



Organisation ID Guide

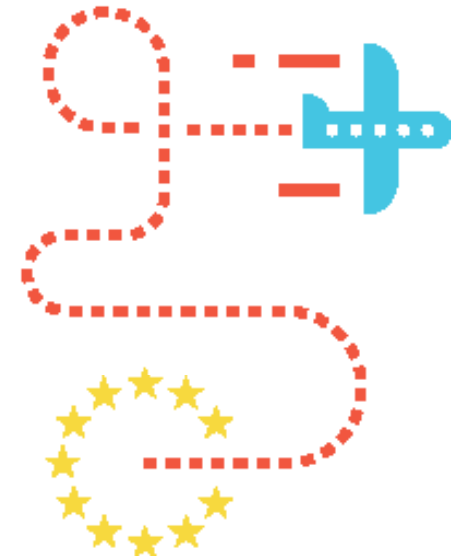
for Erasmus+ & European Solidarity Corps



The Organisation ID

for Erasmus+ & European Solidarity Corps

- Your organisation must have an Organisation ID (OID) to apply for any EU grant programme, including Erasmus+ and the European Solidarity Corps.
- OIDs are used to ensure that European funding is only supplied to authentic organisations. Any organisation that will be entered as a partner in an application form must have an Organisation ID.
- OIDs are generated centrally by the European Commission, not by Léargas.
- The process has two stages, self-registration and submission of supporting documents. Both stages must be completed before the application deadline.
- Registration requirements vary depending on your organisation type, so please read this guide carefully!

