



Erasmus+



# Organizāciju reģistrācija dalībai Erasmus+ programmā



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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.)

Organizācija **jāreģistrē Organizāciju reģistrācijas sistēmā** (iegūstot organizācijas ID kodu - **OID**)

Jāaizpilda un **jāiesniedz** tiešsaistes projekta **pieteikuma veidlapa**



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# ORGANIZĀCIJU REĢISTRĀCIJA

Reģistrēties Organizāciju reģistrācijas sistēmā un iegūt OID kodu nepieciešams **visām** organizācijām, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.

**!!!** Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad OID kods ir piešķirts automātiski un nav jāizveido jauns (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas)



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# ORGANIZĀCIJU REĢISTRĀCIJA

## 1.SOLIS

Jāizveido **EU Login** kots

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

## 2.SOLIS

Organizācija jāreģistrē Organizāciju reģistrācijas sistēmā un jāiegūst Organizācijas identifikācijas kods - **OID** (piemērs OID: E12345678)

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>



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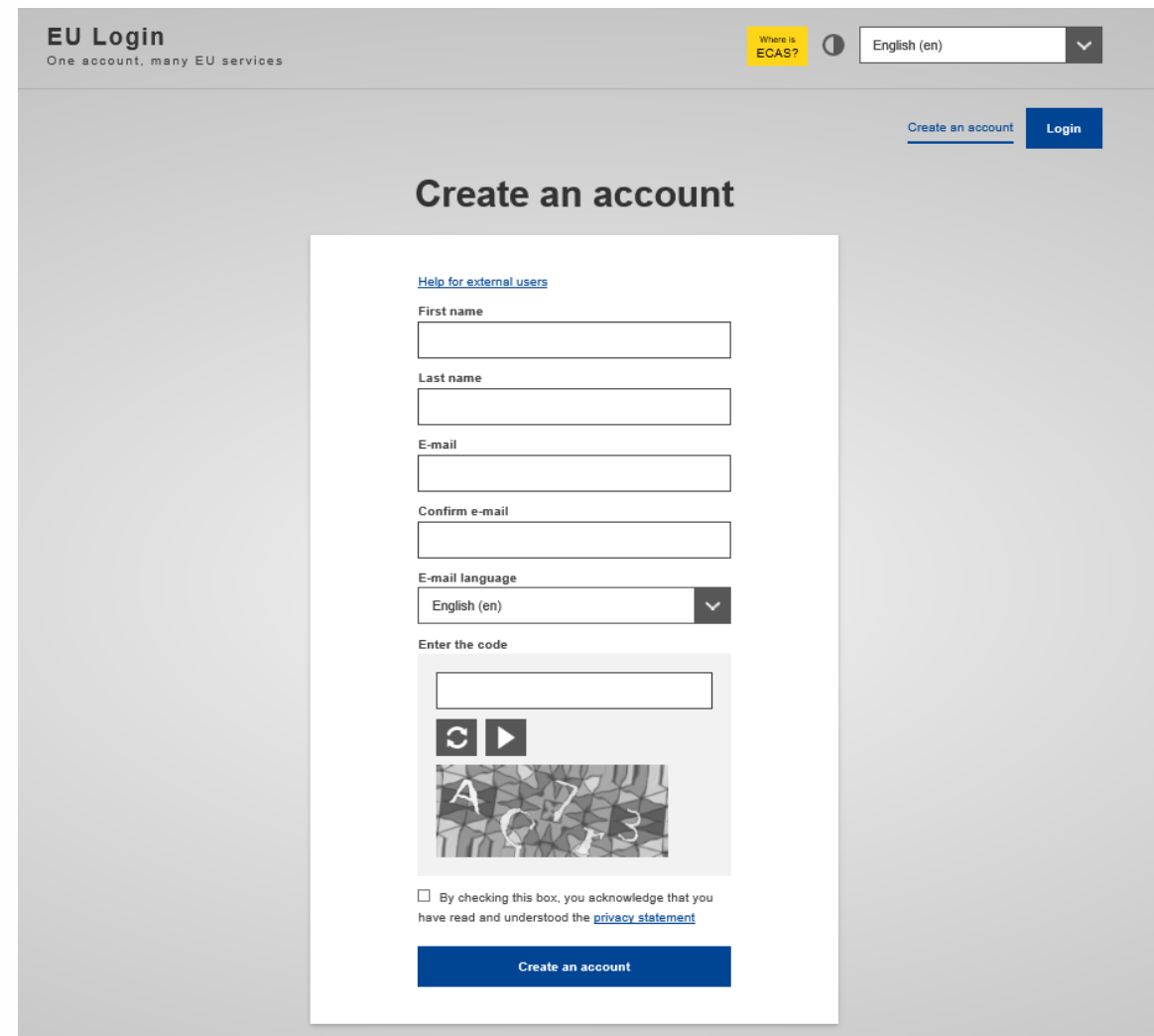
# 1.SOLIS – EU Login KONTA REĢISTRĀCIJA

