

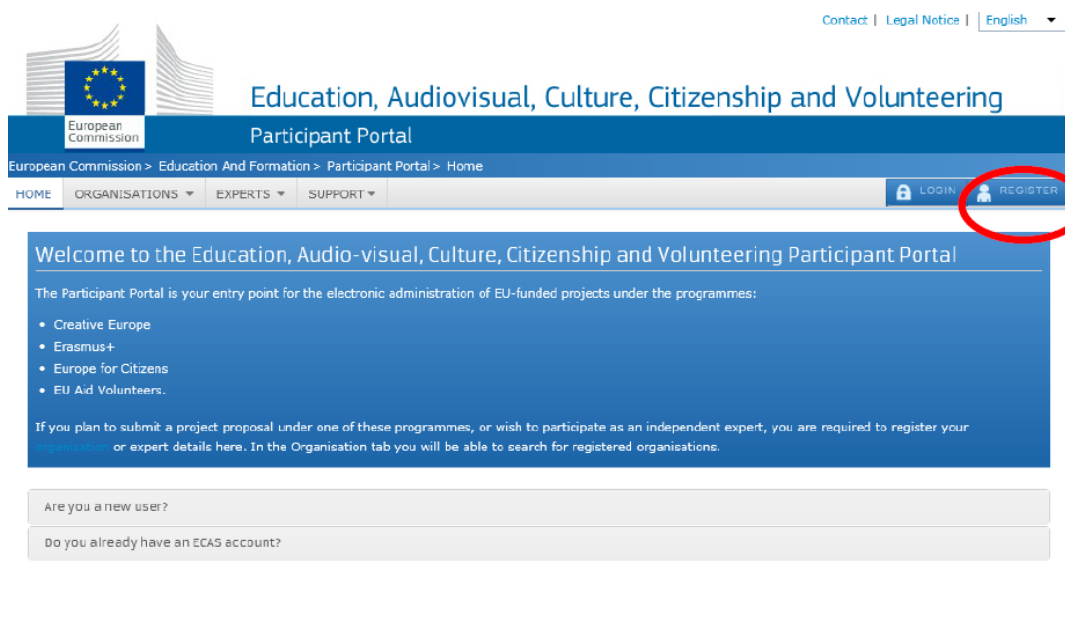
## Handleiding voor het aanvragen van uw PIC-code

### Registratie in *Unique Registration Facility (URF)* van de *Participants Portal*

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

Klik op de **login**-knop en log in met uw ECAS-account.

U komt nu op de welkomspagina.



Klik op de **ORGANISATIONS** tab en daarna op **REGISTER** om de registratiepagina te openen.

Klik op **REGISTER ORGANISATION** om uw organisatie te registreren.

Op de welkomspagina neemt u de volgende stappen:

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. 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 current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

### Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?  Yes  No

Does it have a Business Registration Number?  Yes  No

Does it have a website?  Yes  No

[Close](#) [Next >](#)

Vul de gevraagde gegevens in.

Klik op [Next >](#) (of Close indien u de registratie ongedaan wilt maken). U ziet een lijst met organisaties met dezelfde (of bijna dezelfde) naam op uw scherm.

Indien u uw organisatie niet ziet, klik dan op [Next >](#) .

Indien u uw organisatie wel in de lijst ziet staan, dan is uw organisatie al geregistreerd in de URF.

Klik op [More details](#) om de gegevens van deze organisatie te gebruiken.

### The following organisations were found based on your search criteria:

#### Next steps

1. Click "More details" if the data found corresponds to the data of your organisation.
2. Click "Next" to continue the registration process for the new entity in case the data found does not correspond to the data of your organisation.

ERCO  
Avenue Brussels 1, 1234, Bruxelles  
PIC: 950003742, VAT: BE123456789, National registration number: 123456789  
Status: **DECLARED**

[More details](#)

[Close](#) [Next >](#)

Indien uw organisatie al geregistreerd is, en u op 'more details' heeft geklikt, zijn er de volgende mogelijkheden:

The screenshot shows a progress bar at the top with steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The 'CONTACT' step is active. On the left, a blue box titled 'Next steps' contains text about using the PIC number. On the right, a green box displays the following data: 'The following data was previously registered for your organisation: PIC number: 950003/42, ERCO, 1, Avenue Brussels, Bruxelles, BE, VAT: BE123456789, Registration # 123456789, STATUS: DECLARED'. Below this, a message says 'Thank you for using the Participant Portal European Commission, Validation Services Team'. At the bottom, there are buttons for 'Email me', 'Contact', 'Print', '< Back', and 'Close'.