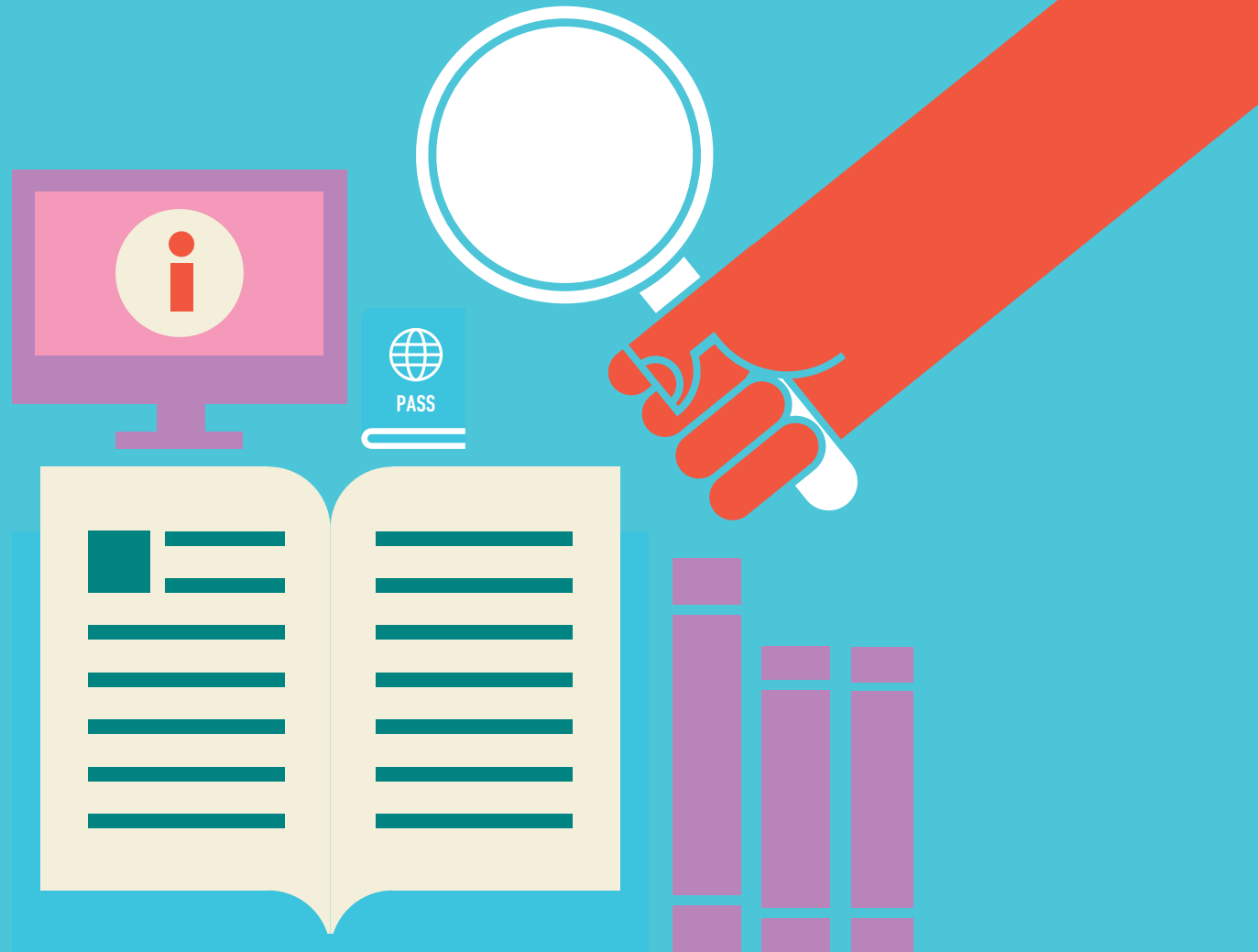


First Steps

Getting to know the
OID platform

Checking if your
organisation
needs an OID

Setting up an
EU Login



Step 1: Visit the Erasmus+ and European Solidarity Corps platform

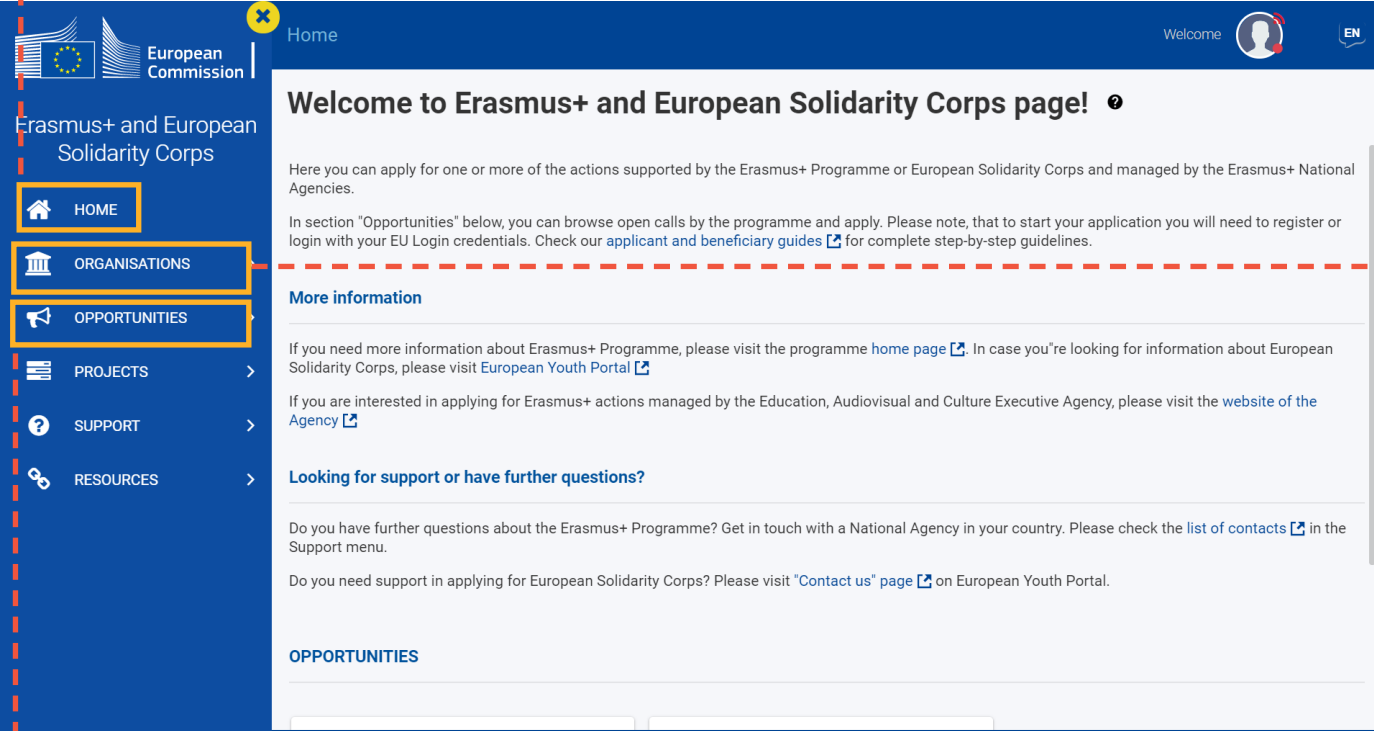
- Go to: <https://webgate.ec.europa.eu/erasmus-esc/index/>



- Start your Organisation ID registration on the Erasmus+ and European Solidarity Corps platform.

