Participant Register

User's Guide

16/12/2020

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PARTICIPANT REGISTER

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**.

This user guide is designed to assist the users of the Participant Register application for funding opportunities.

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

- **Register** their organisation in order to participate in EU-funded research & innovation and education, audio-visual, culture, citizenship & volunteering programmes.

- **Manage** their organisational data in the Update mode.

Before starting your registration, we kindly advise you to read these frequently asked questions (FAQ) to help you better understand the registration process.

FAQ

- Why registering my organisation?

Before applying for research funding, all organisations (partners) involved in the project must first be registered with the Commission.

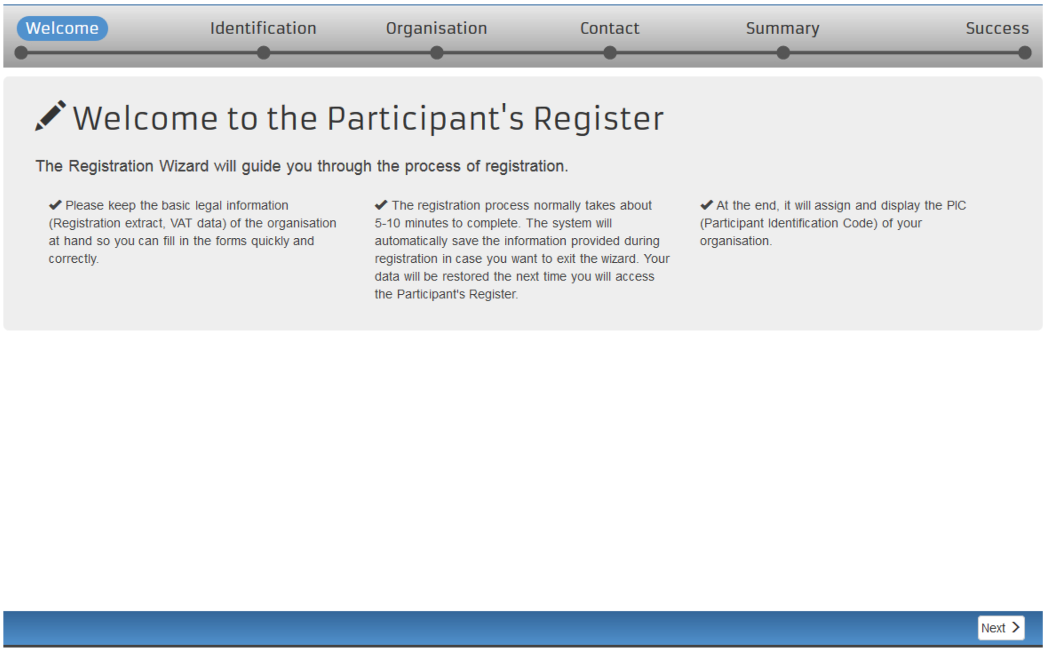
When an organisation **does not have legal personality**, his/her representatives must prove they have the capacity to undertake legal obligations on behalf of the organisation and that the organisation has financial and operational capacity equivalent to that of legal persons.

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 and not 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 any other official document demonstrating its status as a public body. If the body is VAT registered, an official VAT document will be needed; 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 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 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.

- 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").

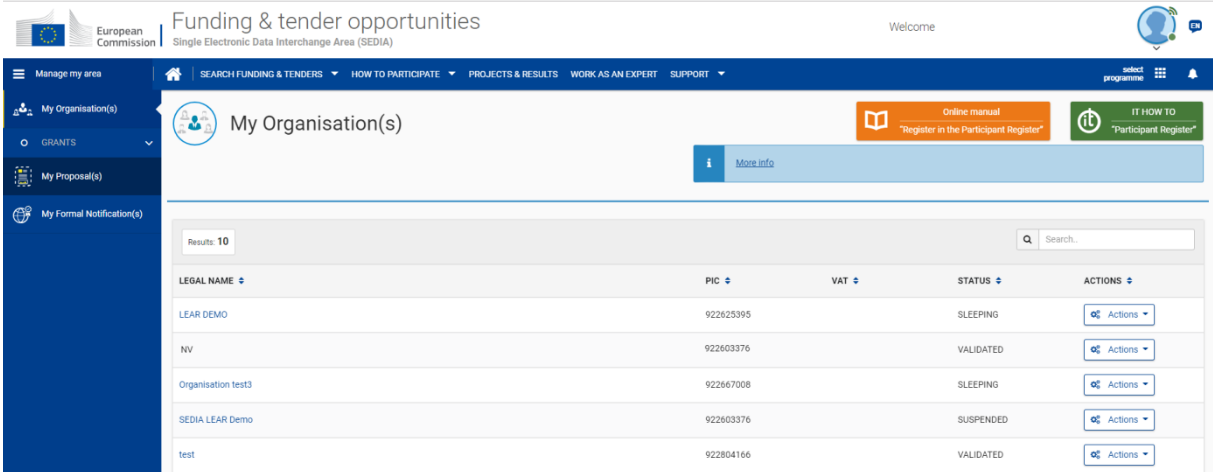
In case of registering on behalf of another organisation, you are asked to provide details for the relevant Contact Person of the organisation being registered. The Contact Person must be formally associated with the organisation as they will be contacted during the validation process and prior to the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

- What is the result of the Registration process?

The Registration Wizard allows you to obtain a **Participant Identification Code** (PIC). Participants register only once, and the Participant Register 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 makes it easier to update the participant-related information.

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

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.

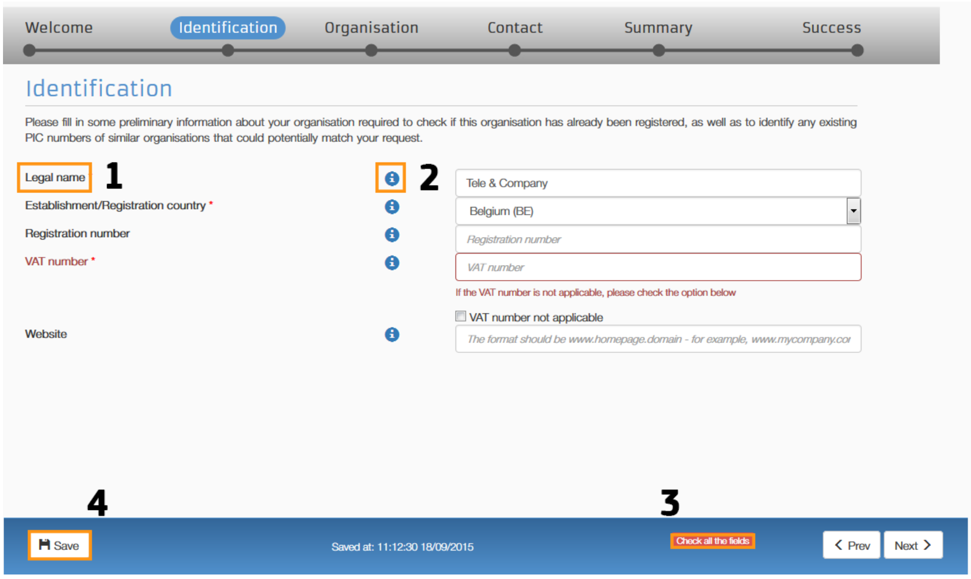
Even if you are submitting a proposal for a call, you do neither need nor will be able to get it validated at this point. Validation of organisations is triggered only if the proposal in which you are participating has been successfully evaluated for a grant agreement.

Navigating in the initial 'metroline' registration wizard

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:

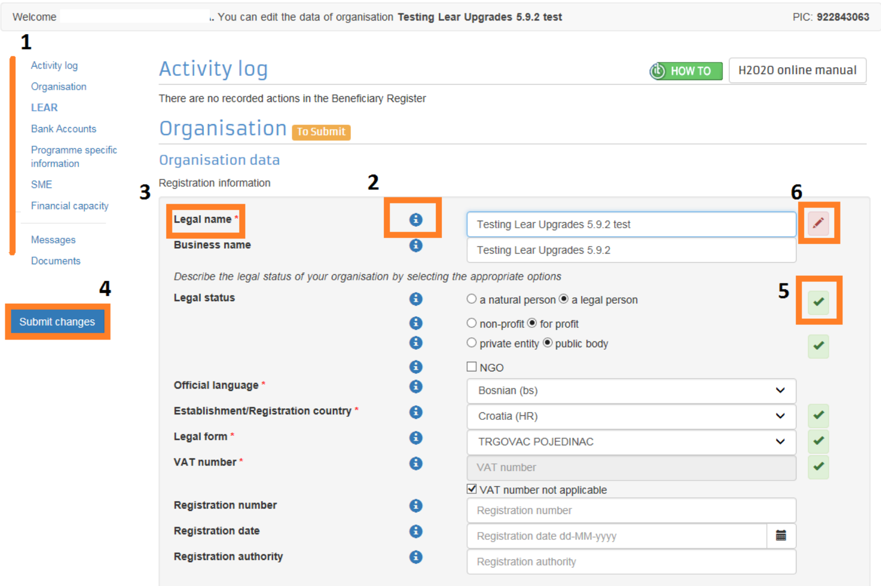


- **Mandatory fields (1)** Fill in always all the mandatory fields (marked with a red asterisk *) or you will not be able to continue the wizard.
- **Info tips (2)** For each field, when clicking the icon , an info tip displays providing a detailed description of the data which is being asked for.
- **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 entered 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 current page. 

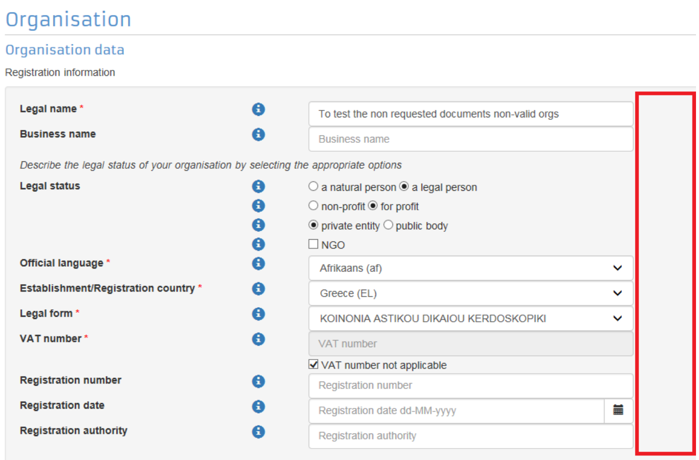
Navigating in the Data update page

By **Data update page** we refer to Participant Register once the organisation has been registered. It is the same tool but the available pages will differ 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 series 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.



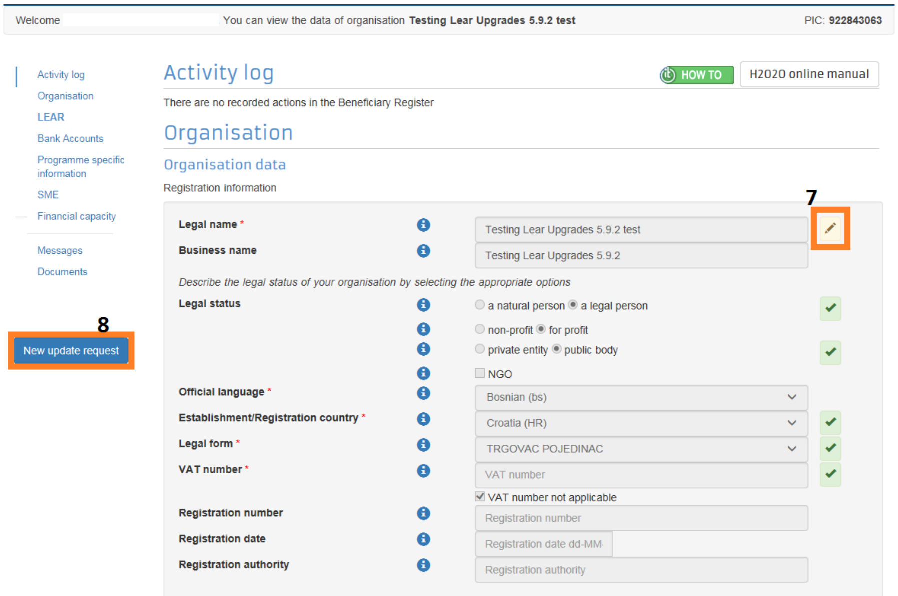
- **Navigation (1)** You can directly move to one of the several section of the page by scrolling down into the page. You can also use the menu in the left of the screen to select the appropriate section.
- **Info tips (2)** For each field, when clicking the icon , an info tip will pop up providing a detailed description of the data to be provided in the Participant Register Wizard.
- **Mandatory fields (3)** Fill in all the mandatory fields (marked with an asterisk *).
- **Submit your changes (4)** When you are modifying the organisation data using either the input fields or the selection lists; you will need to click on Submit changes to actually submit your changes.
- **Validated value (5)** 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, 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.

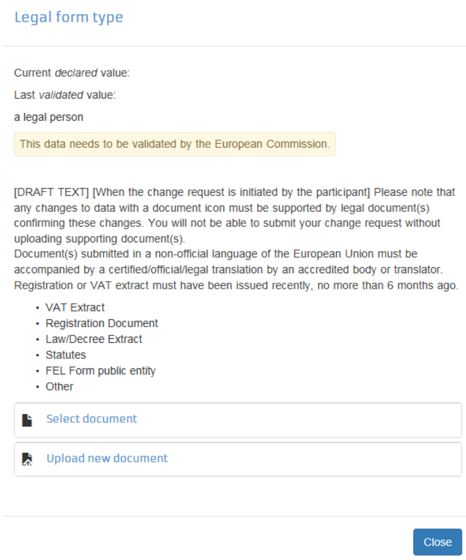
Also notice that, when having submitted a change, both the **changed value pencil** icon (6) and the **Submit changes** button (4), shown above, will display as 7 and 8 respectively as seen below. Item 7 is applicable for validated organizations, whereas 8 is applicable regardless of the status of your 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. 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. While this button is shown, you cannot modify any more fields until you click it. Once you click it, 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 declared value" and "Last validated value" will be displayed in a popup 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 Validation Services. If the field value has not been validated, a warning message will appear in yellow under the field.



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Access Management and your organisation

Roles and Access rights management is a process you need to take care of 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.

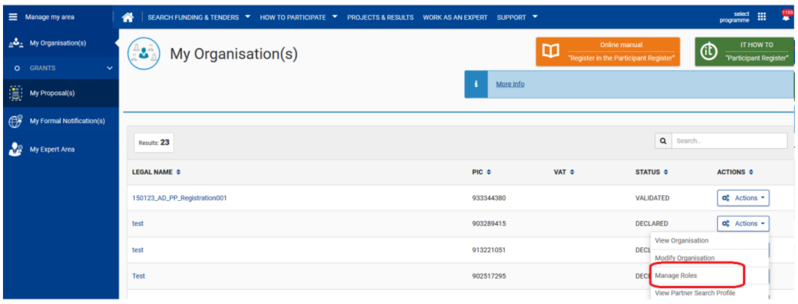
It is important to grant access to the organisation in Participant Register to other people of your organisation. This will ensure that the data of your organisation can be maintained at all times upon unexpected situations, such sick leave, maternity leave, etc. If additional people have access to the 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:

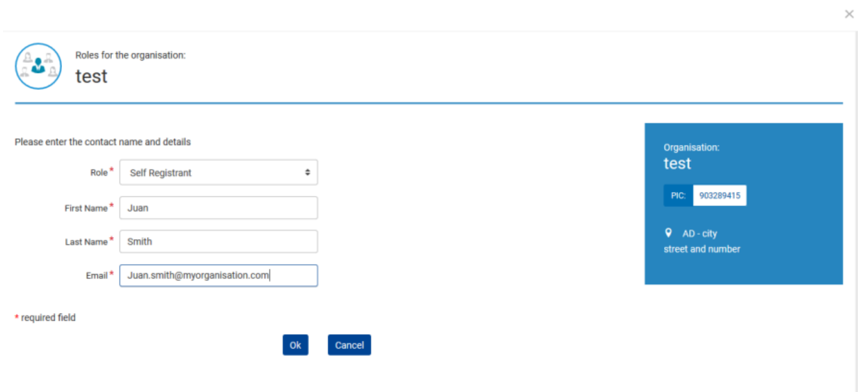
Declared organisations

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**.



Click on **Add Roles** in the Following screen. 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.



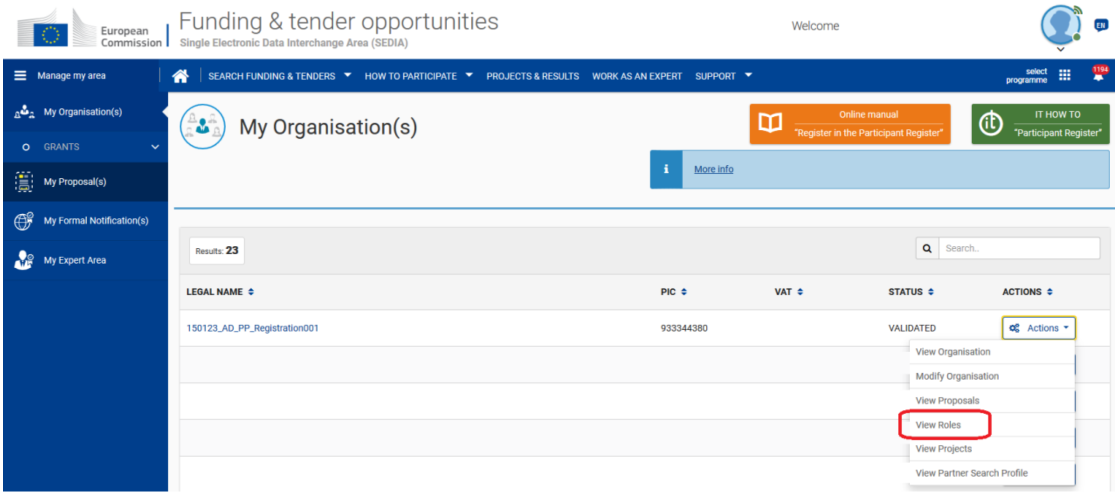
Validated organisations

There is a main role when the organisation has been validated: [LEAR](). 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.

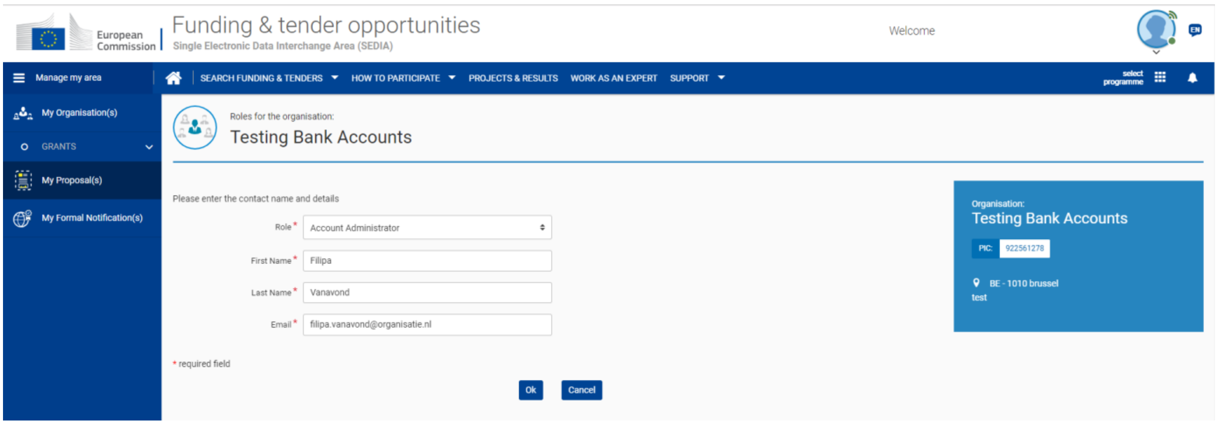
It will not be possible to allocate self registrant roles any more, but the LEAR can appoint Account Administrators. This kind of role can perform the same actions as a LEAR in the Participant Register.

> 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**.



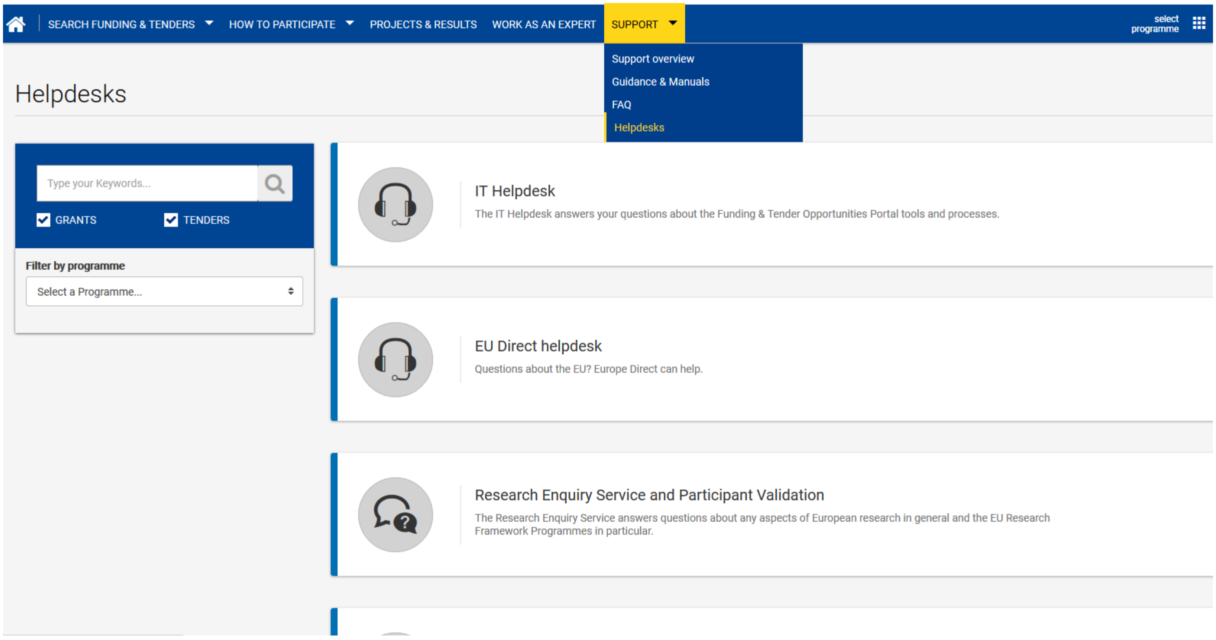
In the Following screen, click on **Edit Organisation Roles**, and click then on the **Add Roles** button. Select the role *Account Administrator* and enter the first name, surname and email address or the person. Click on **OK** to confirm.



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.

