

# 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. Currently only the Erasmus+ Charter for Higher Education will be displayed.

## 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.

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- [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.
  - 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.

## 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.

The screenshot shows the top navigation bar of the Erasmus+ and European Solidarity Corps platform. The 'ORGANISATIONS' menu is expanded, showing options: '+ Register My Organisation', 'My Organisations', and 'Search'. A red box highlights the '+ Register My Organisation' option, with a circled '2' next to it. Below the menu, there is a search bar with the text 'Search for an Organisation...' and a 'Search' button. Below the search bar, there is a section titled 'Register your organisation' with a red box around the 'Register My Organisation' button, labeled with a circled '1'. The page also contains text about the registration process and a note: 'If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.'

## Log in using your EU login.

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**.

If you do not have an EU login, you can immediately **Create an account** from this page. Please remember to use the email address that is associated and which is used to access any European Commission system. See the [EU Login](#) page for more information.

The screenshot shows the EU Login page. At the top, there is a yellow banner with the text 'This website uses cookies. Learn more about the European Commission's cookie policy'. Below the banner, there is a header with the text 'EU Login One account, many EU services'. Below the header, there is a message: 'eac-pdm requires you to authenticate Sign in to continue'. The main content area shows a form with a red box around the 'Use your e-mail address' field and the 'Next' button, labeled with a circled '1'. Below the form, there is a 'Create an account' link and an 'Or' separator. At the bottom, there is a section for 'Or use the eID of your country' with a 'Select your country' button.

## Click "Edit" to start.

On the **Welcome to the Organisation Registration system** screen, click the **Edit** button to start the process. The registration

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 move to the next.

If you try to navigate to the next section without having completed the previous one, a warning message displays.


The screenshot shows the 'EAC Organisation Registration system' interface. At the top left, there is the European Commission logo and the text 'European Commission'. To the right, it says 'EAC Organisation Registration system' and 'English EN Jan Janssen'. Below this is a blue header bar with a home icon and 'STATUS : DRAFT'. A sidebar menu on the left contains icons and labels for 'Organisation data', 'Legal address', 'Organisation Contact Person', and 'Authorised Users'. The main content area has the heading 'Welcome to the Organisation Registration system' and a central box with an icon of three people and the text 'Organisation data' and an 'Edit' button. At the bottom, a message states: 'Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.' with a 'Register my organisation' button.

**Fill in the "Organisation data".**

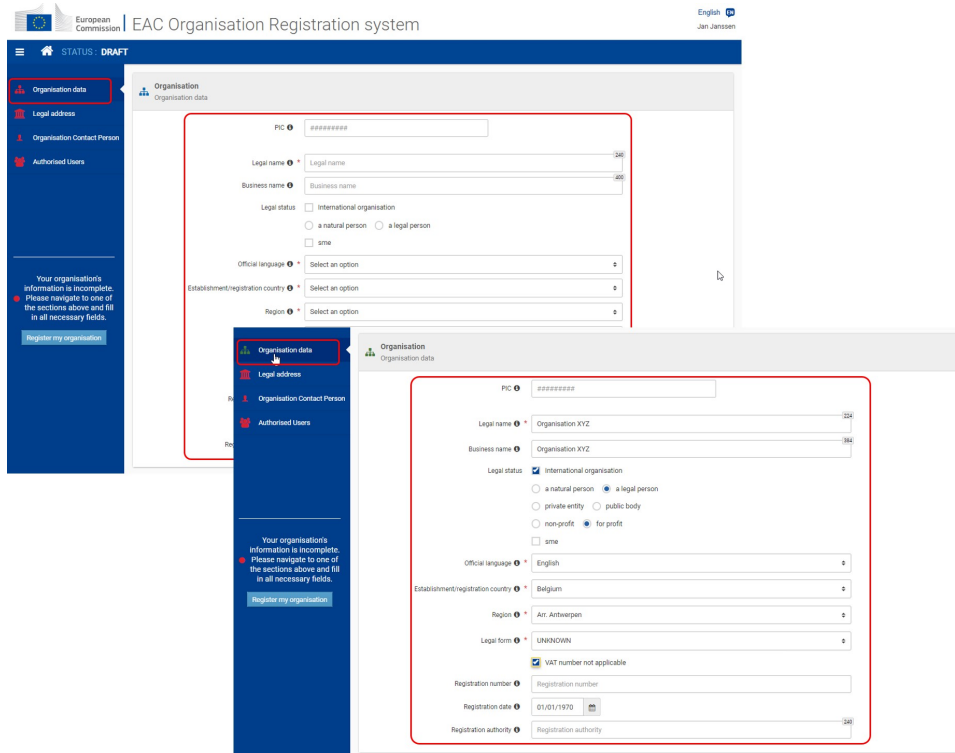
Provide the required information on your organisation, such as legal name, business name, legal status, and more. If your organisation already has a PIC but the organisation information was not transferred to the Organisation Registration system you should enter it in this screen.