Get to know the Erasmus+ and European Solidarity Corps platform

● **Home:** Use this to return to the landing page at any time

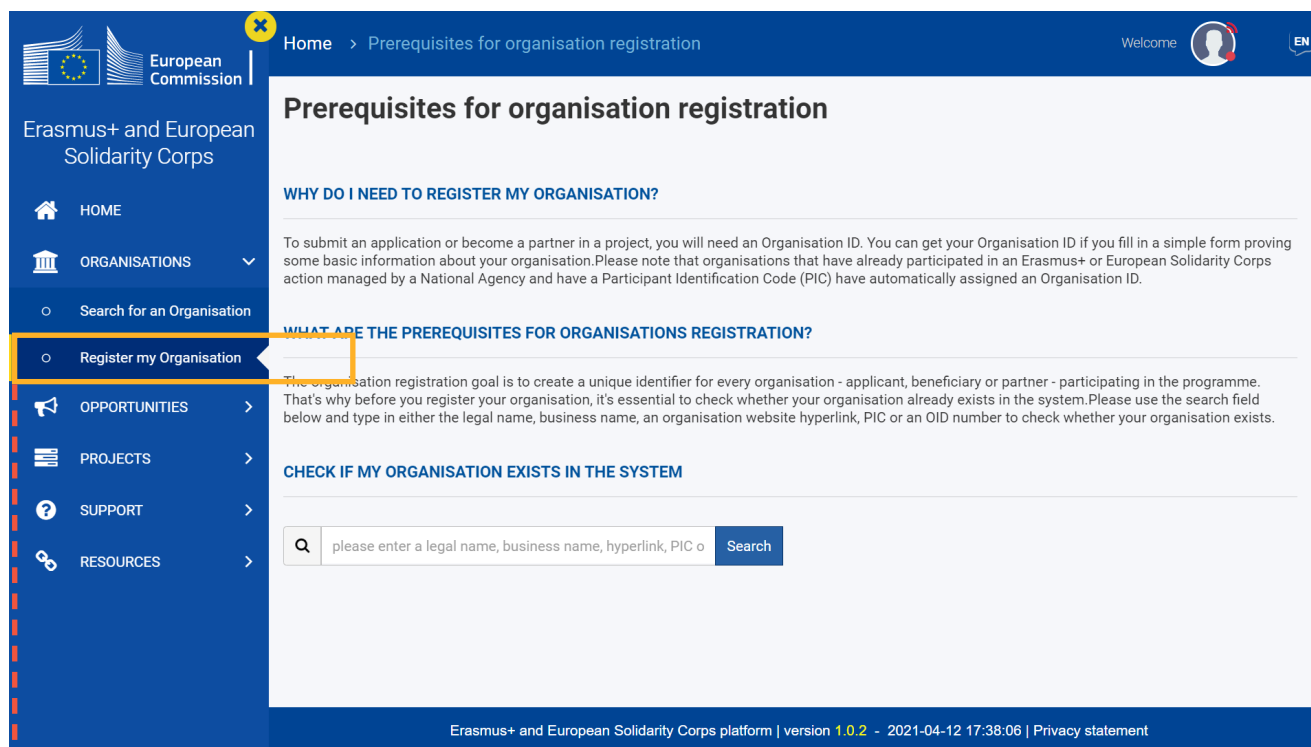


● **Opportunities:** Use this to access application forms

● **Organisations:**

Use this to register your organisation, view a list of your organisations and access advanced search

Step 2: Check for any existing Organisation ID registrations



The screenshot shows the 'Prerequisites for organisation registration' page on the Erasmus+ and European Solidarity Corps platform. The left sidebar contains a navigation menu with the following items: HOME, ORGANISATIONS (with a dropdown arrow), Search for an Organisation, Register my Organisation (highlighted with a yellow box), OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area is titled 'Prerequisites for organisation registration' and contains three sections: 'WHY DO I NEED TO REGISTER MY ORGANISATION?', 'WHAT ARE THE PREREQUISITES FOR ORGANISATIONS REGISTRATION?', and 'CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM'. The 'CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM' section includes a search input field with the placeholder text 'please enter a legal name, business name, hyperlink, PIC o' and a 'Search' button. The footer of the page reads 'Erasmus+ and European Solidarity Corps platform | version 1.0.2 - 2021-04-12 17:38:06 | Privacy statement'.

- Click on 'Register my Organisation'. You will be given the option to search for your organisation to see if your organisation is already registered.

Check your Search Results

- **Search Results:** You can filter down your search results with this search box
- **Number of organisations:** Use this to see the number of organisations

The screenshot shows the 'Prerequisites for organisation registration' page. The search results section displays '100 Organisations found' and a search bar with the text 'Search the results...'. Below the search bar is a table with the following columns: Legal name, Business name, Status, Country, City, and Website. The table contains three rows of results:

Legal name	Business name	Status	Country	City	Website
Izmir Bayrakli Ticaret Borsasi Ortaokulu		NA certified	Turkey	Izmir	http://izmirticaretborsasiortaokulu.meb.k12.tr/tema/
Ticaret Borsasi Ilkokulu	Ticaret Borsasi Ilkokulu	Waiting For Na Certification	Turkey	Karapinar	http://kticaretborsaio.meb.k12.tr/
Täby Basket	Täby Basketbollklubb	Waiting For Na Certification	Sweden	Täby	http://www.tabybasket.se/

- If your search returns a result, your organisation is already registered. Note the Organisation ID and use it in your application. There is no need to re-register.

If you find multiple results ask a colleague within your organisation for guidance on which to choose.

If you can't find your Organisation then it is time to set up your Organisation ID.

Use Advanced Search to search by PIC, Country or VAT Number

The screenshot displays the 'Prerequisites for organisation registration' page on the Erasmus+ and European Solidarity Corps platform. The page features a blue header with the European Commission logo and navigation links. A sidebar on the left contains a menu with options like 'HOME', 'ORGANISATIONS', 'OPPORTUNITIES', 'PROJECTS', 'SUPPORT', and 'RESOURCES'. The main content area is titled 'Prerequisites for organisation registration' and includes an 'Advanced search' section with a yellow border. This section contains input fields for 'Website', 'PIC', 'Organisation ID', 'Registration number', 'VAT number', and 'Erasmus Charter for Higher Education Code'. Below these fields are 'Reset' and 'Search' buttons. To the right, the 'Search results' section shows a message: 'No organisation searched' with a warning icon, followed by 'Active filters: Reset all'. Below this, there are two sections: 'I HAVE FOUND MY ORGANISATION' with instructions on using the OID, and 'I COULDN'T FIND MY ORGANISATION' with a button to 'Register a new Organisation'.

- You can also use the Advanced Search option where you can search by country, PIC, Organisation ID, registration number, VAT number etc.

