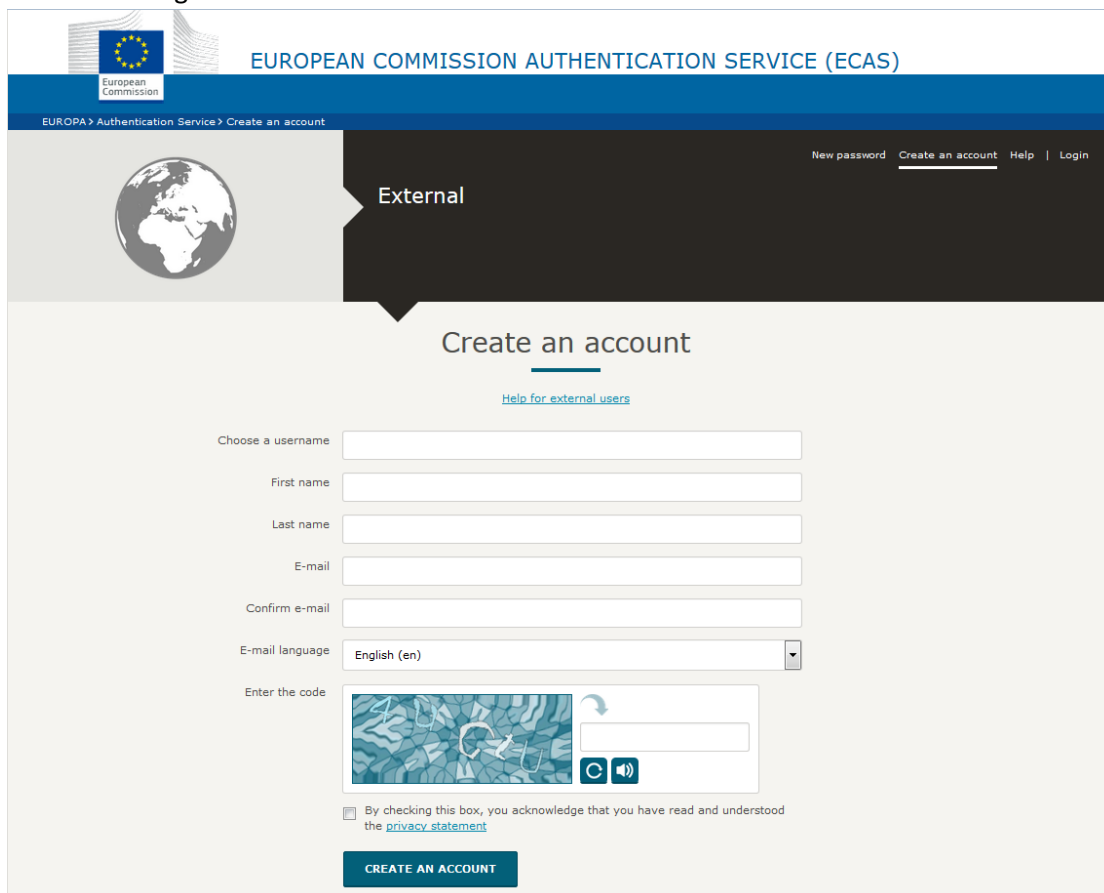


## How to apply for the PIC – the Participant Identification Code:

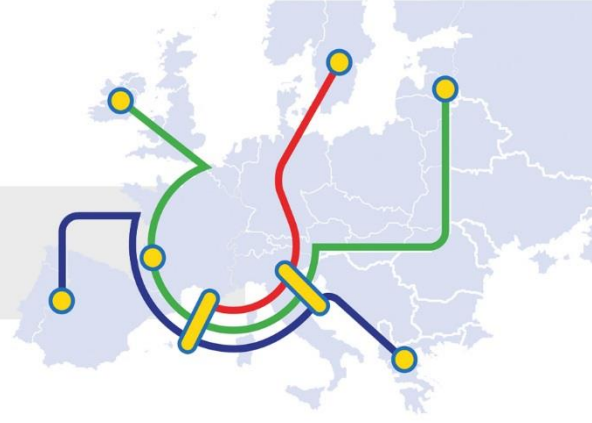
In order to be able to apply for Erasmus+ funding you must register your organisation on the European Commission Authentication Service (ECAS) and on the European Commission's Participant Portal. There you obtain your unique 9-digit reference number called a PIC (Personal Identification Code) which you must enter on your Erasmus+ application form.

