment, please consider the following points:

- You can find relevant information and guidelines on the "How to" link that you will find in the SME self-assessment section;
- An SME self-assessment for a specific financial year will overwrite existing SME data for the same year;
- After completing the SME self-assessment, you will see a new row appearing in the SME data table with the status

To Submit

. In order to adopt the changes made, you must click the

Submit changes

button;

- The system will save a draft copy of your Self Assessment and keep it for you to work on

later. You can continue working on it by selecting the option

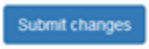
.

> **Important :** this option is not available if you completed the SME self-assessment wizard. Please, also note that the SME wizard do not support the use of mobile devices.

Provide an SME self-declaration

To declare your organisation as SME (or not SME), you can use the option in the last section of the SME data group (SME self-declaration). After selecting your SME status, you must add a date and click the "ok" button.

A new row will appear in the SME data table displaying the status "To Submit". In order to adopt the changes made, you must click the



button.

Nice to know:

Q: SME Declaration and Self-Assessment: which Financial Year am I creating?

A: The Financial Year you create is computed from the date you enter. For dates from 1/1/xx to 30/6/xx the system will generate the financial year xx-1; for dates from 1/7/xx to 31/12, the system will generate Financial Year xx.

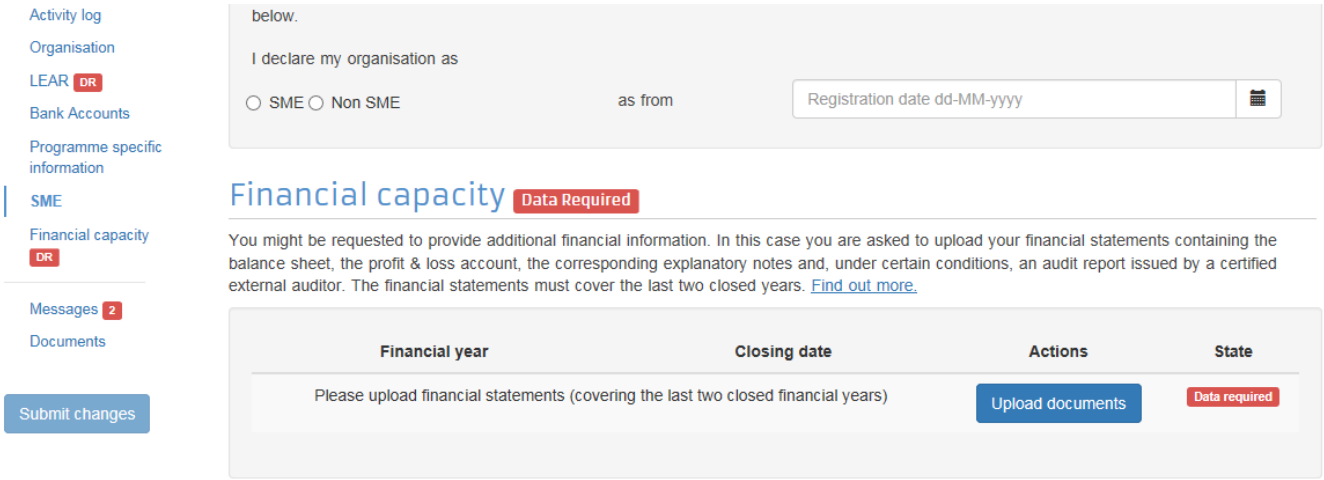
Financial Capacity

> **Note for Procurement:** This part, as outlined below, it is applicable to all cases. Please visit the e-PRIOR wiki for procurement specific information.

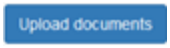
If requested so, the self-registrant or the LEAR/Account Administrator (when already appointed) must provide recent financial information (supporting documents).

You are required to provide financial supporting documentation **only** when the icon

appears in the data group and navigation menu.



To fulfil the request: click on the

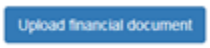


button.

A pop-up window will allow you to provide documents containing financial information of your organisation. First, select the closing date to which the documentation refers. Depending on the selected date, the system will calculate the financial year. The financial statements for an accounting year with a closing date before June 30 are considered by the IT systems as related to the prior calendar year (e.g. if your accounting year's closing date is 31/03/2018, the financial year which will appear will be 2017).

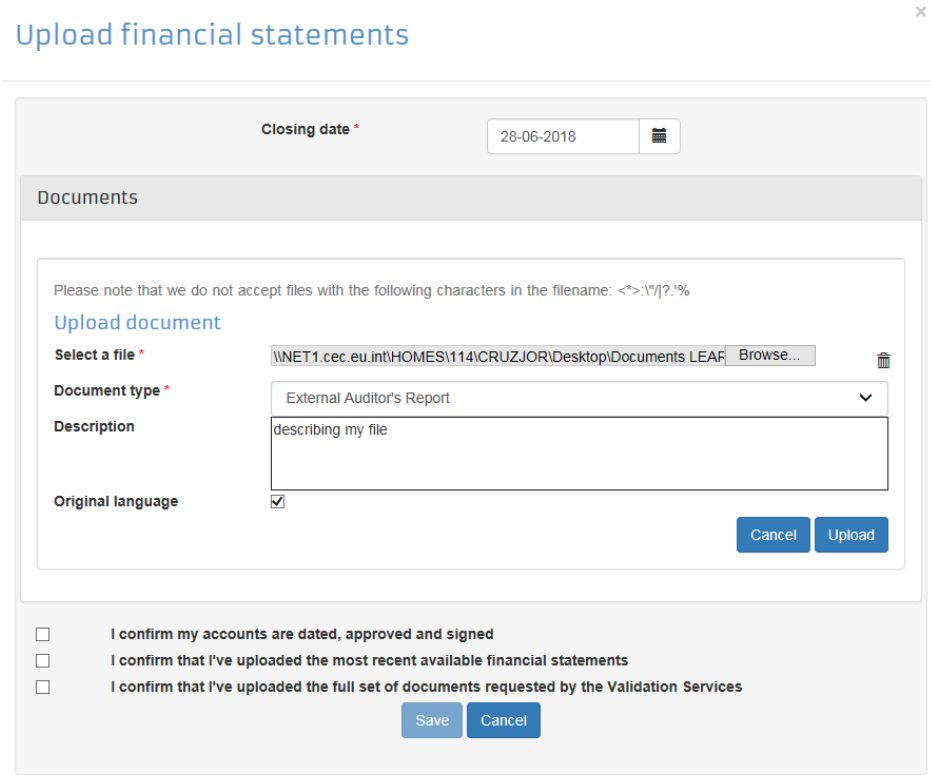
> **Tip:** It is not possible to type the dates. To navigate from one year to another, click on the current year. This will change the view from a monthly one into a yearly one, where you can easily change from one year to another without going month per month. Moreover, if you click twice on the current year, instead of one year view, it will give you a multiyear overview. Thus, you will be able to select the year first, then the month and finally a concrete day.

