

# 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.

## 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.

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**.

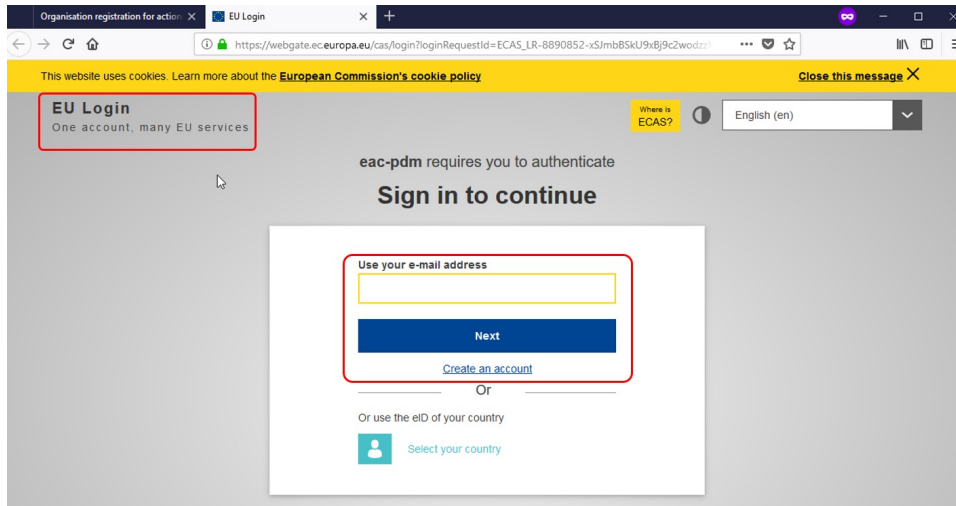
You will be directed to the Organisation Registration system.

The screenshot displays the Erasmus+ and European Solidarity Corps platform interface. At the top, the European Commission logo is visible. The main navigation bar includes 'OPPORTUNITIES' and 'ORGANISATIONS'. A red circle with the number '2' highlights the 'Register My Organisation' button in the 'ORGANISATIONS' dropdown menu. Below the navigation bar, the page title is 'Organisations managed by National Agencies'. A search bar is present with the text 'Search for your organisation'. Below the search bar, there is a section titled 'Register your organisation' with a red circle and the number '1' highlighting the 'Register My Organisation' button. The page also contains text explaining that organisations with a PIC should not register again and provides instructions on how to search for existing organisations.

## Log in using your EU login credentials.

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**. Please remember to use the email address and password that are associated with your EU Login account and which are used to access any European Commission system. Authentication using eID is not supported by the Organisation Registration system.

If you do not have an EU login, you can immediately **Create an account** from this page. See the [EU Login](#) page for more information.