- Contact:** u stuurt een e-mail naar de contactpersoon van de organisatie
- Email me:** u ontvangt een e-mail met meer informatie van de organisatie
- Print:** u print een *summary* met gegevens van de organisatie
- Back:** u gaat terug en ververs de registratiepagina
- Close:** u stopt met de registratie en gaat terug naar de *Participant Portal*-pagina

**Indien uw organisatie nog niet geregistreerd is, dient u de volgende stappen te volgen.**  
De velden gemarkeerd met een \* zijn **verplicht** om in te vullen.

The screenshot shows the 'Organisation data' section of the registration process. The progress bar at the top has 'ORGANISATION' selected. The form is titled 'Enter information about your organisation' and contains several questions and input fields. The questions are: 'Are you registering on behalf of another organisation?' (radio buttons for No and Yes), 'Is the organisation a Legal Person?' (radio buttons for Yes and No, 'I'm a natural person.'), 'Is it a non-profit organisation?' (radio buttons for Yes and No), 'Is it a public body?' (radio buttons for Yes and No), and 'Is it a NGO?' (radio buttons for Yes and No). The input fields are: 'Business Name' (text box with 'DEMO Organisation'), 'Business Registration Number \*' (text box with '123456789'), 'Registration Date \*' (text box with '01-01-1990'), 'Registration Authority \*' (text box with 'Demo Authority'), 'Establishment/Registration Country \*' (dropdown menu with 'Belgium'), 'Region/County' (dropdown menu with 'Arr. Admin. Bruxelles-Capitale - /'), 'Legal Name \*' (text box with 'Demo Organisation'), and 'Official Language \*' (dropdown menu with 'English'). At the bottom, there are buttons for 'Close', 'Save Draft', 'Delete Draft', and 'Next >'.

Klik op [Next >](#) om naar de volgende pagina te gaan. Hier wordt specifieke informatie over uw organisatie gevraagd. Ook hier zijn de velden gemarkeerd met een \* **verplicht** om in te vullen.

The screenshot shows a web form titled "Organisation data" with a progress bar at the top indicating the current step. The form contains several fields for organizational information, with mandatory fields marked with an asterisk. The fields are: "Is it a public body?" (radio buttons for Yes/No), "Is it a NGO?" (radio buttons for Yes/No), "Business Name" (text input: DEMO Organisation), "Business Registration Number \*" (text input: 123456789), "Registration Date ^" (text input: 01-01-1990), "Registration Authority \*" (text input: Demo Authority), "Establishment/Registration Country \*" (dropdown: Belgium), "Region/County" (dropdown: Arr. Admin. Bruxelles-Capitale - V), "Legal Name \*" (text input: Demo Organisation), "Official Language \*" (dropdown: English), "VAT number" (radio buttons for Yes/No, text input: BE123456789), "NACE code" (dropdown: Computer programming, consulta...), and "Legal Form" (dropdown: UNKNOWN). A note at the bottom indicates "\* Mandatory data". Navigation buttons at the bottom include "Close", "Save Draft", "Delete Draft", and "Next >".

Klik op [Next >](#).

U voert nu de adresgegevens in.

The screenshot shows a web form titled "Legal address data" with a progress bar at the top. The form is titled "Enter Legal Address information" and contains fields for address and contact information. The fields are: "Address" (text input: Rue Demo), "Street Name and Number \*" (text input: 1), "P.O. Box" (text input: 1000), "Postal Code" (text input: 1000), "CEDEX" (text input: ), "City \*" (text input: Bruxelles), "Region/County" (dropdown: Arr. Admin. Bruxelles-Capitale - V), "Country \*" (dropdown: Belgium), "Phones" section with "Man Phone \*" (text input: 02123456), "Fax" (text input: ), and "Secondary Phone" (text input: ). The "Internet Address" section includes "Internet web address / website" (text input: www.demo.com). A note at the bottom indicates "\* Mandatory data". Navigation buttons at the bottom include "Close", "Save Draft", "Delete Draft", "< Back", and "Next >".

Klik op [Next >](#).