### 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

The available tool tips, indicated with the icon , 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.



The screenshot displays the 'EAC Organisation Registration system' interface. The top navigation bar shows 'European Commission' and 'EAC Organisation Registration system'. The user is logged in as 'Jan Jansen' in 'English'. The main content area is titled 'Organisation data' and shows a form with several fields. The form is divided into two sections: 'Draft' and 'Completed'.

**Draft Section:**

- PIC: #0000000
- Legal name: Legal name
- Business name: Business name
- Legal status:  International organisation,  a natural person,  a legal person
- Official language: Select an option
- Establishment/registration country: Select an option
- Region: Select an option

**Completed Section:**

- PIC: #0000000
- Legal name: Organisation XYZ
- Business name: Organisation XYZ
- Legal status:  International organisation,  a natural person,  a legal person,  private entity,  public body,  non-profit,  for profit,  sme
- Official language: English
- Establishment/registration country: Belgium
- Region: Arr. Antwerpen
- Legal form: UNKNOWN
- VAT number not applicable:
- Registration number: Registration number
- Registration date: 01/01/1970
- Registration authority: Registration authority

The 'Organisation data' menu icon in the left sidebar turns green in the 'Completed' section, indicating that the information is complete and the user 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.

Organisation data

Legal address

Organisation Contact Person

Authorized Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Organisation - Legal Address

Street name and number \* Street name and number

City \* City

P.O. Box \* P.O. Box

Postal code \* Postal code

## Add the "Organisation Contact Person".

Access the "Organisation Contact Person" section in the side menu.

The Organisation Contact Person screen opens.

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 an asterisk.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the same as the Organisation Contact Person, tick the check boxes. The relevant information will be taken over from the **Organisation data** registration form.

Should the phone numbers and/or address of the contact person be different from the information provided under the organisation data, provide the fields.

Organisation data

Legal address

Organisation Contact Person

Authorized Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Organisation - Organisation Contact Person

Title \* Title

Gender \* Unknown

First name \* First name

Last name \* Last name

Department \* Department

Position in the organisation \* Position in the organisation

Professional e-mail \* Professional e-mail

use organisation phones?

Main phone \* Main phone

Fax \* Fax

Secondary phone \* Secondary phone

use organisation address?

Street name and number \* Street name and number

Country \* Select an option

Region \* Select an option

City \* City

P.O. Box \* P.O. Box

Postal code \* Postal code

## 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 process.

Organisation Contact Person

Title

Gender

First name

Last name

Department

Position in the organisation

Professional e-mail

use organisation phones?

Main phone

Fax

Secondary phone

use organisation address?

Street name and number

Country

Region

City

P.O. Box

Postal code

## 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.

## 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. The your EU Login account. First name, last name as well as professional e-mail address cannot be changed.

European Commission | EAC Organisation Registration system

English

Authorised Users

Title

Gender

First name

Last name

Department

Position in the organisation

Professional e-mail

Main phone

Street name and number

Country

Region

City

P.O. Box

Postal code

## 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. Only after the registration form is submitted.

The screenshot shows a web interface with a blue header and a left sidebar. The header displays 'STATUS: DRAFT'. The sidebar contains a menu with items: 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Authorised Users' (highlighted with a red box), and 'Your form is complete' (with a 'Register my organisation' button). The main content area is titled 'Authorised Users' and contains a form with the following fields: Title (Mr), Gender (Male), First name (Jan), Last name (Janssen), Department (L&D), Position in the organisation (L&D Manager), Professional e-mail (mob.train12.ben@gmail.com), Main phone (+123456789), Street name and number (Street 1), Country (Belgium), Region (Arr. Antwerpen), City (Antwerp), P.O. Box (P.O. Box), and Postal code (1000). A red box highlights the entire form area.