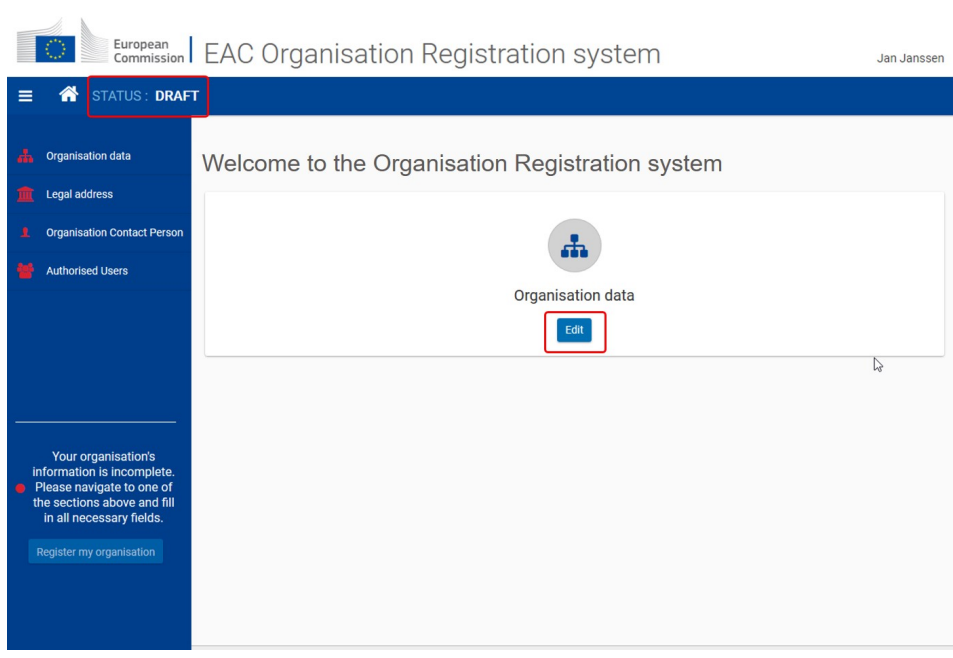


## Click "Edit" to start.

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

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 proceed to the next.

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




## Fill in the "Organisation data".

Provide the required information on your organisation, such as the legal name, business name, legal status, language, country 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. See more details concerning the **PIC field**.

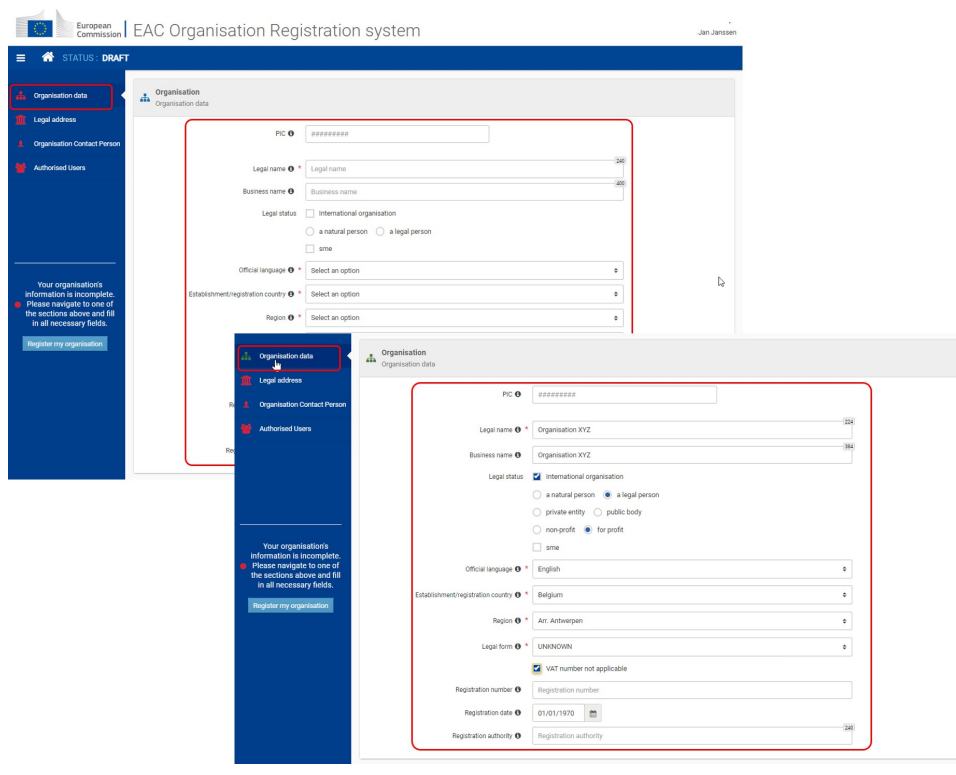
### Don't forget!

Remember to verify whether your organisation was transferred by using the **Search**. If you can find the organisation, there is no need to register again.

If during the registration process, another organisation is detected having exactly the same legal name as the one you have provided, a message is displayed indicating the Organisation ID of the other organisation. This can help you double check whether your current organisation is already registered, but will not prevent you from finalising the registration.

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 includes the European Commission logo, the system name 'EAC Organisation Registration system', and the user name 'Jan Janssen'. The main content area is divided into two panels, both showing the 'Organisation data' form.