EU Login ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

Izveidot EU Login kontu iespējams šeit - <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Veidojot EU Login kontu organizācijai, vēlams izmantot organizācijas e-pasta adresi.

EU Login lietotāja vadlīnijas – [šeit](#).



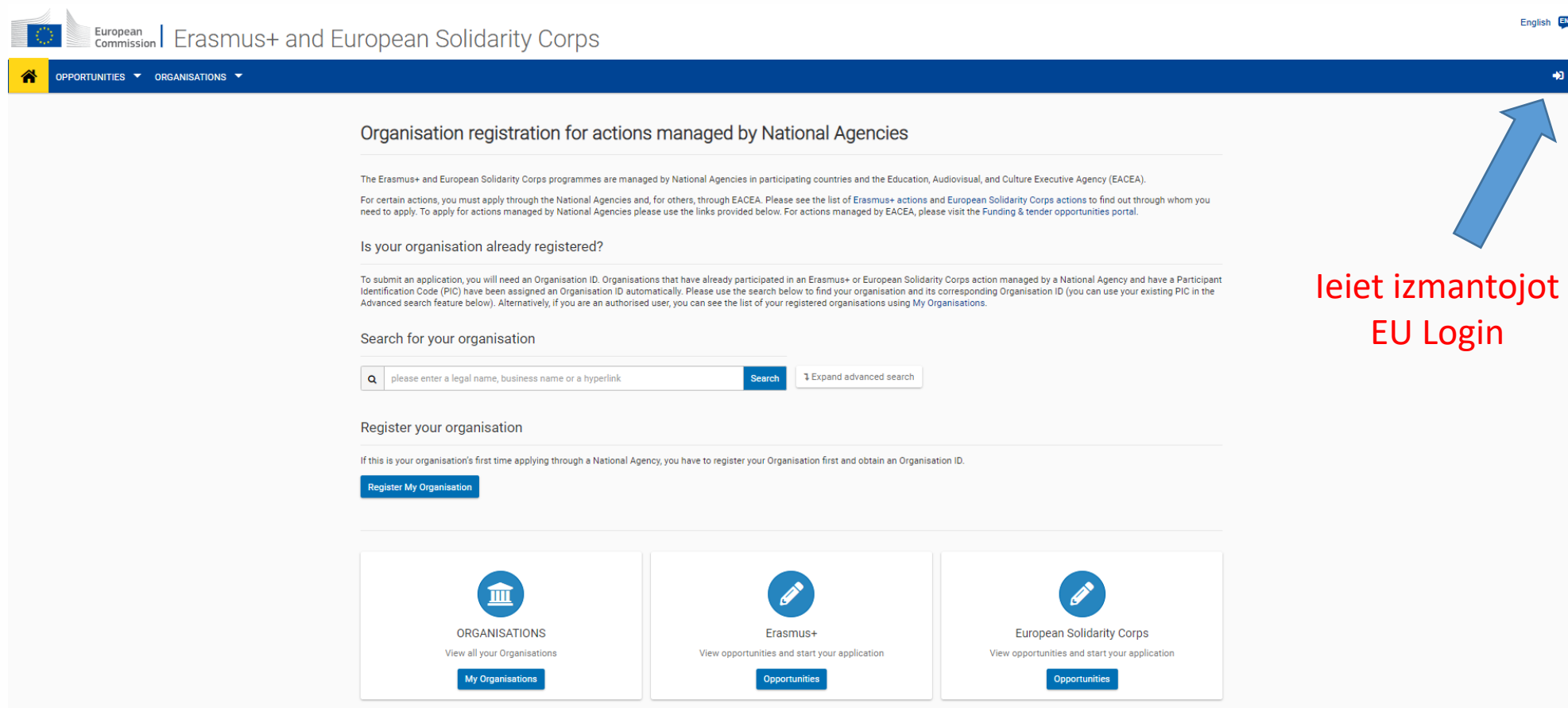
The screenshot shows the 'EU Login' website interface. At the top, there is a header with the 'EU Login' logo and tagline 'One account, many EU services'. To the right of the header, there is a yellow button labeled 'Where is ECAS?' and a language selector dropdown set to 'English (en)'. Below the header, there are two links: 'Create an account' and 'Login'. The main content area is titled 'Create an account'. It contains a form with the following fields: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (a dropdown menu set to 'English (en)'). Below these fields is a section for 'Enter the code' which includes a text input box, a refresh button (circular arrow), and a play button (triangle). Below the code input is a CAPTCHA image showing a grid of numbers and letters. At the bottom of the form, there is a checkbox with the text 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A blue 'Create an account' button is located at the very bottom of the form.



# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Organizāciju reģistrācijas sistēma

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>



European Commission | Erasmus+ and European Solidarity Corps

English EN

HOME OPPORTUNITIES ORGANISATIONS

## Organisation registration for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

### Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below). Alternatively, if you are an authorised user, you can see the list of your registered organisations using My Organisations.


Search for your organisation

Q please enter a legal name, business name or a hyperlink Search 1 Expand advanced search

### Register your organisation

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.


Register My Organisation



#### ORGANISATIONS

View all your Organisations


My Organisations



#### Erasmus+

View opportunities and start your application

Opportunities



#### European Solidarity Corps

View opportunities and start your application

Opportunities

Ieiet izmantojot  
EU Login

# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

## Atceries!

- **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- Pirms reģistrēšanas, **pārliedzinies** vai organizācija jau nav iepriekš reģistrēta.
- Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad **OID kods ir piešķirts automātiski un nav jāizveido jauns** (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti visi organizācijas dati.

Vadlīnijas organizāciju reģistrācijai – [šeit](#).

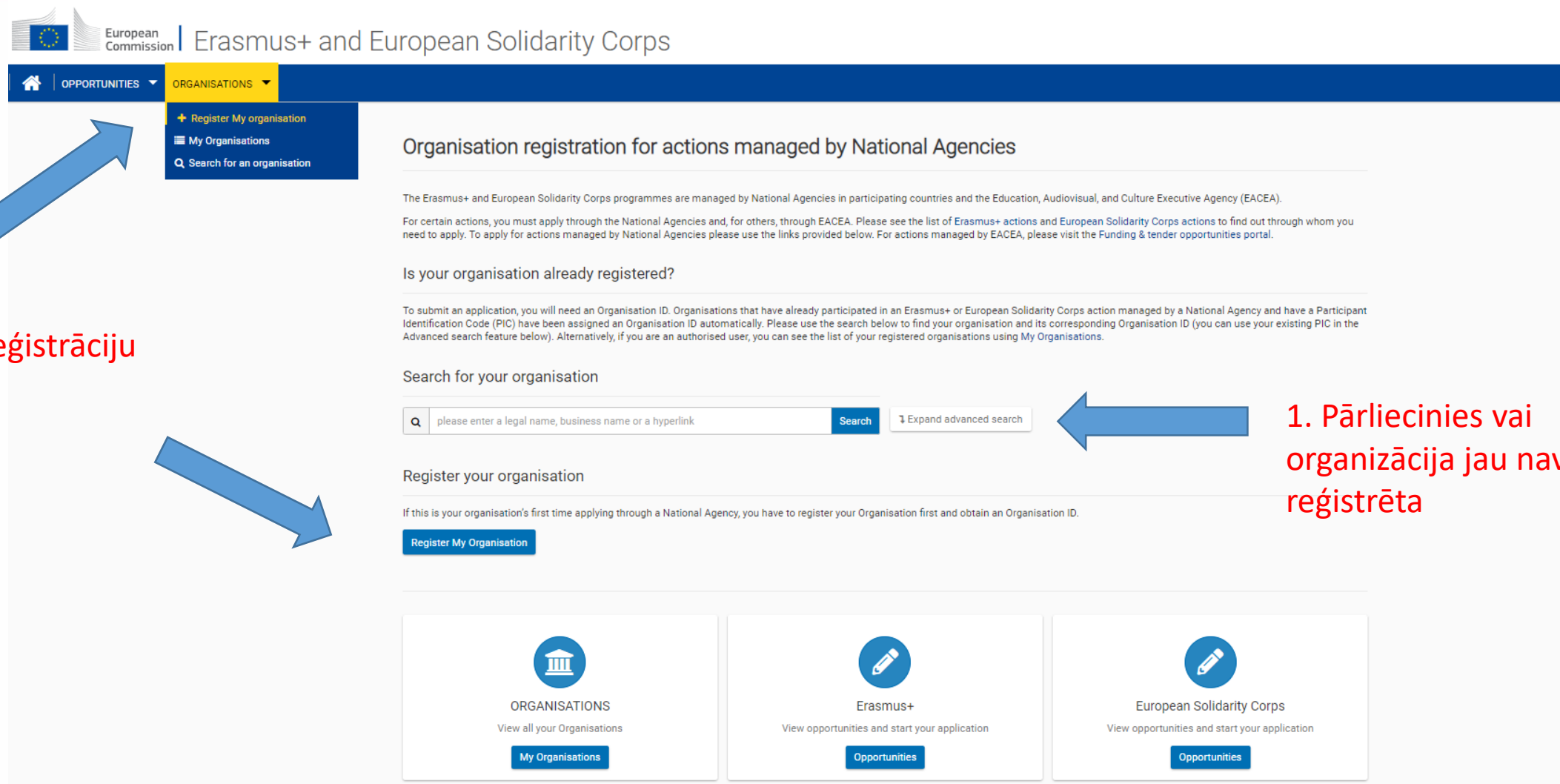


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# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA



The screenshot displays the 'Erasmus+ and European Solidarity Corps' portal. The top navigation bar includes 'OPPORTUNITIES' and 'ORGANISATIONS'. The 'ORGANISATIONS' dropdown menu is open, showing options: '+ Register My organisation', 'My Organisations', and 'Search for an organisation'. A blue arrow points from the red text '2. Sāc reģistrāciju' to the '+ Register My organisation' option.

The main content area is titled 'Organisation registration for actions managed by National Agencies'. It contains the following text:

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of [Erasmus+ actions](#) and [European Solidarity Corps actions](#) to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the [Funding & tender opportunities portal](#).

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below). Alternatively, if you are an authorised user, you can see the list of your registered organisations using [My Organisations](#).

