

A guide to Erasmus+ PIC documentation



This sheet will provide you with advice on the steps to follow when completing your Participant Identification Code (PIC). Your PIC is an essential element in the Erasmus+ application process.

It is imperative that your PIC is accompanied by supporting documents too.

We strongly advise that you submit all supporting documents immediately after you obtain your PIC number or as soon as possible thereafter. These documents are essential in order for Léargas to validate your PIC for participation in Erasmus+ projects.



Uploading Documents to your PIC Registration

Log in to the Participant Portal



Log in to the Participant Portal using your organisation's login and password at: <http://ec.europa.eu/education/participants/portal>.

Upload Documents via 'My Organisation'



1. Click on 'My Organisations'
2. Click on the 'MO' icon to modify
3. Click on the 'Documents' section
4. Click on 'Add document'
5. Select a file to upload
6. Close browser window - there is no need to click on 'Submit changes'

What to do if you encounter issues

If you **cannot see the MO button** you are not using the original email address that was used to register for the PIC. Check with your organisation to obtain the correct email address and password.

If the original person who set up the PIC (self-registrant) leaves the organisation without passing on the PIC login email and password, the access to update the PIC is lost. If however you have the original email address but do not have the password you can request a password reset.

To reset your password, contact the technical support team at:
EC-SEDIA-SUPPORT@EC.EUROPA.EU

Essential documents that need to be uploaded when setting up your PIC



Legal Entity form for Public or Private entities



or

Legal Entity form - Natural Person

(for informal groups of young people in the youth field, Key Actions 105 and 205 only)

Please ensure that this is signed by the legal representative of the organisation. If you know the place/ date of registration of your school, you can include this here, but otherwise the school roll number will suffice.

Financial Identification Form



Please ensure that this is signed by the relevant account holder. If this form is not signed and stamped by the bank, you must also upload a recent bank statement showing full bank details of your organisation.

Supporting Documentation



For **Public Bodies**: Legal correspondence proving status as a legal entity e.g. an official letter from the Department of Education and Skills to the school stating school roll number, name and address.

For **Private Companies**: Registration as a company with the CRO. Memorandum, and articles of constitution /certificate of incorporation

For **informal groups of young people in the youth field (Key Actions 105 and 205 only)**: Group leaders Passport or legal form of identification for individuals, constitution/responsibilities of the group and list of group members

All our guides to the PIC process and links to relevant documentation are available at:

<https://leargas.xtensio.com/PICassistance>

If you are still encountering difficulty uploading documents to your Erasmus+ PIC registration please contact the Operations and Finance team at opsfin@leargas.ie