**Top Panel (Draft Status):** The form is titled 'Organisation data' and has a status of 'DRAFT'. The 'Organisation data' menu icon in the left sidebar is red. The form fields include: PIC (with a tooltip icon), Legal name, Business name, Legal status (radio buttons for international, natural person, legal person, sme), Official language, Establishment/registration country, and Region.

**Bottom Panel (Completed Status):** The form is titled 'Organisation' and has a status of 'Completed'. The 'Organisation data' menu icon in the left sidebar is green. The form fields are filled with: PIC (with a tooltip icon), Legal name (Organisation XYZ), Business name (Organisation XYZ), Legal status (checked for international organisation, with sub-options for natural person, legal person, private entity, public body, non-profit, for-profit, and sme), Official language (English), Establishment/registration country (Belgium), Region (Arr. Antwerpen), Legal form (UNKNOWN), VAT number (checked for not applicable), Registration number, Registration date (01/01/1970), and Registration authority.

Both panels include a blue sidebar with a navigation menu and a message: '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 "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.

The image displays two screenshots of a web application interface for 'Organisation XYZ' in 'DRAFT' status. The left sidebar contains a navigation menu with 'Legal address' highlighted in red in the top screenshot and green in the bottom screenshot. The main content area shows the 'Legal Address' form with the following fields:

Field	Value
Street name and number *	Street 01
City *	Antwerp
P.O. Box	P.O. Box
Postal code *	2000
Main phone *	+123456789
Fax	+987654321
Secondary phone	Secondary phone
Website	www.organisation-XYZ.be

## Add the "Organisation Contact Person".

### 1 Access the "Organisation Contact Person" section in the side menu

The Organisation Contact Person screen opens.

### 2 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 **\***.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Organisation Contact Person, tick the check boxes. The relevant information will be taken over from the **Organisation Data** section of the registration form.

If the phone numbers and/or address of the contact person are different from the information provided under Organisation Data, provide the information in the available fields.

The screenshot shows a web application interface for adding an Organisation Contact Person. The top navigation bar indicates the status is 'DRAFT' for 'Organisation XYZ'. The left sidebar contains navigation options: 'Organisation data', 'Legal address', 'Organisation Contact Person' (highlighted), and 'Authorised Users'. A notification in the sidebar 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. The main content area is titled 'Organisation Contact Person' and contains the following form fields:

- Title (100)
- First name \* (100)
- Last name \* (100)
- Department (200)
- Position in the organisation (200)
- Professional e-mail \* (100)
- Use organisation phones?
- Main phone \* (50)
- Fax (50)
- Secondary phone (50)
- Use organisation address?
- Street name and number \* (200)
- Country \* (Select an option)
- Region (Select an option)
- City \* (100)
- P.O. Box (100)
- Postal code \* (100)

### 3 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: **Authorised Users**.

STATUS: DRAFT Organisation XYZ

Organisation data  
Legal address  
**Organisation Contact Person**  
Authorised 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  97

First name  97

Last name  93

Department  100

Position in the organisation  188

Professional e-mail  76

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.

### 1 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. These details are retrieved from your EU Login account. The professional e-mail address cannot be changed.

European Commission | EAC Organisation Registration system | Jan Janssen

STATUS: DRAFT Organisation XYZ

Authorised Users

Title

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

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

Register my organisation

### 2 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, but only after the registration form is submitted.

By default, the check boxes to use the organisation phones and organisation address are not ticked. If those details are the correct ones for the Authorised User, tick the check boxes. The relevant information will be taken over from the **Organisation data** section of the registration form.

If the phone numbers and/or address of the authorised user are different from the information provided under Organisation Data, provide the information in the available fields.