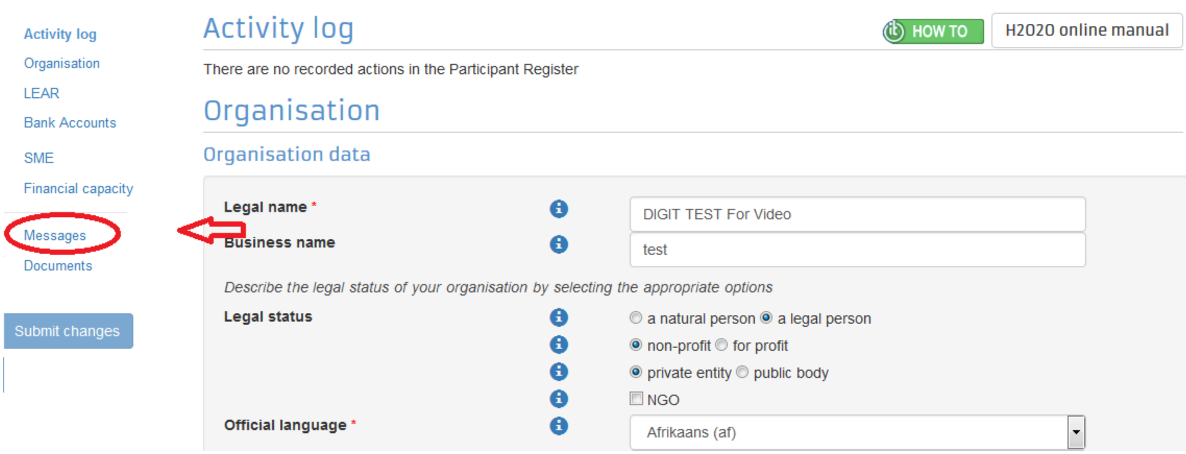
Contact & Support

Select the Support/ Helpdesks menu in the Funding & Tenders Portal:



Click on the **ITHelpdesk** 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.

Register an organisation

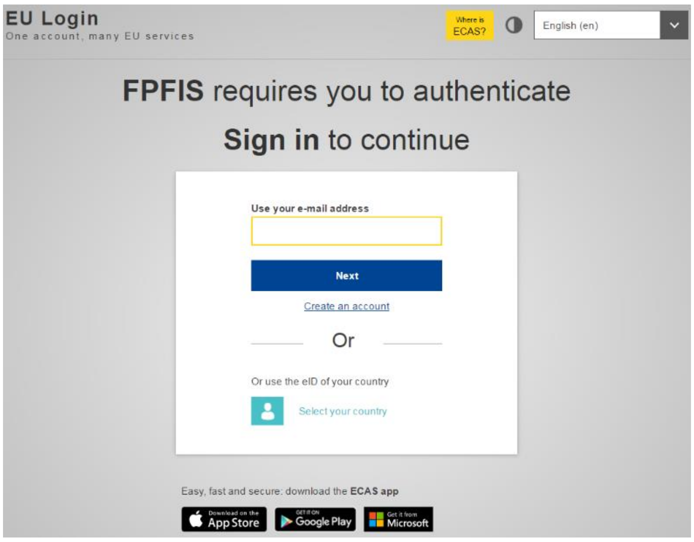
Accessing the Participant Register

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: https://webgate.ec.europa.eu/fpfis/wikis/x/R6VGC

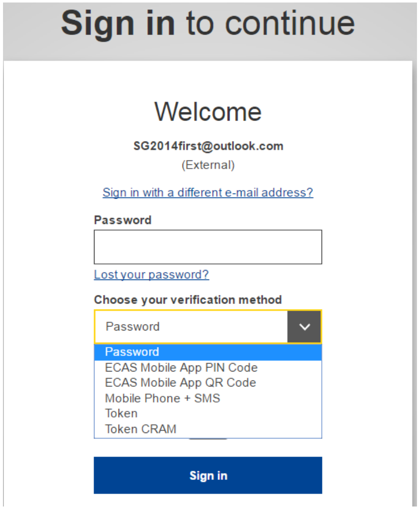
Go to the Funding & Tenders Portal:

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

1. Click **Login** LOGIN.
2. 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 your password.

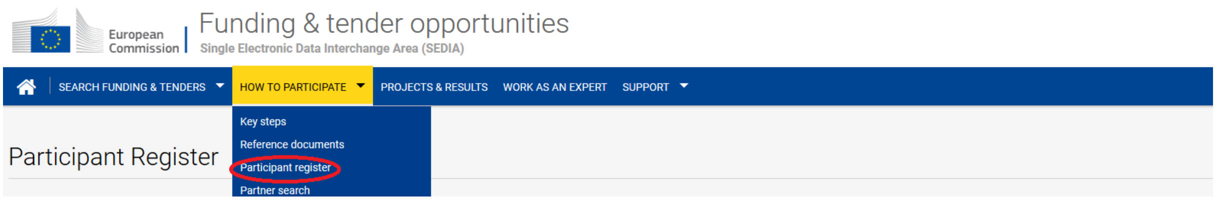


4. Click the arrow beside the **Password** field and select the authentication method from the drop-down menu. In this example, we use "Password".
5. Click the **Sign in** button. Once logged in, click the **How to Participate** tab.

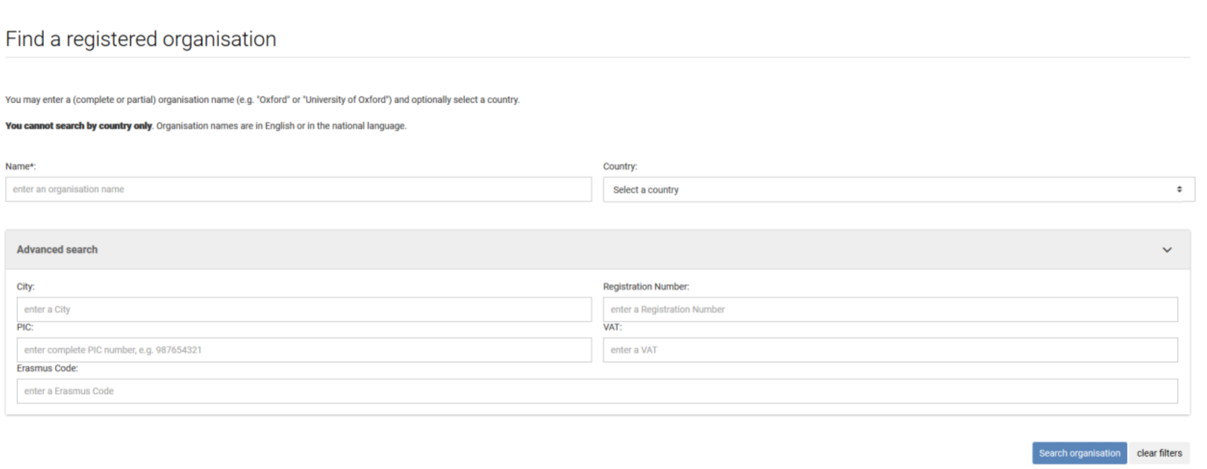
Note: EU Login supports a variety of verification methods. Using a password is the simplest one. Other verification methods involve using additional devices which can provide more security. These are mainly used by the staff of EU institutions when working remotely. For more information, click **here.**

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

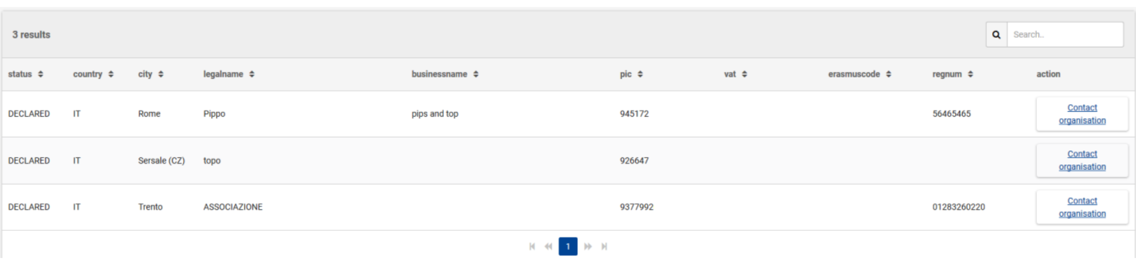
6. Select Participant Register from the How to participate menu on the top.



To make sure that your organisation has not already been registered in the Participant Register, search for organisations by clicking on Search a PIC. Then, 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. Click on **Search organisation** to display the matches.



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


3 results

status	country	city	legalname	businessname	pic	vat	erasmuscode	regnum	action
DECLARED	IT	Rome	Pippo	pips and top	945172			56465465	Contact organisation
DECLARED	IT	Sersale (CZ)	topo		926647				Contact organisation
DECLARED	IT	Trento	ASSOCIAZIONE		9377992			01283260220	Contact organisation

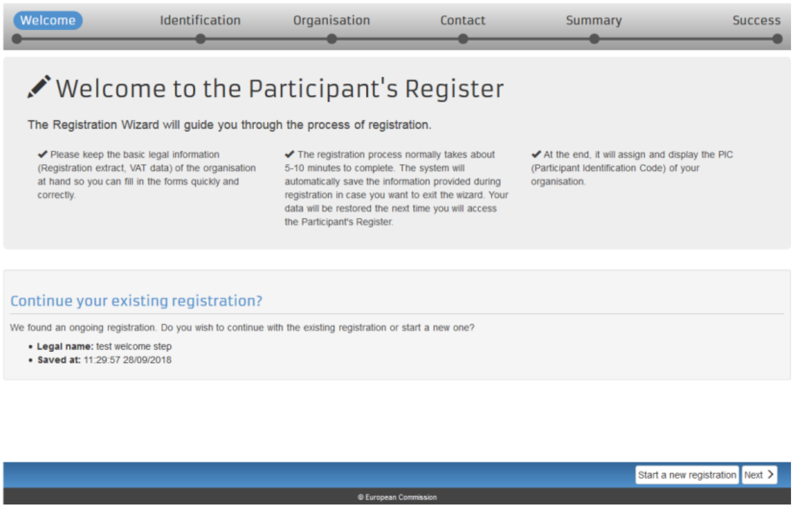
If you do not find the organisation, then go to the back to **How To Participate / Participant register** and click on the **Register your organisation** button after selecting again **How to participate/Participant Register** from the menu on the top.

Welcome page

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 on the Next > button. If there are no registration drafts saved, only the Next > button will be displayed.

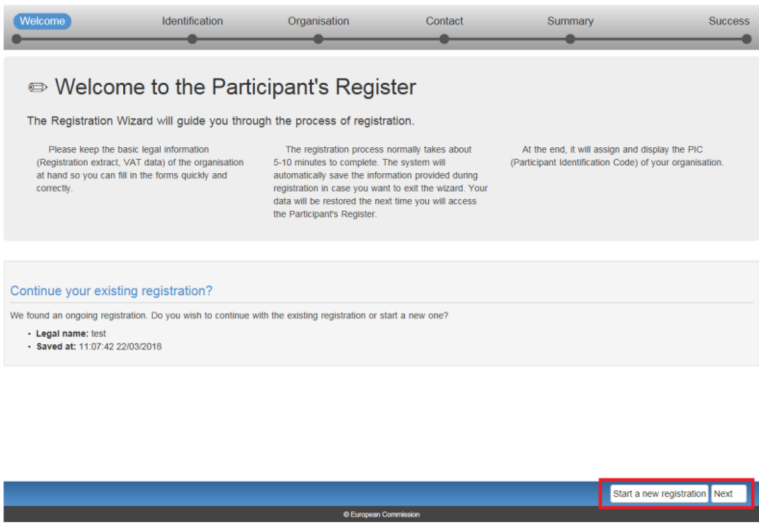
Click on the Start a new Registration button to delete the draft and start a new registration. This will delete any existing draft.



How to continue with a previous registration

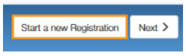
If the system finds a previous unfinished registration (draft), it will give you the option to proceed with your incomplete registration. Such drafts exist because you did not complete your ongoing registration which can be due to many reasons: your session was interrupted, you were logged out of your 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:

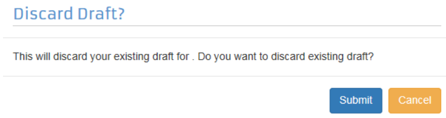


Discarding the previous draft registration:

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

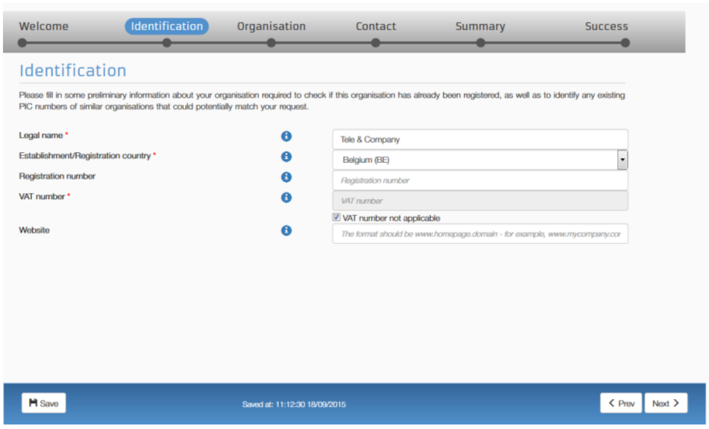


You will be requested to confirm that you want to delete the previous registration draft by clicking on the **Submit** button.



Identification (Duplicate check)

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



Legal Name

Enter the legal name of the organisation that must correspond to the official legal name in the statute of the organisation.

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). 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 "not applicable" 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.

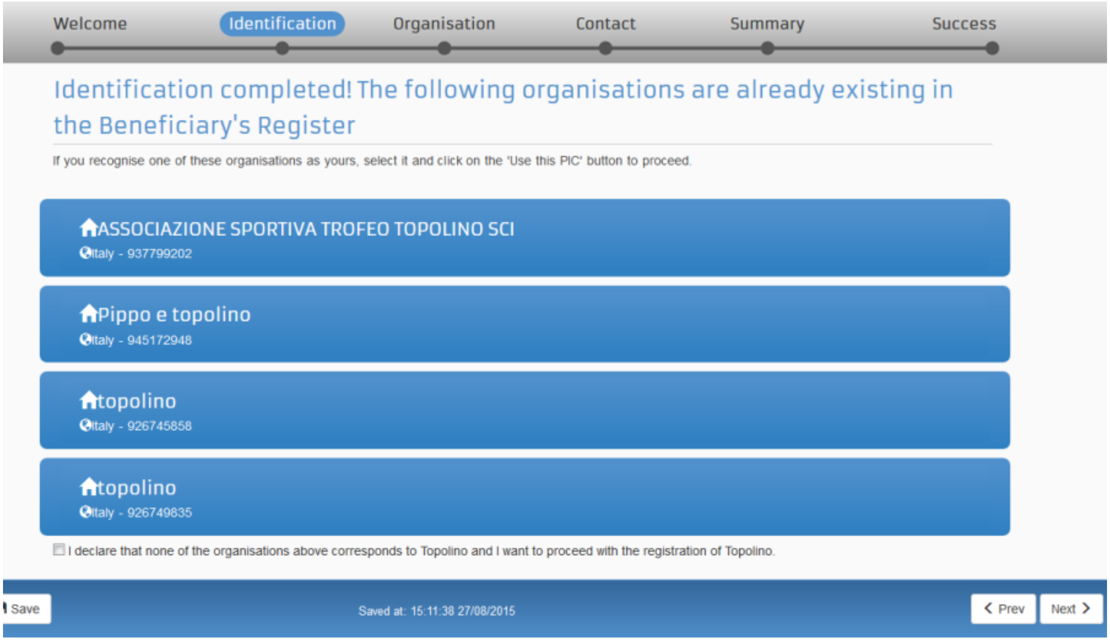
Website

Specify the Website for official communication with the organisation.

Find similar existing organisations

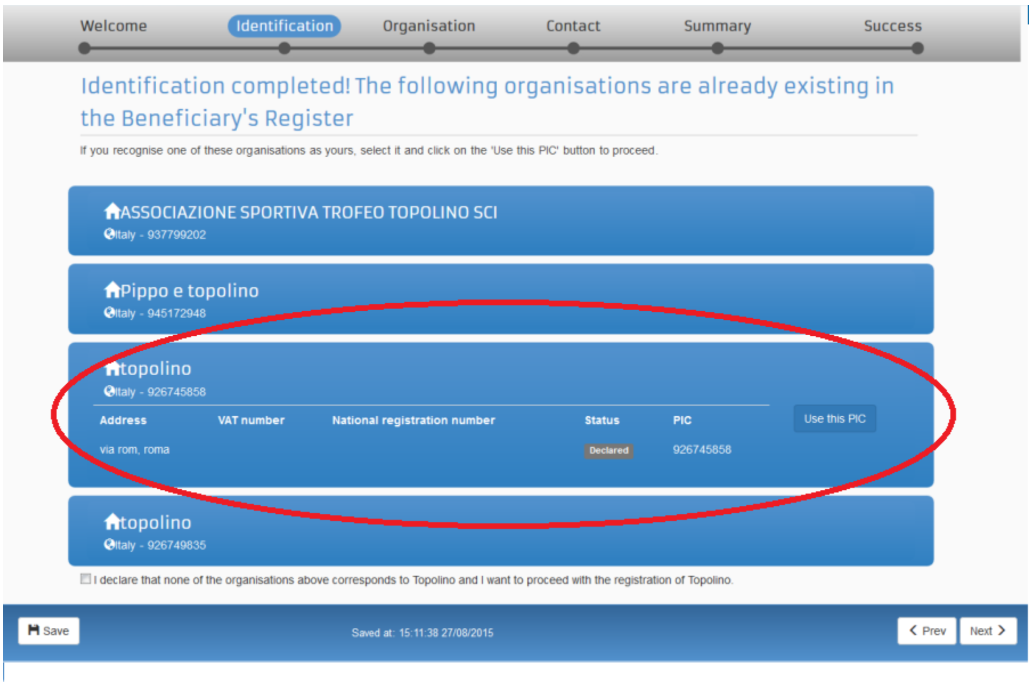
By clicking on next, the system will launch the search and return, as results, some similar organisations. If no organisations are found, the registration will continue with the "organisation data".

If the system detects existing entries matching the search terms that you have entered, 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 organisations corresponds to the one you wish to register.

☐ None of the organisations above corresponds to Test Organisation and I want to proceed with the registration of Test Organisation.

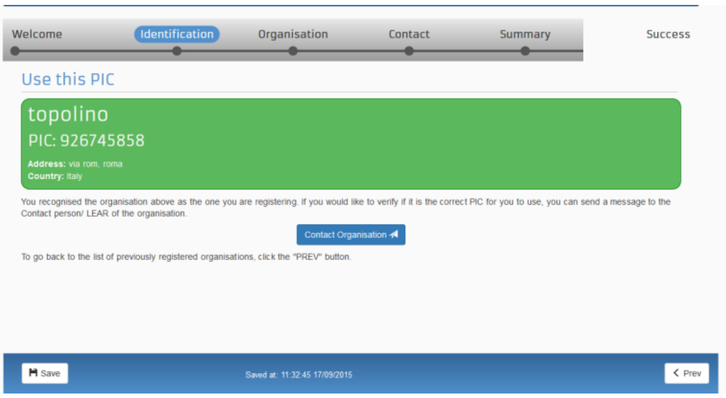
How to use an existing PIC

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

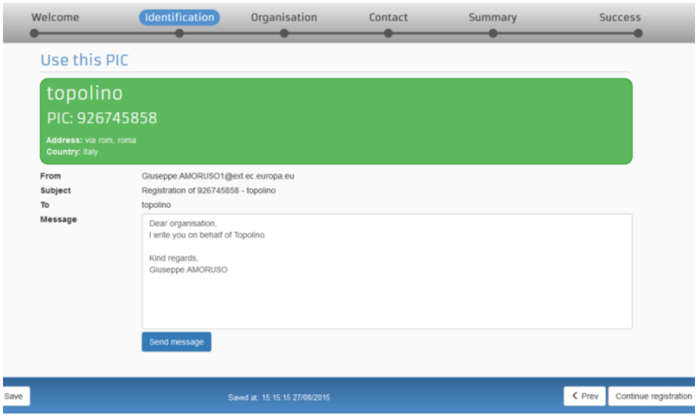
If the selected organisation is the one you would like to register (e.g. characteristics such as name, VAT number, country of establishment match those of your organisation), you can use the registered PIC without a need for registering again.

Click on Use this PIC 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 (or the Contact Person of the organisation) by email.



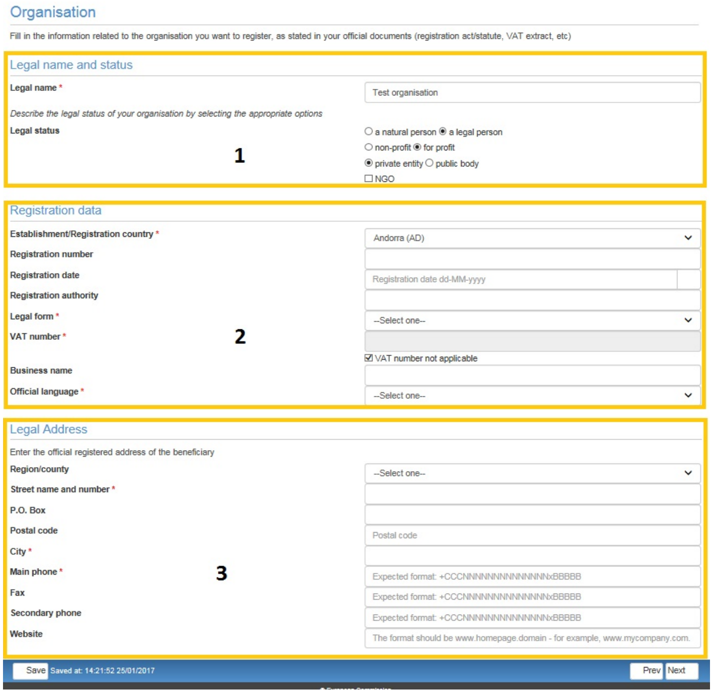
Click the Contact Organisation to compose a message.



Click Send message button to send it.

Organisation Data

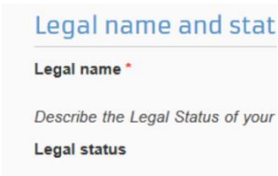
If the system did not find your organisation during the identification step and you want to continue registration you now have to start entering Organisation's data.



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

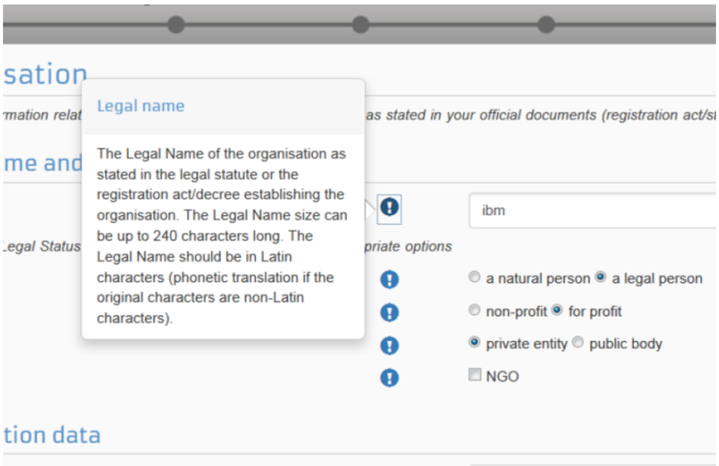
Mandatory fields

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

Click on the icon to display a tooltip which provides a detailed description of the data requested for the field.