Once the financial year has been calculated, the

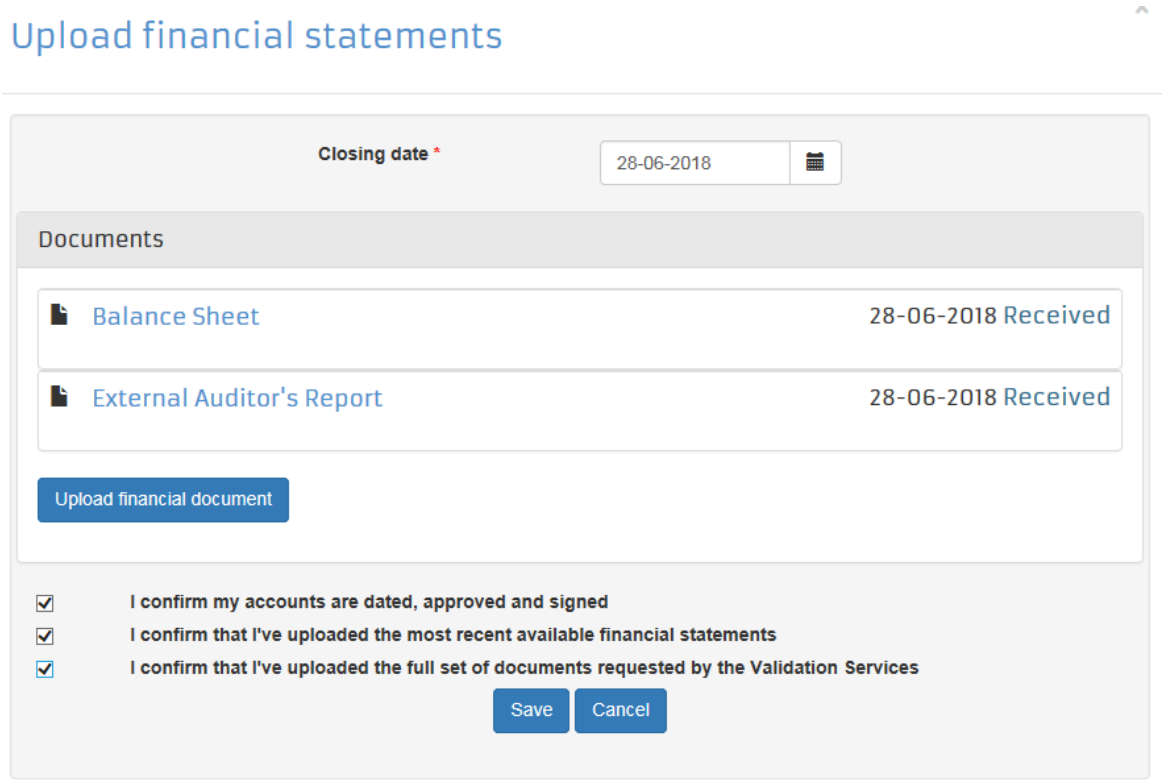


button will be available. Click on it to upload the documentation:

1. Browse for the file.
2. Select the financial type of document.
3. Provide a description.
4. Tick the box if the document is in original language.
5. Click on the upload button.



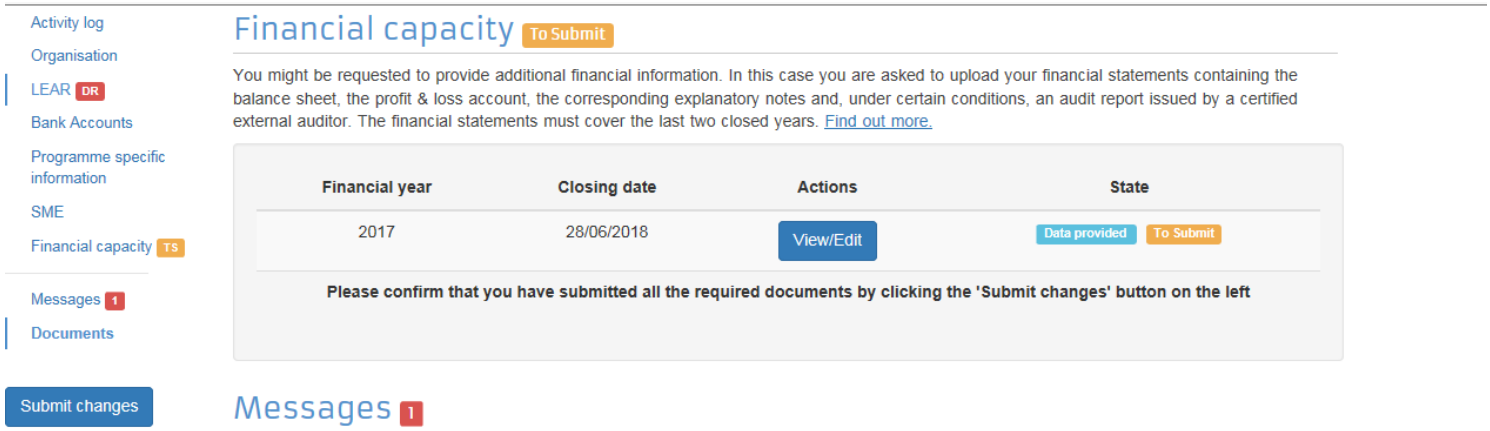
Repeat the operation to upload the documents you want to submit for your financial capacity assessment. When finished, tick the three declarations and click on **Save**.



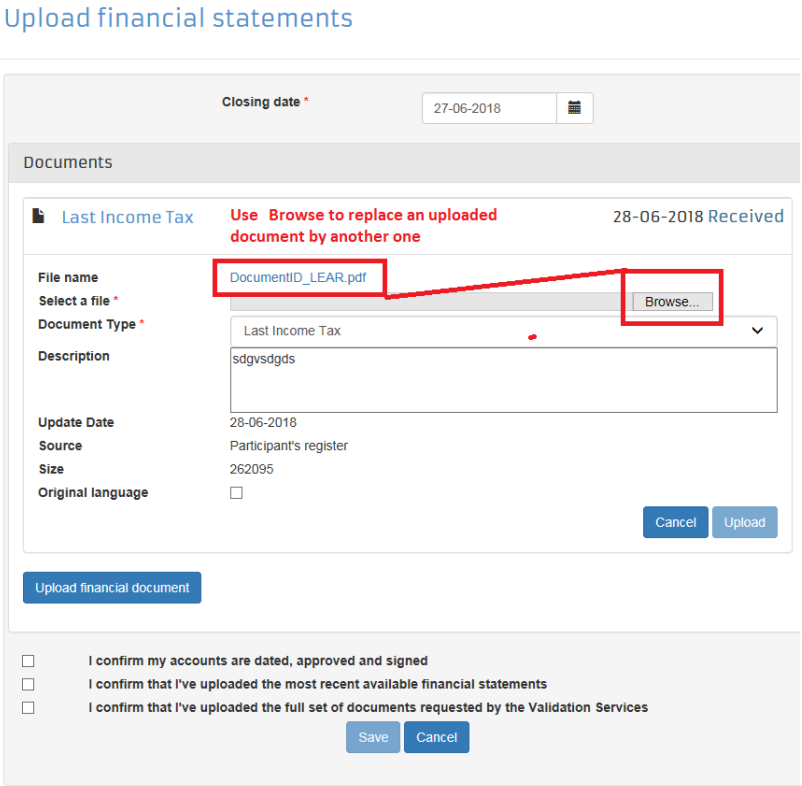
Note that the **DR** (**Data Requested**) label on the **financial capacity** section changes into **TS** (

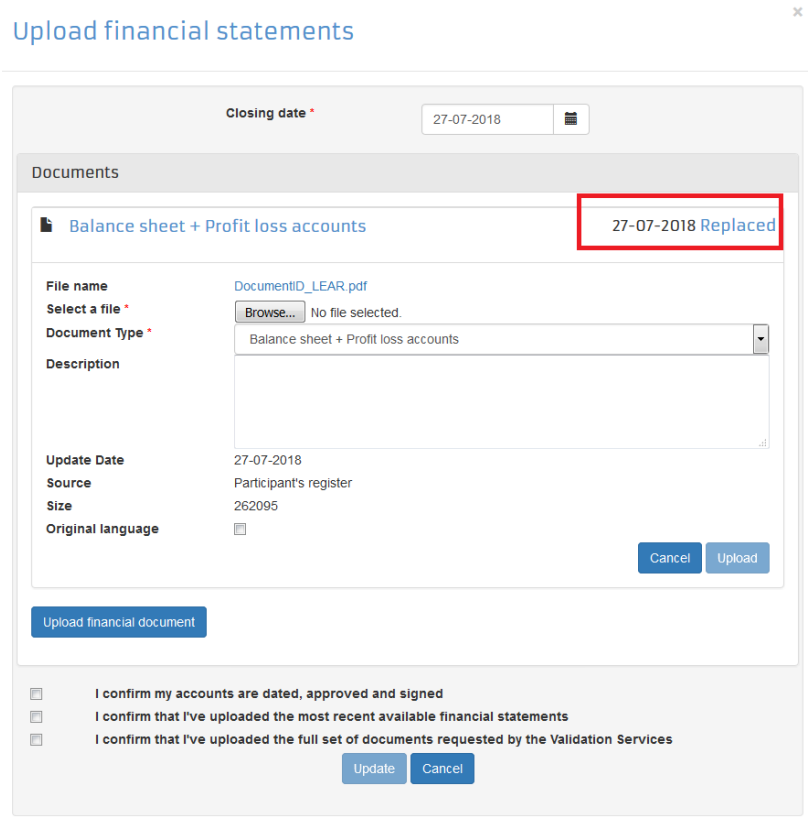
To Submit). Before submitting your data you have the possibility to review the uploaded documents for the financial year by clicking on

. If needed, you can add additional documents.

