OID How to register an organisation

This page explains how to register an organisation in the Organisation Registration system if you are planning to participate in one of the actions managed by National Agencies under the Erasmus+ or European Solidarity Corps programmes.

> **Important**
>
> **Before you start** the registration of your organisation please ensure it is not already registered.
> **Use the Organisation Registration Search functionality** to check.

To complete the registration process and save your progress, you must click the **Register my organisation** button. This button is not active until all mandatory sections are completed. Additional sections become available after registration to allow you to upload documents or view associated accreditation.

> **Take note!**
>
> The Organisation Registration system **does not have an auto-save functionality**. Do not close your browser or navigate to another web page unless you have completed your registration by clicking the **Register my organisation** button. Otherwise, any information you have provided will be lost and you must start the registration from the beginning.

- Access the Erasmus+ and European Solidarity Corps platform.
- Check that your organisation has not already been registered before starting a new registration.
- Click "Register My Organisation".
- Log in using your EU login credentials.
- Click "Edit" to start.
- Fill in the "Organisation data".
- Fill in the "Legal Address".
- Add the "Organisation Contact Person".
- Add the first "Authorised User".
- Submit the registration.
- The "Accreditations" section.
- The "Documents" section.
- Notification.
- The certification status in the Organisation Registration system.

Access the Erasmus+ and European Solidarity Corps platform.

Open the **Erasmus+ and European Solidarity Corps platform**.

Check that your organisation has not already been registered before starting a new registration.

Just in case, double check that your organisation has not already been registered using the search feature. Once you are certain that it is not registered, please register your organisation.

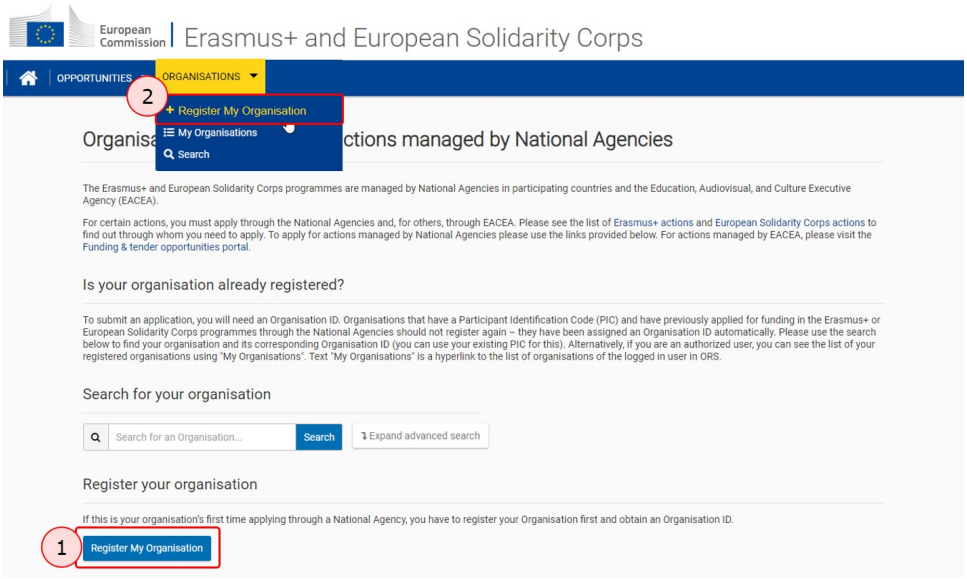
If you find multiple results matching your organisation details, ask a colleague within your organisation for guidance on which to choose. If any of the PICs/Organisation IDs is associated with an ECHE code, this is deemed to be the correct Organisation ID to use in your applications.

Click "Register My Organisation".