Use Advanced Search to search by PIC, Country or VAT Number

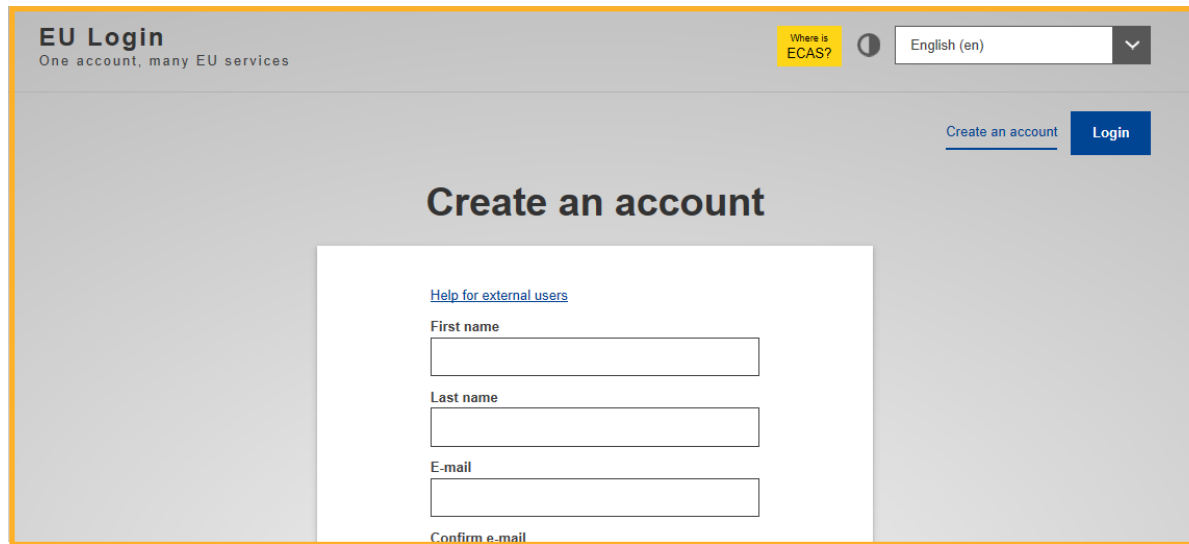
The screenshot shows the 'Prerequisites for organisation registration' page. The left sidebar contains navigation options: HOME, ORGANISATIONS (with sub-options 'Search for an Organisation' and 'Register my Organisation'), OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area shows search results for 'Advanced search' with a warning: 'No organisation searched'. Below this, there are sections for 'I HAVE FOUND MY ORGANISATION' and 'I COULDN'T FIND MY ORGANISATION'. A red dashed line indicates the scroll path from the search results area down to a button labeled '+ Register a new Organisation'.

- Scroll down after the results (if there are any) for the Register button.

Step 3: Create an EU Login

for Erasmus+ & European Solidarity Corps

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



The screenshot shows the 'EU Login' registration page. At the top left, it says 'EU Login' and 'One account, many EU services'. On the top right, there is a language selector set to 'English (en)' and a 'Where is ECAS?' button. Below the header, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. Below this, there is a link for 'Help for external users'. The registration form includes fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'.

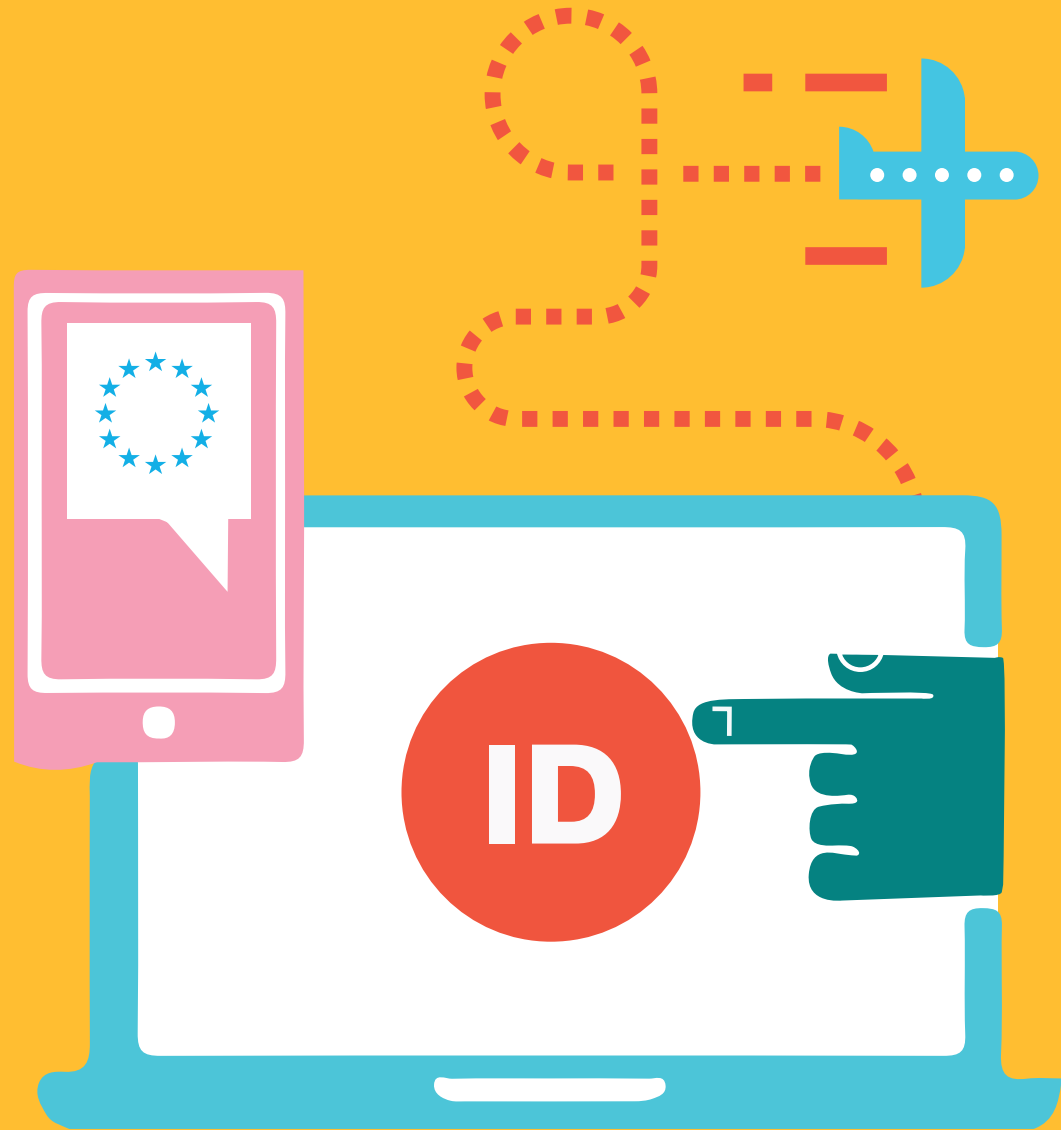
- EU Login is the user authentication service for a wide range of EU information systems. Follow the steps to set up your account which you will use to set up your Organisation ID.