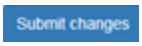


To replace an uploaded document, expand the entry for the uploaded document and browse directly for the new document. Then click on **Upload** when done. This will replace the old document by the new one. Note that instead of ***Received***, on the top clock to the date of upload, ***Replaced*** will be shown instead:





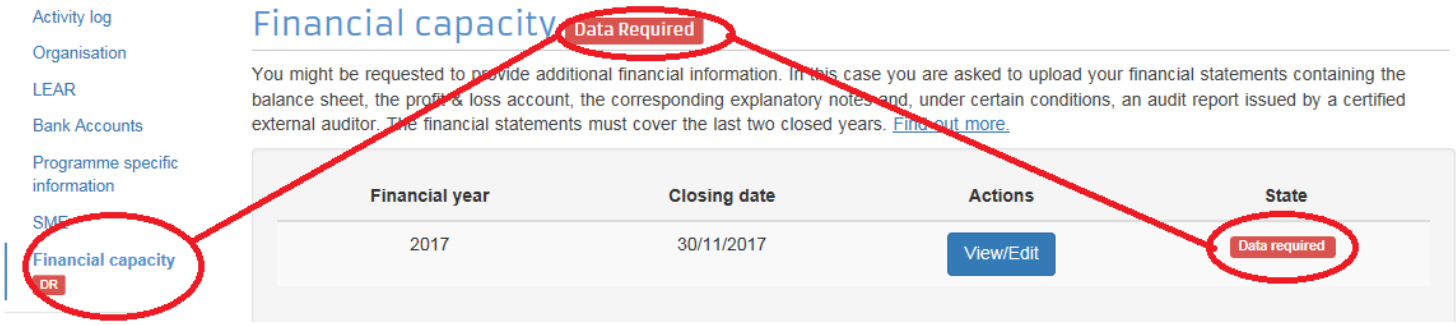
When ready to submit your documentation for validation, click on the **Submit changes** butto n on the left to send the data. **Important**: if you do not click



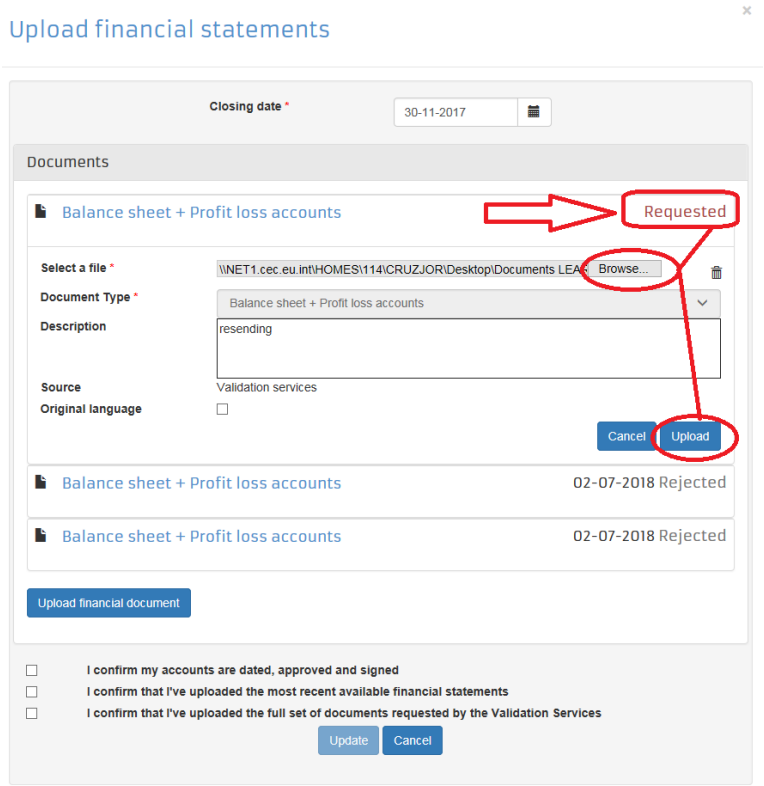
, the documents will be saved as draft in your PIC, but no data will have been sent to Validation Services.

> **TIP:** If you close the update page without submitting the financial data, when returning to your PIC page it will look as if you had not uploaded anything, and the **DR** (**Data Requested**) label will be displayed again for the **Financial Capacity** section. Do not worry; the documents you already uploaded are there. Simply select again the same closing date as before and whatever you uploaded already will get displayed.

If the document which was submitted gets rejected by the Validation Services, the organisation will be notified via email. To upload a new version of the rejected document, go back to the financial capacity assessment in the Participant register. Notice that the label DR (Data Requested) will be displayed again close to the financial capacity section:



Click on **View/Edit**. Look for the document(s) displaying "Requested" in red. Click on it to expand it, then browse for the file, and click on **Upload**.



When all requested documents have been provided, tick the three confirmations and click on the **Update** button. Do not forget to click on the **submit changes** button afterwards to confirm the submission of data.

Messages

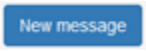
Note Procurement: The following process to compose and send messages via the Participant Register application is applicable to all cases, including Procurement.

Nevertheless, please visit the e-PRIOR wiki for procurement specific information.

Remember that the messaging page in Participant register is your single point of communication towards the validation team. However, no IT related questions will be attended via this channel. For any questions/issues regarding the tool, please contact your IT support.

This section allows users, associated with the organisation, to create and send custom messages concerning the organisation, to the EC Validation Services.

To write a new message, click



Use standard editing and formatting tools from toolbar and add a subject line.

Click

to send your message, .

Sent messages can be viewed clicking the icon

. To read a received message click on

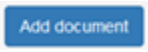
.

The unread messages in the Messages section of the Participant Register Update are displayed in bold.

Documents

Note Procurement: The following process to add documents within the Participant Register application is applicable to all cases, including Procurement. Nevertheless, please visit the e-PRIOR wiki for procurement specific information.

Using the



button in the Document section, you can upload new or specific documents requested by the Validation Services. You can also modify the details of the documents uploaded (description, type, year).

Important: Documents which cannot be uploaded via the Documents section.

The following document types cannot be uploaded via this section, and they need to be uploaded using the appropriate wizard in each case:

LEAR documents: LEAR Appointment documents, LEAR/Legal representative identity documents, Declaration of consent to the terms of use of the PP EES, Legal Representative authorisation types can only be uploaded via the wizard under the LEAR section. Please note, this section is available only if applicable. For any issues regarding LEAR documentation, please contact Validation Services using the messages section on the left.
Financial documents: balance sheet, profit loss accounts, Balance sheet-Profit loss accounts combined, Business plan document types can only be uploaded using the Financial capacity section. Please note, this section is available only if applicable.
Bank Statements: bank statements can be provided only via the **Bank Accounts** sectio n using the specific wizard. Please note that this wizard is only available if your organisation is validated or undergoing a validation process.

Size of the Documents: You can **upload** as many documents as you want but a single file cannot exceed **6 megabytes**.

For each document you upload, you can provide 'description', 'type' and other details when available.

The Self Registrant/Contact person (and later, the LEAR, once appointed) can **read** and **dow nload** existing documents for the respective organisation. Existing documents cannot be deleted once uploaded to the system.

Multiple documents must be uploaded **one at a time,** taking into account the appropriate document type.

Please note that uploading a document in the Participant Register will trigger the generation of an AL ID code. This code is included in the top right corner of the document and will be used by the Validation Services as a reference for the requested data to be provided.
See section **DOCUMENT MANAGEMENT** for full details about document management in the Participant Register.