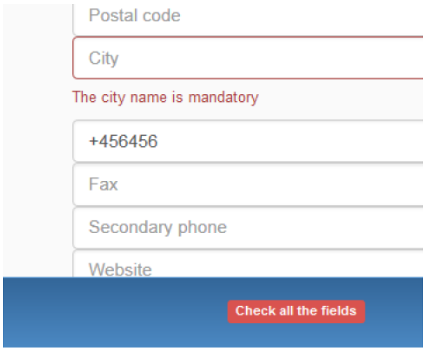


Error messages

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.

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. Click on the icon to see a description of each of the various types of organisations you can find below.

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"

2. Registration data

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.

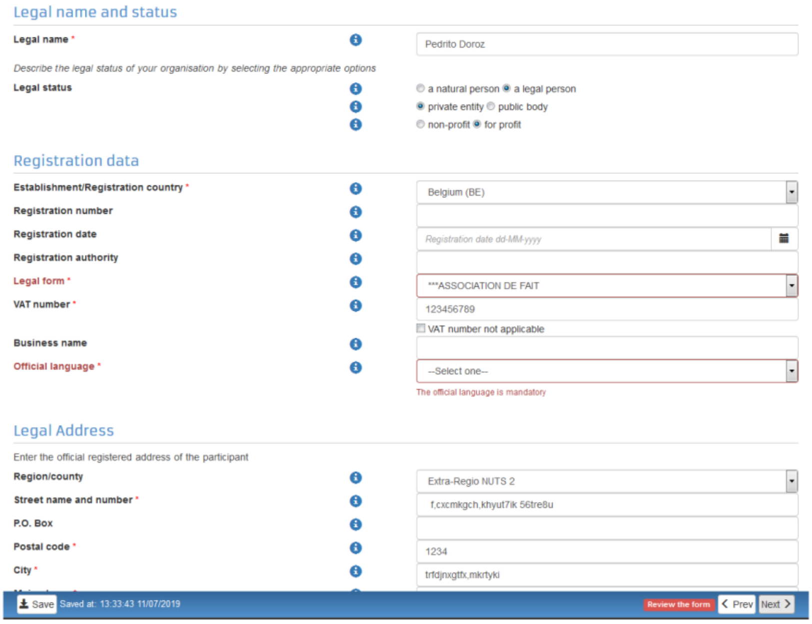
The Registration Date is the official authority that registered the organisation (e.g. the administrative body of the city/region, the Chamber of Commerce, etc.).

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.

Please note that if there are legal forms starting with "***" at the bottom of the list, it means that you cannot select that specific form, so it will be marked in red as an error when trying to the following screen in the wizard.



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.

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. Then:

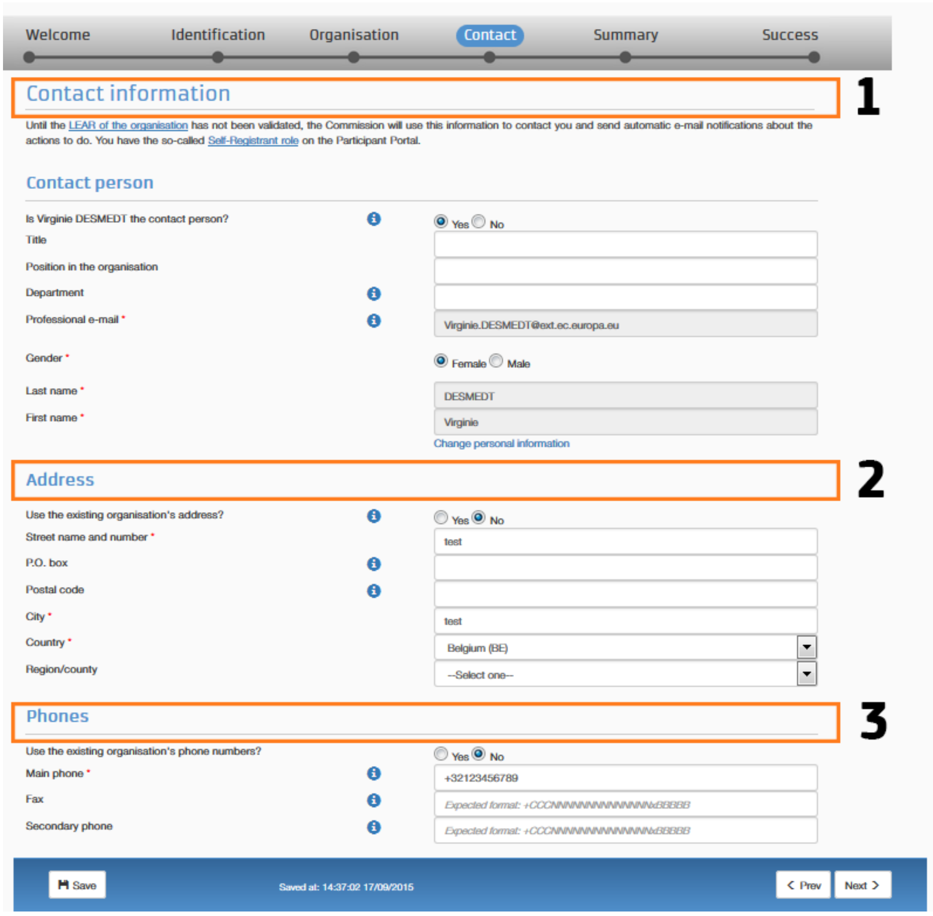
- Enter the **'Street name'** as part of the Legal Address, as stated in the official legal statute of the organisation (in most cases this is the address of the headquarters, not the address of subsidiaries, departments, and so on).
- Enter the **'P.O. Box'** number if the organisation has a postal 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, where C is the country code (1-3 digits and no zeros), N the number (maximum 14 digits) and B the extension (maximum 5 digits, the extension is optional).
- Specify the **'Secondary phone'** number for official communication with the organisation. Use the same format as for the Main phone, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB.

- 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

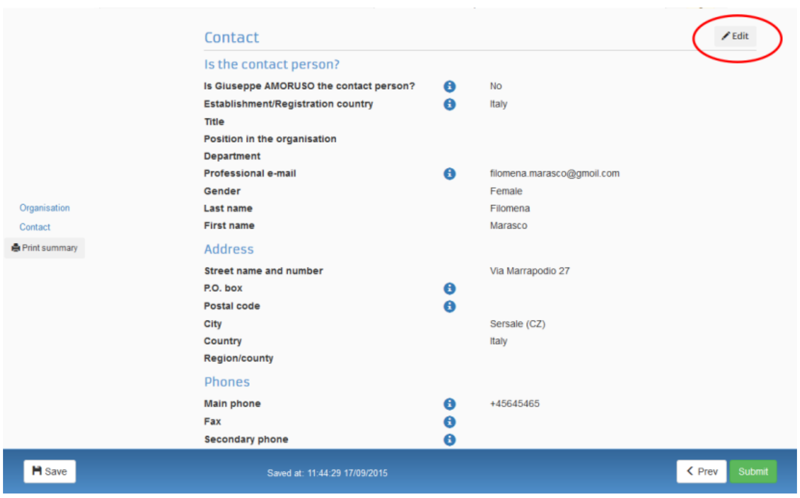
In the **Phones section**,

a. 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.
b. Specify the 'Main phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB, where C is the country code (1-3 digits and no zeros), N the number (maximum 14 digits) and B the extension (maximum 5 digits, the extension is optional).
c. Enter the 'Fax' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB, where C is the country code (1-3 digits and no zeros), N the number (maximum 14 digits) and B the extension (maximum 5 digits, the extension is optional).
d. Specify the 'Secondary phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB, where C is the country code (1-3 digits and no zeros), N the number (maximum 14 digits) and B the extension (maximum 5 digits, the extension is optional).

Click Next > to proceed to the next step.

Summary

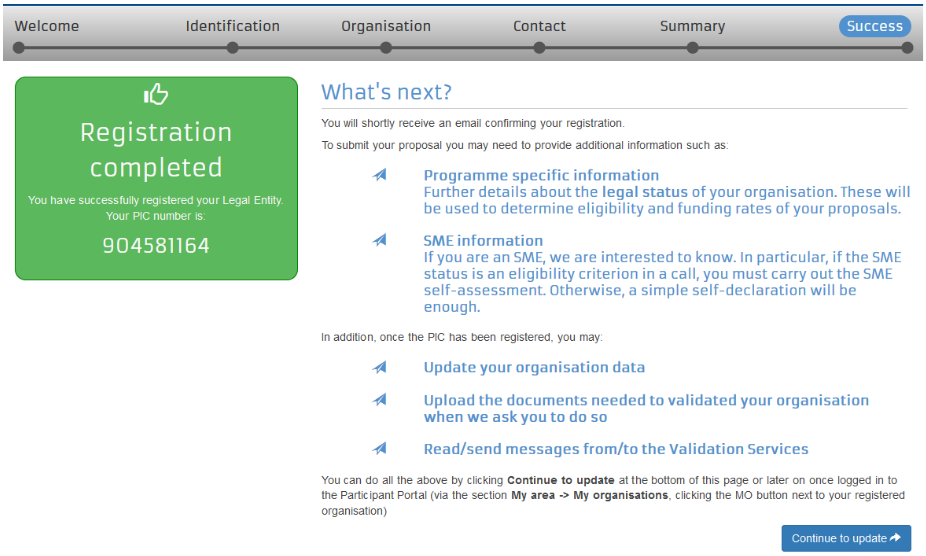
This step provides you with an overview of the entered data.



Review it and, if necessary, edit the corresponding section using the Edit button. The wizard will take you back to the corresponding section you can change the provided data.

Once you are sure that the data are correct and complete, you can submit by clicking the green Submit button. This action will finalise your registration.

Success page (+ what's next)



Registration Completed

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

Your PIC is communicated and you can use it already to submit a proposal via the electronic proposal submission service.

If you want to continue updating your data, click the Continue to update button to open the Modify Organisation/Update page.

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..

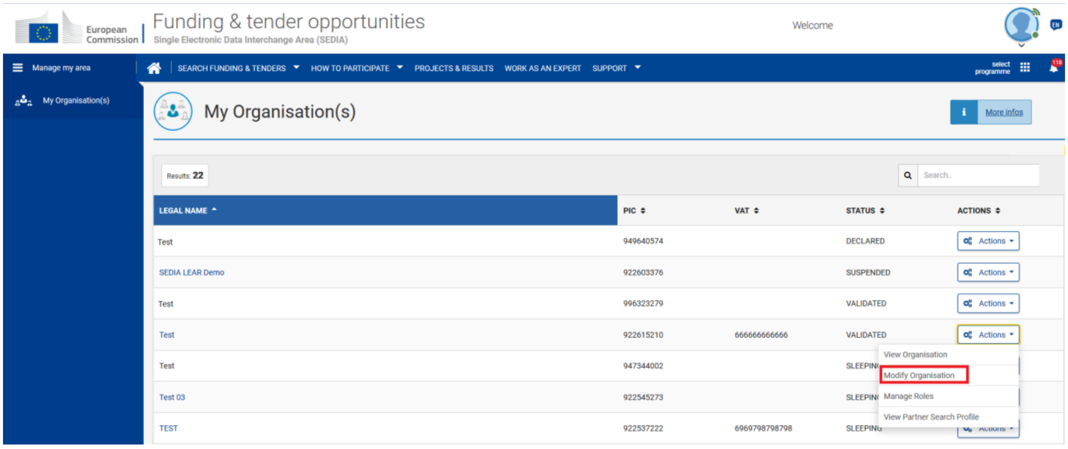
Maintain data of the organisation

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

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.

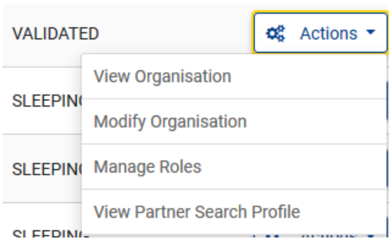


Who can edit/view the data of a non-validated organisation

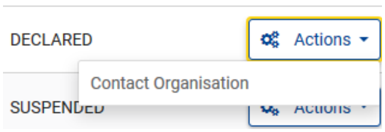
For organisations which are not validated yet, i.e. cases before a LEAR role has been identified, a contact person (Self-Registrant role in the system) is appointed to edit/view the data of the organisation.

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 **Modify organisation** from the **Action** button. Other actions will be also available such as manage the partner search of the organisation in the Funding & Tenders Portal.

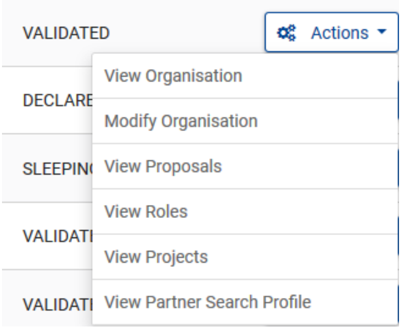


If you do have the Self-Registrant Role the options in the list when clicking the Actions button will be limited to contacting the organisation.



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 is 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.



Contact & Support

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

Refer to 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.

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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.

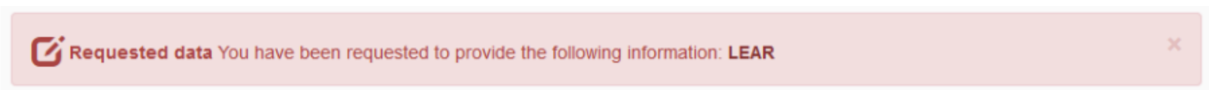
You can also manage your Messages and Documents through the relevant sections.

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.

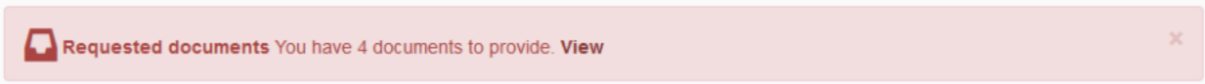
When updating their data in Participant Register, the activities section is presented on the top of the scrolling page as dismissible alerts. Each activity can be closed by clicking on the "x" icon. These alerts will appear in following cases:

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

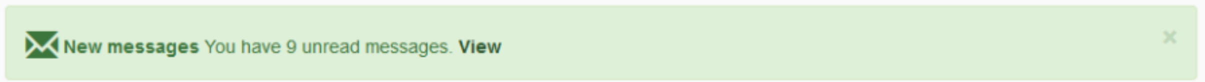
When documents are requested from the participants:



When documents are requested from the participants:



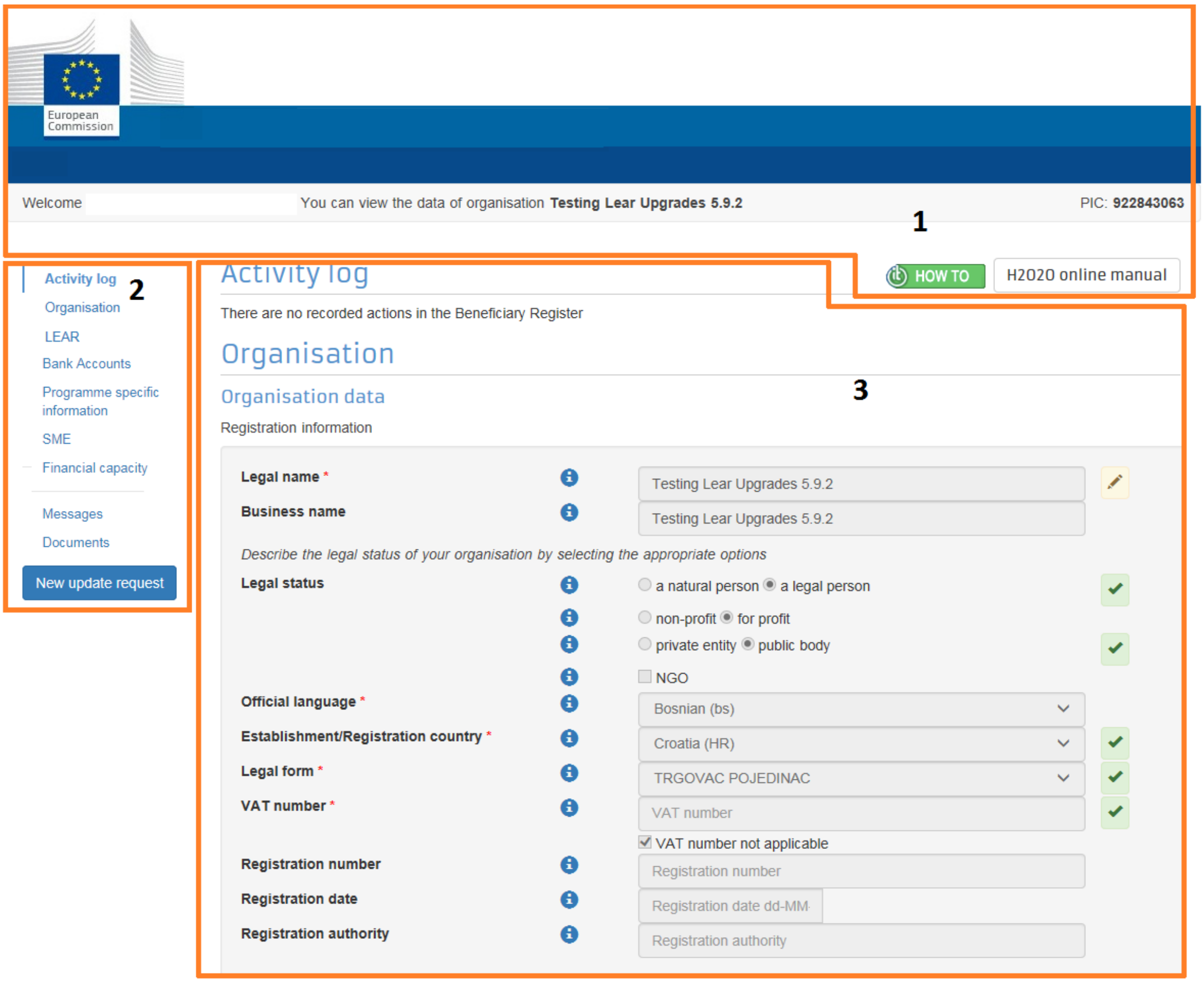
In case there are unread messages



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.

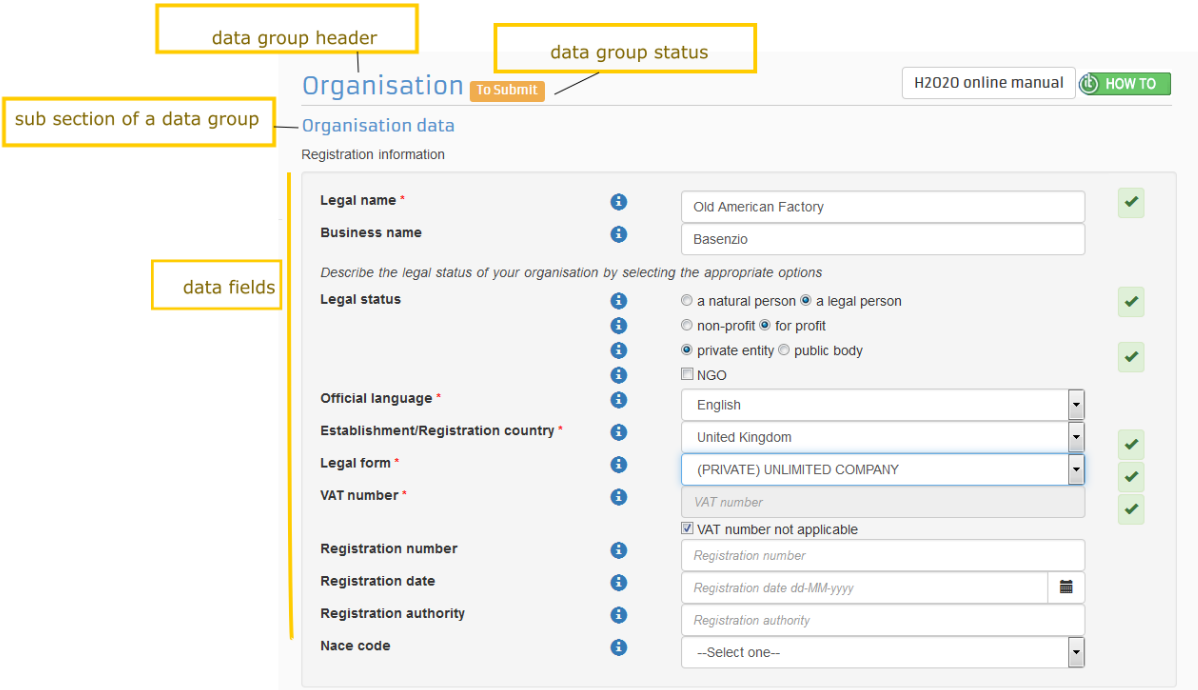


Layout of data groups

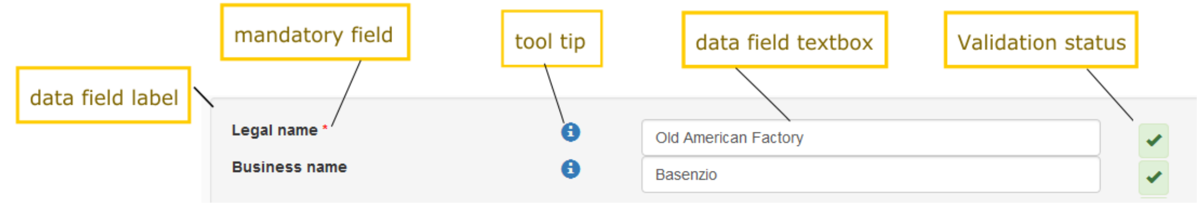
Data groups are the main part of the Update Page of the Participant Register.

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).

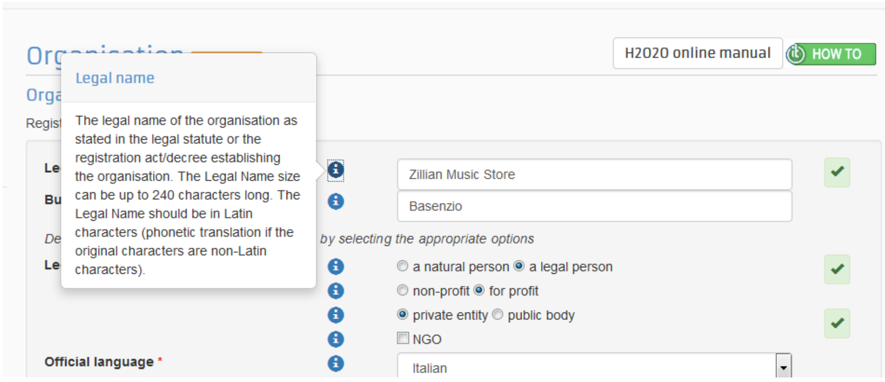


Data Fields



Tooltip

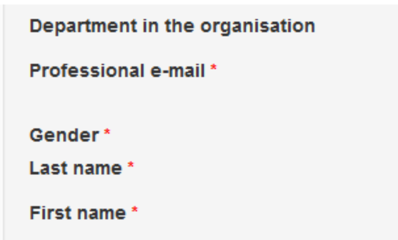
For each field where you see the icon, a tooltip will provide a description of the data to be entered. You can open a tool tip by clicking the icon. It will close once you remove the mouse cursor from the tool tip window.