Registration

Log in to OJD
platform

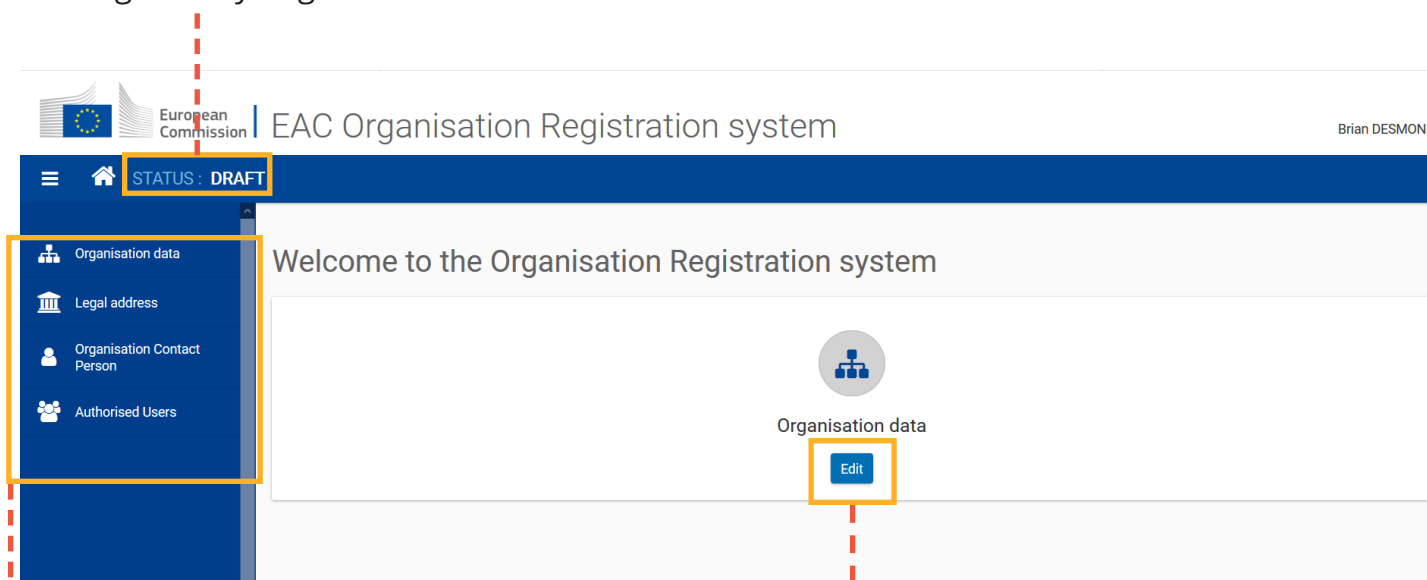
Register your
organisation

Complete all
sections and
submit your
registration



Step 4: Register Your Registration

- **Registration Status:** The system does not have an auto-save functionality so do not close your browser until you have completed all sections of this page and clicked 'Register My Organisation'.



- **Begin Here:** Click Edit to begin

- **Side Menu:** Use this side menu to navigate through the required sections.

You must complete them in order. Once you've completed Organisation data, you will be able to edit Legal address and so on.

All sections will be in **red** until fully completed at which point they will turn **green**. When all these sections are green you will be able to click the 'Register My Organisation' button.

4a. Complete Your Organisation Data

European Commission

STATUS : DRAFT

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Organisation
Organisation data

PIC ⓘ ##### 9

Legal name ⓘ * Legal name 500
This field is required

Business name ⓘ | 500

Legal status ⓘ International organisation
 a natural person a legal person
 sme ⓘ

Official language ⓘ * English ▾

Establishment/registration country ⓘ * Ireland ▾

Region ⓘ Mid-East ▾

Legal form ⓘ * Select an option ▾

VAT number ⓘ * VAT number 80
 VAT number not applicable

Registration number ⓘ Registration number 100

Registration date ⓘ dd/mm/yyyy 📅

Registration authority ⓘ Registration authority 500



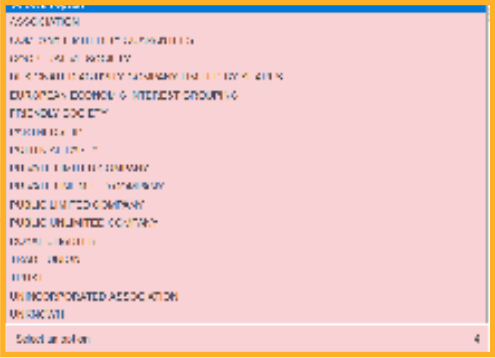
Info Icons: Hover over the “i” icons beside each section to get a detailed description of what is required. All sections with a red asterisk (*) need to be completed.

Completing Your Organisation Data

Complete all sections of the form insuring everything with a red asterisk (*) is completed.

- Legal Status:** You will be asked to state your organisation’s legal status. Click on the ‘i’ icons for descriptions of each one and choose the most appropriate option for your organisation.

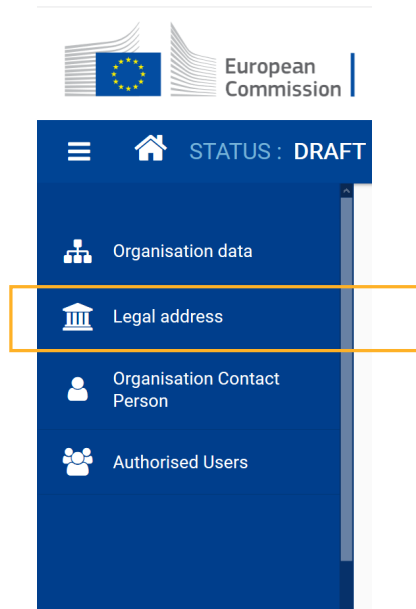
NB: Only informal groups of young people should choose ‘a natural person’.