Step by step procedure: Upload a requested document

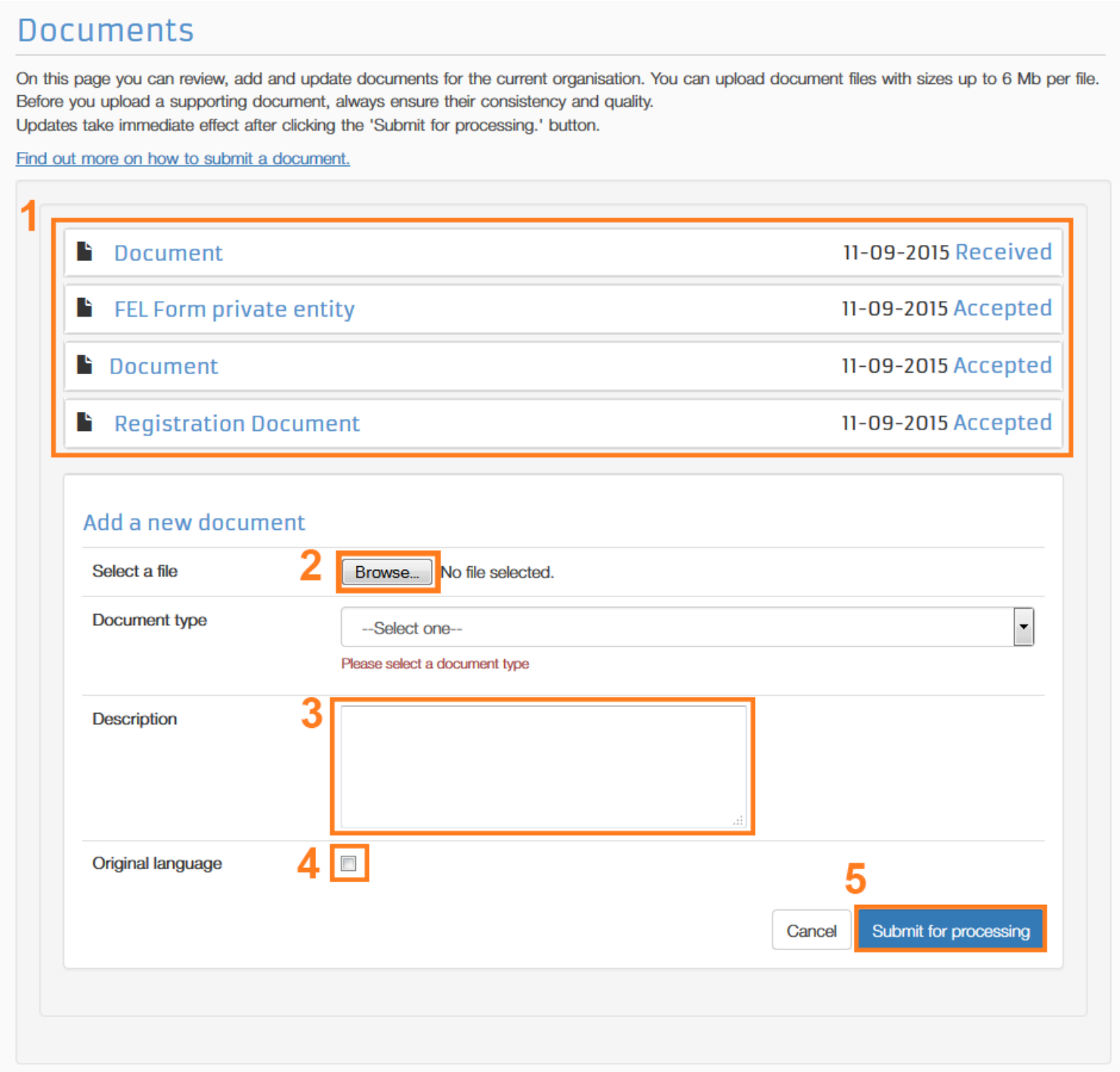
1. Go to the **documents** section;
2. Select **requested document** (1) you want to upload;
3. Click on **browse** (2) to select the file upload the document of the requested type (document type is not editable)
4. Use the **Description field** (3) to provide additional information on the document (a description of the file – author, subject, content, and so on);

Check the '**Original language**' (4) box if the document is in the original language of the organisation (for example, the place of establishment of the organisation).

1. Click on '**Submit for Processing**' (5) button to send the requested document or "cancel" to abandon document upload.

The document status is now defined as **sent**.

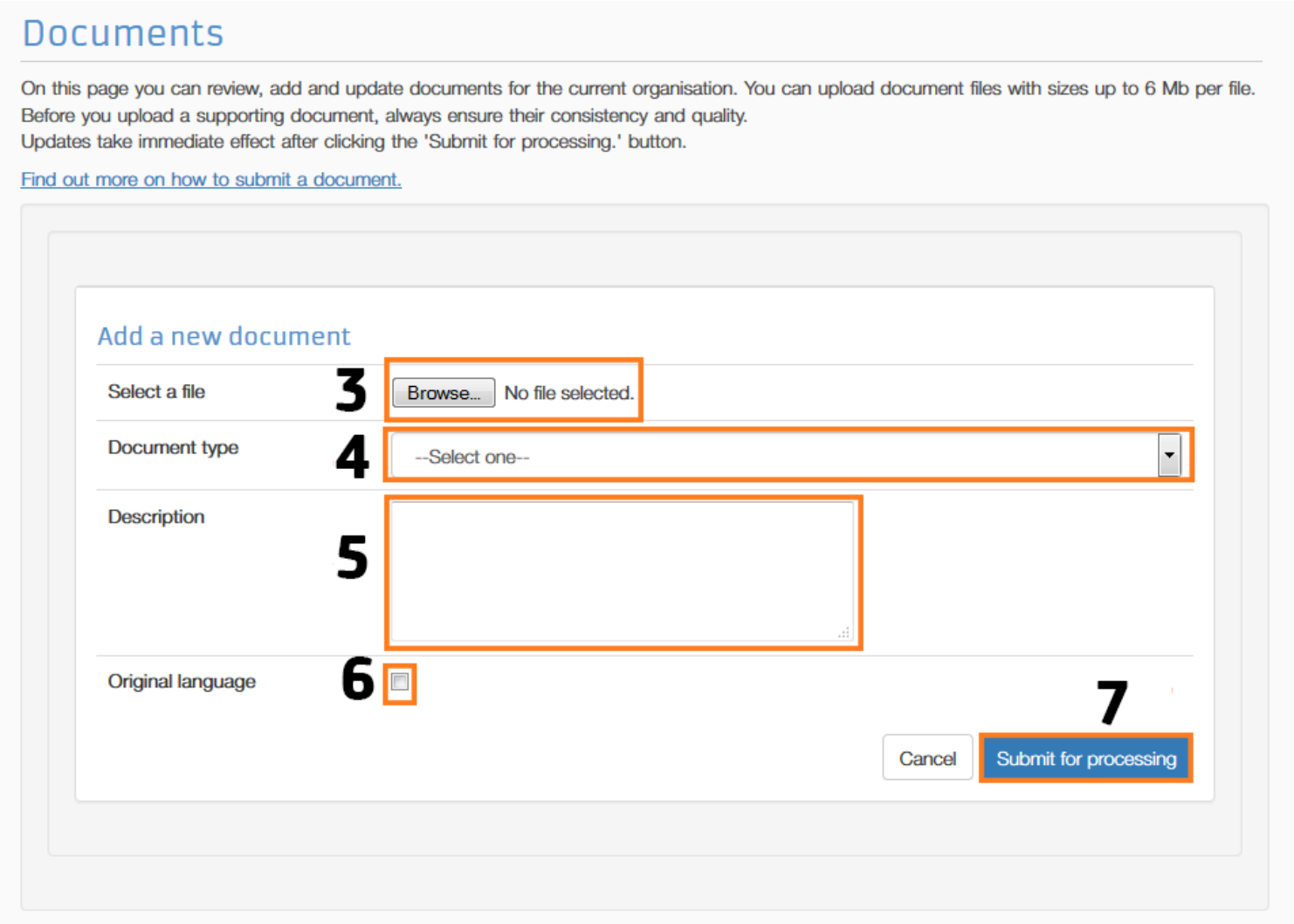
Next time you will access the update page or after refreshing the page, the state will be "Received".



Step by step procedure: Upload a new document

1. Go to the documents section (1)
2. Click on **Add new document** (2) ;
3. The new document tab will expand in the document section.

4. Click on **browse** (3) to select the file.



5. Select from the dropdown list (4) a document type;
6. Use the **Description field**(5) to provide additional information on the document (a description of the file – author, subject, content, and so on).

7. Check the **Original language** (6) box if the document is in the original language of the organisation (for example, the place of establishment of the organisation).