Mandatory fields

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

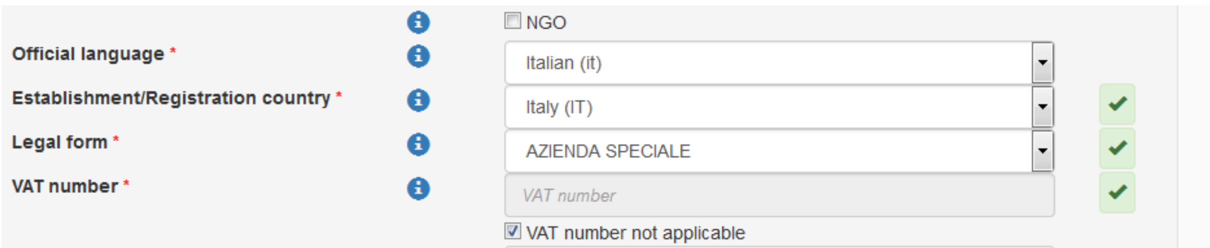
It is recommended to provide as much information as possible in all other input prompts.



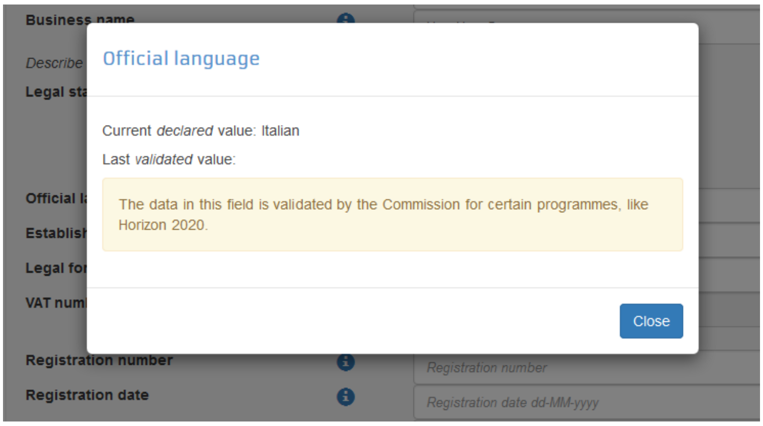
Validation Status

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".

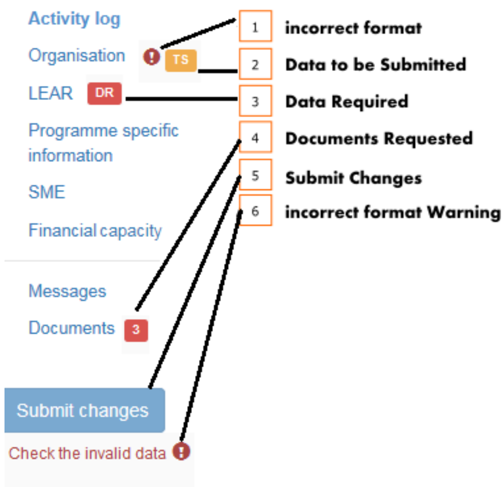


Navigation Menu

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. You do not need to fill in all sections; it will depend on whether you are applying for funding or tender opportunities. We will indicate in this guide when one of the sections is not applicable to a specific domain.

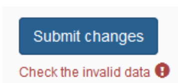
The navigation menu also provides information on the status of data submission in the Update Page.

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



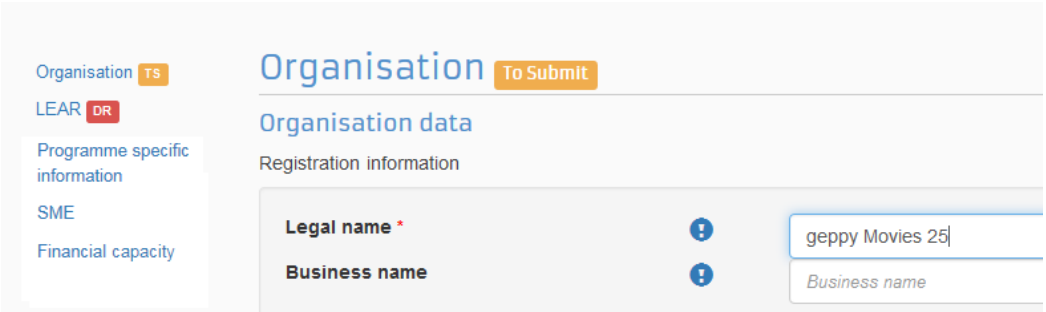
Icons and Symbols

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;

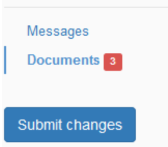
2. **Data not Submitted**: every time you modify data, a yellow icon TS is displayed. The user is reminded to submit changes before closing the application. The navigation menu displays an icon in the relevant data group. In the main page, data groups containing non-submitted data will be marked with the label To Submit.



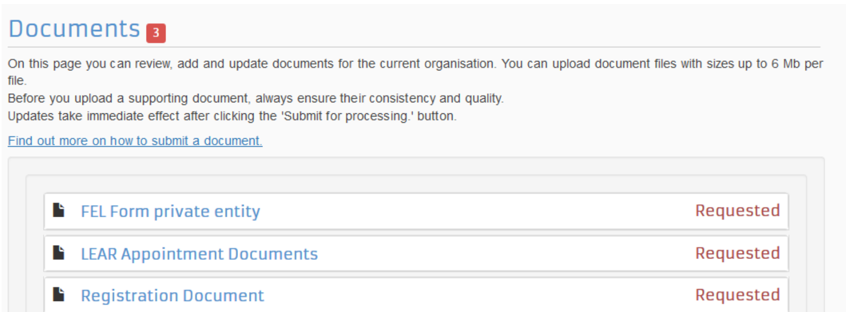
<u>**Important:** You are advised not to close the browser tab while the page shows a "To be Submitted" icon as the system will not retain your modified data. The system will display an alert should you accidentally close the browser tab.</u>

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.

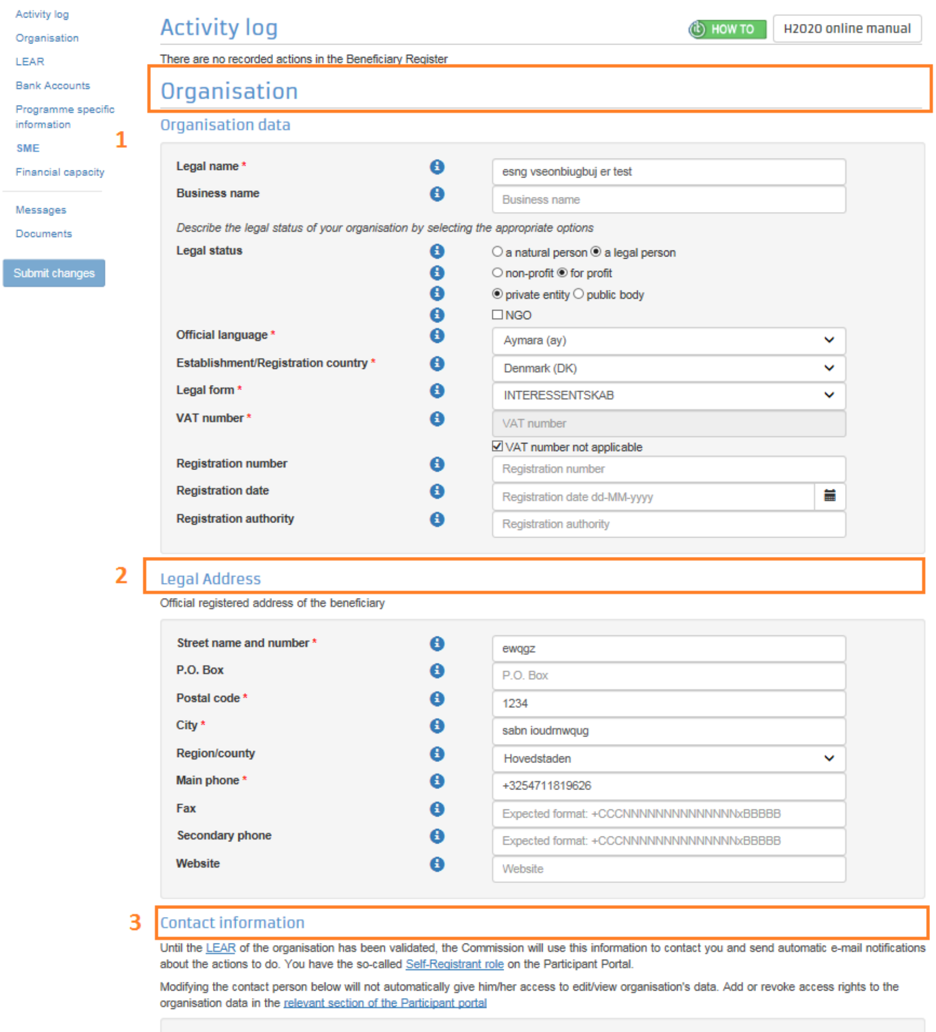


5. **Submit changes:** click the Submit changes button to finalise your data update. You can find this button when you access the page in "update" mode and at least one input field has been changed (To Submit icon appears). Once changes are submitted, the page will be in View (read only) mode. To continue editing, you can click New update request.
6. **Info tips:** for each field, click the icon for a description of the data field. To close it, click outside the window.

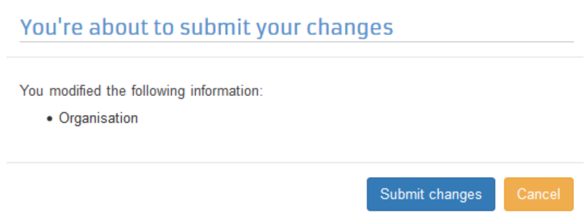
Data Groups

1. Organisation

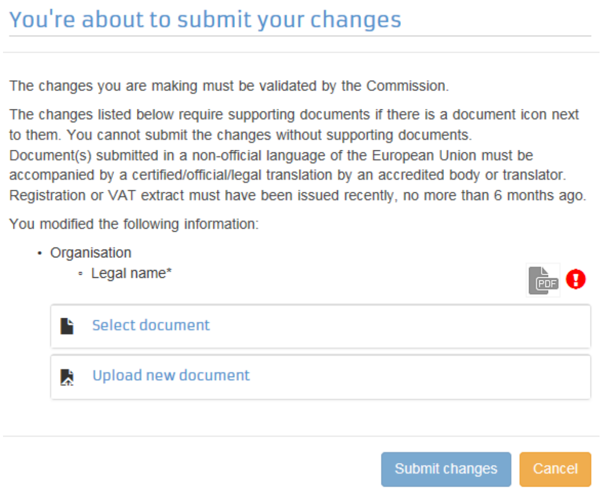
In this section, you can update your registration data: Organisation's name, Legal Address and Contact Person's Information.



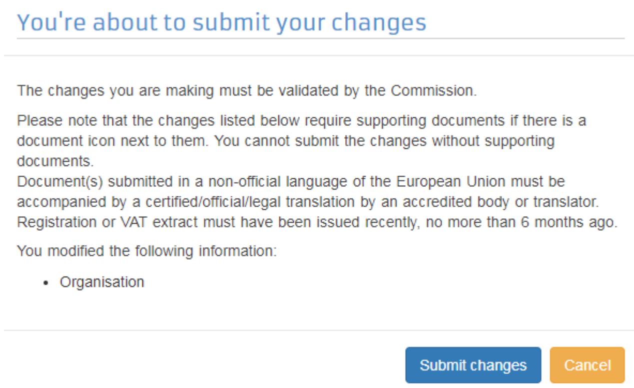
After applying any modifications by clicking on **Submit Changes**, you will get a popup window asking to confirm the changes.



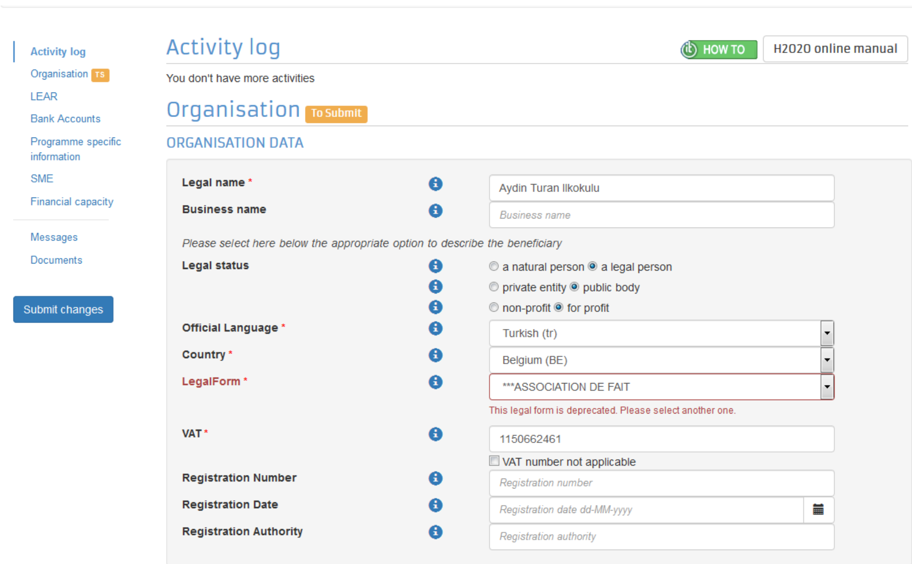
If the change requires validation, and the organisation is currently in **Valid** status, the pop-up window will ask you to attach a document proof to confirm the change (see the PDF icon below):



If the change does not need validation, you are not requested to provide any documents.

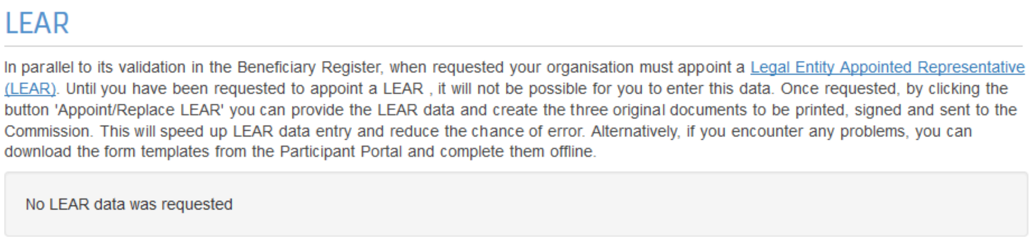


Note about the legal form: depending in the selected country, there could be legal forms that are not to be used any more. Those are indicated by *** and appear the bottom of the legal form list. Select a different form if you selected one of those non-allowed ones.



2. LEAR

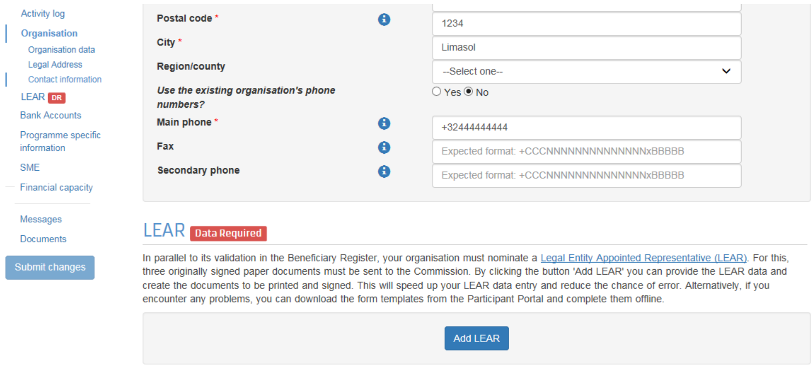
The LEAR data group allows you to add or update personal information of the Legal Entity Representative of your organisation. If there is no request for LEAR data, your LEAR tab will appear as below:



You are only asked (and able) to enter LEAR information if the DR and Data Required labels appear.

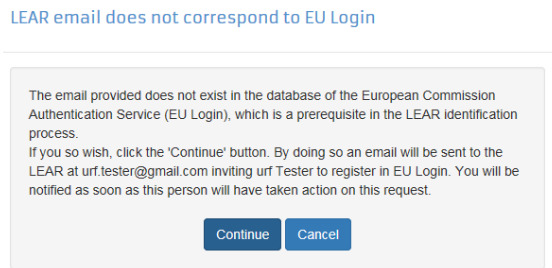
Requested data You have been requested to provide the following information: **LEAR**

You can appoint a new LEAR by clicking Add LEAR.



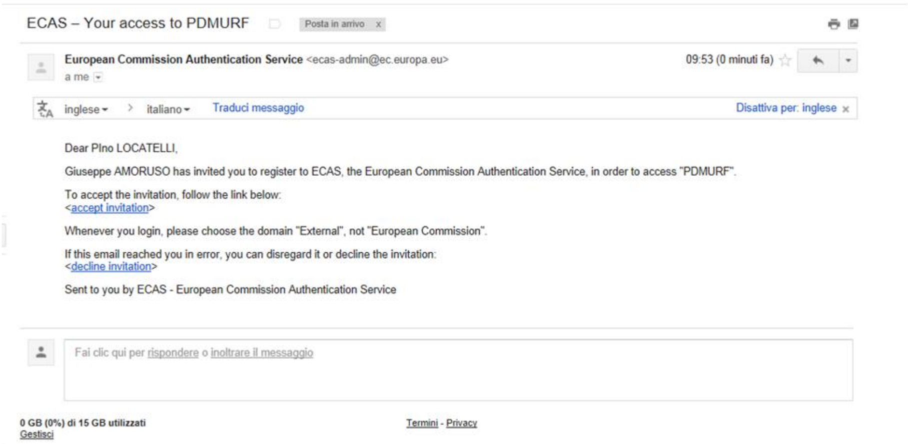
For more information about the LEAR appointment process, check the Online Manual.

Click Add LEAR, to access the LEAR data entry screen. The **LEAR EU LOGIN account** section must be filled in first with the key data of the future LEAR. This information will also be used to create an EU LOGIN account for the new LEAR, should the entered information not be registered in EU Login yet. 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.

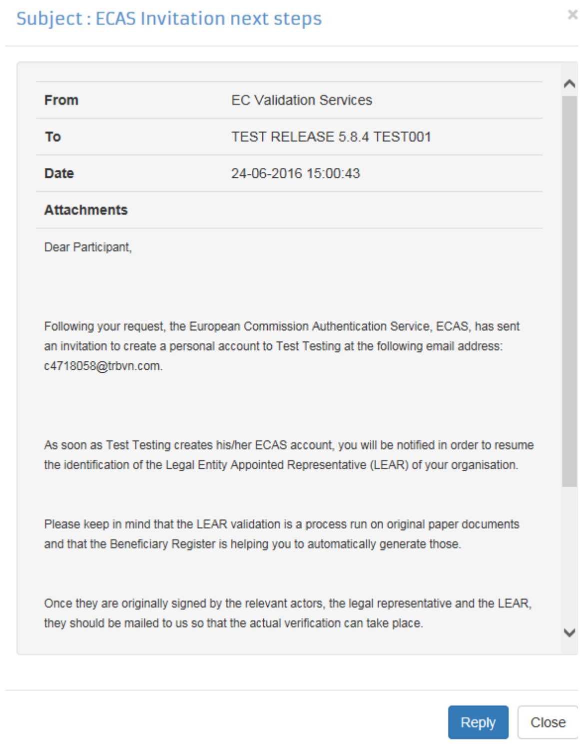


By clicking **Continue**, an invitation to register is sent to the provided email address.

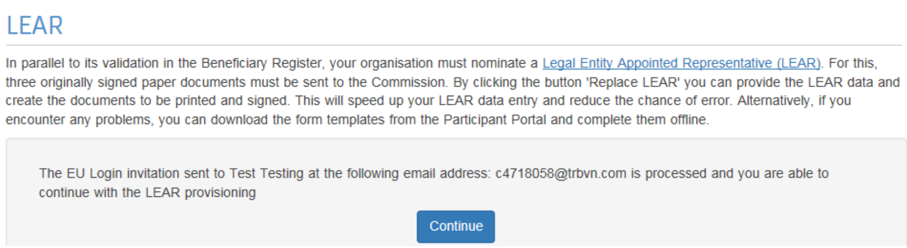
You will have to wait for the LEAR to accept the invitation before you can continue providing LEAR data.



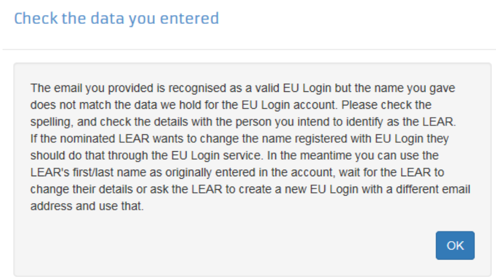
Also a notification in the Activity section of the page will remind the person registering the LEAR data that it is temporarily not possible to continue the LEAR appointment process.



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.



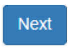
If the entered email exists but either the first o last name is not provided as registered for that email address, you need to correct the details. It is not possible to use a registered email address if the rest of details do not match the details as registered.

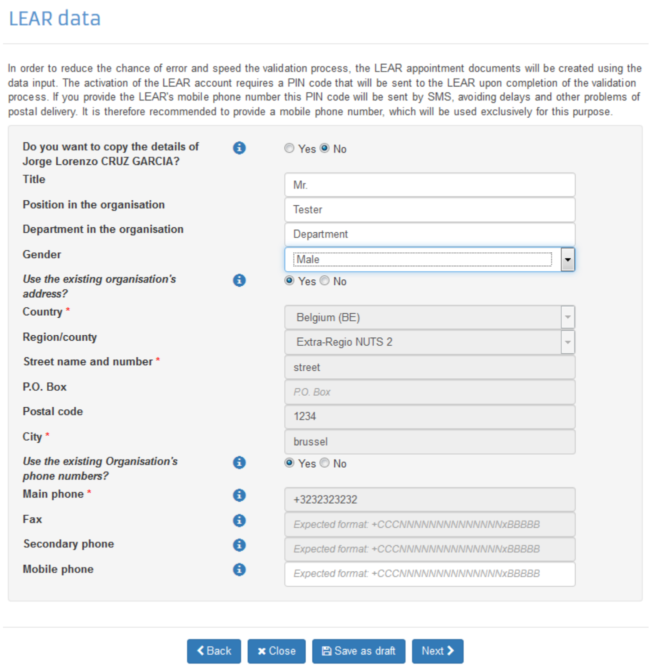


If the account credentials do not match the information recorded in EU LOGIN**.** The participant will have two options:

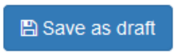
a) Asking the future LEAR to modify first name and/or last name accordingly directly in EU LOGIN, or

b) entering a different email Address

If the provided details are as registered and no problems are found, you can click on  to provide the rest of details. The LEAR data screen displays. Fill it in accordingly.