Start registering your organisation:

1. By clicking the **Register My Organisation** button on the Erasmus+ and European Solidarity Corps platform home page or
2. Via the **Organisations menu** by selecting **Register My Organisation.**

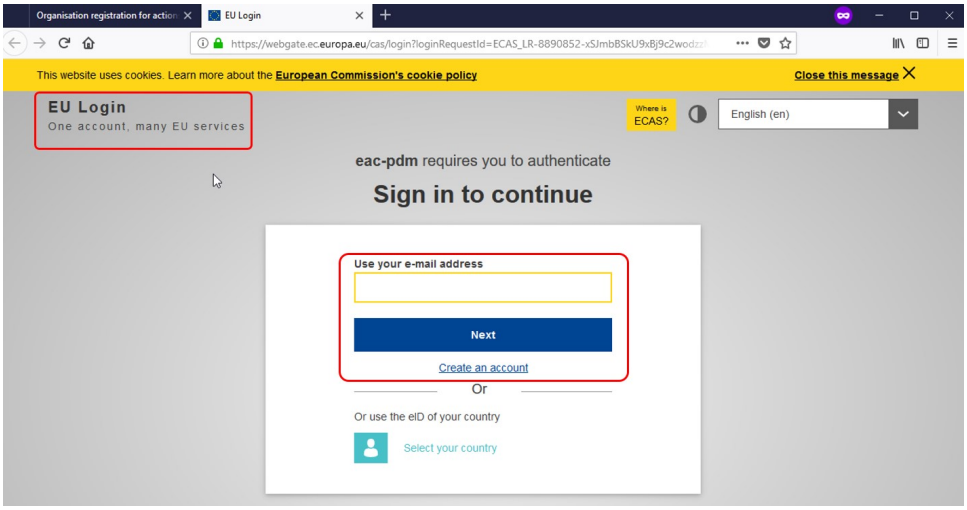
You will be directed to the Organisation Registration system.



Log in using your EU login credentials.

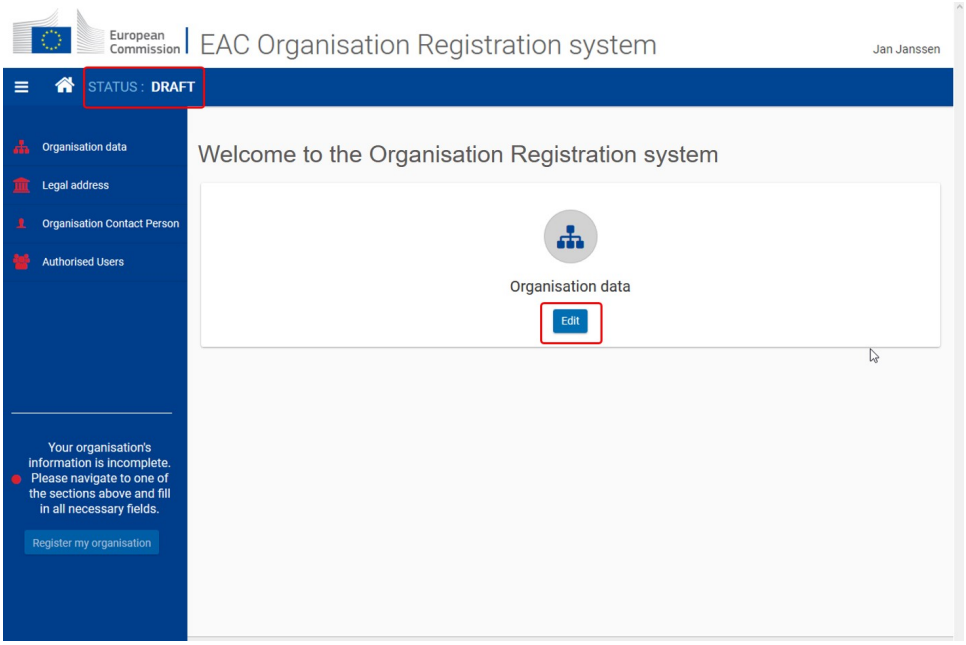
If you are not yet logged in to any of the European Commission systems, you will be prompted to sign in with your **EU login**. Please remember to use the email address and password that are associated with your EU Login account and which are used to access any European Commission system. Authentication using eID is not supported by the Organisation Registration system.