- Business Registration:** Enter your Business Registration number (if you have one) and your VAT number. If you do not have one, tick ‘VAT Number not applicable’. Schools can add their Roll number under Registration Number.

- PIC:** The PIC number field is not applicable to new applicants.

4b. Complete Your Legal Address



Once you have 'Organisation data' fully completed you can navigate to the 'Legal Address' by clicking on it in the sidebar menu.

The image shows the 'Organisation Legal Address' form. The form fields are: 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), and Website (www.organisation-XYZ.be). The form is titled 'Organisation Legal Address' and has a '231' in the top right corner.

- **Legal Address:** State your organisation's address. Postal code (Eircode) is not mandatory for Ireland.

Phone numbers must be in the format +353 (area code without 0) (phone number) e.g. +353 1 8871224.

4c. Complete Your Details and Register

Add the 'Organisation Contact Person' and the first 'Authorised User'. Once these sections are completed all your sections will be in green.

The image shows two screenshots of the European Commission registration interface. The left screenshot shows the main navigation menu with the status 'DRAFT'. The 'Organisation Contact Person' and 'Authorised Users' sections are highlighted with a yellow box. The right screenshot shows the 'Authorised Users' form with a red box around the 'Register my organisation' button. A success message is displayed in a modal window, stating 'Success' and 'You have successfully registered your organisation. Your new Organisation ID is: E1000003'. The status at the top of the right screenshot is 'REGISTERED'.

- **Register My Organisation:** 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".

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.

Final Steps

Upload required documentation to your OID

Get your OID certified by Léargas



OID Documentation

for Erasmus+ & European Solidarity Corps

- After completing self-registration, there is still an important step needed. You must upload supporting documentation confirming your organisation's details so that Léargas can certify your OID.
- Documents required include two European Commission forms: the Legal Entity form and Financial Identification form.

You will need Adobe Acrobat Reader installed on your computer to work with these forms.

- The forms must be printed and signed by the legal representative of your organisation (usually the CEO or equivalent).
- Other required documentation depends on the type of organisation involved, so read this section very carefully.



Required Documents for Public Entities

- A public entity is “a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees”. These include schools, higher education institutions and organisations that have received over 50% of their annual revenue from public sources.

Public entities must submit:

- Completed Public Entity Legal Entity and Financial Identification forms with required stamps/signatures.
- A copy of the resolution, law, decree, decision or any other official document establishing the organisation.



Required Documents for Private Companies

- An organisation that is not a Public Entity is considered a Private Company.

Private Companies must submit:

- Completed Private Company Legal Entity and Financial Identification forms with required stamps/signatures
- A copy of their VAT registration (if applicable), including the VAT number
- An extract of registration (or equivalent e.g. Company Register, Official Journal) showing the name, address and registration number of the organisation.

Private Companies requesting grants over €60,000 must also submit:

- Annual balance sheet for the last approved accounting period and
- Profit and Loss account for the last approved accounting period.



Required Documents for Individuals (Youth Only)

- Individuals can apply in the Youth field, but only as representatives of an 'informal group of young people'. This means at least four young people active in youth work. The youth work does not necessarily have to be carried out in the context of a formal youth organisation.

Individuals must submit:

- Completed Natural Person Legal Entity and Financial Identification forms with required signature
- A copy of your identity document (passport, driver's licence, or national identity card)

NB: People of Irish nationality are not required to submit a Personal Identification Number