8. Click on **Submit for Processing** (7) button to send the requested document or "cancel" to abandon document upload.

9. The document status is now defined as "sent". Next time you will access the update page or after refreshing the page, the state will be "Received"

Documents Status

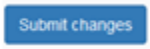
For every document requested or uploaded in the" documents" section, you can verify the status.

The status of the Document will appear as "*Requested*" when Validation Services need the document in order to perform the validation of specific data (Legal Entity, Financial Capability).

After you sent your document by clicking on "Submit for Processing", the status of the Document will appear as "*Sent*"

Submission of the data changes when validation process in involved

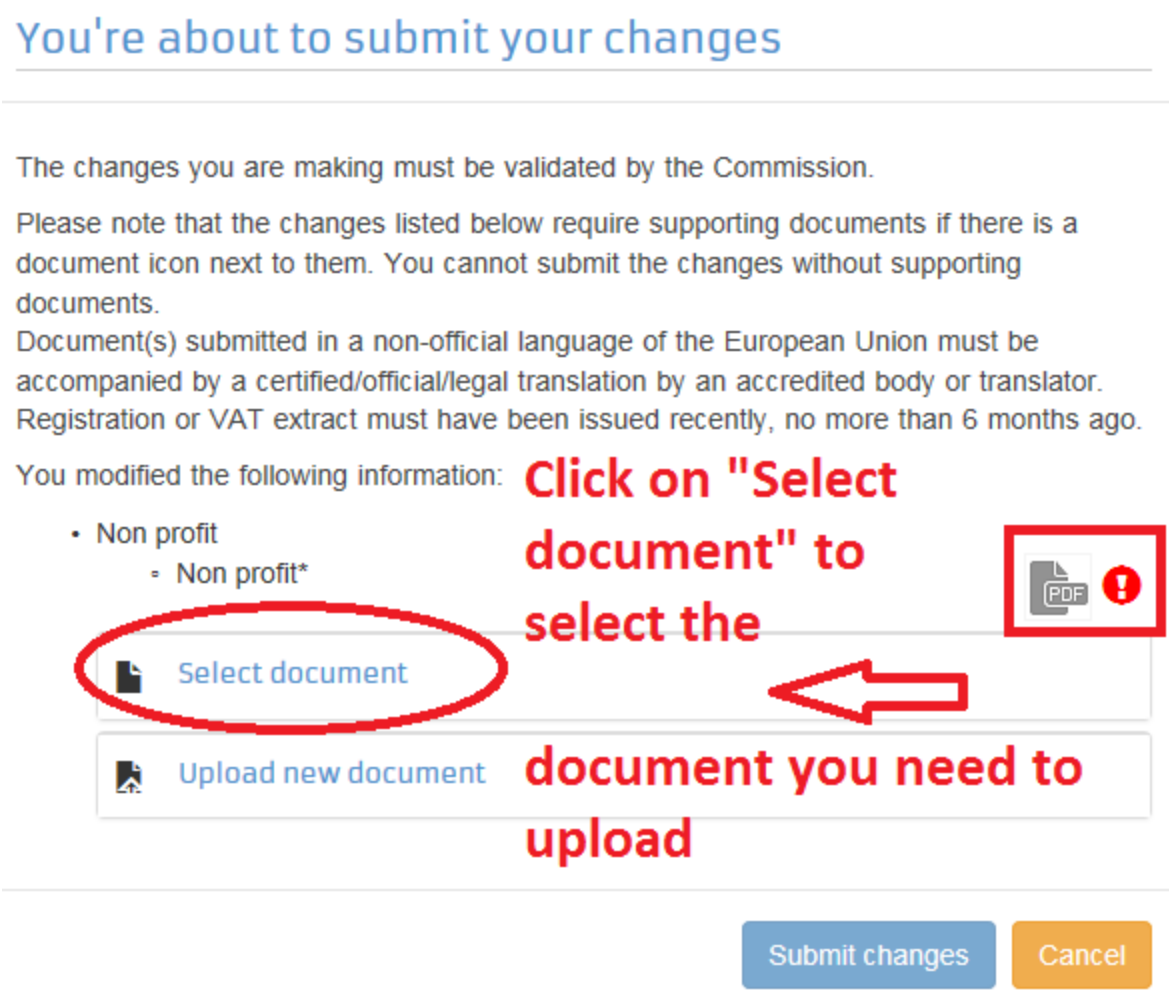
After you finish editing your organisation's data, click the



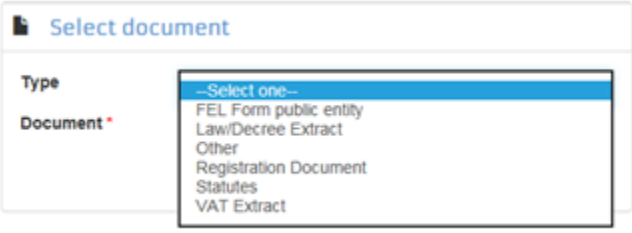
button.

A confirmation dialogue will list all modified data groups that you wish to submit. To confirm the change, accept the pop-up confirmation window. If your organisation holds a "validated" status, or it is going through a validation process, depending of the fields you are modifying, you could be requested to provide a document to justify the modification.

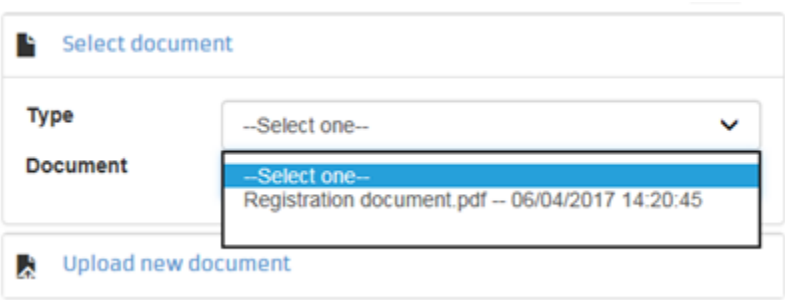
If a pdf document icon appears close the data group you modified, as it is the case below, click **Select Document** to display the document selection functionality. Submitting a document together with the value change will be compulsory when the icon displays:



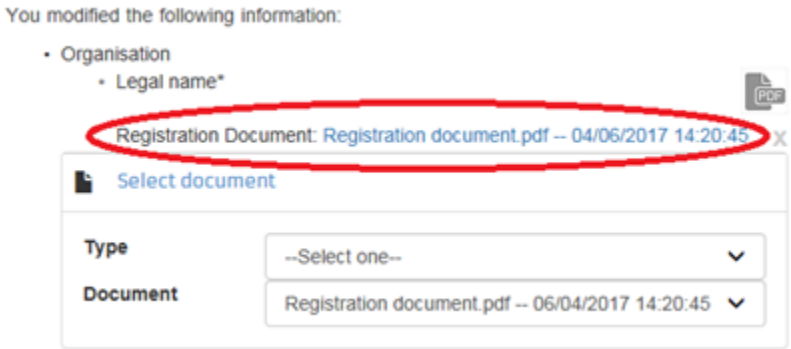
After clicking on "**Select Document**", the document selection functionality will be displayed. Click on the **upload** document to be able to add a new document. If you already uploaded documents via the **Documents** section from the menu on the left, you do not need to upload it again, but click on the **Type** field to select the document type you want to use from your uploaded documents instead.



Afterwards; click on the **Document** field to display a dropdown list where you can select the documents matching what you previously uploaded to the server for that document type. If no documents are being displayed or the one being displayed is not the current supporting documents to be used, you will need to upload a new one by clicking the **upload** button.