Tick 'Yes' if you want to reuse details of the organisation as previously provided in Participant Register. Make sure to enter a Mobile phone for the LEAR, at the bottom of the screen, so that the activation PIN for the LEAR account gets sent by SMS.

When data has been provided for the Lear Data Screen, click on  to move to the following screen. Use  instead to exit the LEAR wizard saving your changes.

Enter the first and last names and the position of the person who can represent your organisation in the Legal Representative data section. 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.

Legal Representative data

The LEAR must be appointed by the legal representative of the organisation (this could be, for example, the CEO of the company, the [vice]rector of the university…, always in accordance with the statutes of your organisation). Below you can enter his/her name and role and in the documents section (next step) you will be asked to also upload the documents demonstrating the legal empowerment of this person.

Legal Representative same as the LEAR	○ Yes ◉ No
Title	Mr.
First name *	Representative
Last name *	Legal
Position *	CEO

Once you click on the 'Next' button you will move to the LEAR documents screen, where you will be able to generate and print the LEAR documents. These should be printed on your headed notepaper, then signed, scanned and uploaded, along with the rest of supporting documents (copies of IDs for the LEAR and the legal representative appointing him/her, and the documents substantiating the empowerment of the latter). Alternatively, you may save the data in draft form ('Save as draft' button) and return to it at any time, noting that the LEAR appointment request will not be submitted for validation until all necessary documents have been uploaded in the next screen (while the original signed documents must be kept at your premises in case of future audits or controls)

Back | Close | Save as draft | Next

Click **next** again to go to the following screen. You will be prompted to submit electronically both the LEAR Appointment Documents and the Legal Representative/LEAR proof of identities.

LEAR: provide documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents	PDF	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 -- 13/03/2019 13:11:11	✎
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	DocumentID_LEAR.pdf -- 13/03/2019 13:15:17	✎
Legal Representative identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the Legal Representative		✎
Declaration of consent to the terms of use of the PP EES	PDF	Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.		✎
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		✎

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.

Back | Close | Save as draft | Submit

When applicable, you are provided with a pre-filled pdf document where the data you entered during the LEAR registration wizard has been used to fill in the document. Click on the pdf icon to download it, then print it, get it signed and upload it again using the pencil icon. A reddish pencil means that document is still to be uploaded. When the document has been provided, the pencil turns yellowish.

Also, when a document has been provided, the time and date of the upload appears, together with the name of the file, next to the status. Click on it to display the content, except for the identity documents which cannot be previewed due to privacy reasons.

> **Note:** The templates are prefilled with the information entered in Participant Register where only one Legal Representative can be specified. If more than one signature as Legal Representative 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'.

The **Submit** button remains disabled until all documents have been provided. If information was previously provided and saved in the LEAR Data and Legal Representative Data screens, and you go back in the wizard to modify it, when coming back to documents window, the changes will be listed, and the previously uploaded documents, except the ID related files, will be removed, since new templates will have been generated at this point, containing the updated data. You need to upload the document again.

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.		
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	DocumentID_LEAR.pdf -- 13/03/2019 17:52:15	
Legal Representative identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the Legal Representative	LEgalRepresentativeID.pdf -- 13/03/2019 17:52:15	
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.		
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		

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.

Legal Representative changes:

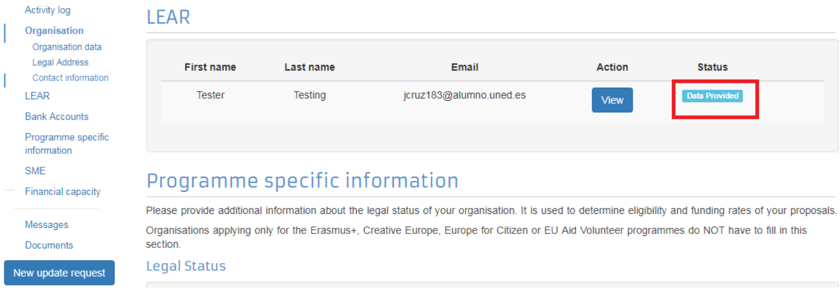
Field name	Previous value	New value
Last name		Lastt Names
First name		Firstt Names

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.

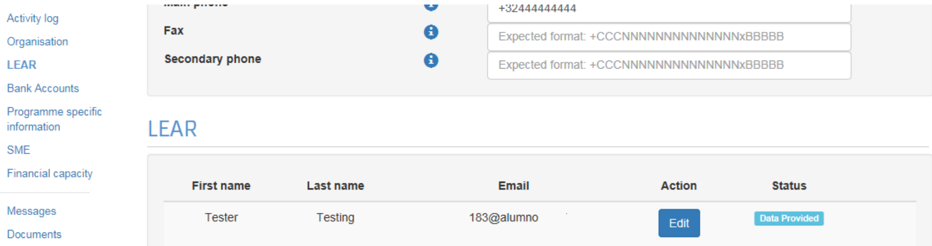
When finished uploading the updated documents, click on **Submit**. Only after clicking **Submit** the data will be transfer to validation services, otherwise, any changes remain on level of your PIC and Validation Services will not be aware of any changes on the LEAR info of your PIC.

After submitting to validation, 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 **Submit** in the LEAR wizard**,** the change is submitted for validation. If you are updating something else, click on the **New update request** button for further editing.

You can edit the LEAR data by clicking on the **Edit** button. If you apply changes, you need to upload the documents again, using the new generated templates. Then, you need to submit again for validation.

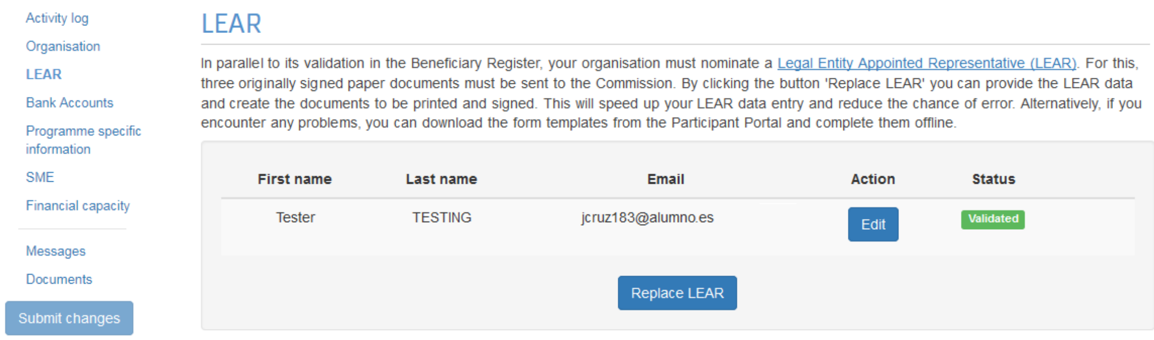


LEAR Replacement

The process to change the current LEAR is the same as the one to appoint a LEAR. However, you need to meet following condition 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 Replace LEAR button when you go to the LEAR fact in Participant Register. You can see the 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.

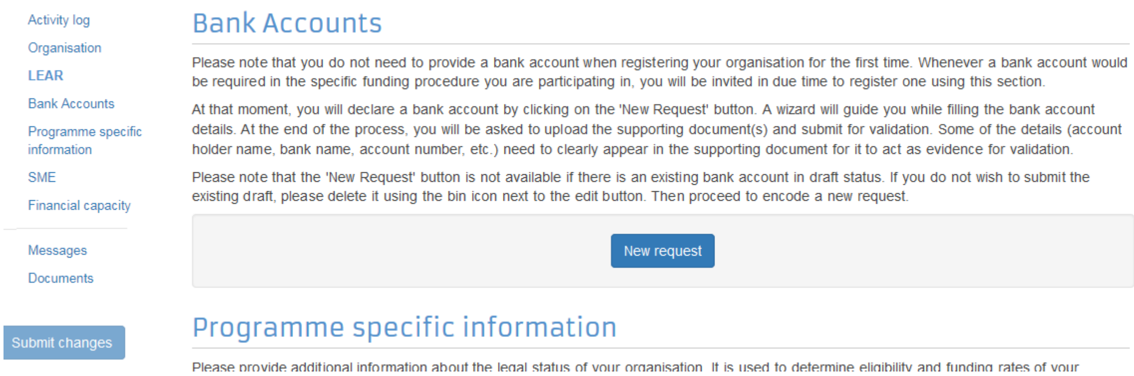
Note: It is important to maintain the data of your organisation up to date, and to ensure that there is always at least one person able to manage your organisation details in Participant Register. However, if you perform changes in your organisation data, including LEAR, but your organisation is not 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:

1. 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.
2. 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.

3. Bank Accounts

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, otherwise there is no **New Request** button and the Bank Account area will be greyed out:



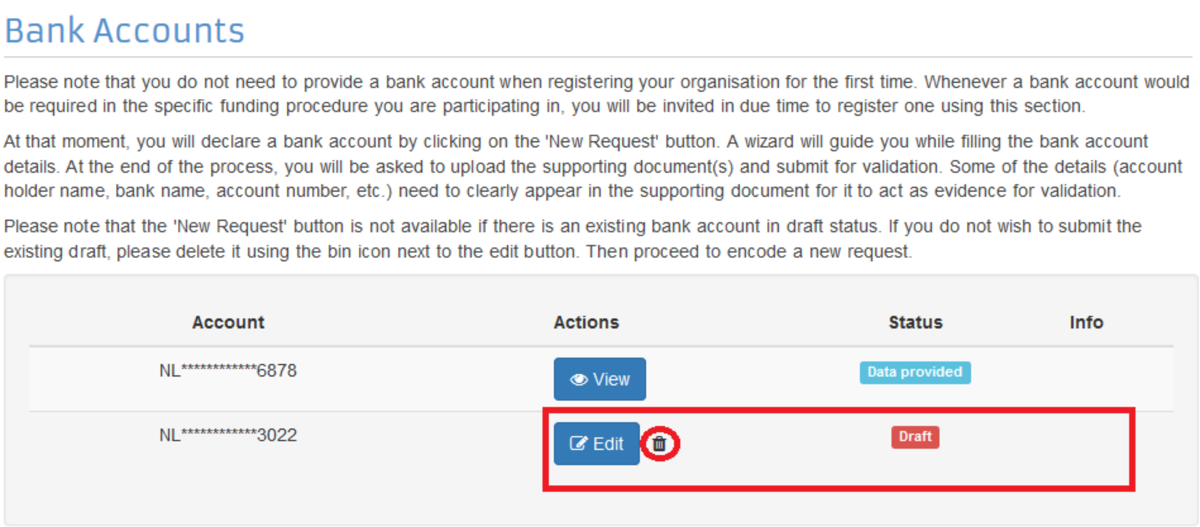
To register a bank account, click on the **New Request** button. A wizard will guide you while filling the bank account details. At the end of the process, you will be requested to upload **one** supporting document and submit it the request for validation. Please note, some of the details (account holder 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:

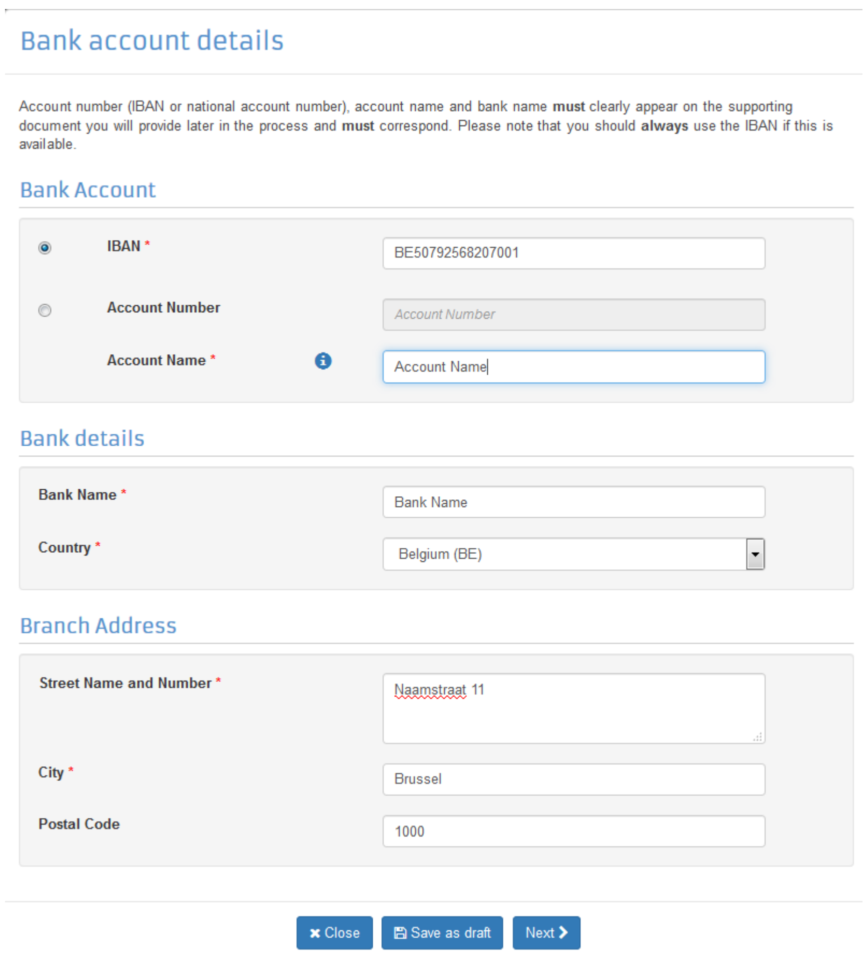
- The entered bank account has been approved.
- The entered bank account has been rejected.
- A corrective action is needed, which can consist on updating data or uploading a new supporting document. You will be informed in the email what the required actions are.

> **Tip:** You can submit more than one record. However, only a draft can exist at a time. The **New request** button, when applicable, 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.



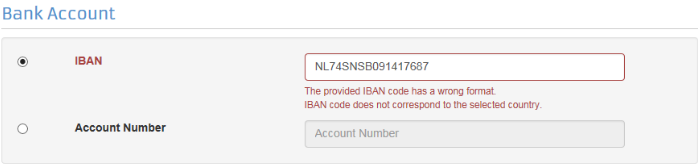
Filling in the Bank Account details

To enter the bank account details click on the New request button. The first screen asks you to fill the Bank Account information. All fields marked by an asterisk are compulsory and cannot be left blank.

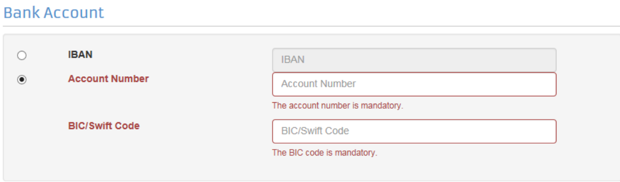


The **account name** is usually the one of the account holder, but the account holder may have been registered differently at the bank. Populate this field to reflect what is visible in the provided supporting document(s).

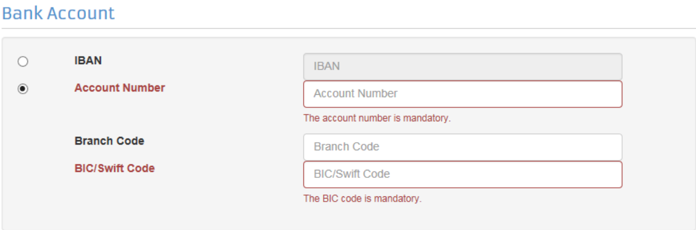
Under the **Bank Account** section, you need to provide the account number. You can either select to provide the International Bank Account Number (IBAN), or when not applicable, use your account number. The system will check correctness of the details entered in this section once the **Branch address** (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:



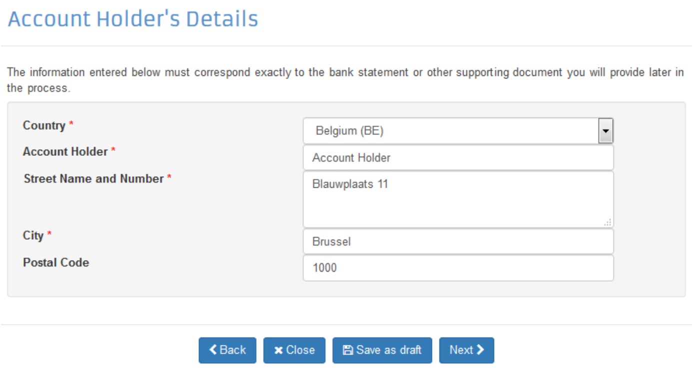
If you select Account Number, the system will ask you to provide the account number and the BIC/SWIFT code. The SWIFT code you need to enter has to have up to 8 numbers, so if your SWIFT code is 11 characters long, for instance, you would need to enter just the first 8 characters:



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.



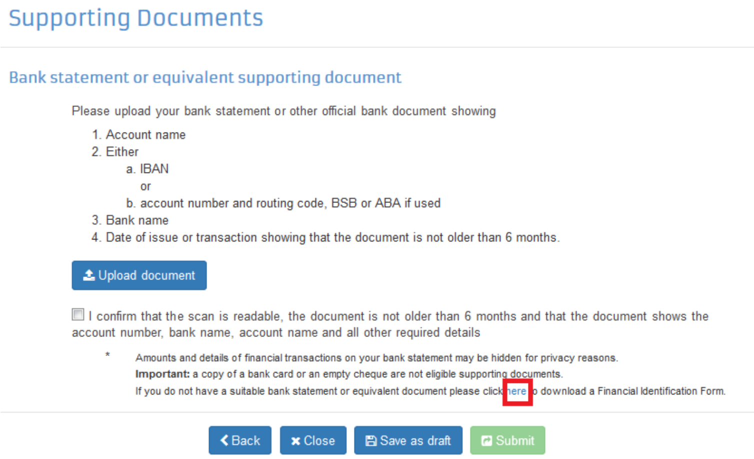
Then click **Next**. In the following screen, provide the Account Holder details.



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 clearly visible in the provided document:

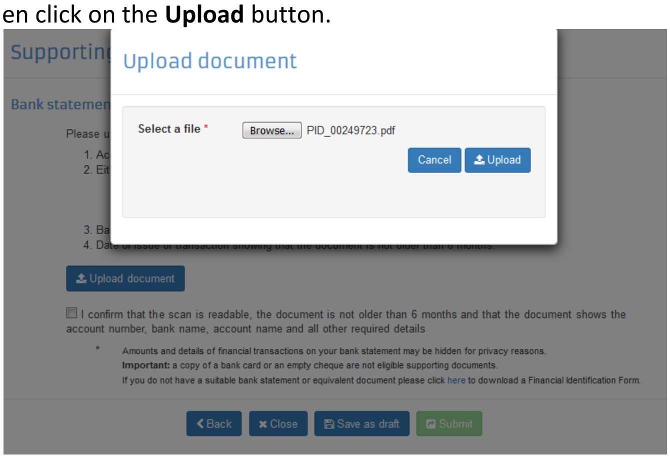
- Name of the bank
- Account Name
- IBAN/Account number and additional codes, if applicable

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 link at the bottom of the screen to download the form.

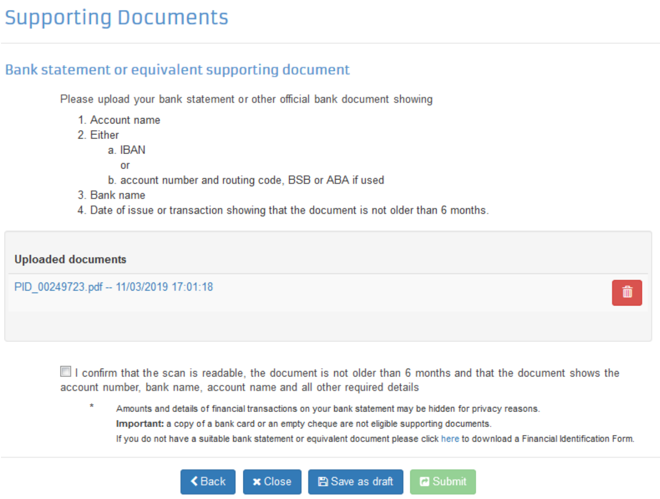


To upload the documentation:

1. Click on **upload document**. A new window pops up. Use the **Browse** button to locate and select your document, then click on the **Upload** button.

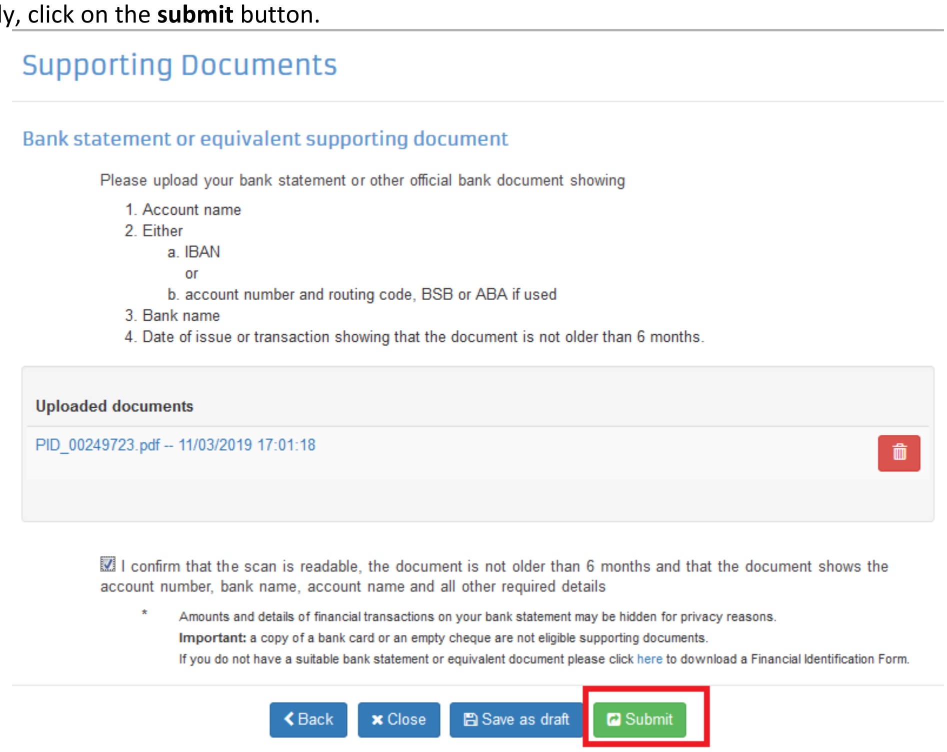


Once the document has been provided, the name of the file displays under the Uploaded documents section and the **Upload document** button disappears. Click on the name of the document to review it and make sure that the content is clearly visible.
Upload only pdf files, and only one document is allowed per request. If you wish to upload several documents, you need to combine them in a single pdf file, zip files are not blocked but can cause corruption of data of the request in the data base, please do not use zip files.

