

Guide du dépôt en ligne



Relais
Culture
Europe

Guide du dépôt en ligne

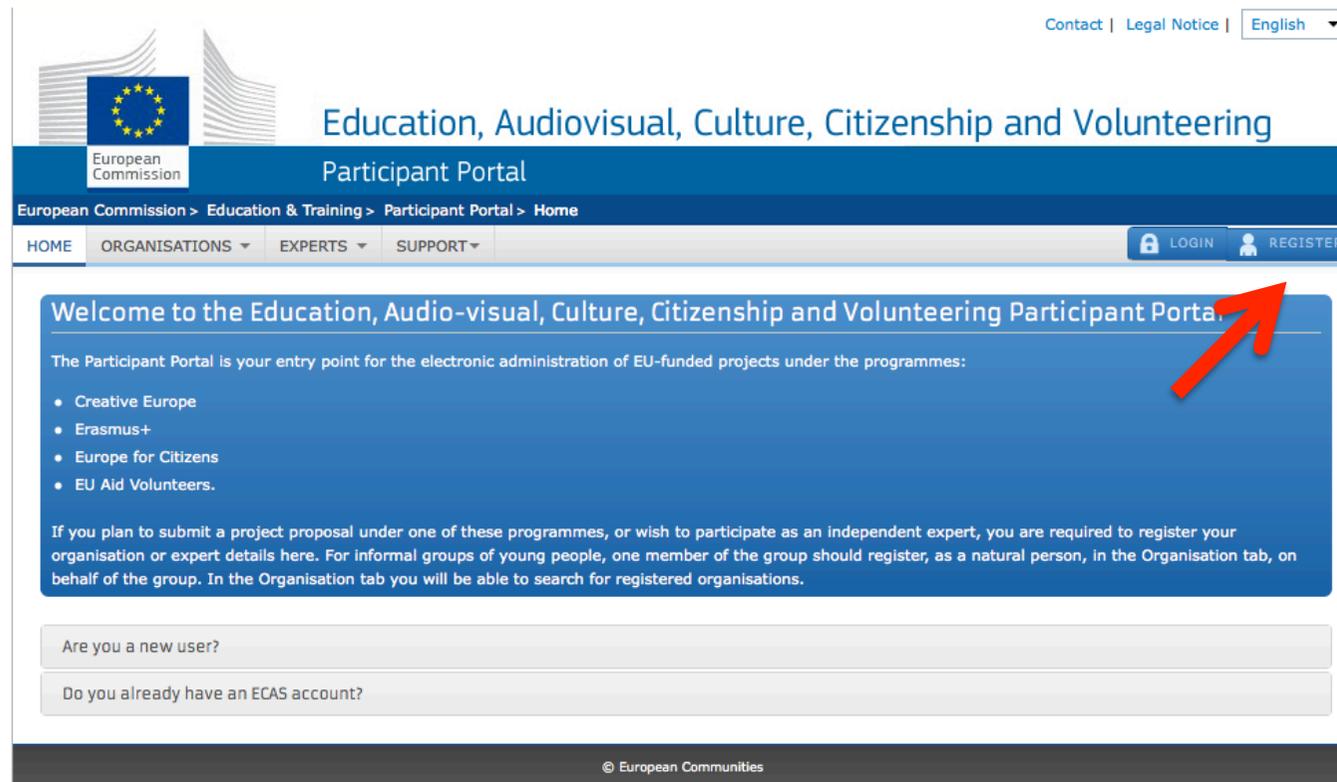
- Créer son compte PIC
- Générer son eform
- Envoyer sa candidature

créer son compte PIC

1 - Se rendre sur le portail des participants

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

2 - Créer un compte ECAS (European Commission Authentication Service)



Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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

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

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

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

Are you a new user?

Do you already have an ECAS account?

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2 - Créer un compte ECAS (European Commission Authentication Service)

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Create an account

External

New password | Create an account | Help | Login

Create an account

[Help for external users](#)

Choose a username

First name

Last name

E-mail

Confirm e-mail

E-mail language

Enter the code

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

CREATE AN ACCOUNT

Last update: 16/10/2015 (4.3.5-gsa) | 8 ms | Contact | Privacy Statement | Top

3 - Se connecter à l'aide de son compte ECAS (« login »)

Contact | Privacy Statement | English (en) ↓

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Login

ECAS authenticates your identity on European Commission websites



External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Fougeront

Password

.....

- Remember my username
- Warn me each time an application asks for my Identity
- View my ECAS account details after logging me in

LOGINI

Login!