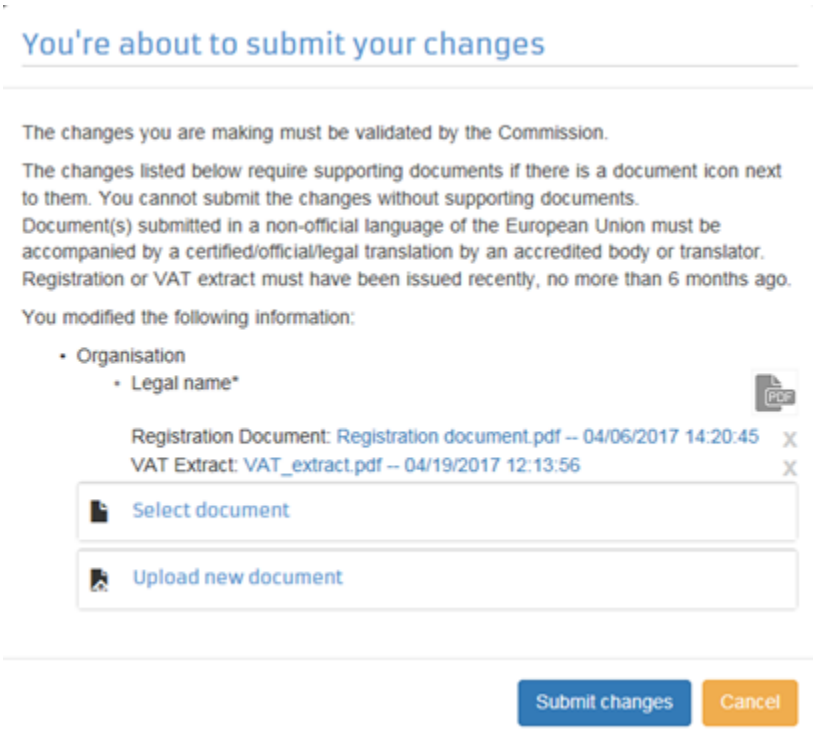


When selecting an already uploaded document, you will need to click on the **Select** button. The file name will display under the data group being modified.

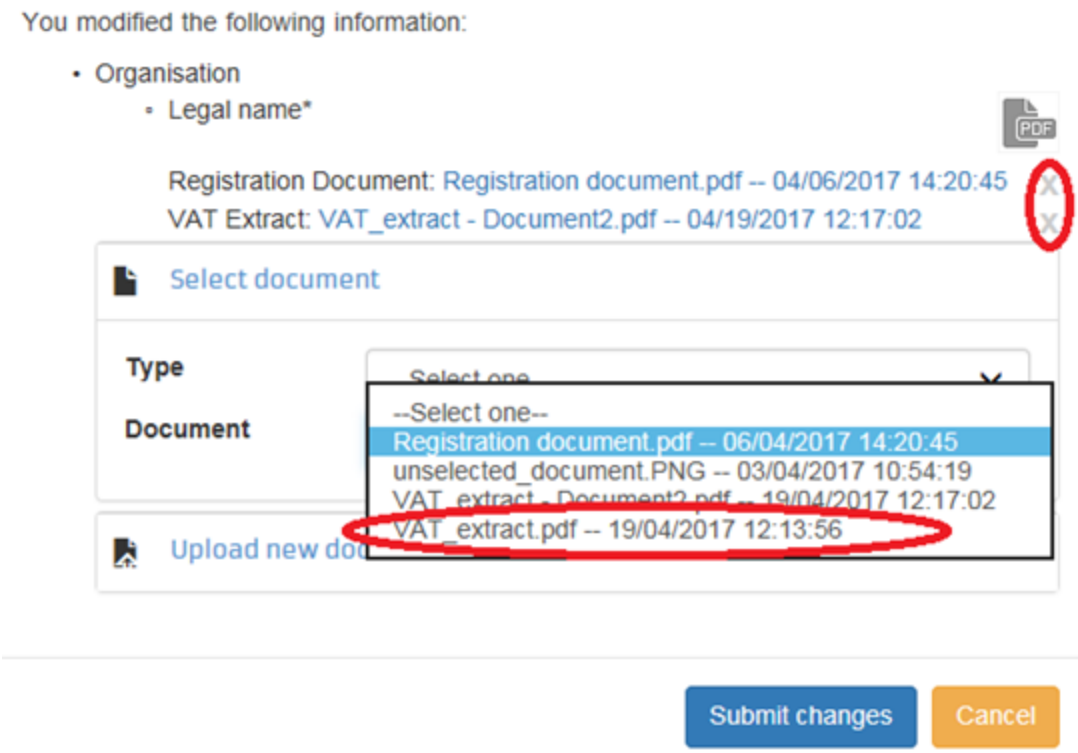


> **Note:** for validations purposes, only documents not older than 6 months are admitted, so in case your uploaded document is older than 6 months, you will have to upload a newer one.

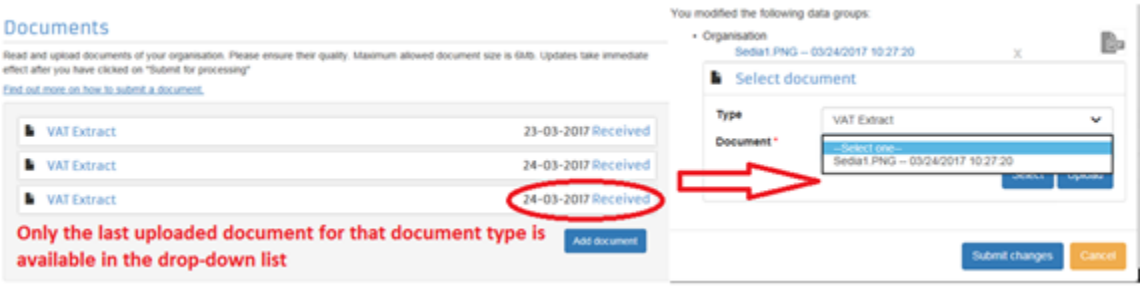
Only one document type per changed data group can be selected and submitted with the change, but you can add different document types to justify one single change.



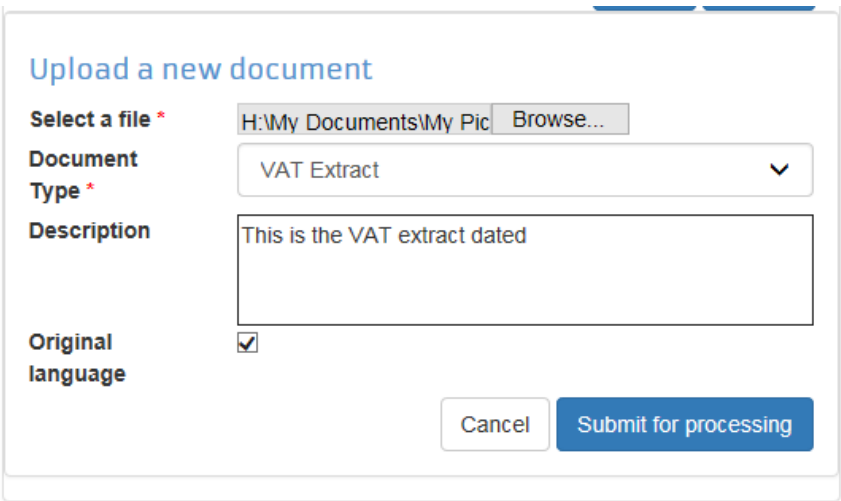
You can unselect a document by clicking on the **X** icon; then proceed to upload a new one by clicking on the **upload** document button. If you select another document for the same document type, or upload a new one, the previous selected document will be substituted by the new selected one.



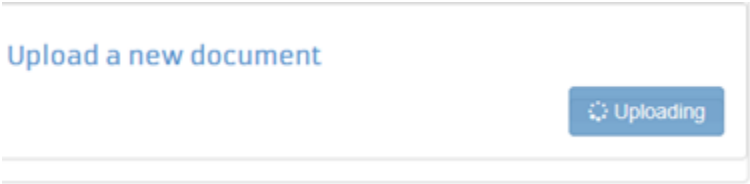
Note: when you select a type of document via the drop down menu, only the last uploaded one for that document type is being displayed, even if you have different documents available for the same type. If you do not select any value in the **type** drop down list, you will display all documents uploaded, including all documents matching a same document type:



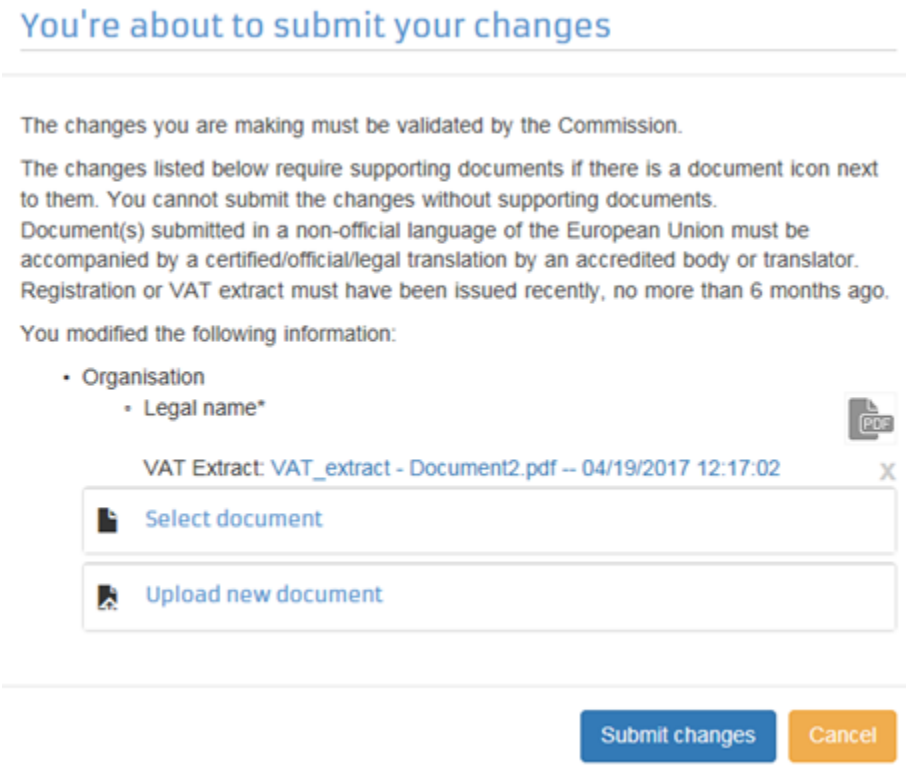
If you are adding a new document, once you click on the **upload** button and get the **upload a new document** window, select the file by clicking the **browse** button, pick up the correct document type from the drop-down list and enter a description about the document. Do not forget to click the **Original language** field if the document is in the original language from the organisation.



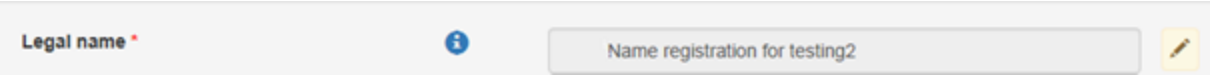
Click on **Submit for processing**, you will see the system will upload the document for this record in the Documents section:



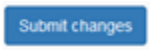
Once uploaded, you will see the uploaded document listed under the data group changed. You will be able to submit your change at this point by clicking on the **Submit changes** butto n.



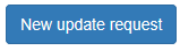
Once submitted, your data on the Update page will be in "read-only" mode (View Organisation). Moreover, you will see a yellow pencil icon close to the field modified, indicating that validation is pending for this data update.

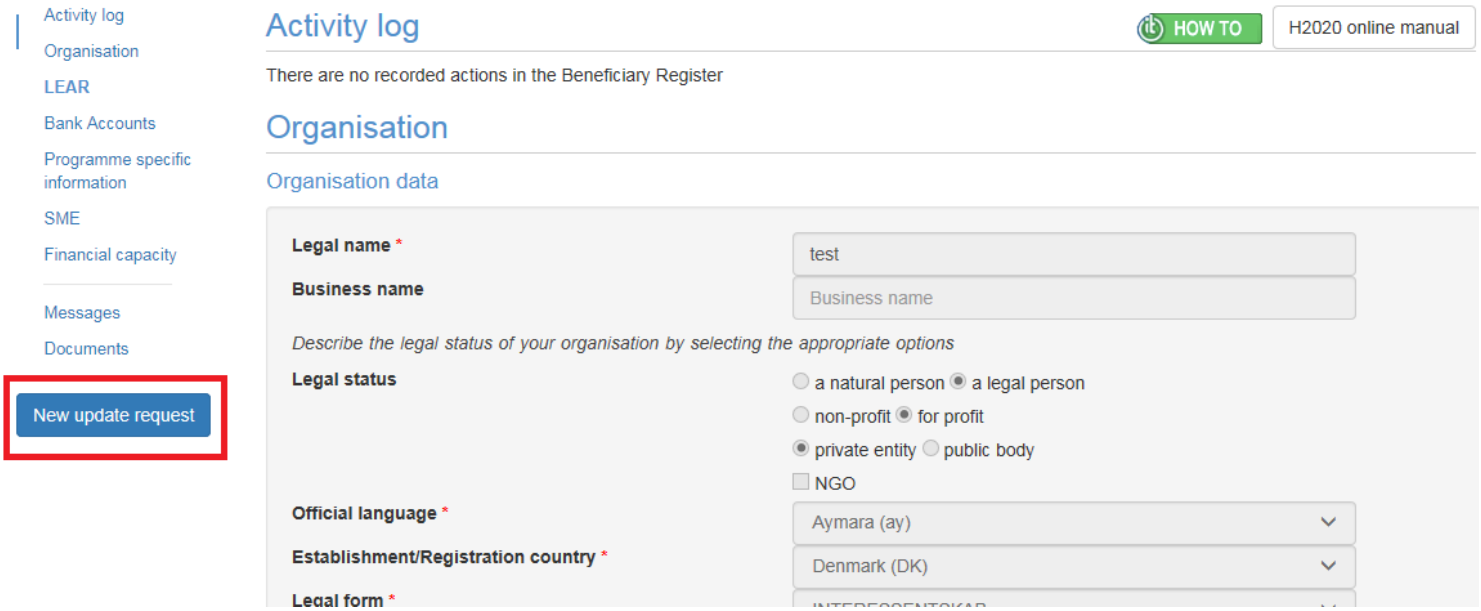


You can neither modify data nor access specific tools such as the SME Self-Assessment Wizard in "**View Organisation**" mode. All data fields will be greyed out and the

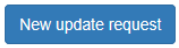


button will be replaced by





Click



if you wish to continue modifying your organisation's data.

> ***Note:*** *This information concerns only funding opportunities for which the organisation needs to be an SME to apply.*

Error message "For Profit Organisations" when searching for my organisation during submission of a proposal

For a number of calls within the Horizon 2020 Program, organisations need to be validated as 'for profit'. Otherwise, the error message below will be displayed and will block the organisation from submitting a proposal for certain calls:

Errors

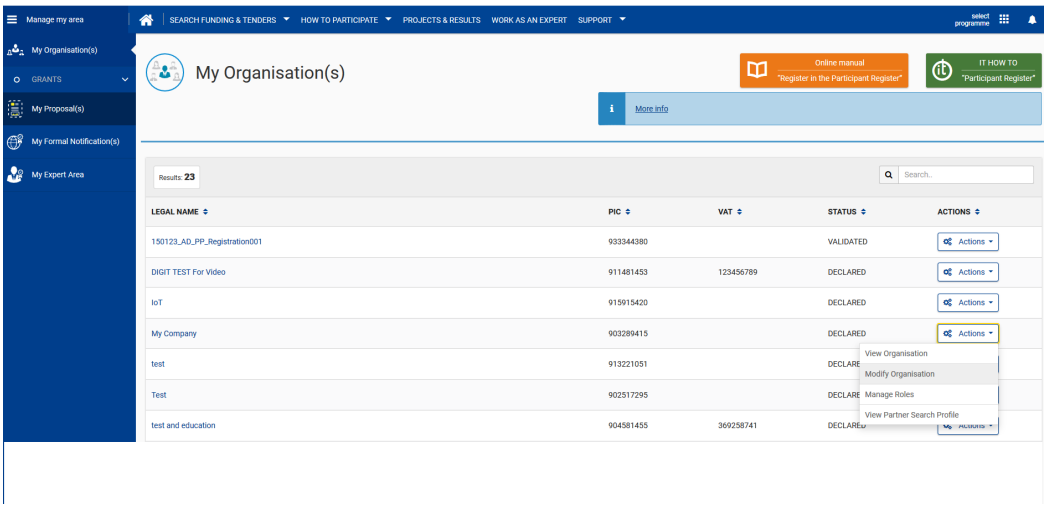
The information you have entered is incomplete or invalid. Please review the following error messages:

[SME eligibility warning]
SME status: each applicant to this call must be a small and medium-sized enterprise (SME) according to the SME Recommendation 2003. You received this warning message because your PIC does not fulfil this criterion. This could be due to one of the following reasons: (1) You did not complete the SME self-assessment, (2) your PIC was validated in the past as SME NO (SME definition criteria were not met), or (3) your self-assessment was filled in using financial data that date back to more than 2 years ago (taking into consideration the closing date of the accounts for the financial year on which the assessment of the SME status was based).
By way of example, if a legal entity performs the self-assessment in the 'Beneficiary Register', with closing date of its accounts for the financial year on March 31st 2016, confirmation of the SME status will be considered until March 31st 2018. Therefore, a legal entity which would like to submit a proposal for a cut-off date in April 2018, would need to perform a new self-assessment.
For all these cases, either the self-registrant (if the PIC is still in a declared status), or the Legal Entity Appointed Representative (LEAR) or Account Administrators (if the PIC is already validated) should perform a new SME self-assessment via the Beneficiary Register, 'My Organisations' section. Should you need to contact your LEAR, Self- Registrant or Account Administrator, a search functionality is provided on the Portal.