### 1) Register for an account at the European Commission Authentication Service (ECAS)

- Follow this link: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
- Fill in the registration form and click "Create an account"



The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' interface. The breadcrumb trail is 'EUROPA > Authentication Service > Create an account'. The page title is 'External' and 'Create an account'. A link for 'Help for external users' is provided. The form fields include: 'Choose a username', 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to English (en)), and 'Enter the code' (with a CAPTCHA image). A checkbox for the privacy statement is present, and a 'CREATE AN ACCOUNT' button is at the bottom.



- A confirmation e-mail will be sent to your mailbox; this email also contains a link to create your password. Click on the link within this e-mail to be redirected to the "ECAS password initialisation" page. It is compulsory to create your password within 1 hour 30 minutes of receiving the email, so complete this task straight away.
- Create a new password, then click on "Submit".
- You will now be able to login on the Participant Portal.

Further information on ECAS can be found on the [ECAS FAQ](#).

## 2) Apply for your PIC number

### Preparation:

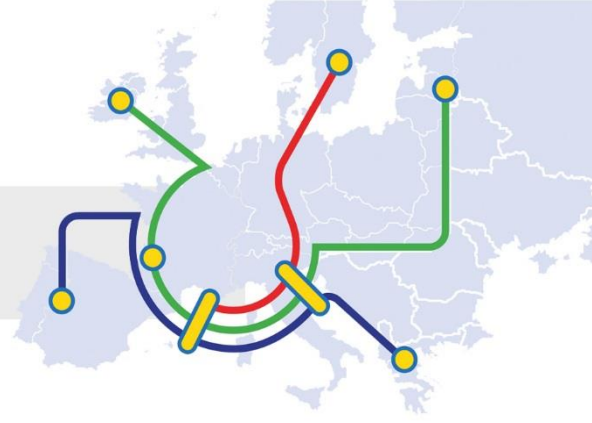
Before starting registering your organization in the Participant Portal, please prepare **some information and documents**. You will be asked to provide supporting documents to demonstrate the **legal name, legal form and legal address of your organization**.

You can provide documents in any [official EU language](#) but you may be asked to provide an English translation. A translation is required for documents submitted in languages other than the EU official languages. The supporting documents have to be recent at all times. A VAT or VAT exemption document cannot be older than 6 months.

During validation, you will be required to provide the following supporting documents – in printed or electronic format:

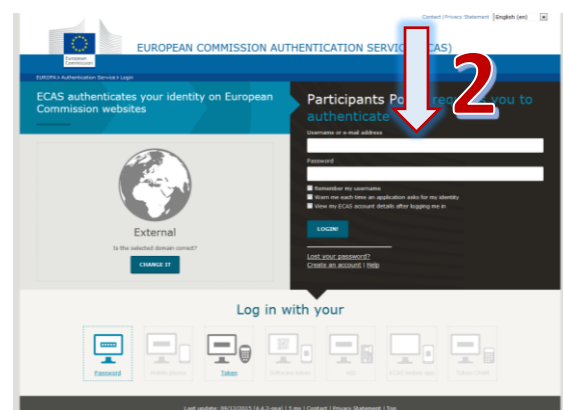
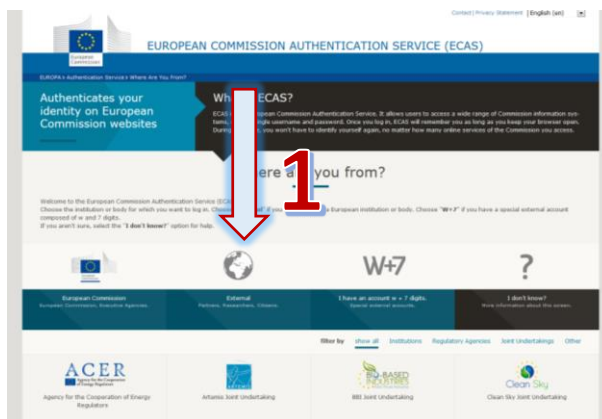
Signed identification document:

- **for individuals ('natural persons'):** copy of valid identity card or passport AND if the person is VAT registered, an official VAT document
- **for public bodies :** copy of the resolution, law, decree or decision establishing the public body; or, failing that, any other official demonstrating its status as a public body AND if the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested
- **for businesses and other types of organisation SMEs (small and medium-sized businesses):**
  1. copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number
  2. copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document).