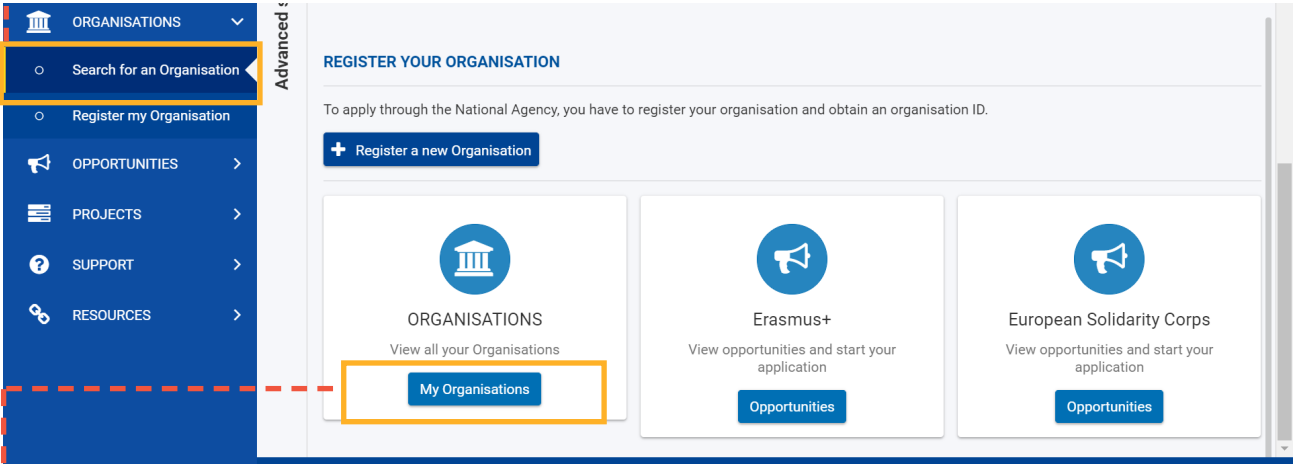
Step 5: Complete the Required Documents



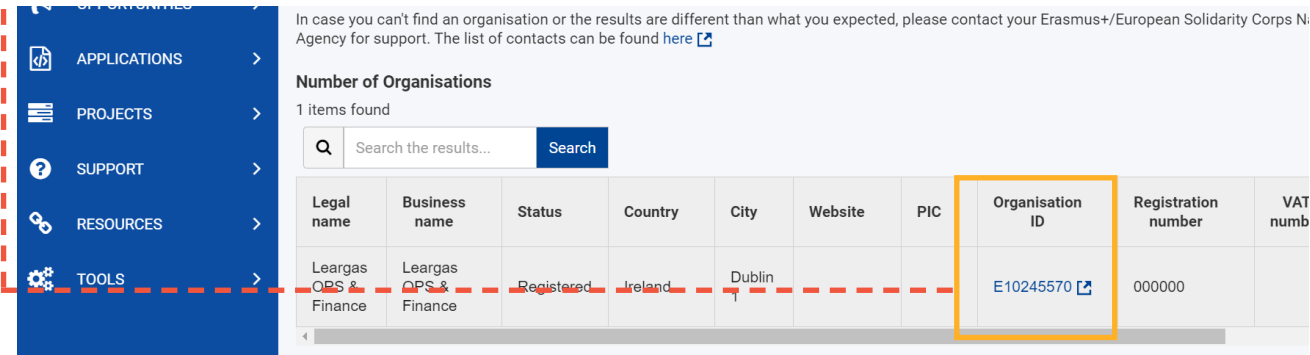
- Make sure you have installed Adobe Acrobat Reader (<https://get.adobe.com/reader>) on your computer, and then download the forms from the European Commission website. You will not be able to view the forms without Adobe Acrobat Reader.
- Access the Legal Entity Form at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- Access the Financial Identification Form at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Step 6: Add your documents to OJD

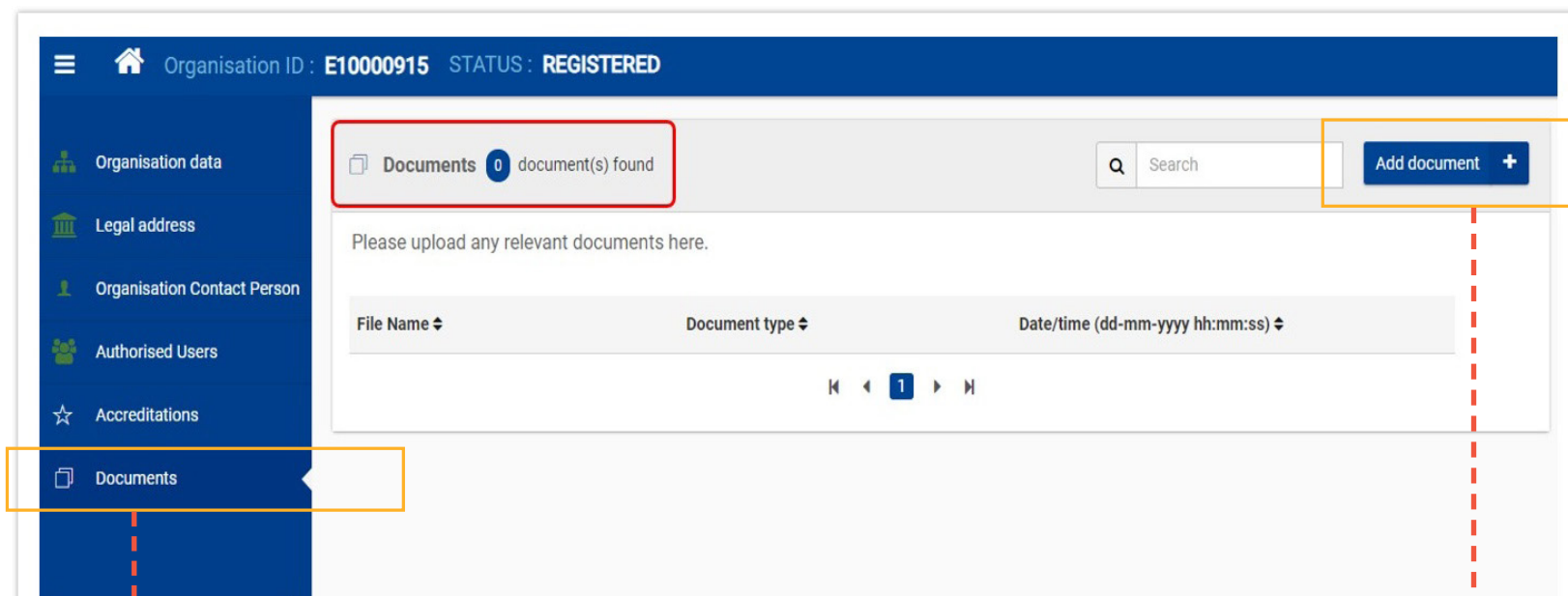
- Click into 'Search for an Organisation'.



- Click into 'My Organisations' to view a list of your organisations.
- Click on the Organisation ID to access the organisation details.