[For profit organisations] For profit organisations: each applicant to this call has to be registered or validated as a for-profit entity in the Participant Portal. You received this warning message because your organisation does not fulfil this for-profit criterion. This could be due to one of the following reasons: (1) you did not register your entity as for-profit, (2) you registered your entity as a non-profit entity, (3) your validated entity is currently considered as a non-profit one. For cases 1 and 2, a self-registrant of the organisation should update the current data accordingly under the 'Programme specific information' menu item in the My Organisations section of the Participant Portal. For case 3, the Legal Entity Appointed Representative (LEAR) or Account Administrator of your entity has to request a revision of the non-profit status, which needs to be validated by the Validation Services for your entity to be considered eligible for this call.

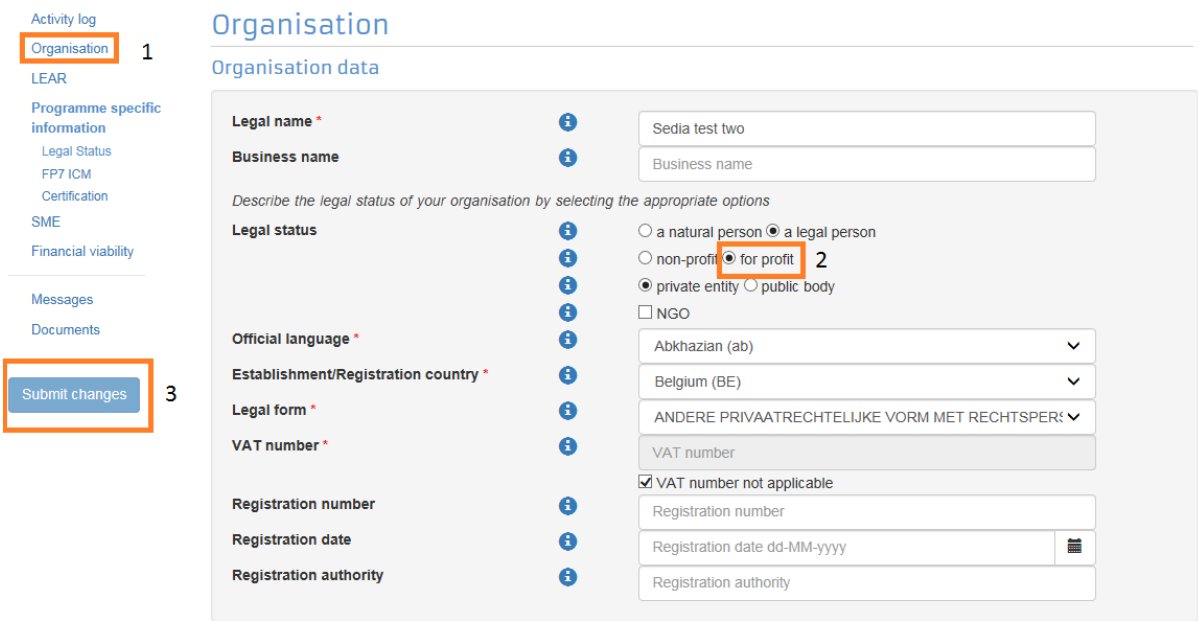
Please follow this procedure step by step in order to have your organisation appear as a For Profit one and be allowed further through the submission process:

1. Go to the Funding & Tenders Portal and click on the **Actions** button next to your organisation within **Manage my area/ My organisation(s).** Then, select **Modify Organisation** from the list as shown below:



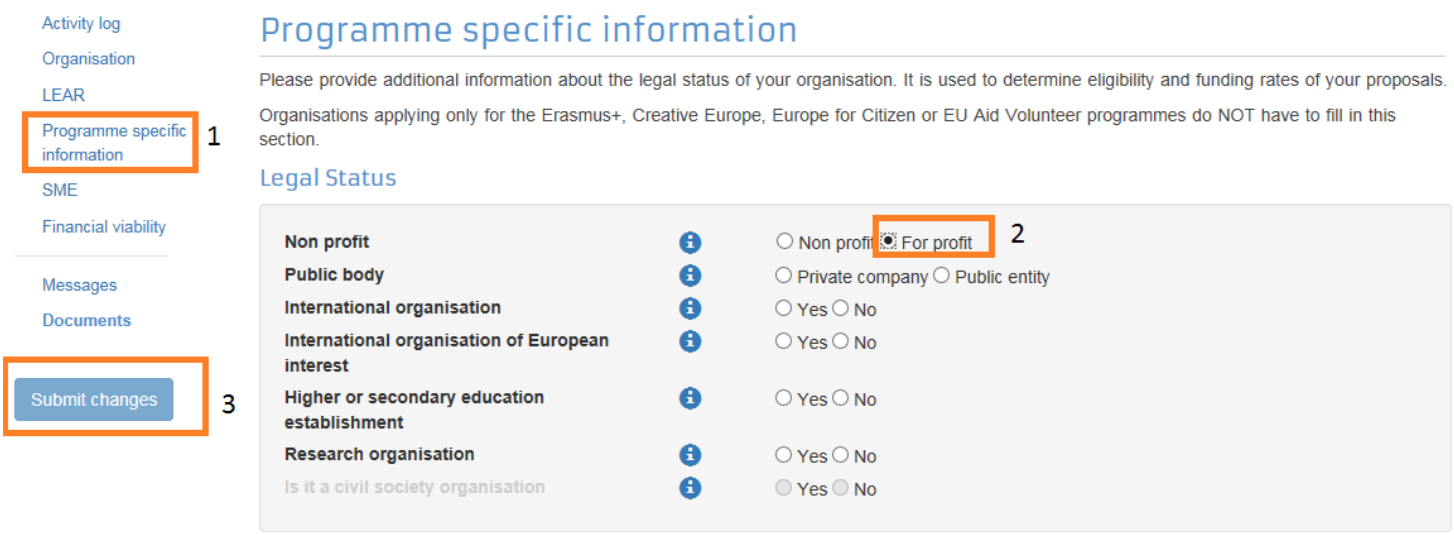
2. Click the **Organisation data** link. The Organisation data section is displayed.

3. Select the **for-profit** option button, then click the **Submit changes** button.

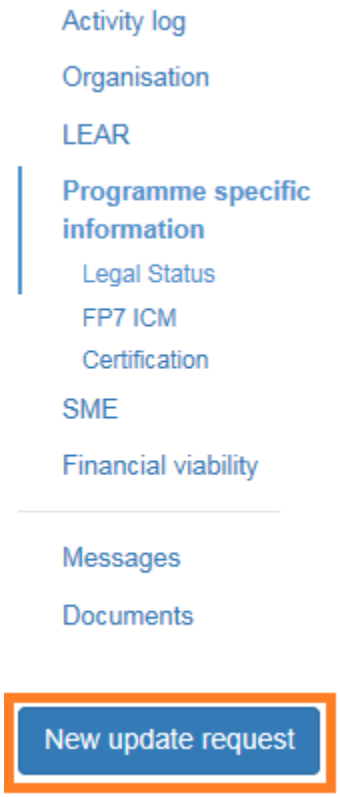


4. Click the **Legal Status** link. The **Legal Status** section is displayed.

5. Select the **for-profit** option button, then click the **Submit changes** button.



6. To make additional changes to the organisation data, click the **New Request** button:



https://webgate.ec.europa.eu/fpfis/wikis/x/qZWvAw

Participant Register vs. Participant Register

SME Information is optional if you apply for the Education Programmes, you use the SME Self-declaration in that

case.