[Lost your password?](#)

[Create an account](#) | [Help](#)

Log in with your

 Password

 Mobile phone

 Token

 Software token

 eID

 ECAS mobile app

 Token CRAM

Last update: 16/10/2015 (4.3.5-gsa) | 6 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

4 – Cliquer sur l'onglet « organisation » puis sur « register»

Contact | Legal Notice | English

European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT GILDA FOUGERONT

Register an Organisation

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

After registration, a unique identifier is assigned to your organisation

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

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

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

REGISTER ORGANISATION **RESUME REGISTRATION**

How to update your organisation data?

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

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5 – Commencer la procédure d'enregistrement

Contact Legal notice English

 Education and training
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

- ✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.
- ✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Next >

6 – Enregistrer les informations générales demandées

- Dénomination sociale de l'organisation,
- Pays où l'organisation est légalement enregistrée,
- Numéro de TVA et n° d'enregistrement,
- Site internet,
- Statut de l'organisation (Asbl, Privé/Public, ONG),
- Nom de l'organisation (acronyme ou traduction anglaise du nom),
- Date d'enregistrement,
- Département responsable de l'enregistrement,
- Adresse officielle,
- Coordonnées de la personne de contact (PAS de celle du projet mais celle de l'organisation).

7- Enregistrer les informations spécifiques Europe créative (type d'organisation, PME ou non, description courte)

data

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

Now you can either:

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

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

Finish your registration

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

Programme :

Select a Programme from the list: ▾
Select a Programme from the list:
Erasmus+
Creative Europe
Europe for Citizens
EU AID Volunteers

8 - Finaliser la demande et obtenir son numéro

The screenshot displays the 'Education and training' section of the 'Participant Portal - Beneficiary Register'. A progress bar at the top indicates the current stage is 'Success', following 'Welcome', 'Identification', 'Organisation', and 'Contact'. A green confirmation box on the left states 'Registration completed' and provides the PIC number '924611373'. The main content area, titled 'What's next?', lists three actions: 'Provide programme specific information', 'Provide SME information', and 'Update your organisation data'. A final step is 'Upload required documents and read/send messages to the European Commission'. A 'Continue to update' button is located at the bottom right.

Education and training
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary **Success**

Registration completed
You have successfully registered your Legal Entity.
Your PIC number is:
924611373

What's next?

You will shortly receive an email confirming your registration.
Go to the Participant Portal, section 'My Organisations' to:

- Provide programme specific information.**
It is obligatory to fill in this information for Horizon 2020. Otherwise you will not be able to submit your proposal.(wait confirmation from REA).
- Provide SME information.**
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
- Update your organisation data.**
- Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

[Continue to update](#)

9 - Via l'onglet « Organisations », « my organisation », il est possible de modifier les données et ajouter les documents requis.

European Commission Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register
My My Organisations
Search

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458366			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO

■ ■ ■ ■

Documents

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

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

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

[Add a new document](#)

No documents have been submitted for this organisation yet.

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

File

Document Type

Description

Original Language

- Archive
- Balance Sheet
- Balance sheet + Profit loss accounts
- Business Plan
- Cert. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity**
- FEL form natural person
- FP7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note

Quelques conseils:

- Ne pas attendre le dernier moment pour créer le PIC,
- Penser à ajouter tous les documents requis,
- Il est possible de créer le PIC pour une autre organisation,
- Utiliser la fonction recherche pour voir si la structure possède déjà un PIC.

générer son eform

1 – Une fois le PIC créé, se rendre sur la page PPMT (Participant Partnership Management Tool)

<https://eacea.ec.europa.eu/PPMT/>

2 – Créer une nouvelle candidature électronique

[About EACEA](#) | [Contacts](#) | [Sitemap](#) | [Search](#) | [Accessibility](#) | [Legal notice](#)



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home

User Guide

Applications for funding / applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation



3 – Sélectionner le bon programme (Creative Europe), la langue utilisée dans la candidature (EN-FR-DE) et la bonne action

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version

[Previous step](#) [Next step](#)

CREATIVE EUROPE

Show entries Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project	Development Single Project Creative	01/06/2013	04/02/2014

4 – Encoder le n° du PIC (9 chiffres) et définir le chef de projet

Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) User Guide

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>

5 – Générer l'eForm

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA
eForm language version			
EN			

Participating organisation(s)