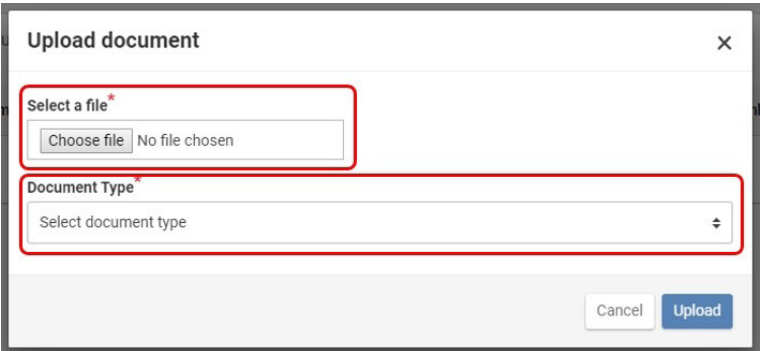


Uploading Your Documents



- **Documents:** Click the 'Documents' section on the left hand menu.
- **Add documents:** Click the 'Add documents' section on the left hand menu to upload your documents. There is no limit to how many files can be uploaded to your OID but do bear in mind that the maximum size for each file is 50 MB.

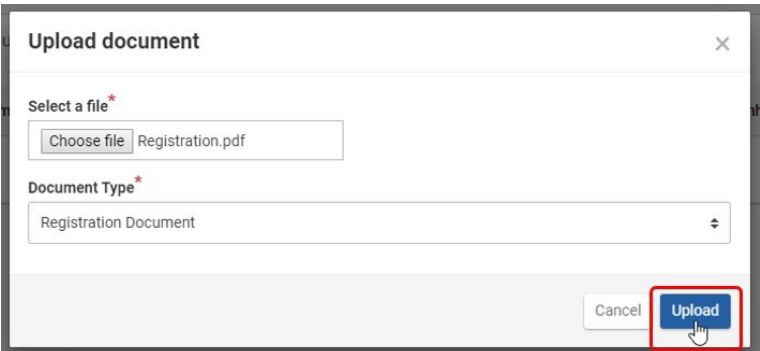
Uploading Your Documents



The screenshot shows a dialog box titled "Upload document" with a close button (X) in the top right corner. It contains two main sections: "Select a file*" and "Document Type*". The "Select a file*" section has a "Choose file" button and the text "No file chosen". The "Document Type*" section has a drop-down menu with the text "Select document type". At the bottom right, there are "Cancel" and "Upload" buttons. Red dashed lines connect the "Choose file" button and the "Document Type" drop-down menu to the first bullet point on the right.

- **Select A File:** Click 'Choose File' and choose the file to upload from your computer.

Document Type: Once you have chosen your file, indicate the Document type from the drop-down list. If you do not find your chosen type of document, choose the "Other" option.



The screenshot shows the same "Upload document" dialog box. The "Select a file*" section now shows the "Choose file" button and the text "Registration.pdf". The "Document Type*" section has a drop-down menu with the text "Registration Document". At the bottom right, there are "Cancel" and "Upload" buttons. A red dashed line connects the "Upload" button to the second bullet point on the right.

- **Upload:** Click 'Upload' to add your document to your Organisation ID.

Your documents list will be updated with your new document. Repeat this for all the documents you need to upload for your organisation.

Step 7: Update Your OJD

The screenshot shows the Léargas system interface for an organisation with ID E10000915 and status REGISTERED. The left-hand navigation menu includes options for Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents. At the bottom of this menu is a blue button labeled 'Update my organisation'. The main content area shows a 'Documents' section with a search bar and an 'Add document' button. Below this, a message prompts the user to upload relevant documents. A table lists the uploaded documents:

File Name	Document type	Date/time (dd-mm-yyyy hh:mm:ss)
Registration.pdf	Registration Document	25-09-2019 13:46:05

Below the table are navigation controls. A red dashed line connects the 'Update my organisation' button in the menu to the 'Update my organisation' button in the tip box on the right.

- **Documents:** Your documents list will be updated with your new document. Repeat this for all the documents you need to upload to your organisation.
- **Save documents:** Once you added all documents, finalise the document upload by clicking on the Update my organisation button. Close the Success message. (Repeat this for all the documents you need to upload to your organisation).

If this is not done, the uploaded files will not be saved in the Organisation Registration system.



Léargas Staff Tip:

Make sure you click on 'Update my organisation' at the bottom of the blue menu on the left.

If you miss this step your documents will not be uploaded.

Update my organisation



Updating your OID

The screenshot displays the EAC Organisation Registration system interface. At the top left is the European Commission logo. The header includes the text 'EAC Organisation Registration system' and 'English EN' with a flag icon. Below the header, the user's 'Organisation ID : E10000915' and 'STATUS : REGISTERED' are shown. A left-hand navigation menu lists: Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents (highlighted with a red box). Below the menu, a status message reads 'Your form is complete' with an 'Update my organisation' button. The main content area is titled 'Welcome to the Organisation Registration system' and contains six cards: 'Organisation data' (Edit), 'Legal address' (Edit), 'Organisation Contact Person' (Edit), 'Authorised Users' (Edit), 'Accreditations' (View), and 'Documents' (Manage, highlighted with a red box).

- Once you have updated your organisation, all documents should now be accessible for download if needed. If you need to upload more documents access the Documents section in the same way and remember to click on the 'Update My Organisation' button.

Step 8: Add Authorised Users

European Commission | EAC Organisation Registration system

English EN
Jan Janssen

Organisation ID: E10000915 STATUS: REGISTERED

Welcome to the Organisation Registration system

Organisation data
Legal address
Organisation Contact Person
Authorised Users
Accreditations
Documents

Your form is complete
Update my organisation

Organisation data
Legal address
Organisation Contact Person
Authorised Users
Accreditations
Documents

- We recommend that you add other colleagues within your organisation as Authorised Users to your Organisation ID. This is important so that the organisation can always access the OID irrespective of which staff member is working on the project. Staff can move on so it is important that a number of people have access to the OID.



If you have questions relating to your Organisation ID which are not addressed in this guide please contact:

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Erasmus+



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