Search for your organisation

Register your organisation

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.

At the bottom, there are three cards:

- ORGANISATIONS**: View all your Organisations.
- Erasmus+**: View opportunities and start your application.
- European Solidarity Corps**: View opportunities and start your application.

A blue arrow points from the red text '1. Pārlicinies vai organizācija jau nav reģistrēta' to the 'Search for your organisation' section.

2. Sāc reģistrāciju

1. Pārlicinies vai organizācija jau nav reģistrēta



# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Jāievada visa nepieciešamā informācija

Kad visa nepieciešamā informācija ir ievadīta, būs iespējams pabeigt reģistrācija (poga «*Register my organisation*» būs aktīva)

Nospiežot «*Register my organisation*» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Nospiežot  iespējams iegūt papildus informāciju par katru aizpildāmo lauku.

Organisation data

PIC

Legal name

Business name

Legal status

Official language

Establishment/registration country

Region

Legal form

VAT number

Registration number

Registration date

Registration authority

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

Register my organisation

# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc reģistrācijas organizāciju atradīsiet sadaļā «*My organisations*»:

European Commission | Erasmus+ and European Solidarity Corps

Home | OPPORTUNITIES | **ORGANISATIONS**

- + Register My organisation
- My Organisations**
- Search for an organisation

Register My Organisation

My Organisations

Number of Organisations found: 2

Search the results... Search

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code	Details
<a href="#">Smilga</a>	Smilga	Latvia	Rīga		907404834	E10078288	LV540000125454	900021215454		<a href="#">Details</a>
<a href="#">vidusskola</a>	Biedrība "Vidusskola"	Latvia	Rīga		946283016	E10096657	12345678	900000145623		<a href="#">Details</a>

## 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Sadaļā «*My Organisations*» iespējams:

- atjaunināt informāciju par reģistrēto organizāciju,
- pievienot papildus kontaktpersonas,
- pievienot dokumentus.



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## 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- Organizācijas juridiskā statusa veidlapa (*Legal Entity form*) - lejuplādējama [šeit](#);
- Finanšu identifikācijas veidlapa (*Financial Identification form*) - lejuplādējama [šeit](#).