STATUS: DRAFT Organisation XYZ

Authorised Users

Title

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

Your form is complete

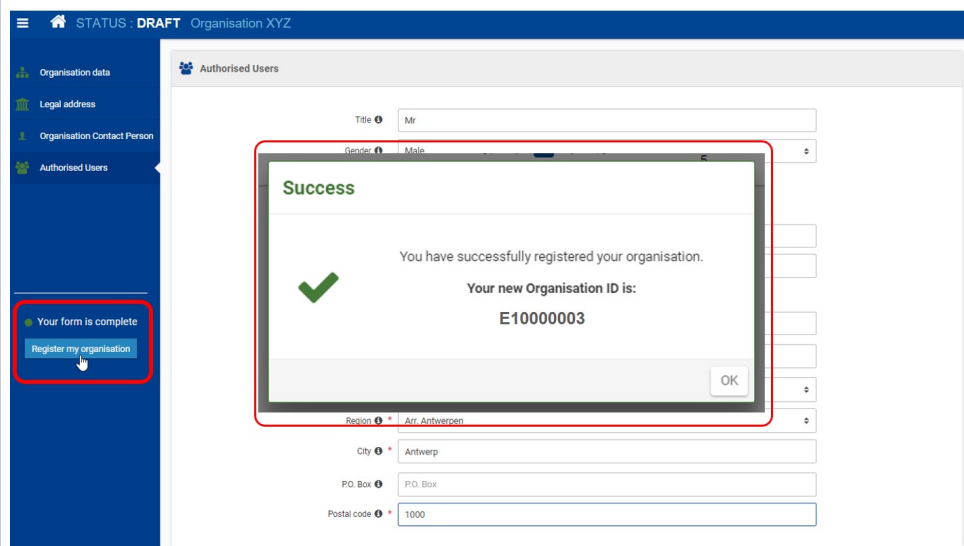
Register my organisation



## Submit the registration.

Once all information is entered in the registration form, the **Register my organisation** button is enabled. Click the button to submit your data and 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 registration form interface. On the left, a sidebar menu has a red box around the 'Your form is complete' status and the 'Register my organisation' button. The main content area displays a 'Success' modal window with a green checkmark and the text: 'You have successfully registered your organisation. Your new Organisation ID is: E10000003'. Below the modal, the form fields for Region (Antwerpen), City (Antwerp), P.O. Box, and Postal code (1000) are 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.

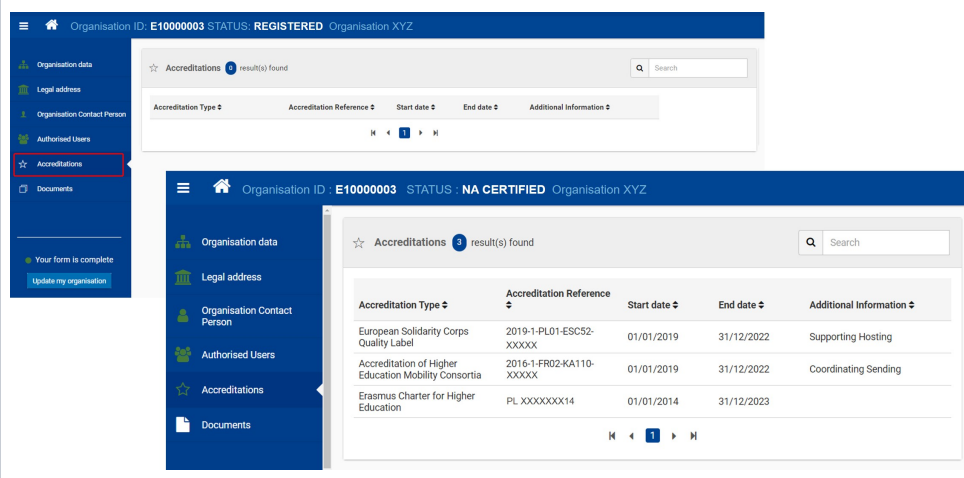
Once you have registered your organisation, two more sections become available:

- [Accreditations](#)
- [Documents](#)

Moreover, it is now possible to [add more Authorised Users](#). It is recommended that you add at least one additional Authorised User.

## The "Accreditations" section.

The **Accreditations** section is displayed in the side menu after registration. At this point nothing is displayed. Once your organisation is certified and accredited, this section will list all valid accreditations in relation to the decentralised actions of the Erasmus+ and European Solidarity Corps programmes.

