

# Step 1: Registration

All applicants must be registered <https://webgate.ec.europa.eu/erasmus-esc> if not already done.

## **For actions managed by the Executive Agency:**

To register in the Funding & tender opportunities portal, the legal representative of the applicant must carry out the following steps:

- Create an EU Login account (unless the person representing the applicant already has an account). New EU Login accounts can be created via the following website: <https://webgate.ec.europa.eu/cas/>
- Access the Funding & tender opportunities portal at: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and register (if applicable) on behalf of the organisation/group they represent. Guidance and Frequently Asked Questions are available on the portal. The applicant needs to register only once. Once the registration is completed, the applicant will obtain a PIC1 . The PIC, which is a unique identifier and is necessary for the submission of applications, enables the applicant to fill-in the application form in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the applicant at registration stage will be automatically displayed in the form).

## **For actions managed by the Erasmus+ National Agencies:**

To register in the Organisation Registration system of Erasmus+ and European Solidarity Corps, the legal representative of the applicant must carry out the following steps:

- Create an EU Login account (unless the applicant has an account). New EU Login accounts can be created via the following website: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>;
- Access the Organisation Registration system for Erasmus+ and European Solidarity Corps <https://webgate.ec.europa.eu/erasmus-esc> and register (if applicable) on behalf of the organisation/group they represent. The applicants need to register only once. Once the registration is completed, the applicant will obtain an Organisation ID. An applicant can check its Organisation ID or change some of the information linked to it through the Organisation Registration system for Erasmus+ and European Solidarity Corps. Inserting the Organisation ID in the form will load all the information provided by the applicant at registration stage and display it in the form

## **Proof of legal status**

As part of the registration process, applicants must also upload the following documents:

- the Legal Entity form (to be downloaded from the European Commission's website at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm))  
. In case of consortium, the Legal Entity Form should be provided by all members of the

consortium;

- the Financial Identification form (to be downloaded from the European Commission's website at:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)). Please fill in the form relating to the country in which the bank is located, even if the applicant is officially registered in another country. In case of consortium, the Financial Identification form should be provided only for the coordinator.

For grants exceeding 60 000 EUR, applicants may need to upload specific documents to give proof of their financial capacity. For more details, see the section "Selection Criteria" below.

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<sup>1</sup> PIC is a mandatory information in the application form.