Applicant organisation

PIC	Name	Country
999949133	MORPHO CARDS GMBH	DE

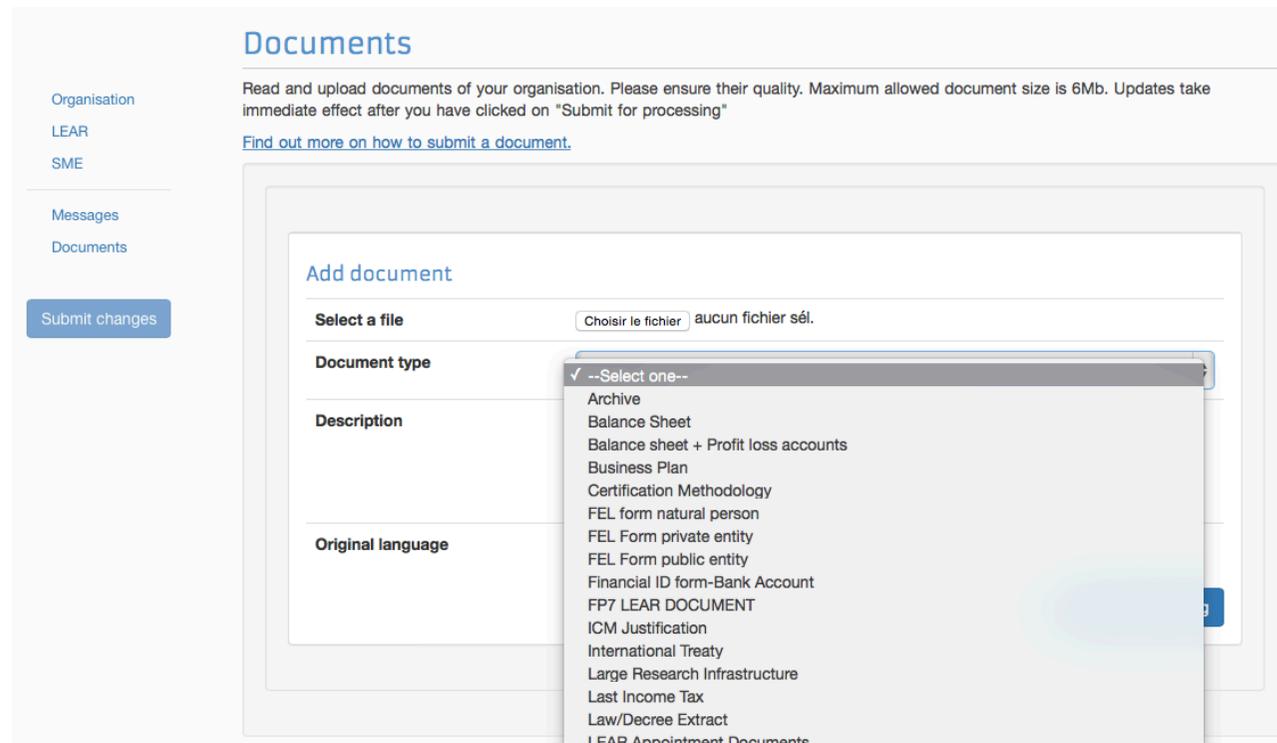
Other participating organisation(s)

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortuna Ltd	UK

envoyer sa candidature

1 – Tester sa connexion au service en ligne

2 – Vérifier que tous les documents demandés sont téléchargés



The screenshot shows a web interface for uploading documents. On the left is a sidebar with navigation links: Organisation, LEAR, SME, Messages, and Documents. A 'Submit changes' button is located below the sidebar. The main content area is titled 'Documents' and contains instructions: 'Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"'. A link 'Find out more on how to submit a document.' is provided. Below this is a form titled 'Add document' with fields for 'Select a file', 'Document type', 'Description', and 'Original language'. The 'Select a file' field shows 'Choisir le fichier' and 'aucun fichier sé.'. The 'Document type' dropdown menu is open, displaying a list of document categories.

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Add document

Select a file Choisir le fichier aucun fichier sé.

Document type

- Select one--
- Archive
- Balance Sheet
- Balance sheet + Profit loss accounts
- Business Plan
- Certification Methodology
- FEL form natural person
- FEL Form private entity
- FEL Form public entity
- Financial ID form-Bank Account
- FP7 LEAR DOCUMENT
- ICM Justification
- International Treaty
- Large Research Infrastructure
- Last Income Tax
- Law/Decree Extract
- LEAR Appointment Documents

Description

Original language

Submit changes

3 – Valider et soumettre le formulaire

Ne pas attendre la dernière minute pour soumettre votre formulaire!