U voert de contactgegevens in. Het e-mailadres dient van de organisatie te zijn, geen privé e-mailadres. Dit geldt ook voor het telefoonnummer.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

**Contact data**  
During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

**Enter contact information**

**Contact**

Title

Position in the organisation

Department

Professional E-mail \*

Gender \*  Male  Female

Last Name \*

First Name \*

**Address**

Use the existing Legal Person's address?

Street Name and Number \*

P.O. Box

Postal Code

CEDEX (France only)

City \*

Als u naar beneden scrolt komt het volgende formulier:

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

**Contact data**  
During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

**Address**

Use the existing Legal Person's address?

Street Name and Number \*

P.O. Box

Postal Code

CEDEX (France only)

City \*

Region/County

Country \*

**Phones**

Use the existing Legal Person's phone numbers?

Main Phone \*

Fax

Secondary Phone

\* Mandatory data

Klik op [Next >](#) . Klik daarna NOG NIET op *Finish your registration!*

Het eerste deel van de registratie is gedaan. Voor u op 'Finish your registration' klikt wordt er om programmaspecifieke informatie gevraagd. Geef aan voor welk programma u wilt aanvragen.

The screenshot shows a registration progress bar at the top with steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME (current), SUBMIT, and DONE. A language dropdown is set to 'English(en)'. On the left, a blue sidebar titled 'Programme-specific data' contains instructions: '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)'. The main content area is titled 'Programme-Specific Information' and contains the text: 'You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.' Below this is a blue button labeled 'Finish your registration'. Further down, it says: '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.' A 'Programme:' label is followed by a dropdown menu with the following options: 'Select a Programme from the list', 'Select a Programme from the list.', 'Erasmus+', 'Creative Europe', 'Europe for Citizens', and 'EU AID Volunteers'. At the bottom, there are four buttons: '< Back', 'Save Draft', 'Delete Draft', and 'Close'.

Als u Erasmus+ aanklikt, komt u op het volgende scherm. Vul alle informatie in.

The screenshot shows the same progress bar and language dropdown as the previous screen. The left sidebar is titled 'EAC' and contains instructions: 'Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation. Small or medium-sized enterprise (SME) is an enterprise with: • Less than 250 employees. • A balance sheet lower than 50M €. • A year turnover of less than 43M €.' The main content area is titled 'EAC' and contains the following form fields: 'Organisation type:' with a dropdown menu showing 'Associations'; 'Is your organisation a small/medium-sized enterprise (SME)?:' with radio buttons for 'Yes' and 'No'; and 'Organisation description:' with a text input field. At the bottom, there are four buttons: 'Close', '< Back', 'Save Draft', and 'Save and Return'.

Klik op **Save and Return** en ga verder op de vorige pagina.

Klik op **Finish your registration** om een samenvatting van uw organisatie te zien.

**Summary:**  
Once you review and verify your organisation data, click 'Confirm' to submit it.  
After that you will be able to upload supporting documents.

**Review the organisation information you entered**

Organisation Address Contact Specific programs

**Organisation information**

Establishment/Registration Country *	Belgium
Legal Name	Demo Organisation
Official Language *	English
Business Name	DEMO Organisation
Business Registration Number	123456789
VAT number	BE123456789
NACE code	Computer programming, consultancy and related activities
Registration Date	1990-01-01
Registration Authority	Demo Authority
Legal Form	UNKNOWN

**Legal Address information**

Street Name and Number *	Rue Demo
P.O. Box	1

Print Save Draft Delete Draft i Confirm

U kunt de gegevens nu printen, opslaan of verwijderen.

Indien u gegevens wilt wijzen, kunt u dat doen door op de betreffende knop te klikken:

Organisation Address Contact Specific programs

Indien alle gegevens correct zijn klikt u op **Confirm** .

**Op de volgende pagina vindt u de PIC-code.**

English(en) [v]

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

### You have registered the following data for this organisation:

Legal Name	Demo Organisation
Legal Address	, Rue Demo, Bruxelles, Belgium
VAT	BE123456789
Business Registration Number	123456789
EAC/EACEA - specific information	
Organisation type	Other
Is it a Small Medium Enterprise (SME)?	No
Organisation description	other organisation

PIC number: 949701296

Thank you for using the Participant Portal

Print Close

U ontvangt een e-mail met de gegevens die u heeft ingevuld en de daarbij behorende PIC-code.