If you do not have an EU login, you can immediately **Create an account** from this page. See the EU Login page for more information.



Click "Edit" to start.

On the **Welcome to the Organisation Registration system** screen, click the **Edit** button to start the process.
The registration **status** is **DRAFT**.
Use the **side menu** to navigate to the various sections in the registration form. Only after one section is completed (indicated by a green icon) can you proceed to the next.
If you try to navigate to the next section without having completed the previous one, a warning message displays.



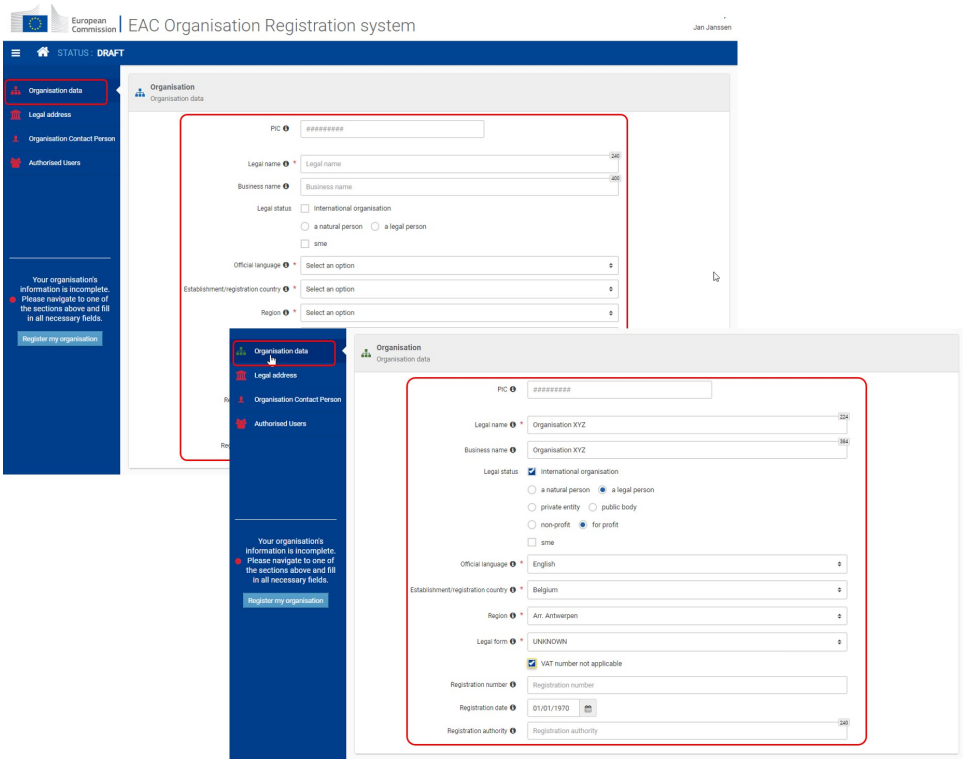
Fill in the "Organisation data".

Provide the required information on your organisation, such as the legal name, business name, legal status, language, country and more. If your organisation already has a PIC but the organisation information was not transferred to the Organisation Registration system you should enter it in this screen. See more details concerning the PIC field.

> **Don't forget!**
>
> Remember to verify whether your organisation was transferred by using the Search. If you can find the organisation, there is no need to register again.
>
> If during the registration process, another organisation is detected having exactly the same legal name as the one you have provided, a message is displayed indicating the Organisation ID of the other organisation. This can help you double check whether your current organisation is already registered, but will not prevent you from finalising the registration.

The available tool tips, indicated with the icon ℹ, provide additional instructions and assistance for filling in each field.

