



Organizāciju reģistrācija dalībai Erasmus+ programmā



Valsts izglītības
attīstības aģentūra

KAS JĀDARA, LAI IESNIEGTU PROJEKTA PIETEIKUMU?

- Organizācijai jāpārbauda **atbilstība** programmas noteikumiem un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)
- Organizācijai jāreģistrējas **URF** (*Unique Registration Facility*)/**Dalībnieku portālā** (organizācija iegūst unikālu 9 ciparu *Participant Identification Code* - PIC kodu)
- Jāaizpilda un jāiesniedz projekta **pieteikuma veidlapa**



Reģistrēties URF un iegūt PIC kodu
nepieciešams **visām** organizācijām, kas vēlas
 piedalīties Erasmus+ programmā – gan
projektu pieteicējiem, gan partneriem

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

Reģistrēšanās notiek EK dalībnieku portālā (URF sistēmā):

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

URF/Dalībnieku portālā var:

- reģistrēt organizāciju
- atjaunināt informāciju jau par reģistrēto organizāciju

! Priekšnosacījums: lai reģistrētos URF portālā ir jābūt ECAS lietotājevārdam un parolei



Erasmus+



Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

Iegūt ECAS lietotājvārdu un paroli, kā arī veikt organizācijas reģistrāciju URF, var izmantojot vienu saiti:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>



Erasmus+




Valsts izglītības
attīstības aģentūra

1. SOLIS – ECAS KONTA REĢISTRĀCIJA

- ECAS ir Eiropas Komisijas lietotāju autentifikācijas pakalpojums. Tas ļauj autorizētiem lietotājiem piekļūt dažādām Komisijas informācijas sistēmām
- ECAS kontā organizācijas pārstāvis reģistrē sevi kā privātpersonu

1. SOLIS – ECAS KONTA REĢISTRĀCIJA

Contact | Legal Notice | English ▾



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1 To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2 If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3 Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

© European Communities

1. SOLIS – ECAS KONTA REĢISTRĀCIJA

- Ja, reģistrējoties Jums lūdz norādīt, ko Jūs pārstāvat (*Where are you from?*), izvēlaties - **“external”**
- Pēc reģistrācijas uz norādīto e-pastu saņemsiet apstiprinājumu, kas ļaus pabeigt reģistrāciju

The screenshot shows the 'Sign Up' page for the European Commission Authentication Service (ECAS) External. The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there is a navigation bar with 'EUROPA > Authentication Service > Sign Up' and links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message states: '! Is the selected domain correct? External Change it'. The main content area is titled 'Sign Up' and includes a link for 'Help for external users'. The form contains the following fields: 'Choose a username', 'First name *', 'Last name *', 'E-mail *', 'Confirm e-mail *', and 'E-mail language *' (set to 'English (en)'). There is a CAPTCHA image with the code 'T D 6 6 F' and a refresh button. Below the CAPTCHA is an 'Enter the code *' field. At the bottom, there is a checkbox for 'Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *' and a 'Sign up' button. A footnote at the bottom left indicates '* Required fields'.

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

Autorizējoties izmantojiet ECAS lietotājevārdu un paroli!

Contact | Legal Notice | English ▾

 Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ **LOGIN** REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

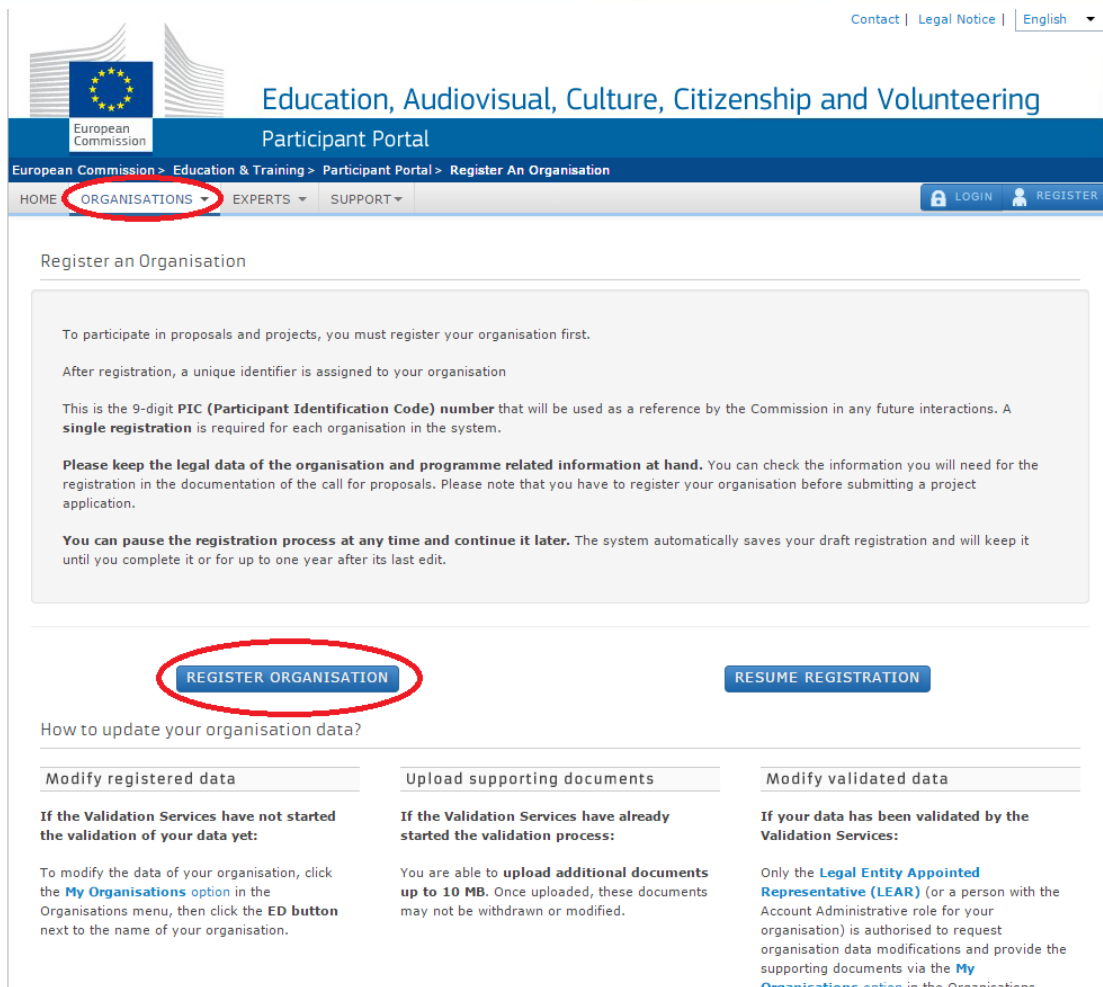
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