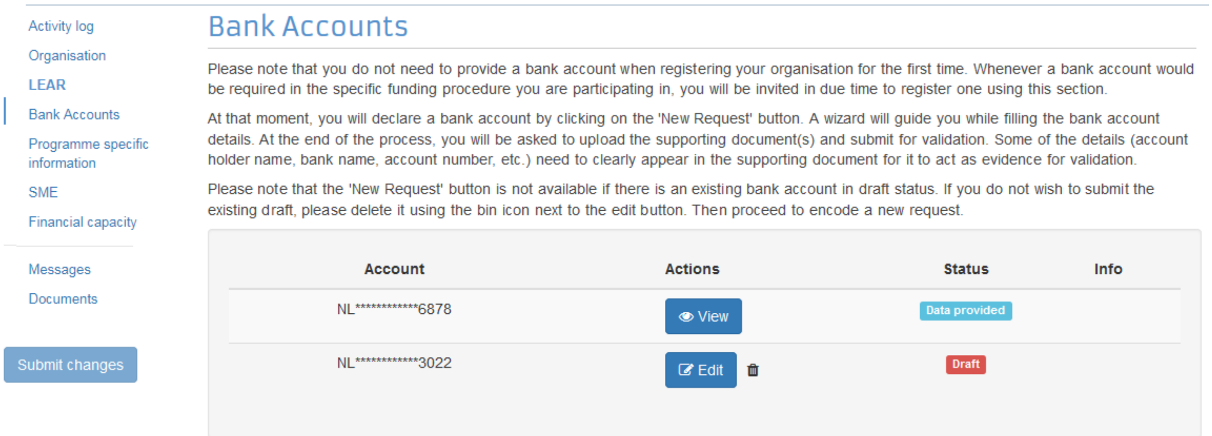


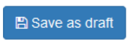
Use this button to delete a provided document. The **Upload document** button will become visible again, once the previously uploaded one has been removed.

2. Tick the checkbox to confirm that the document is readable and meet the requirements enumerated above. Whereas the check box is not ticked, the **Submit** button will not be available.
3. Finally, click on the **submit** 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.



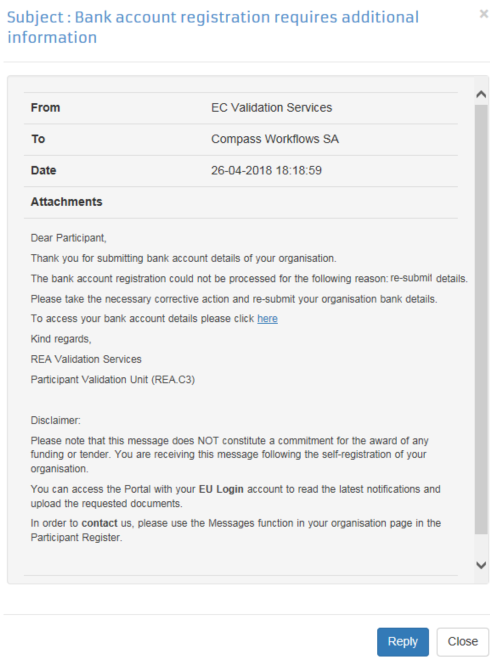
Please note that it is possible to save the Bank Account validation request in any of the three steps of the wizard by clicking on the 

button. A popup will open up informing that the data will be saved as draft, but that it will not be sent to validation services 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.

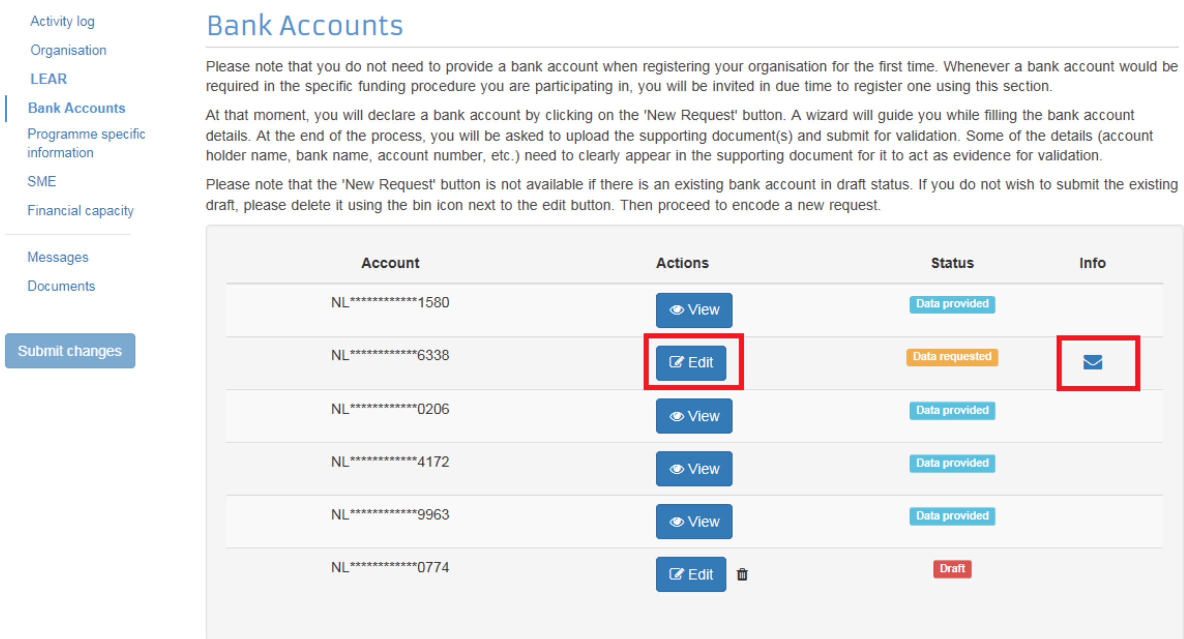
Follow Up Request

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 the organisation is being validated or has been validated in the past.

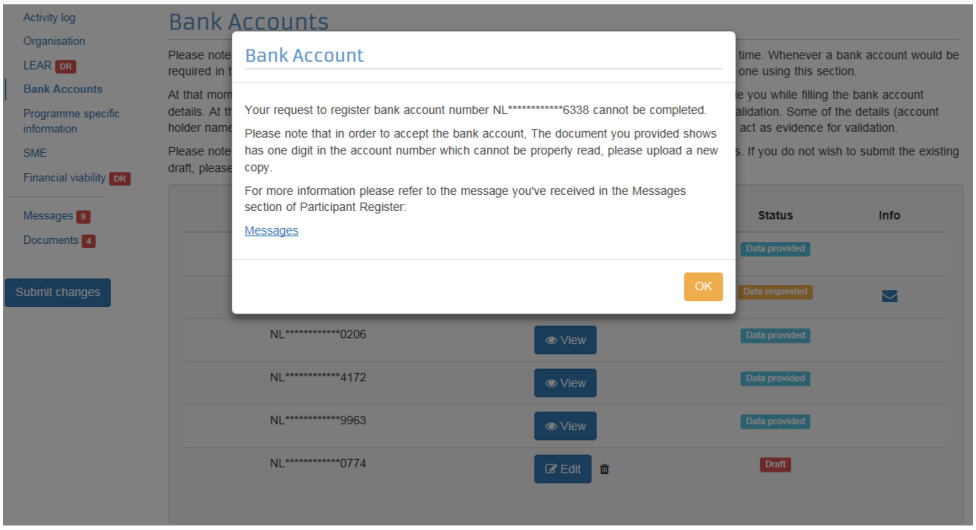
During the validation process, you could be contacted by Validation Services regarding your request. The LEAR/Account Administrator will receive an email informing that a follow up is needed, with indication of the reason for follow up mentioned in the email.



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,



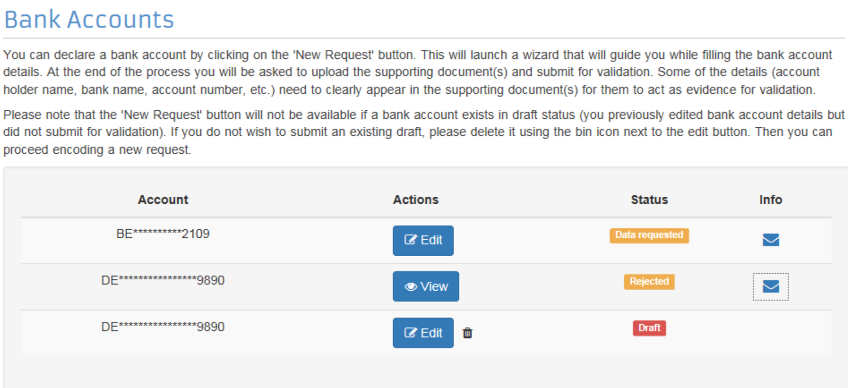
Click on the envelope to display the details of what is being requested to be modified.



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



4. Programme Specific Information

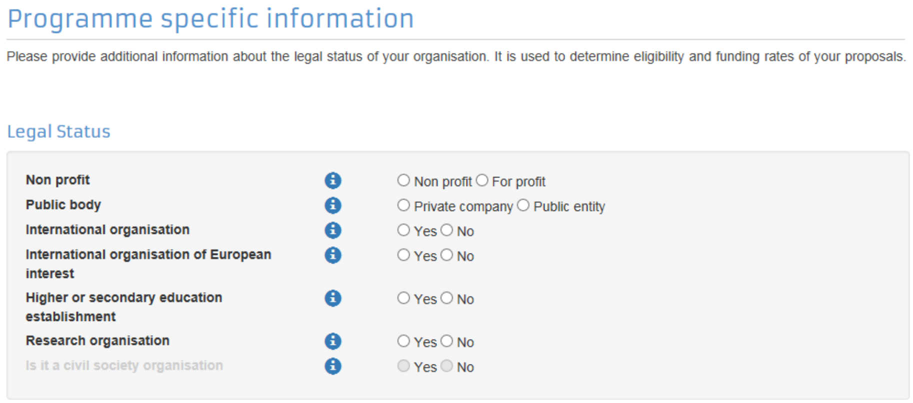
Legal Status

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.



Programme specific information

Please provide additional information about the legal status of your organisation. It is used to determine eligibility and funding rates of your proposals.

Legal Status

Non profit	○ Non profit ○ For profit
Public body	○ Private company ○ Public entity
International organisation	○ Yes ○ No
International organisation of European interest	○ Yes ○ No
Higher or secondary education establishment	○ Yes ○ No
Research organisation	○ Yes ○ No
Is it a civil society organisation	○ Yes ○ No

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

It is 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.

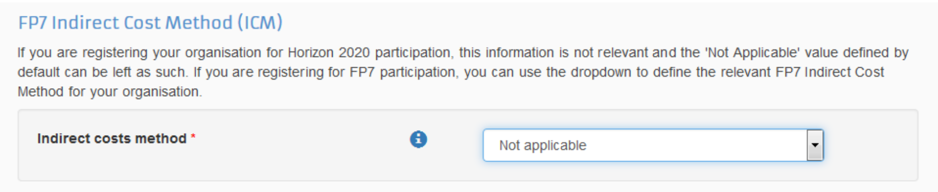
Civil society organisation
You can only select this option if your organisation is a 'Non-Profit Organisation' one and is NOT a 'Higher or secondary education establishment'.
The types of civil society organisations are as follows:

- 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.

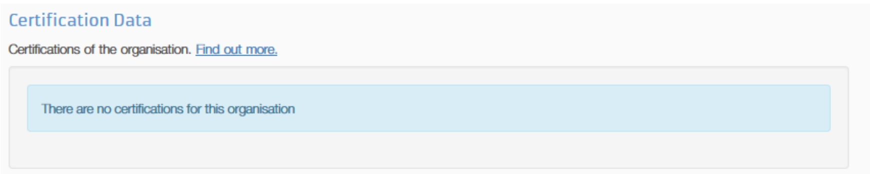
Standard Flat Rate
This method is available to all categories of beneficiaries, unless they used the Re4al Indirect Costs method or the Simplified Method in previous FP7 Research participations. The method applies **a flat rate of 20%** of the organisation's total direct eligible costs, excluding its 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.

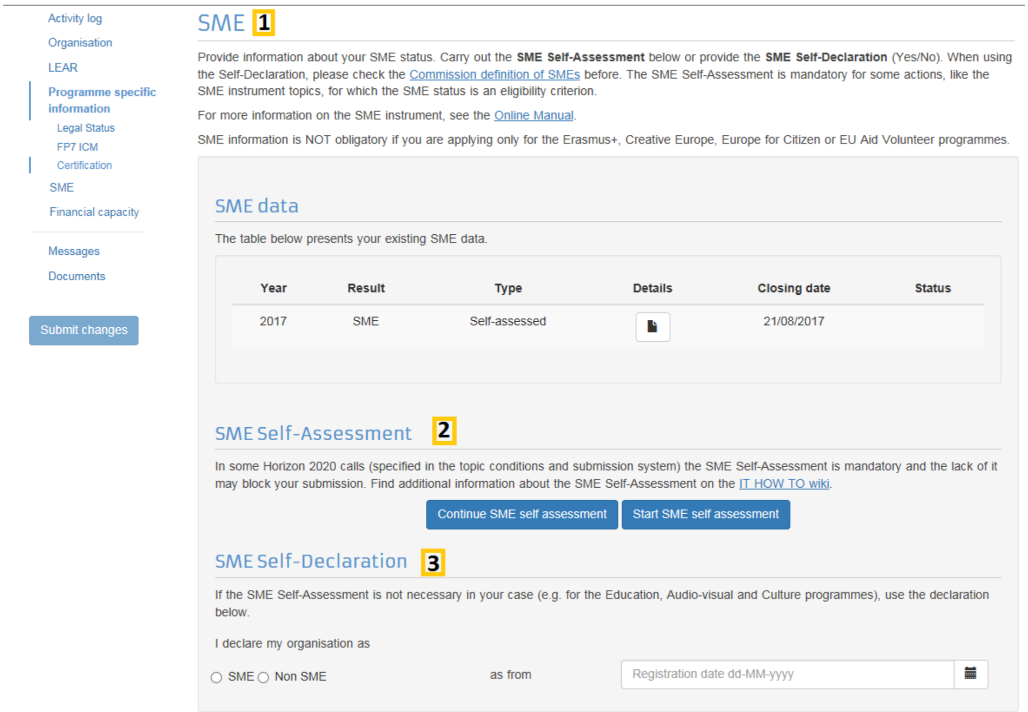


5. SME

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 use the SME Self-declaration in that case.



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

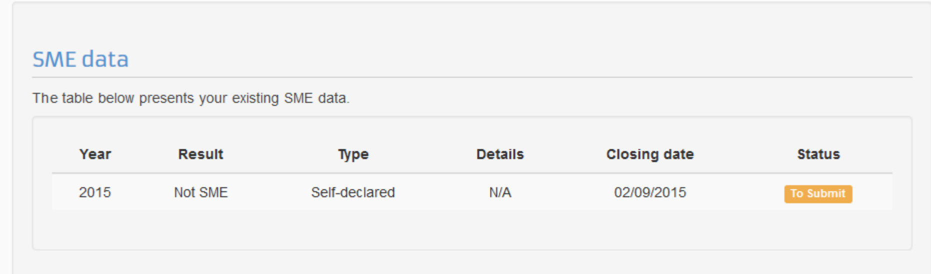
- View existing SME data for the available financial periods;
- Open the SME Self-Assessment Wizard to run the SME self-assessment questionnaire and check whether your organisation qualifies as an SME by clicking on **Start SME self-assessment** (or finalise an incomplete SME Self-assessment, starting 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 **Continue SME self assessment** .

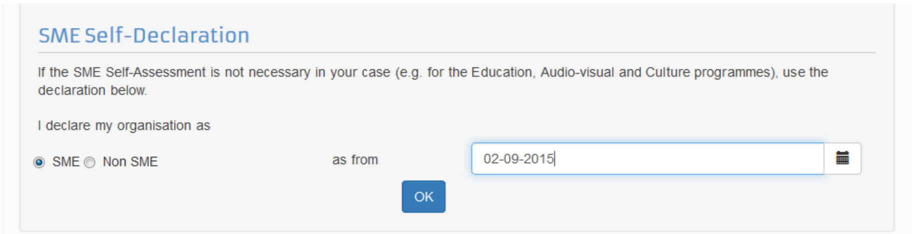
  Important: this option is not available if you completed the SME self-assessment wizard. Please, also note that the SME wizard do not support the use of mobile devices.

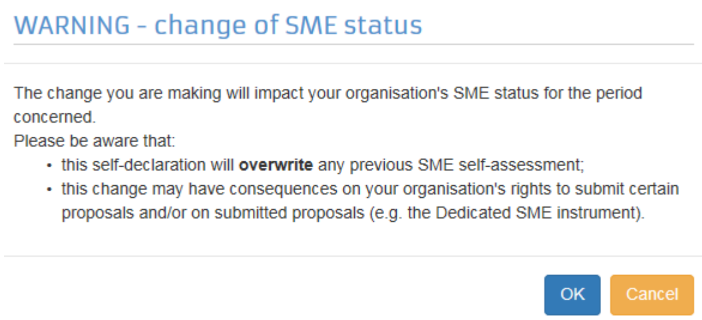
Provide an SME self-declaration

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 **Submit changes** button;

Please be aware that a new SME declaration will overwrite any existing SME data already provided for the same financial year. A warning will prevent you from accidentally overwriting the existing SME self-assessment data





Nice to know:

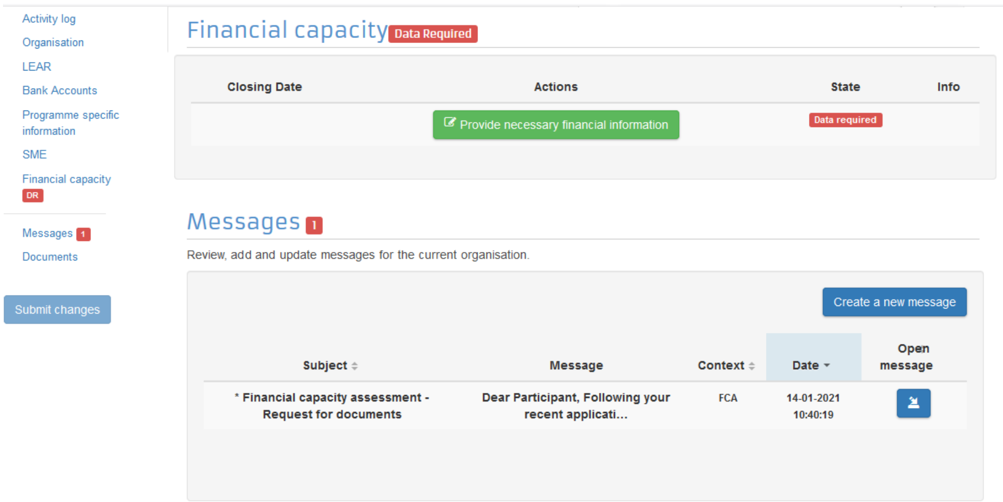
Q: SME Declaration and Self-Assessment: which Financial Year am I creating?

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.

6. Financial Capacity

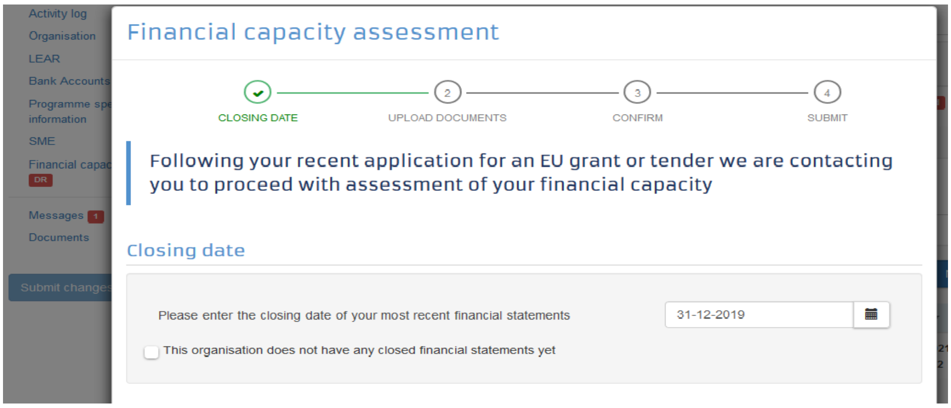
If requested, the self-registrant or the LEAR/Account Administrator (when already appointed) must provide recent financial information (supporting documents).

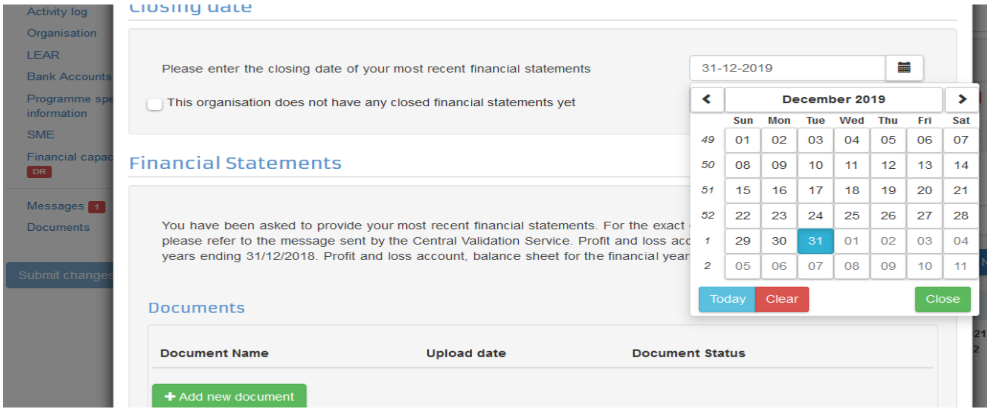
You are required to provide financial supporting documentation **only** when the icon Data Required appears in the data group and navigation menu:



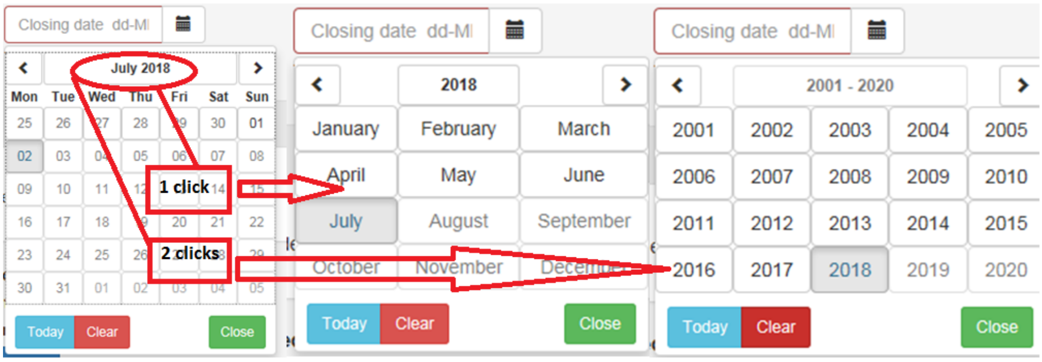
To fulfil the request, click on the Provide necessary financial information button.