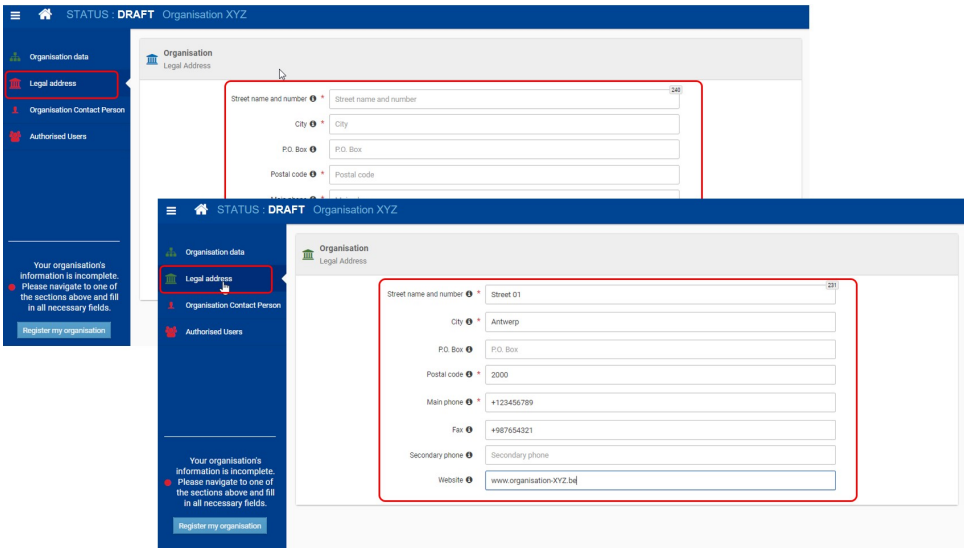
After all mandatory information is entered, the **Organisation data** menu icon turns green and you can proceed to the **Legal Address** section.



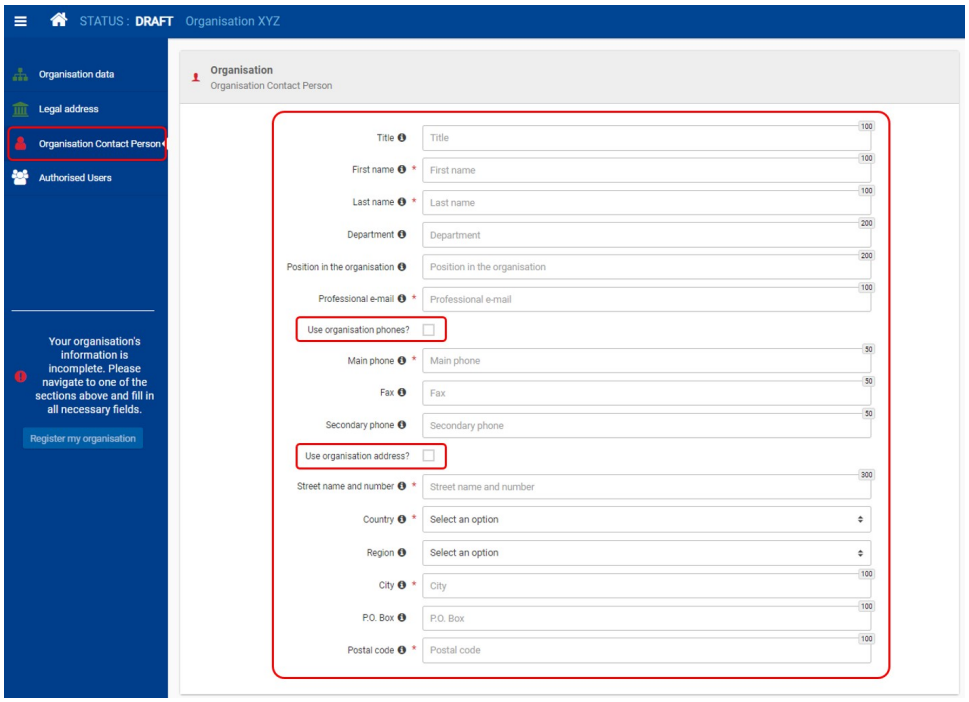
Fill in the "Legal Address".

Access the **Legal address** section from the side menu and provide the required information.

After all mandatory fields are completed, the **Legal address** menu icon turns green and you can proceed to the **Organisation Contact Person** section.