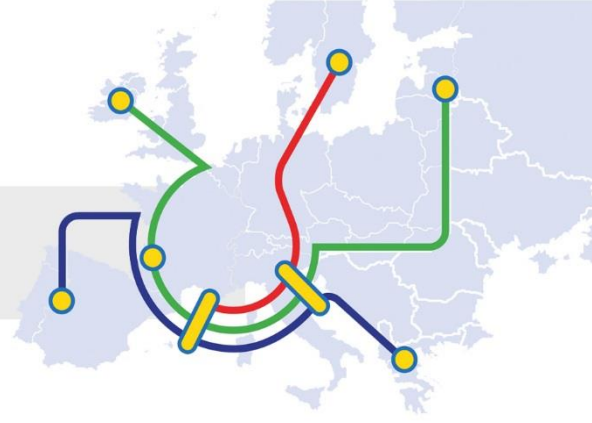


If the organisation is not VAT registered, proof of VAT exemption must be provided.

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



- Open [this website](#), choose external and log-in with your ECAS data.



- Agree the “Terms and Conditions of use of the Electronic Exchange System”

RESEARCH & INNOVATION  
Participant Portal

TERMS AND CONDITIONS OF USE OF THE ELECTRONIC EXCHANGE SYSTEM

1. SUBJECT MATTER AND SCOPE

1.1. The European Commission provides the electronic exchange system (EES) in the "My Area" section of the Participant Portal for:

- applicants, beneficiaries, candidates and winners managing EU grants and prizes in EU funding programmes;
- external experts, in the context of EU funding programmes.

It allows beneficiaries to:

- register in the "Beneficiary Register" and view and edit their data;
- create, revise and submit proposals;
- prepare grants, sign grant agreements and submit deliverables, reports and payment requests during the implementation of their action.

It allows experts to create or update their profile, sign their expert contract and submit supporting documents and payment requests.

1.2. These Terms and Conditions apply to the following:

- the European Commission, its executive agencies and funding bodies using the EES (collectively "the European Commission"); and
- beneficiaries, experts and external experts using the EES.

In relation to their access to the EES, the European Commission, its executive agencies and funding bodies shall not be governed by these Terms and Conditions.

For the avoidance of doubt, the EES, its use, and the grants, prizes and expenses awarded shall not be governed by these Terms and Conditions.

1.3. Requesting access to the EES or using the EES implies unconditional acceptance of these Terms and Conditions (in the then-current version).

☐ I,  agree with the Terms and Conditions of use.

- Afterwards the registration wizard will guide you through the whole process:

Research & Innovation  
Participant Portal - Beneficiary Register

European Commission > Research & Innovation > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

## Welcome to the Beneficiary's Register

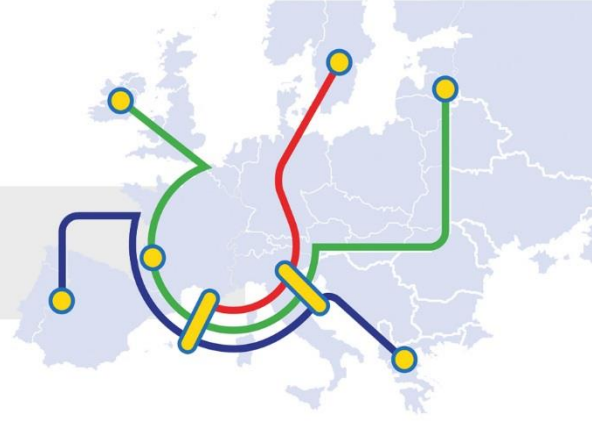
The Registration Wizard will guide you through the process of registration.

- ✓ 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.