## Submit the registration.

Once all information is entered in the registration form, the **Register my organisation** button is enabled. Click the button to 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".

The screenshot shows the same web interface as before, but with a success message displayed in a modal window. The message reads: 'Success', 'You have successfully registered your organisation.', 'Your new Organisation ID is: E1000003', and an 'OK' button. The 'Register my organisation' button in the sidebar is now highlighted with a red box. The form fields in the background are partially visible.

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.

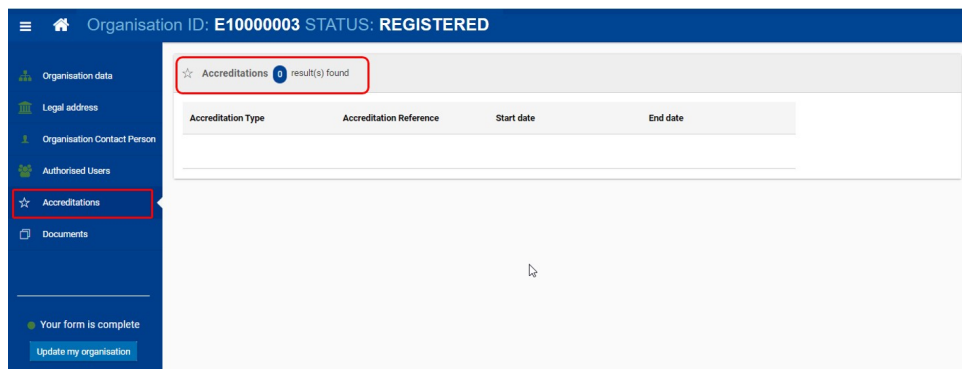
Once you have registered your organisation, two more sections become available:

- [Accreditation](#)
- [Documents](#)

Moreover, it is now possible to [add more Authorised Users](#).

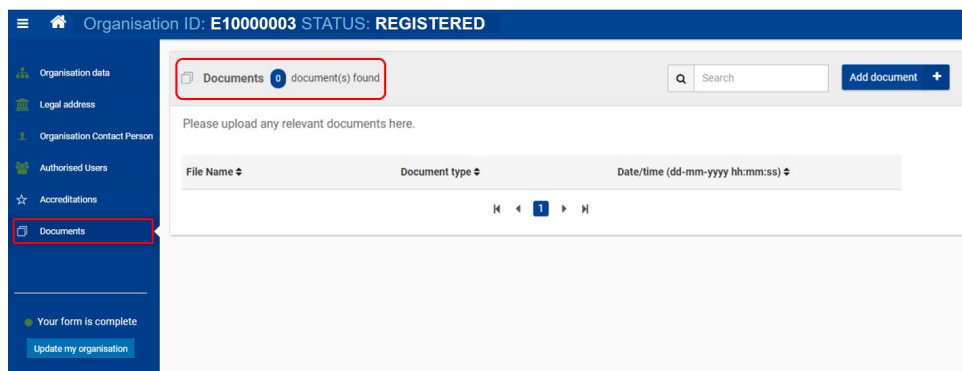
## The "Accreditations" section.

The **Accreditations** section is displayed in the side menu after successful registration. If your organisation has never registered with the European Commission, it will **not display any information**. If you have entered a PIC which has an associated Erasmus+ Charter for Higher Education (ECHE), the Charter will be displayed. If you have forgotten to enter your PIC, in the **Organisation data** section, you can do it at this stage, then press the **Update my organisation** button and return to this page to check whether your ECHE code is now displayed.



## 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 can be found in the [Erasmus+](#) and [European Solidarity Corps](#) programme guides. See page [OID Manage documents](#) for additional information on how to 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.

## Related articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [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 Modify Organisation](#)
- [OID My Organisations](#)



- [Organisation Registration Guide](#)