© European Communities

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ



The screenshot shows the 'Register an Organisation' page on the European Commission Participant Portal. The page header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The navigation menu shows 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. The 'ORGANISATIONS' menu item is circled in red. Below the navigation, there is a 'REGISTER ORGANISATION' button, also circled in red, and a 'RESUME REGISTRATION' button. The main content area contains instructions on how to register an organisation, including the requirement for a 9-digit PIC (Participant Identification Code) number and the option to pause the registration process.

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION RESUME REGISTRATION

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p>If the Validation Services have not started the validation of your data yet:</p> <p>To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.</p>	<p>If the Validation Services have already started the validation process:</p> <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	<p>If your data has been validated by the Validation Services:</p> <p>Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations</p>



Erasmus+



Valsts izglītības
attīstības aģentūra

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

- Reģistrācijas process - jāaizpilda informācija par organizāciju:
 - ✓ pilns nosaukums,
 - ✓ reģistrācijas numurs,
 - ✓ adrese,
 - ✓ kontaktinformācija u.c.
- Pēc reģistrācijas un PIC koda iegūšanas, URF sistēmā jāpievieno arī organizācijas juridiskā statusa veidlapa, finanšu identifikācijas veidlapa un organizācijas reģistrācijas apliecība -
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_public_lv.pdf (Publisko tiesību subj.)
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_lv.pdf (Finanšu identifikācijas veidlapa)



Erasmus+



Valsts izglītības
attīstības aģentūra

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

Registration of an organisation - Google Chrome
https://ec.europa.eu/research/participants/urf/secure/education/welcome.do

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?

Does it have a website? Yes No

Reģistrācijas sākumā sistēma pārbaudīs vai organizācija, ko vēlaties reģistrēt, jau nav reģistrēta, parādot organizācijas ar līdzīgiem nosaukumiem:

- ja savu organizāciju neatrodāt, turpiniet reģistrāciju,
- ja atrodat savu organizāciju, spiediet "more details" un kontaktējaties ar norādīto kontaktpersonu.



ORGANIZĀCIJAS DATU REDIGĒŠANA, DOKUMENTU PIEVIENOŠANA

Contact | Legal Notice | English ▼



European
Commission

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▼ PROJECTS ▼ EXPERTS ▼ SUPPORT ▼

VINETA BRINGULE ▼

Register

My Organisations

Search

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is the central point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?



European Commission

Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS ▾ PROJECTS ▾ EXPERTS ▾ SUPPORT ▾

VINETA BRINGULE ▾

My organisations

LEGEND View Organisations Modify Organisations

Show 10 ▾ entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
Smilga	946283016		DECLARED	

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

Welcome **Vineta BRINGULE**, you can edit Smilga **946283016**

English(en) ▾

- Message
- Documents**
- Organisation
- Legal Address
- Contact Person
- LEAR

Documents


On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

[Click here to find out how to submit a requested document.](#)

Add a new document

 No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.

Filter



Choose your Framework Program ▾

Update your data

Reset filter

Quit

PAPILDUS INFORMĀCIJA

VIAA mājas lapā:

- Vadlīnijas organizāciju reģistrācijai URF sistēmā

(Stratēģiskās partnerības → Dokumenti un veidlapas)

http://viaa.gov.lv/lat/muzizglitibas_programma/erasmus_plus/erasmus_plus_strat_partn/?tl_id=21448&tls_id=1307

- *Erasmus+* programmas vadlīnijas pretendentiem

(Stratēģiskās partnerības → Dokumenti un veidlapas)

http://viaa.gov.lv/lat/muzizglitibas_programma/erasmus_plus/erasmus_plus_strat_partn/?tl_id=21448&tls_id=1307



Erasmus+



Valsts izglītības
attīstības aģentūra