

ALTA DE LA INSTITUCIÓN EN EL URF Y OBTENCIÓN DEL PIC

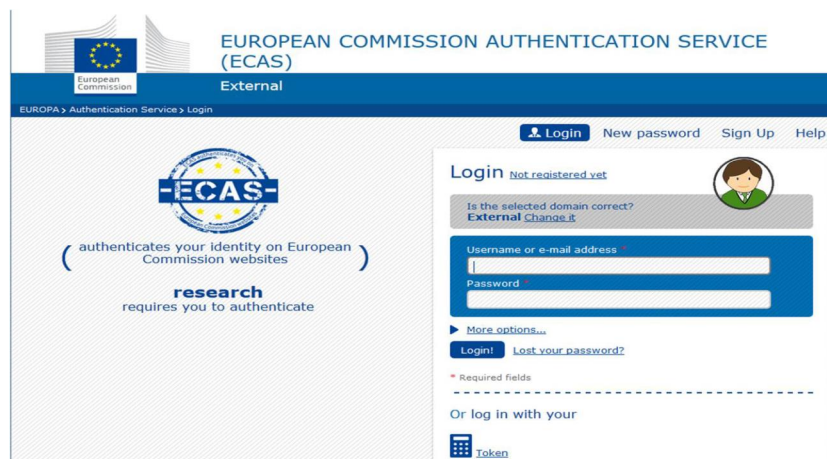
Para la obtención del código PIC, hay que realizar los siguientes pasos:

- a) Acceder al formulario de registro en el Portal del participante

<http://ec.europa.eu/education/participants/portal/>



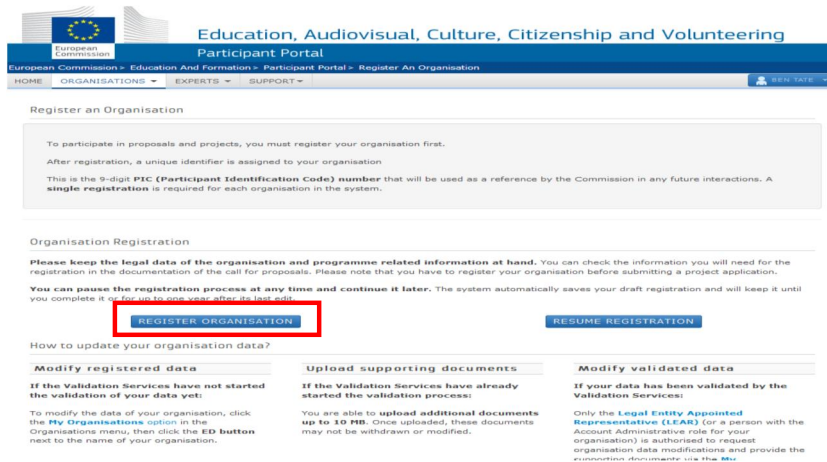
- b) Al seleccionar "login" la página le redirige a la cuenta ECAS, donde se han de introducir las claves de usuario y contraseña de su institución.



Podría darse el caso, si no se han conectado a la cuenta ECAS en los últimos meses, que la aplicación le solicite modificar su contraseña; en ese caso, introduzca su nueva contraseña.

- c) Una vez introducidas las claves de usuario y contraseña, la propia cuenta ECAS le redirige al Portal del participante donde tendrá que ir introduciendo los datos que le sean solicitados. (Se han de cumplimentar obligatoriamente aquellos campos marcados con asterisco.)

d) Seleccionar “REGISTER ORGANISATION”



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN STATE

Register an Organisation

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

After registration, a unique identifier is assigned to your organisation

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

Organisation Registration

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

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it. [Go to complete after 30 days](#)

REGISTER ORGANISATION RESUME REGISTRATION

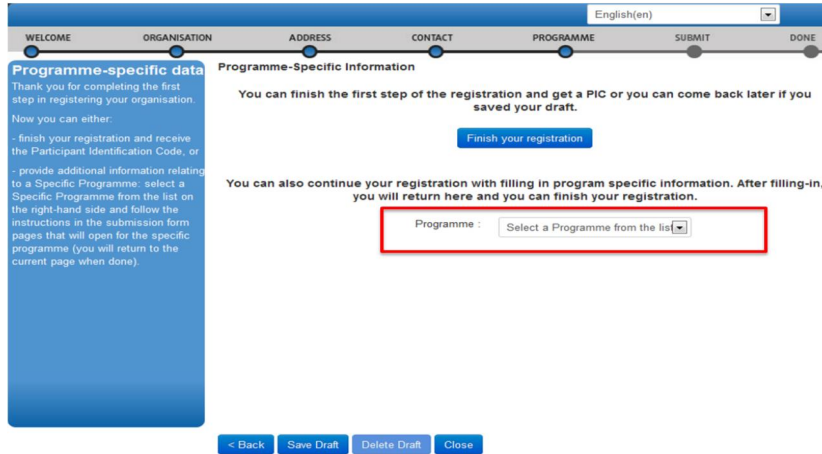
How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
If the Validation Services have not started the validation of your data yet:	If the Validation Services have already started the validation process:	If your data has been validated by the Validation Services:
To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.	You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.	Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the ED .

e) Complimentar las siguientes pantallas con los datos que se solicitan. Los campos señalados con asterisco son obligatorios.