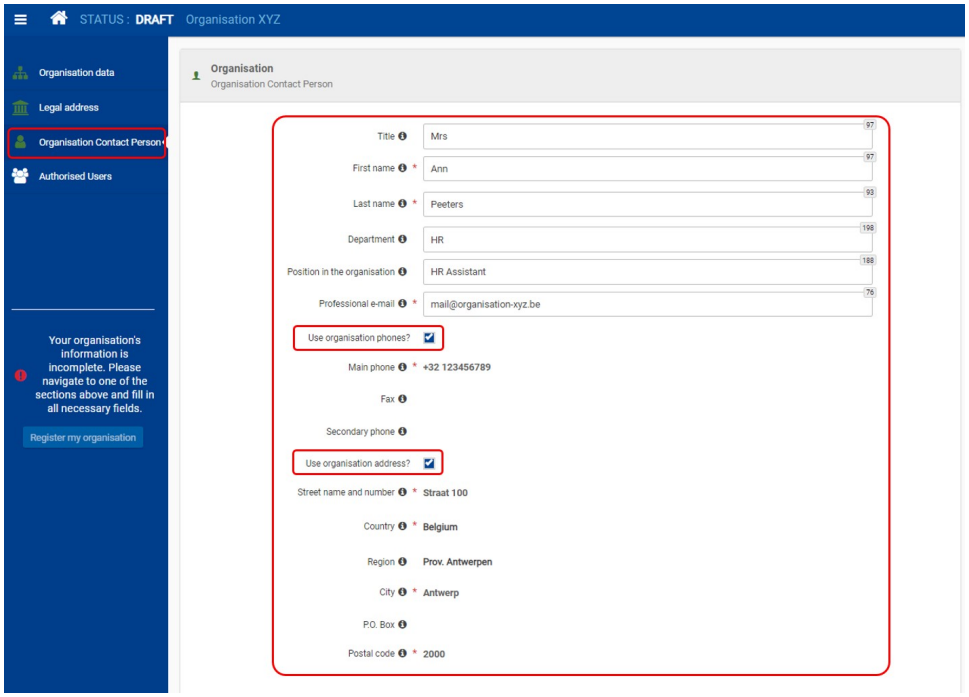
Add the "Organisation Contact Person".

1	**Access the "Organisation Contact Person" section in the side menu** The Organisation Contact Person screen opens.
2	**Provide all required information** Information such as **First and Last Name**, **Position in the organisation** and **professional e-mail** have to be provided. All mandatory fields are clearly marked with *. By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Organisation Contact Person, tick the check boxes. The relevant information will be taken over from the **Organisation Data** section of the registration form. If the phone numbers and/or address of the contact person are different from the information provided under Organisation Data, provide the information in the available fields. 

3

Organisation Contact Person marked complete

The icon in the side menu changes to green once all mandatory information in this section is provided. You can proceed to the next part of the registration: **Authorised Users**.



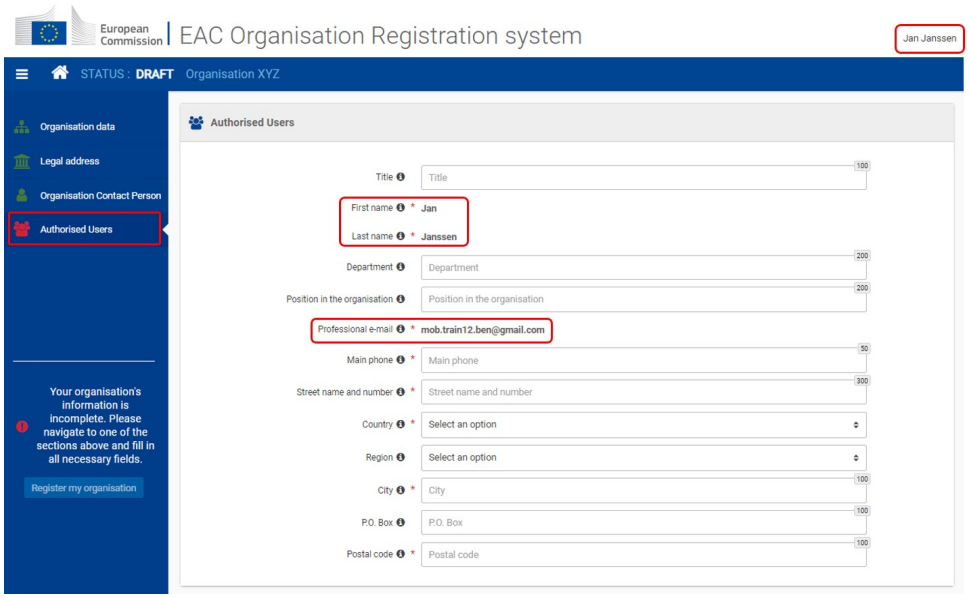
Add the first "Authorised User".