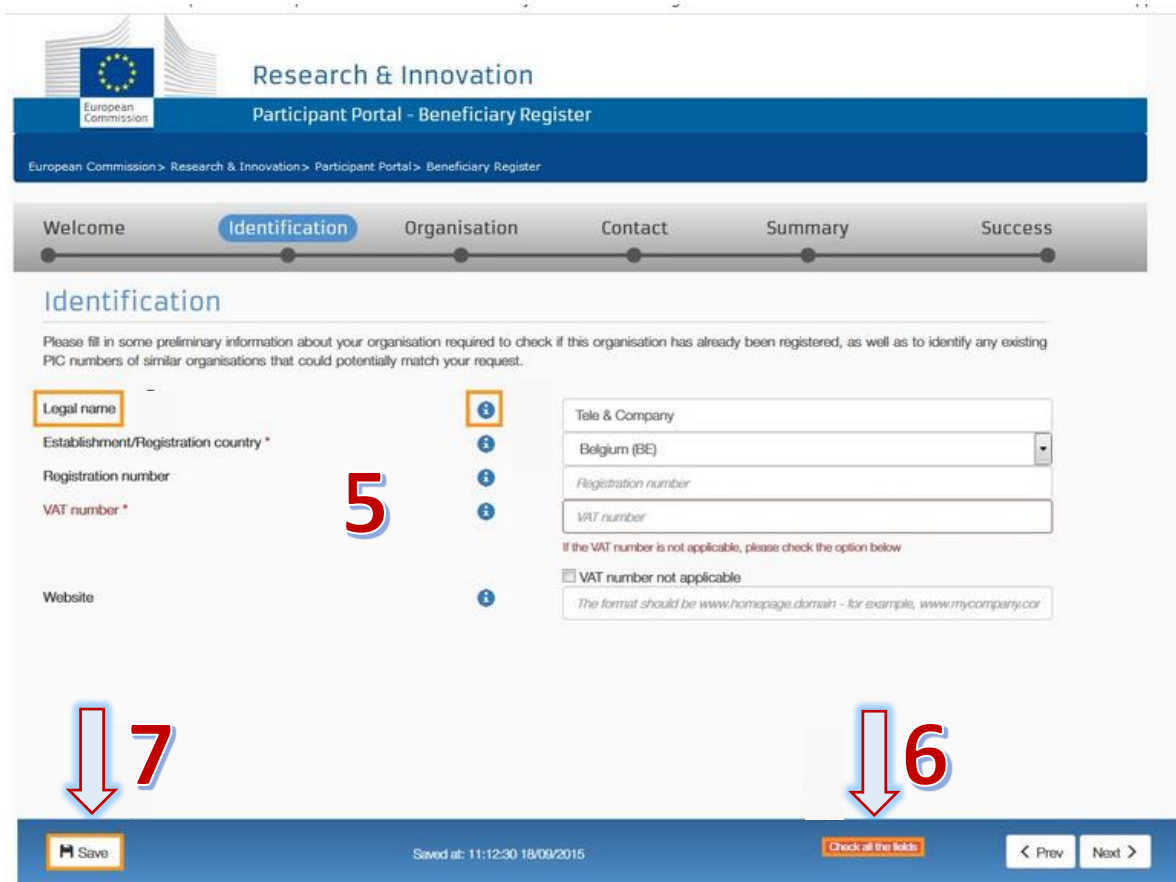
Continue your existing registration?

We found an ongoing registration. Do you wish to continue with the existing registration or start a new one?

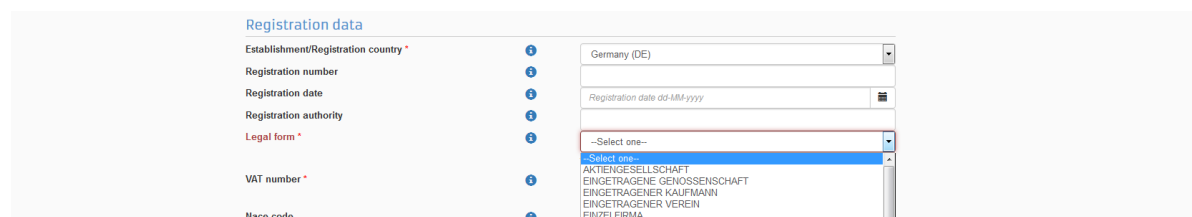
- Saved at: 10:00:29 07/09/2015



- You will need to insert information for the Identification, about your organization including its contact details: e.g. Legal name, registration country, registration number and VAT number. If you don't have a VAT number, you can state "VAT number not applicable". Afterwards click "Check all the fields" and then Save your data.



At the next pages information about the legal representative, legal status, commercial orientation etc. is asked. Mostly you can use the options given in a drop-down menu but make sure that you have your organisations registration at your hands.



By the end of this process you will receive your individual organisation's PIC number and can start applying for Erasmus+ funding.