Augšuplādēt šeit

European Commission | EAC Organisation Registration system

Organisation ID : E10096657 STATUS : REGISTERED vidusskola

Documents 2 document(s) found

Please upload any relevant documents here.

File Name ↕	Document type ↕	Date/time (dd-mm-yyyy hh:mm:ss) ↕
Attiecin_m_s_likmes_EN.docx	Registration Document	06-11-2018 13:47:21
948181888.png	Other	06-11-2018 13:57:37


« 1 »

✓ Your form is complete

Update my organisation

# 2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA


Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:



LEGAL ENTITY	
<small>PRIVACY STATEMENT <a href="https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf">https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf</a> By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.</small>	
<small>Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.</small>	
<b>PUBLIC LAW BODY ①</b>	
OFFICIAL NAME ②	
ABBREVIATION	
MAIN REGISTRATION NUMBER ③	
SECONDARY REGISTRATION NUMBER (if applicable)	
PLACE OF MAIN REGISTRATION	CITY COUNTRY
DATE OF MAIN REGISTRATION	DD MM YYYY
VAT NUMBER	
OFFICIAL ADDRESS	
POSTCODE	P.O. BOX CITY COUNTRY PHONE
E-MAIL	
DATE	SIGNATURE OF AUTHORISED REPRESENTATIVE
STAMP	

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- ① Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- ② National denomination and its translation in EN or FR if existing.
- ③ Registration number in the national register of the entity.



FINANCIAL IDENTIFICATION	
<small>PRIVACY STATEMENT <a href="https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf">https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf</a> By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.</small>	
<small>Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.</small>	
<b>BANKING DETAILS ④</b>	
ACCOUNT NAME ①	
IBAN/ACCOUNT NUMBER ③	
CURRENCY	
BIC/SWIFT CODE	BRANCH CODE ⑤
BANK NAME	
<b>ADDRESS OF BANK BRANCH</b>	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
<b>ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK</b>	
ACCOUNT HOLDER	
STREET & NUMBER	
TOWN/CITY	POSTCODE
COUNTRY	
REMARK	
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑥	DATE (Obligatory)
SIGNATURE OF ACCOUNT HOLDER (Obligatory)	

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

Iesniedzot projekta pieteikumu,  
Nacionālā aģentūra «validēs» Jūsu  
organizācijas OID kodu,  
pamatojoties uz veidlapās sniegto  
informāciju.



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# PAPILDUS INFORMĀCIJA

Erasmus+ programmas vadlīnijas - [VIAA mājas lapā](#)

Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.) – Erasmus+ Programme Guide 2020 EN – no 123. lpp.

EU Login konta izveidošanas saite – [šeit](#).

Vadlīnijas EU Login izveidošanai - [šeit](#).

Organizāciju reģistrācijas sistēma - [šeit](#).

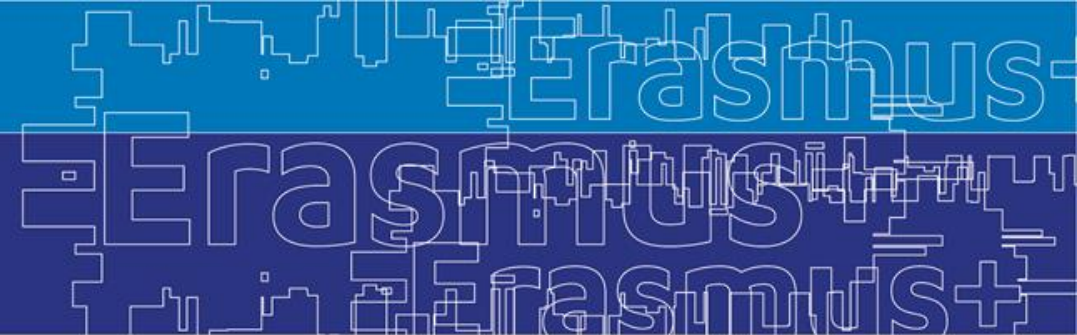
Vadlīnijas organizāciju reģistrācijai – [šeit](#).



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## Vineta Straume

Erasmus+ programmas departamenta  
Stratēģisko partnerību nodaļas  
vecākā programmas speciāliste  
+371 67559501, [vineta.straume@viaa.gov.lv](mailto:vineta.straume@viaa.gov.lv)



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