As the person registering the organisation, you are the first **Authorised User**. You must record your personal information during the organisation registration process.

1

Access the "Authorised Users" section

The **Authorised Users** screen opens. Some of your personal information is already filled in, such as your first name, last name and email address. These details are retrieved from your EU Login account. The professional e-mail address cannot be changed.



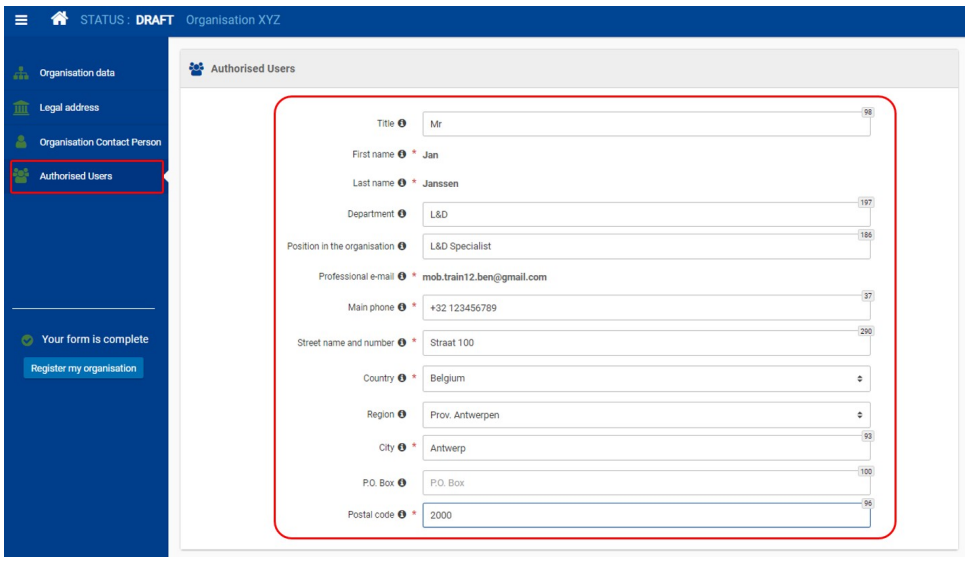
2

Provide all required information

Provide the missing mandatory information. The icon in the side menu changes to green when all required fields are filled in. At this point in the registration process it is not possible to add additional authorised users, but only after the registration form is submitted.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Authorised User, tick the check boxes. The relevant information will be taken over from the **Organisation data** section of the registration form.