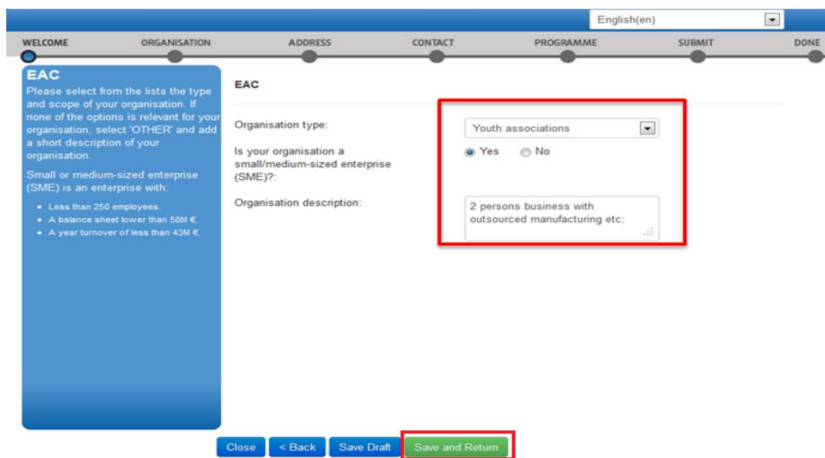
- Introducción del NIF/CIF de la institución (VAT number)
- Introducción del “Business Registration Number”
 - Universidades: código del Registro de Universidades, Centros y Títulos (RUCT) <https://www.educacion.gob.es/ruct/home>
 - Centros docentes: código del Registro Estatal de Centros Docentes no Universitarios <https://educacion.gob.es/centros/home.do>
 - Instituciones privadas: número de Registro de Sociedades
- La información del campo “Business name” y “Organisation type” no es obligatoria pero el omitirla puede generar problemas con el formulario posteriormente
 - Se recomienda poner la misma información que en el campo “Legal name” y no traducir al inglés el nombre de la institución
- Introducción de información de la institución:
 - Naturaleza de la institución: consultar la guía del usuario
 - Fecha de registro: fecha de creación de la institución según la disposición legal correspondiente
 - “NACE code”: seleccione “Education” en el desplegable
 - Indicar el número de teléfono sin espacios y precedido por +34 (la aplicación no admite otro formato)
 - Se deberá introducir el correo electrónico oficial de la institución

- **Antes de pulsar sobre “Finish your registration” es obligatorio seleccionar Erasmus + en el desplegable “Select a programme from the list”**



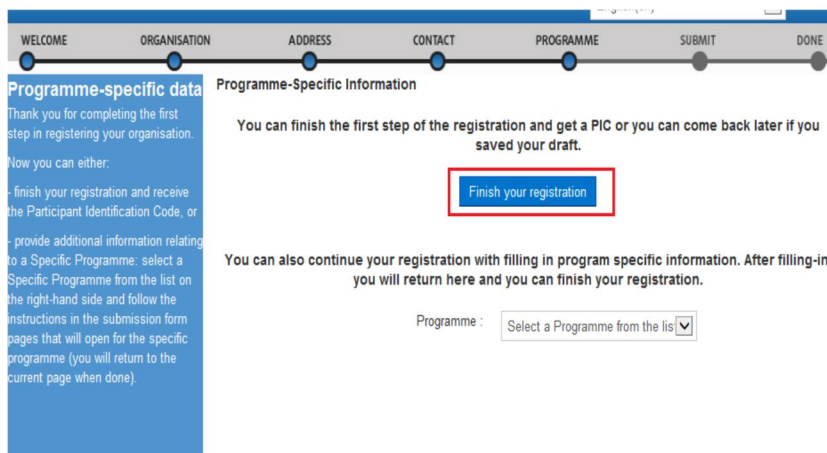
The screenshot shows the 'PROGRAMME' step of the registration process. On the left, a blue sidebar titled 'Programme-specific data' provides instructions. The main content area, 'Programme-Specific Information', contains a 'Finish your registration' button and a dropdown menu labeled 'Programme : Select a Programme from the list'. A red box highlights this dropdown menu. At the bottom, there are buttons for '< Back', 'Save Draft', 'Delete Draft', and 'Close'.