A pop-up window will allow you to provide documents containing the financial information of your organisation. First, select the closing date to which the documents refer. You are requested to provide information for the last two consecutive financial years for which closed and approved annual accounts are available. You must insert the closing date of the latest of the two years. 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 31/03/2020, the financial year which will appear will be 2019).

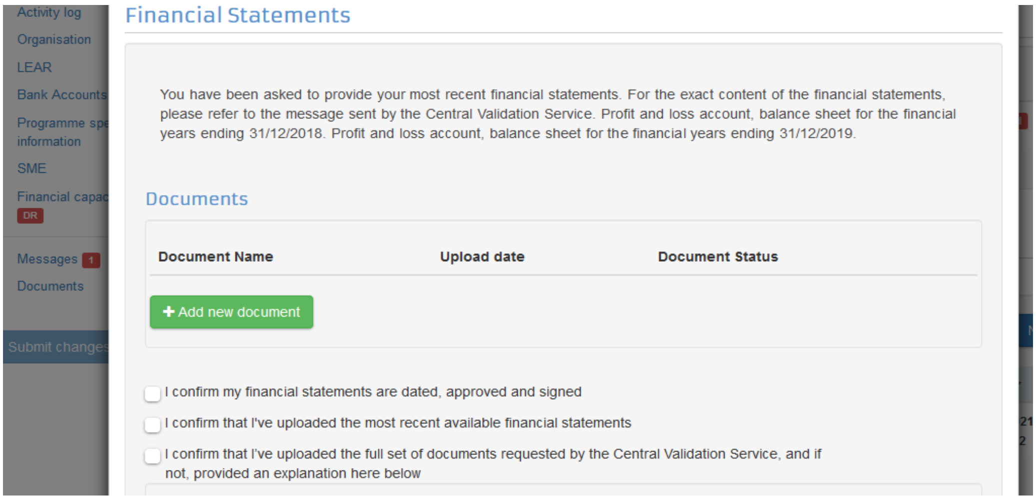




Tip: It is not possible to type the dates. To navigate from one year to another, click on the current year. This will change the view from a monthly one into a yearly one, where you can easily change from one year to another without going month per month. Moreover, if you click twice on the current year,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

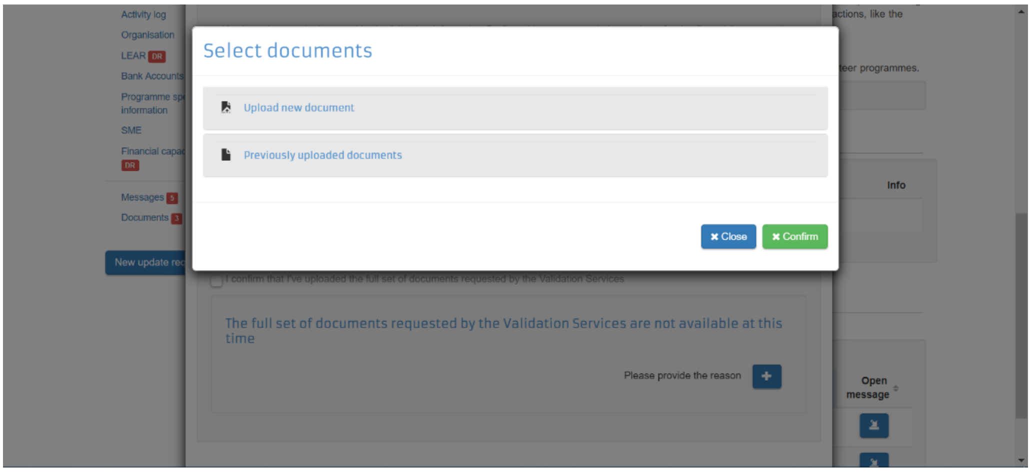


Once the financial year has been entered, scroll down to the Financial Statements section and the **+ Add new document** button will be available.



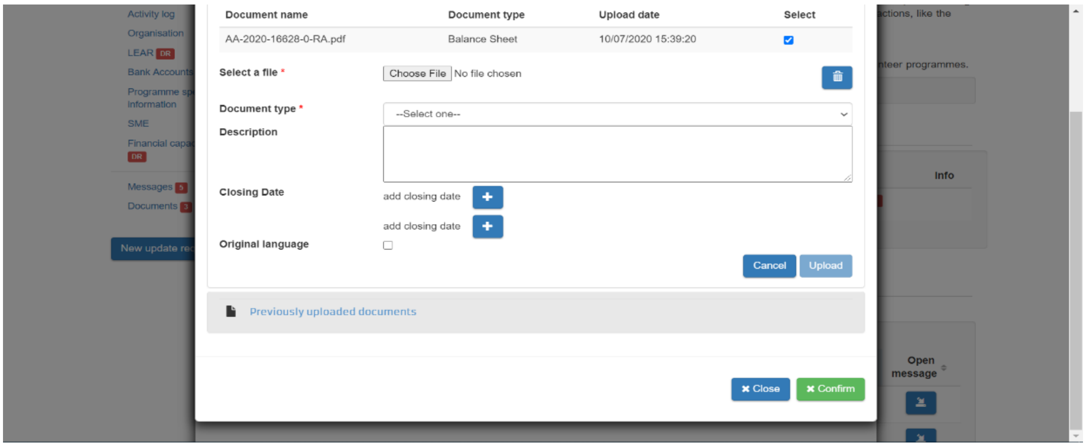
Upload new document(s)

If you wish to upload new documents you must chose **Upload new document** in the following screen after clicking **+ Add new document** and carry out the following steps:

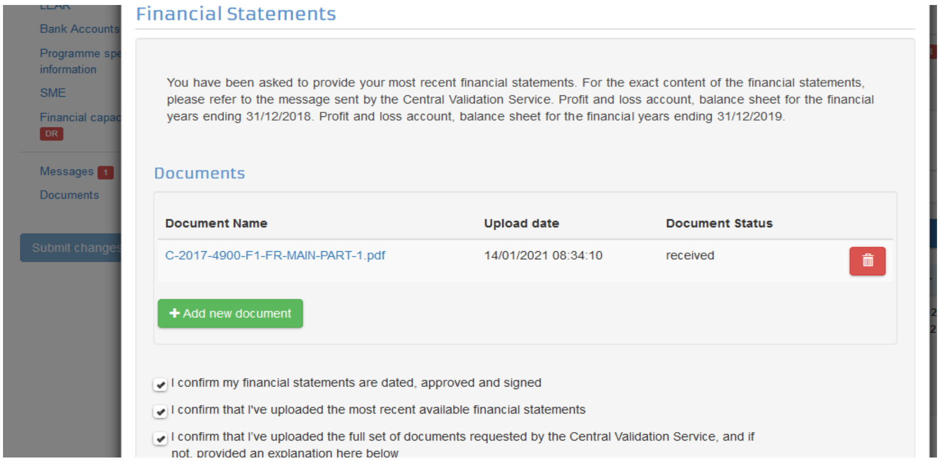


1. Browse for the file. The maximum size per document is 6 megabytes.
2. Select the financial type of document. If you have a single document comprising all the requested financial information you can use the document type “Generic financial document type”. If you upload a declaration on the validity of the accounts, you can use the document type “External Auditor’s report”.
3. If you wish you can provide a short description of the file (not mandatory, to be used only if there are some specificities to be highlighted).
4. Select the closing dates to which the document relates.
5. Click on the **Upload** button.

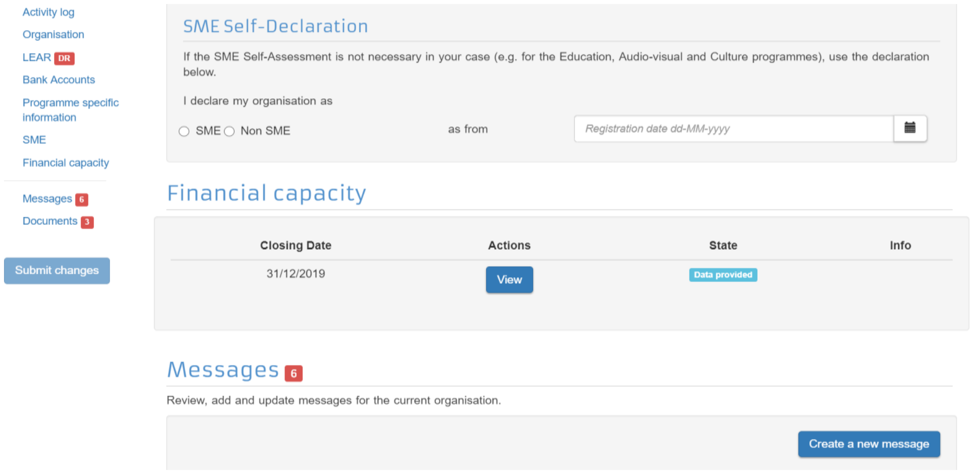
Repeat the operation to upload the documents you want to submit for your financial capacity assessment. Click on the **Confirm** button once you have uploaded all the required documents.



When finished, select the three declarations in the checklist and click on **Submit**.



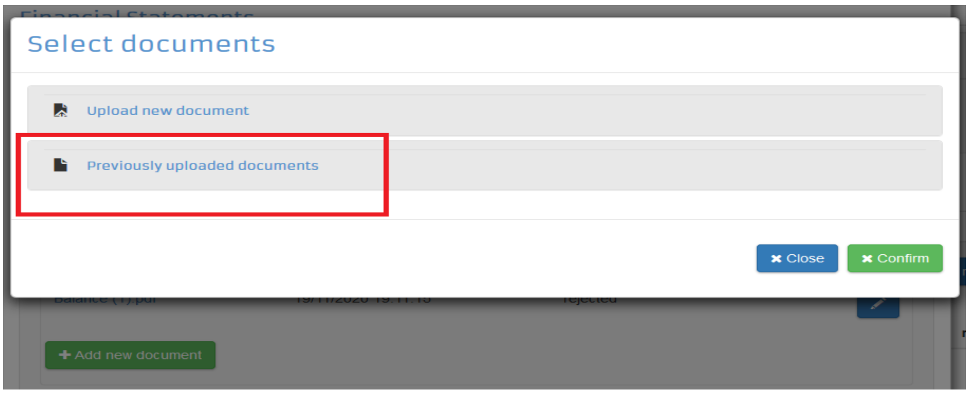
After submitting the documents, the icon **Data Required** will disappear from the data group and the navigation menu and a light blue **Data provided** label will appear in the Financial Capacity section, next to the **View** button:



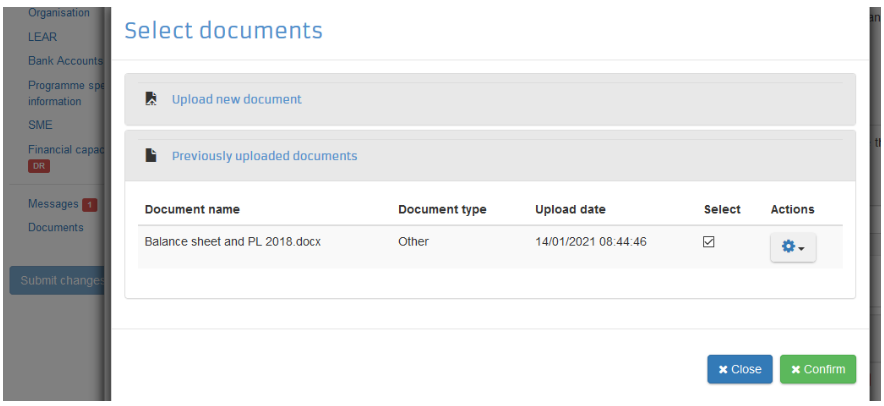
After submitting the documents, you will not be able to add further documentation any more unless you are specifically requested to do so by the Central Validation Service

Use previously uploaded documents

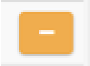
You can also use financial documents that were previously uploaded for your PIC. In this case, you must chose **Previously uploaded documents** in the following screen after clicking **+ Add new document** and carry out the following steps:



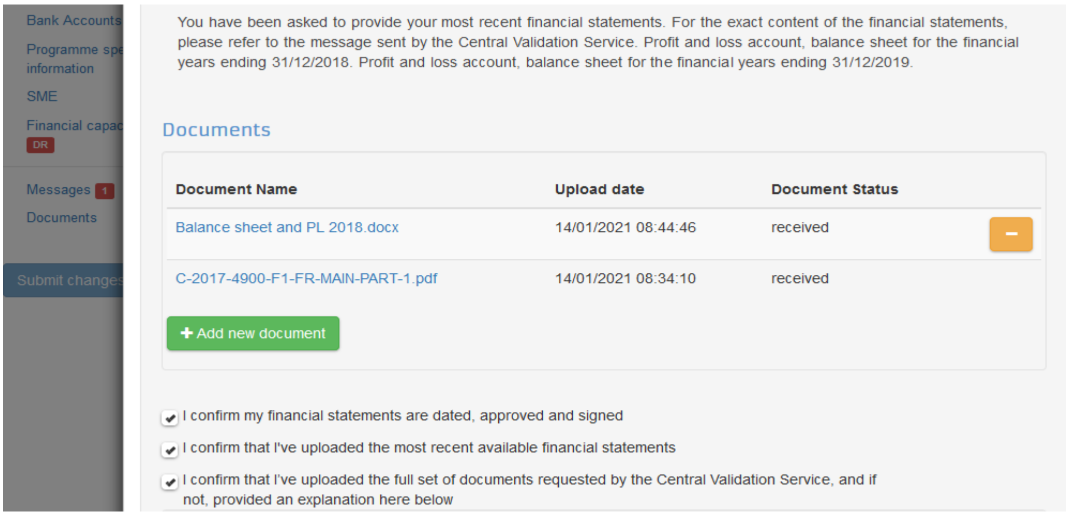
1. The list of financial documents previously uploaded displays.
2. Select the document you want to reuse by clicking the **Select** checkbox.



3. Click **confirm**.

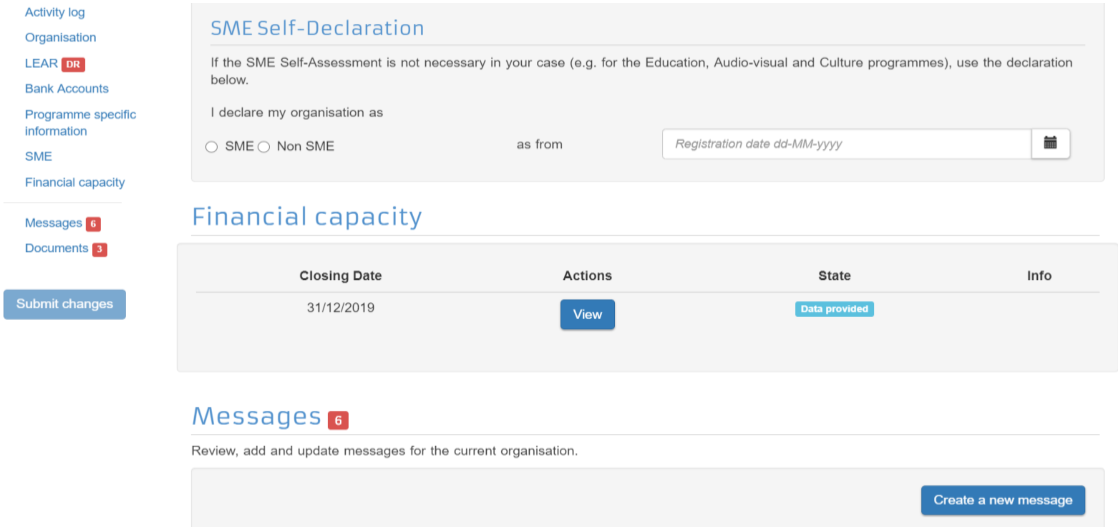
4. The file appears listed. You can select several previously provided documents. You can remove the selected previously uploaded documents by using the  icon next to the document.

When finished, select the three declarations in the checklist and click on **Submit**.



If you need to combine new documents and previously uploaded documents you must use both **Upload new document** and **Previously uploaded documents,** until all documents you need to provide appear under the Documents section. Then you can submit.

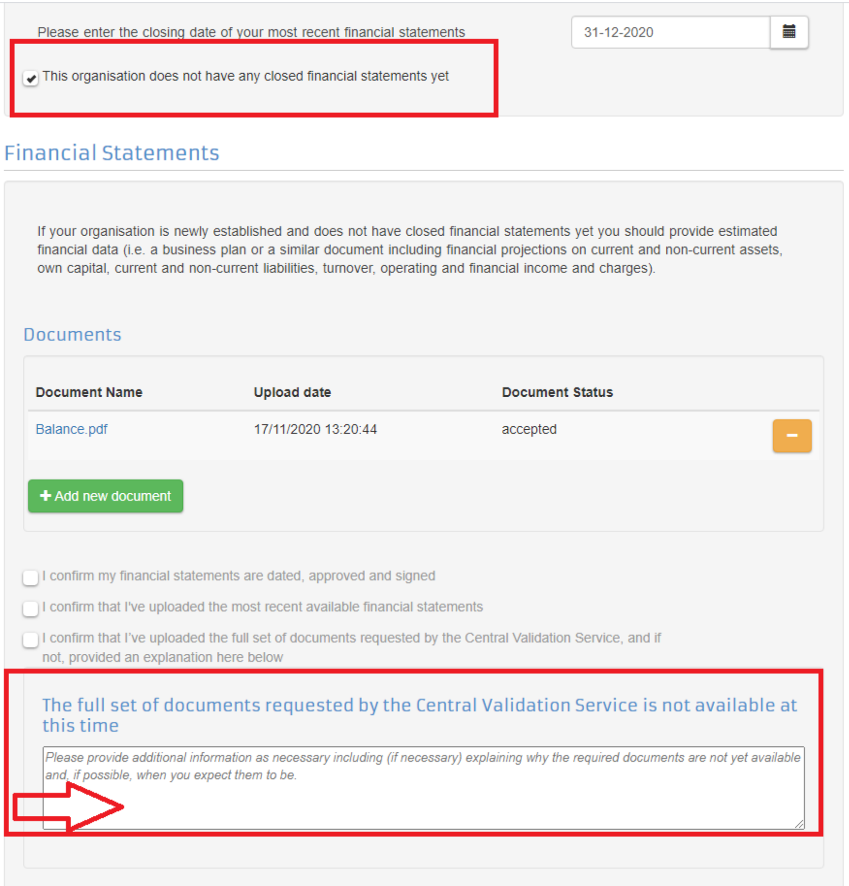
After submitting the documents, the icon Data Required will disappear from the data group and the navigation menu and a light blue **Data provided** label will appear in the Financial Capacity section, next to the **View** button:

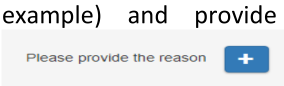


After submitting the documents, you will not be able to add further documentation any more unless you are specifically requested to do so by the Central Validation Service.

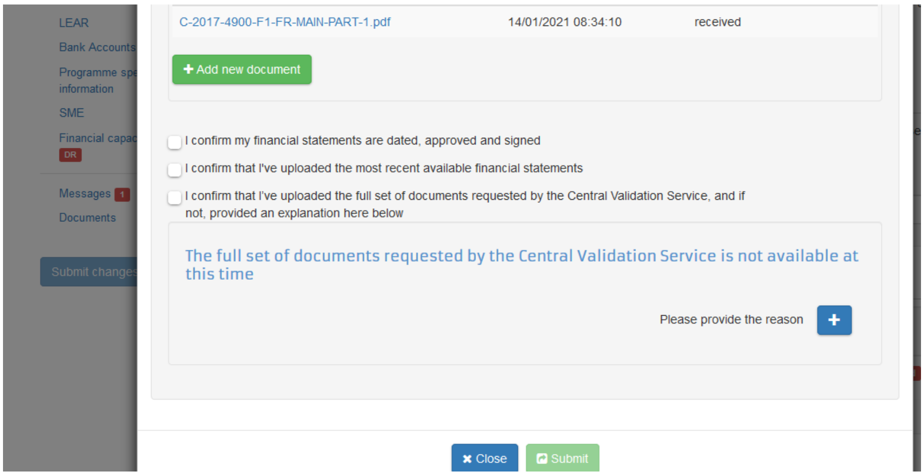
When not all documents are available

Specific case: If your organisation has no approved financial statements (i.e, it concerns a recently created entity) you must select "This organisation does not have any closed financial statements yet". You will then obtain guidance on the documents to be provided and you must follow the steps described above for the upload of the financial information. In this case, the checklist will be disabled and you will be requested to provide a justification why the full set of document requested by the Central Validation Service cannot be provided.



Specific case: If your organisation has already closed annual accounts that were provided to the Central Validation Service, but the annual accounts for the most recent year are still not finalised (i.e. data for 2018 is already provided, but on 30/09/2020 your annual accounts for the financial year ending on 31/12/2019 are still not approved). In such case, you are requested to select the closing date (i.e. 31/12/2019 from the foregoing example) and provide justification why these accounts are still not available by using the 

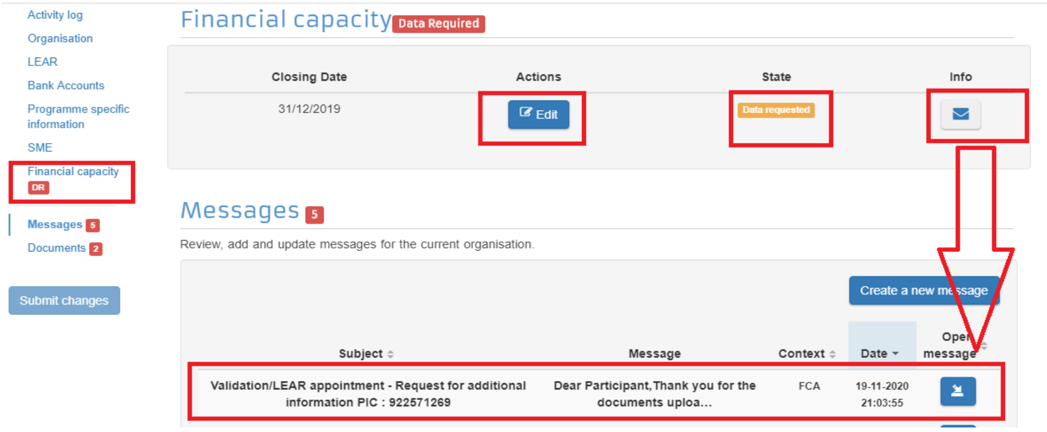
field. Equally, in your justification, you are requested to provide an estimation by when these accounts are expected to be available.