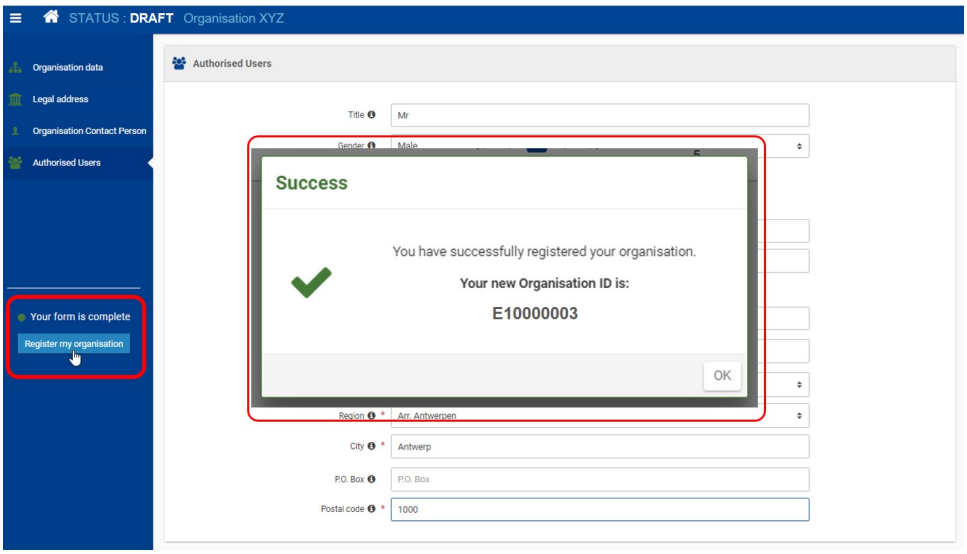
If the phone numbers and/or address of the authorised user are different from the information provided under Organisation Data, provide the information in the available fields.



Submit the registration.

Once all information is entered in the registration form, the **Register my organisation** button is enabled. Click the button to submit your data and finalise the registration.

A confirmation message is displayed as well as your newly created **Organisation ID**. The **Organisation ID** consists of 8 digits preceded by the letter "E".



At the top of your screen you will notice the **status** has changed from **Draft** to **Registered** and the newly created **Organisation ID** is displayed.

The **Registered** status indicates that the submission was successful. It does not mean that the organisation is already certified by the National Agency.

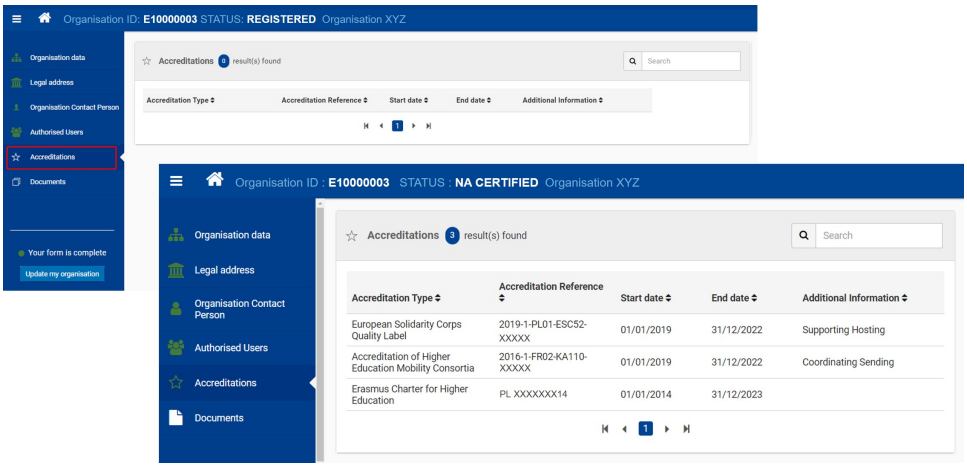
Once you have registered your organisation, two more sections become available:

- Accreditations
- Documents

Moreover, it is now possible to **add more Authorised Users**. It is recommended that you add at least one additional Authorised User.