- **Es obligatorio cumplimentar el campo “Organisation type”. En caso contrario, no se podrá cumplimentar el formulario de solicitud.**
- Finalmente, pulse sobre “Save and Return”



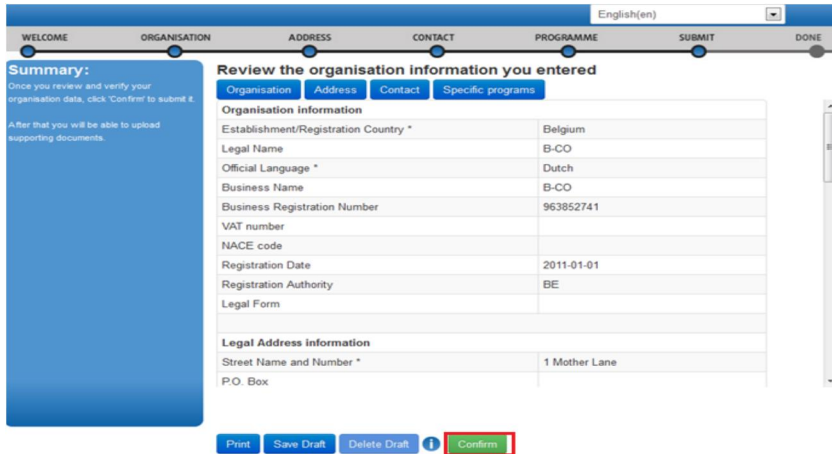
The screenshot shows the 'ORGANISATION' step of the registration process. On the left, a blue sidebar titled 'EAC' provides instructions. The main content area, 'EAC', contains a dropdown menu for 'Organisation type' (set to 'Youth associations'), radio buttons for 'Is your organisation a small/medium-sized enterprise (SME)?' (set to 'Yes'), and a text input field for 'Organisation description' containing '2 persons business with outsourced manufacturing etc.'. A red box highlights the 'Organisation type' dropdown. At the bottom, there are buttons for 'Close', '< Back', 'Save Draft', and 'Save and Return'.

- Se vuelve a la pantalla anterior y se pulsa sobre “Finish your registration”



This screenshot is identical to the first one, showing the 'PROGRAMME' step. The 'Finish your registration' button is now highlighted with a red box, indicating the next step in the process.

- Revise la información proporcionada y pulse sobre “Confirm”



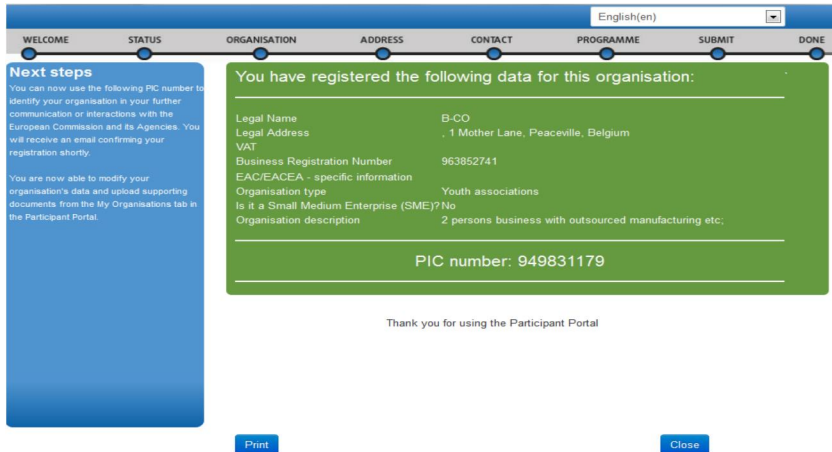
Summary:
Once you review and verify your organisation data, click 'Confirm' to submit it.
After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation information	
Establishment/Registration Country *	Belgium
Legal Name	B-CO
Official Language *	Dutch
Business Name	B-CO
Business Registration Number	963852741
VAT number	
NACE code	
Registration Date	2011-01-01
Registration Authority	BE
Legal Form	
Legal Address information	
Street Name and Number *	1 Mother Lane
P.O. Box	

Print Save Draft Delete Draft **Confirm**

- Hecho esto, se obtiene automáticamente el PIC



Next steps
You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.
You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	B-CO
Legal Address	1 Mother Lane, Peaceville, Belgium
VAT	
Business Registration Number	963852741
EAC/EACEA - specific information	
Organisation type	Youth associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	2 persons business with outsourced manufacturing etc.

PIC number: 949831179

Thank you for using the Participant Portal

Print Close

En el caso de surgir **PROBLEMAS** con:

- La creación o la utilización de la cuenta ECAS, se deberá remitir un correo electrónico a EACEA-HELPDESK@ec.europa.eu
- Temas técnicos relacionados con el Sistema de Registro Único, se deberá remitir un correo electrónico a EC-RESEARCH-IT-HELPDESK@ec.europa.eu