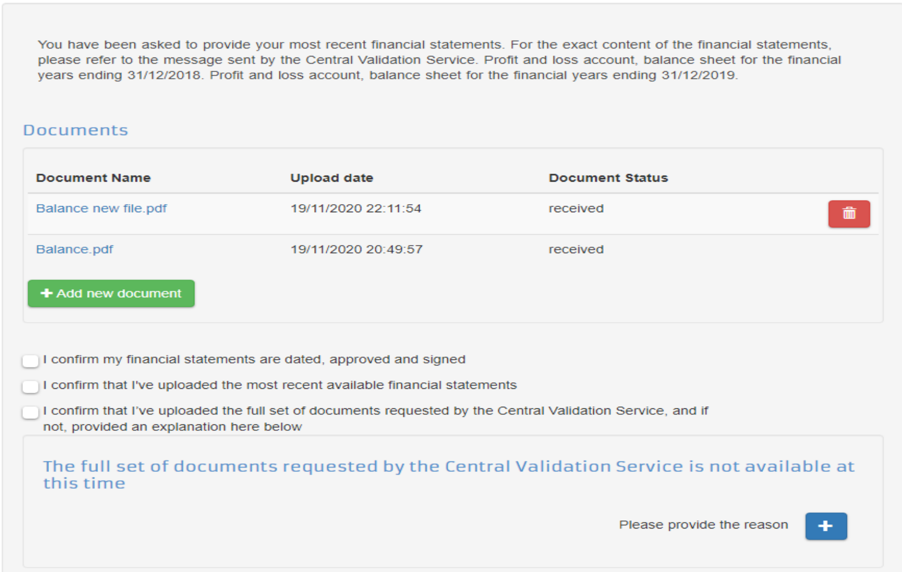
Requests for additional information / documents

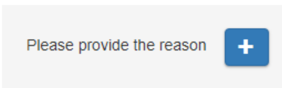
The Central Validation Service may require additional information/documents. In this case, you will receive a message and the **View** button will change into **Edit**.

You will also see a red Data Required label next to financial capacity section on the left, indicating that you need to take action.

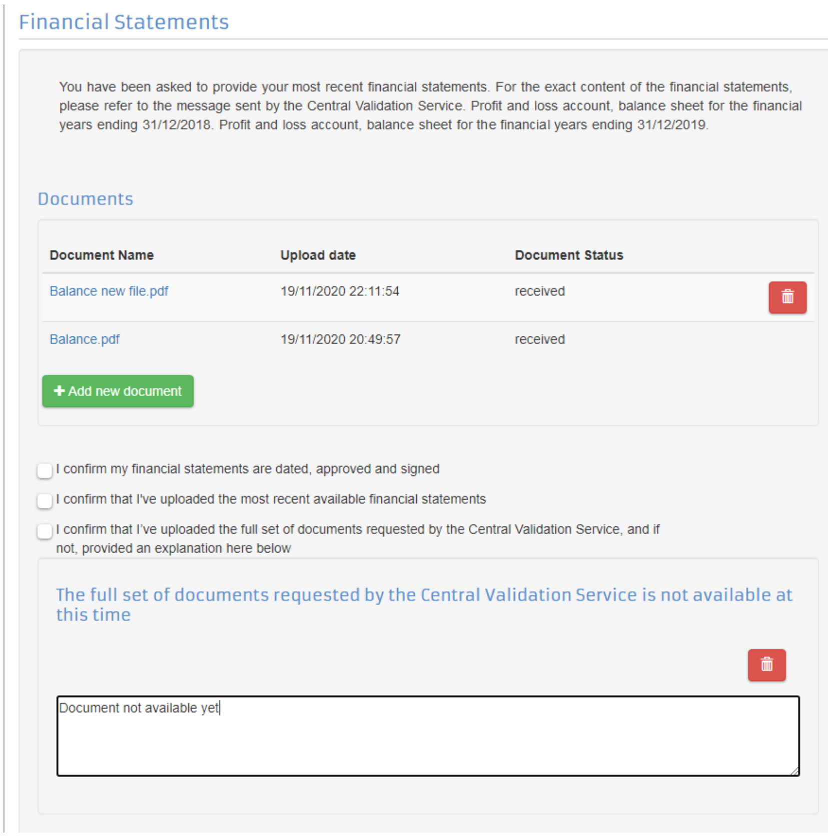


Click **Edit** and repeat the steps to upload the required documents, and tick the three confirmations in the checklist.



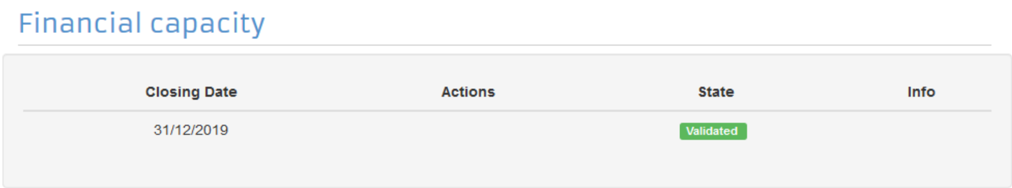
If the required document is not available, click on 

and provide a justification.



Click on **Submit**. The request will change again into **Data provided**.

When the data has been validated by the Central Validation Service, you will see the changed state under the financial capacity section.



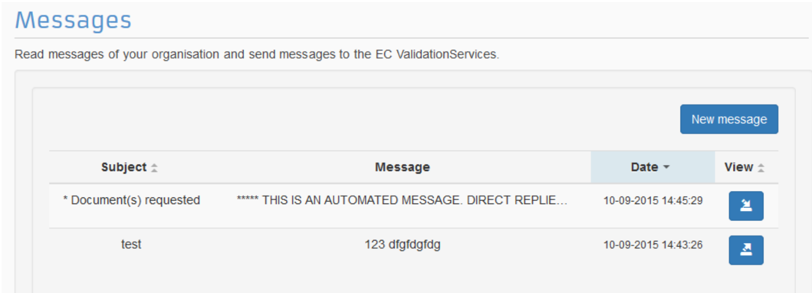
7. Messages

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 New message

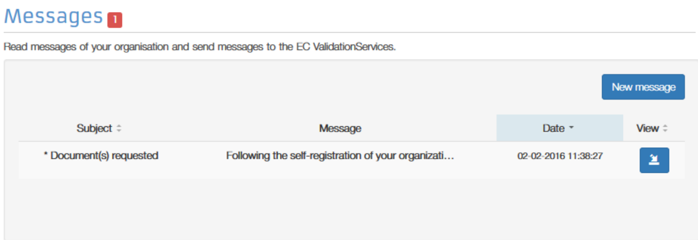
Use standard editing and formatting tools from toolbar and add a subject line.

Click Send 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.



8. 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 Add document button in the Documents section you can upload new documents 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 document types can only be uploaded via the wizard under the LEAR section. Please note that 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, Income Tax, List of Debts, External Auditor Report and State Guarantee document types which can only be uploaded using the **Financial capacity** section. Please note that this section is available only if applicable.
- **Bank Statements:** bank statements can be provided only via the **Bank Accounts** section 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 **download** 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.

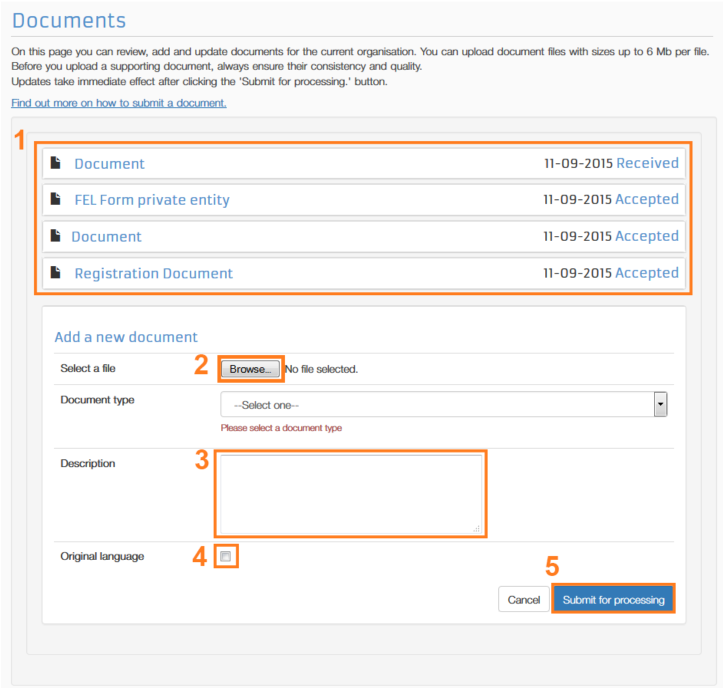
See section **DOCUMENT MANAGEMENT** for full details about document management in the Participant Register.

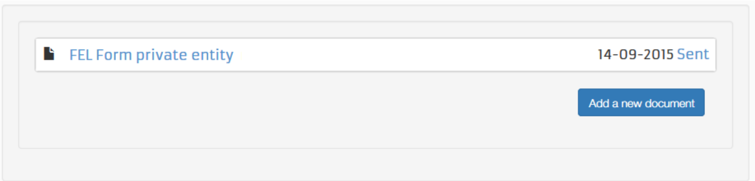
Step by step procedure: Upload a requested document

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);
5. 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).
6. 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**.

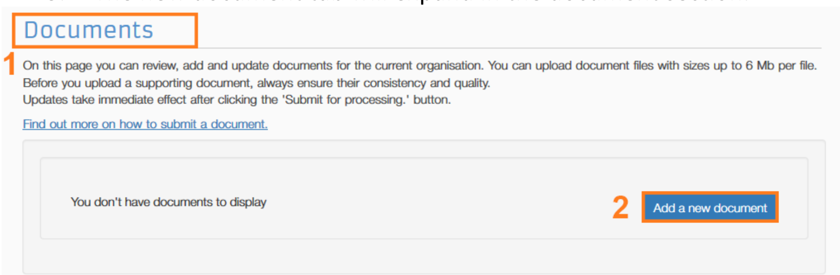
Next time you will access the update page or after refreshing the page, the state will be "Received".



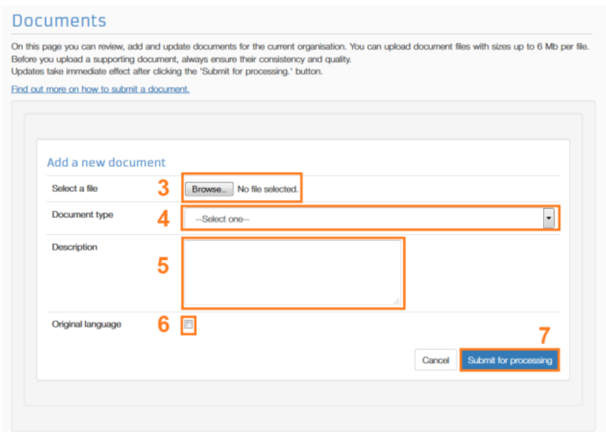


Step by step procedure: Upload a new document

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.



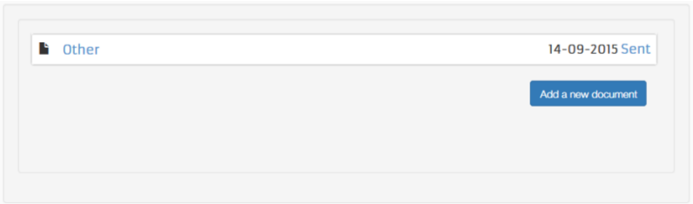
5. Select from the dropdown list (4) a document type;

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 Capacity).

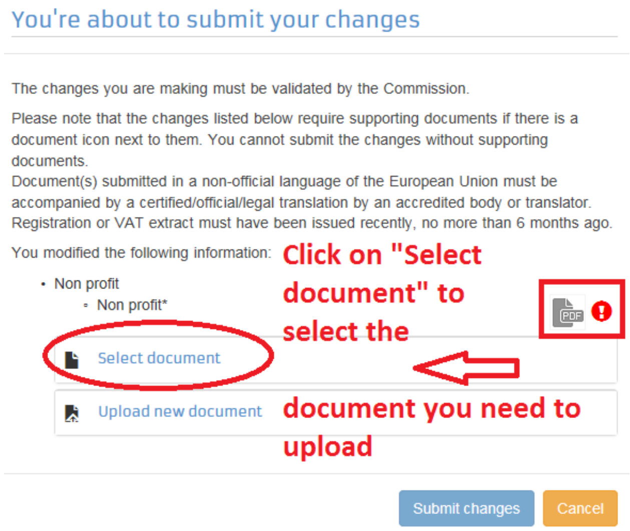
After you sent your document by clicking on "**Submit for Processing"**, the status of the Document will appear as "*Sent*"

Submission of the data changes when validation process is involved

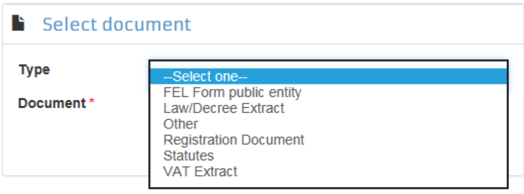
After you finish editing your organisation's data, click the Submit changes button.

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:

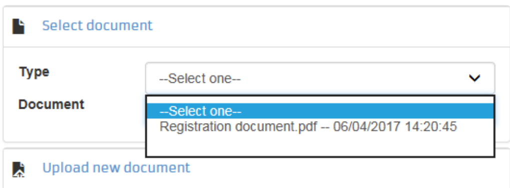
If a pdf document icon appears close the data group you modified, as it is the case below, click **Select Document** to display the document selection functionality. Submitting a document together with the value change will be compulsory when the icon displays.



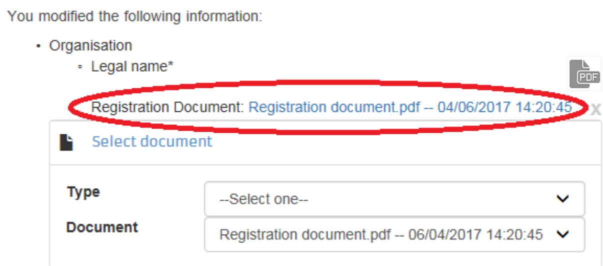
After clicking on "**Select Document**", the document selection functionality will be displayed. Click on the **upload** document to be able to add a new document. If you already uploaded documents via the **Documents** section from the menu on the left, you do not need to upload it again, but click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

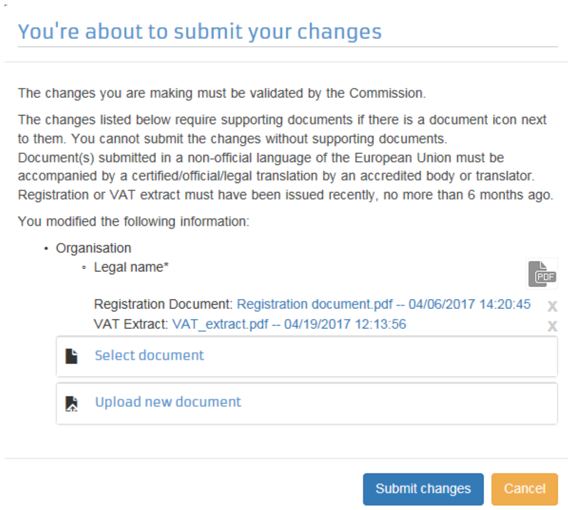


When selecting an already uploaded document, you will need to click on the **Select** button. The file name will display under the data group being modified.

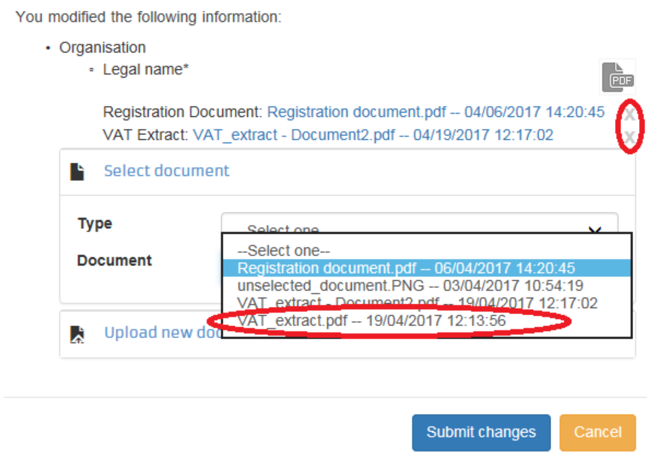


Note: for validations purposes, only documents not older than 6 months are admitted, so in case your uploaded document is older than 6 months, you will have to upload a newer one.

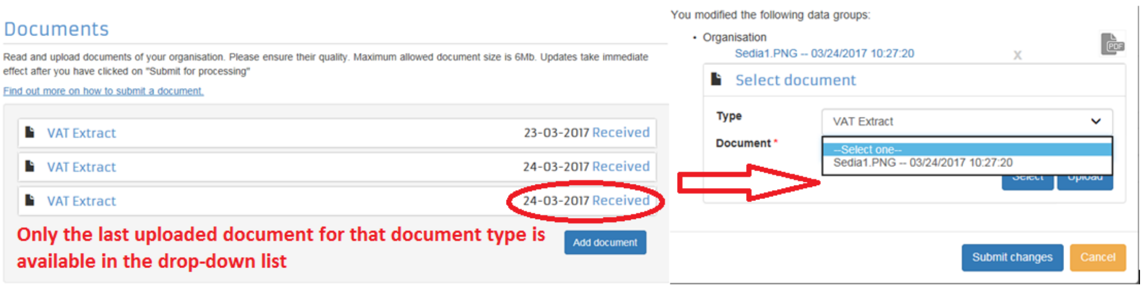
Only one document type per changed data group can be selected and submitted with the change, but you can add different document types to justify one single change.



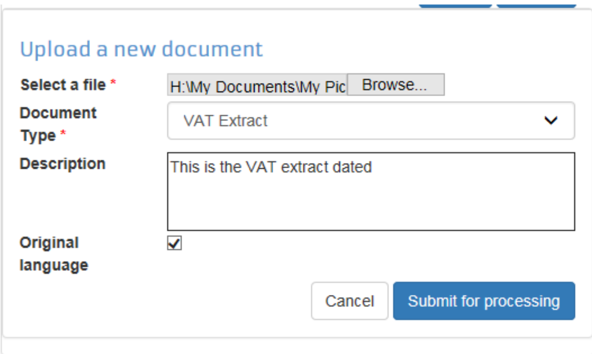
You can unselect a document by clicking on the **X** icon; then proceed to upload a new one by clicking on the **upload** document button. If you select another document for the same document type, or upload a new one, the previous selected document will be substituted by the new selected one.



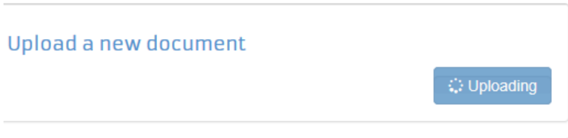
Note: when you select a type of document via the drop down menu, only the last uploaded one for that document type is being displayed, even if you have different documents available for the same type. If you do not select any value in the **type** drop down list, you will display all documents uploaded,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



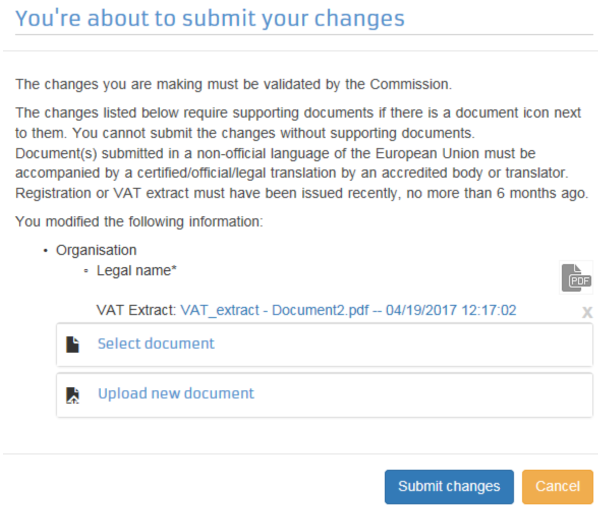
If you are adding a new document, once you click on the **upload** button and get the **upload a new document** window, select the file by clicking the **browse** button, pick up the correct document type from the drop-down list and enter a description about the document. Do not forget to click the **Original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



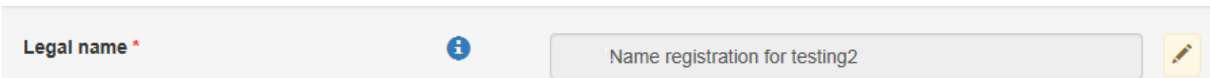
Click on **Submit for processing**, you will see the system will upload the document for this record in the Documents section:



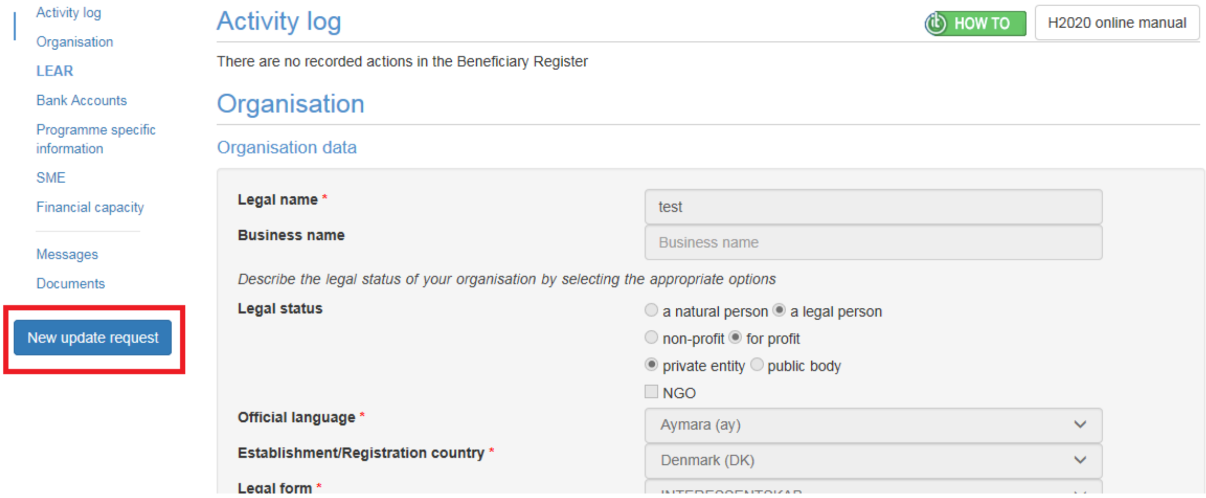
Once uploaded, you will see the uploaded document listed under the data group changed. You will be able to submit your change at this point by clicking on the **Submit changes** button.



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 Submit changes button will be replaced by New update request .



Click New update request if you wish to continue modifying your organisation's data.