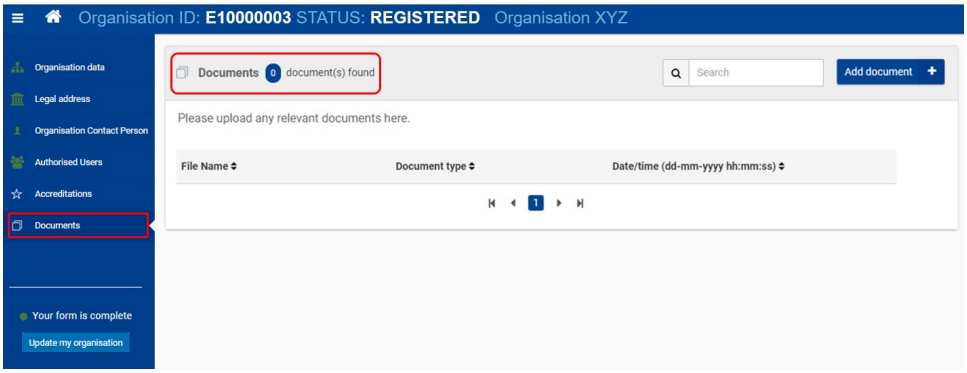
The "Accreditations" section.

The **Accreditations** section is displayed in the side menu after registration. At this point nothing is displayed. Once your organisation is certified and accredited, this section will list all valid accreditations in relation to the decentralised actions of the Erasmus+ and European Solidarity Corps programmes.



The "Documents" section.

Once the organisation is registered you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the Erasmus+ and European Solidarity Corps programme guides. See page OID Manage documents for additional information on how to upload and manage your organisation's documents.



Notification.

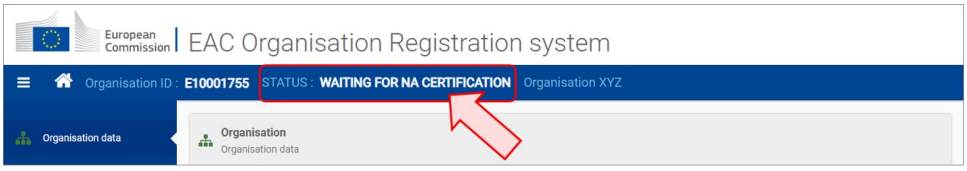
The Organisation Registration system will send a **notification e-mail** to the person that registered the organisation and all persons that have been indicated as authorised. This notification will include the Organisation ID, additional information and relevant links.

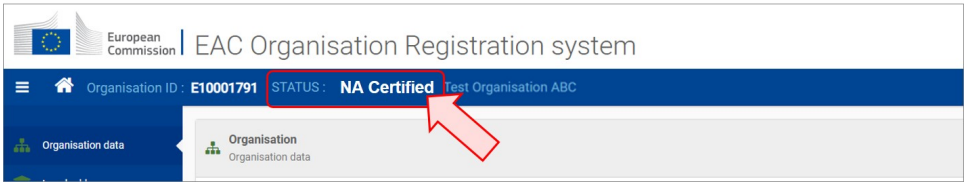
The certification status in the Organisation Registration system.

An organisation can have one of the following **certification statuses** in the **Organisation Registration system:**

1. **Initial organisation status:**
   - **Draft -** Displayed during the registration process, before submission.
   - **Registered** - The organisation has been successfully registered in the Organisation Registration system or the organisation information has been successfully transferred from the Participant Portal to the Organisation Registration system
2. **Organisation status after reception of organisation details in National Agency's project management system:**
   - **Waiting for NA Certification** - The organisation details have been received by the National Agency's project management system and have not been certified by the NA.
   - **Waiting for Confirmation** - When an already certified organisation has been updated in the Organisation Registration system and this update has been received by National Agency's project management system but has not yet been certified.
   - **NA Certified** - Organisations have been **certified** in National Agency's project management system.
   - **Invalidated** - Organisations that have been **invalidated** in National Agency's project management system.

The status is displayed at the top of the screen between the Organisation ID and the organisation name.





Related articles

- Application process for Web Forms
- OID Basic functionalities of the Organisation Registration system
- OID Check PIC
- OID How to add the Organisation Contact and Authorised Users
- OID How to register an organisation
- OID How to search for organisations
- OID Keeping consistent organisation information between systems
- OID Manage contacts and authorised users
- OID Manage documents
- OID Manage documents NA WG REVIEW
- OID Modify Organisation
- OID My Organisations
- Organisation Registration Guide