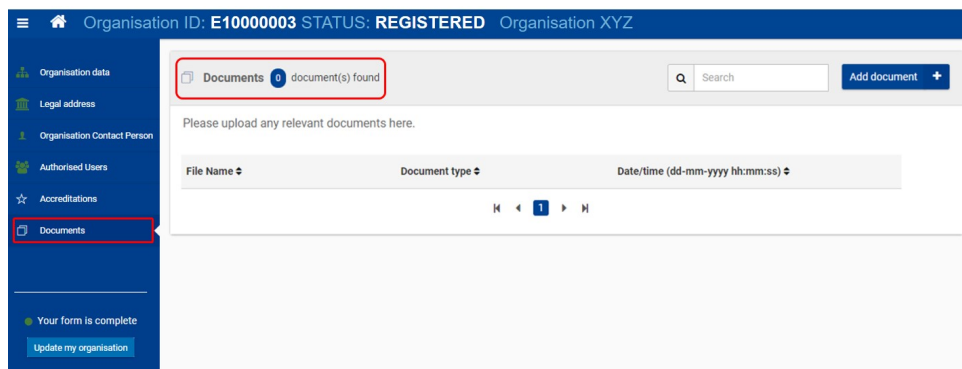


The screenshot shows the 'Accreditations' section in the side menu, which is highlighted with a red box. The main content area displays a table of accreditation details. The table has the following columns: Accreditation Type, Accreditation Reference, Start date, End date, and Additional Information. The table contains three rows of data.

Accreditation Type	Accreditation Reference	Start date	End date	Additional Information
European Solidarity Corps Quality Label	2019-1-PL01-ESCS2-XXXXX	01/01/2019	31/12/2022	Supporting Hosting
Accreditation of Higher Education Mobility Consortia	2016-1-FR02-KA110-XXXXX	01/01/2019	31/12/2022	Coordinating Sending
Erasmus Charter for Higher Education	PL XXXXXXXX14	01/01/2014	31/12/2023	

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

## The certification status in the Organisation Registration system.

An organisation can have one of the following **certification statuses** in the **Organisation Registration system**:

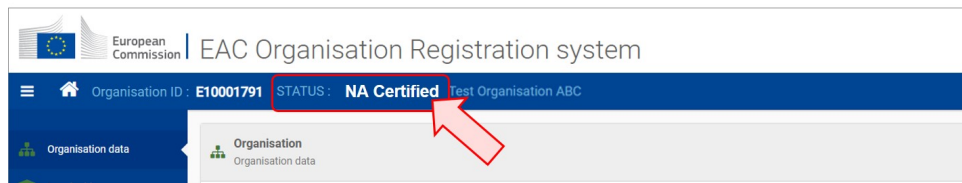
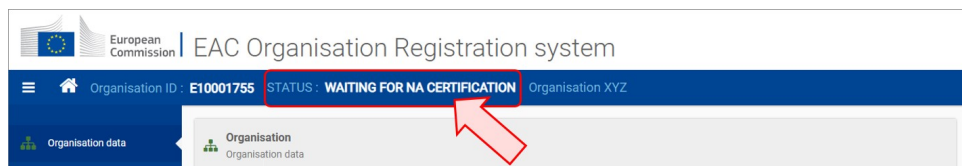
### 1. Initial organisation status:

- **Draft** - Displayed during the registration process, before submission.
- **Registered** - The organisation has been successfully registered in the Organisation Registration system or the organisation information has been successfully transferred from the Participant Portal to the Organisation Registration system

### 2. Organisation status after reception of organisation details in National Agency's project management system:

- **Waiting for NA Certification** - The organisation details have been received by the National Agency's project management system and have not been certified by the NA.
- **Waiting for Confirmation** - When an already certified organisation has been updated in the Organisation Registration system and this update has been received by National Agency's project management system but has not yet been certified.
- **NA Certified** - Organisations have been **certified** in National Agency's project management system.
- **Invalidated** - Organisations that have been **invalidated** in National Agency's project management system.

The status is displayed at the top of the screen between the Organisation ID and the organisation name.



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## Related articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID Check PIC](#)
- [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 Manage documents NA WG REVIEW](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)