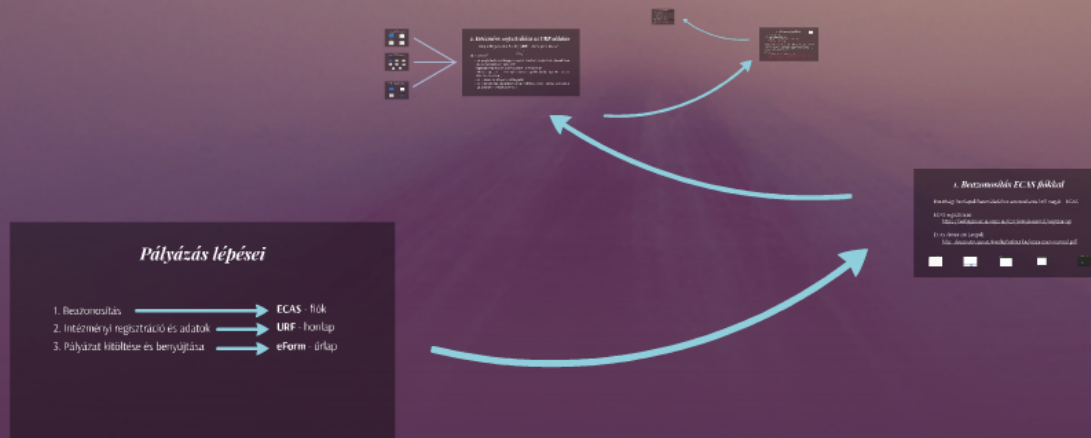
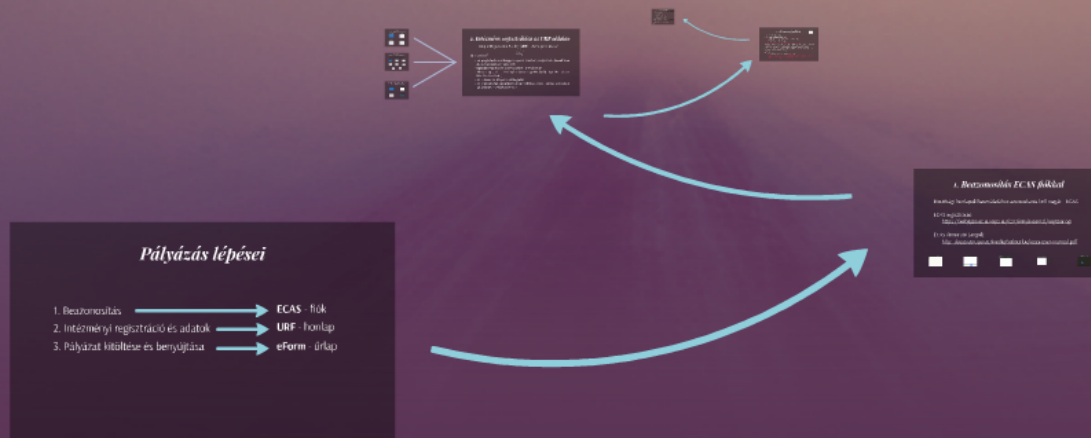


Technikai információk a pályázatok benyújtásával és a regisztrációval kapcsolatban






Szabó Éva Viktória

Technikai információk a pályázatok benyújtásával és a regisztrációval kapcsolatban



Szabó Éva Viktória

Pályázás lépései

1. Beazonosítás  **ECAS** - fiók
2. Intézményi regisztráció és adatok  **URF** - honlap
3. Pályázat kitöltése és benyújtása  **eForm** - űrlap

1. *Beazonosítás ECAS fiókkal*

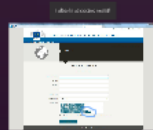
Bizottsági honlapok használatához azonosítania kell magát = ECAS

ECAS regisztráció:

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

ECAS útmutató (angol):

<http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf>



Regisztráció kezdetekor válassza ki az **EXTERNAL** domaint!

https://webgate.ec.europa.eu/cas/wayf?loginRequestId=ECAS_LR-7586148-5sqGFFNPhViqbAcnEHEIzozafRLe2ONk6qf

Where are you from?

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Where Are You From?

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose **External** if you don't work for a European institution or body. Choose **W+7** if you have a special external account composed of w and 7 digits.
If you aren't sure, select the **"I don't know?"** option for help.

 European Commission European Commission, Executive Agencies.	 External Partners, Researchers, Citizens.	W+7 I have an account w + 7 digits. Special external accounts.	? I don't know? More information about this screen.
---	---	---	--

filter by [show all](#) Institutions Regulatory Agencies Joint Undertakings Other

 ACER Agency for the Cooperation of Energy Regulators Agency for the Cooperation of Energy Regulators	 ARTEMIS Artemis Joint Undertaking	 BIO-BASED INDUSTRIES BBI Joint Undertaking	 Clean Sky Clean Sky Joint Undertaking
 Committee of the Regions	 CPVO-OCVV Community Plant Variety Office	 Council of the European Union	 Court of Justice of the European Union

Töltse ki az összes mezőt!

Browser address bar: https://webgate.ec.europa.eu/cas/eim/external/register.cgi?loginRequestId=ECAS_LR-7586148-5sqGFFNPhViqbAcnEHf

Page title: EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

Navigation: [Contact](#) | [Privacy Statement](#) | [English \(en\)](#)

European Commission logo

Breadcrumbs: [EUROPA](#) > [Authentication Service](#) > [Create an account](#)

External

Navigation: [New password](#) | [Create an account](#) | [Help](#) | [Login](#)

Create an account

[Help for external users](#)

Choose a username

First name

Last name

E-mail

Confirm e-mail

E-mail language [English \(en\)](#)

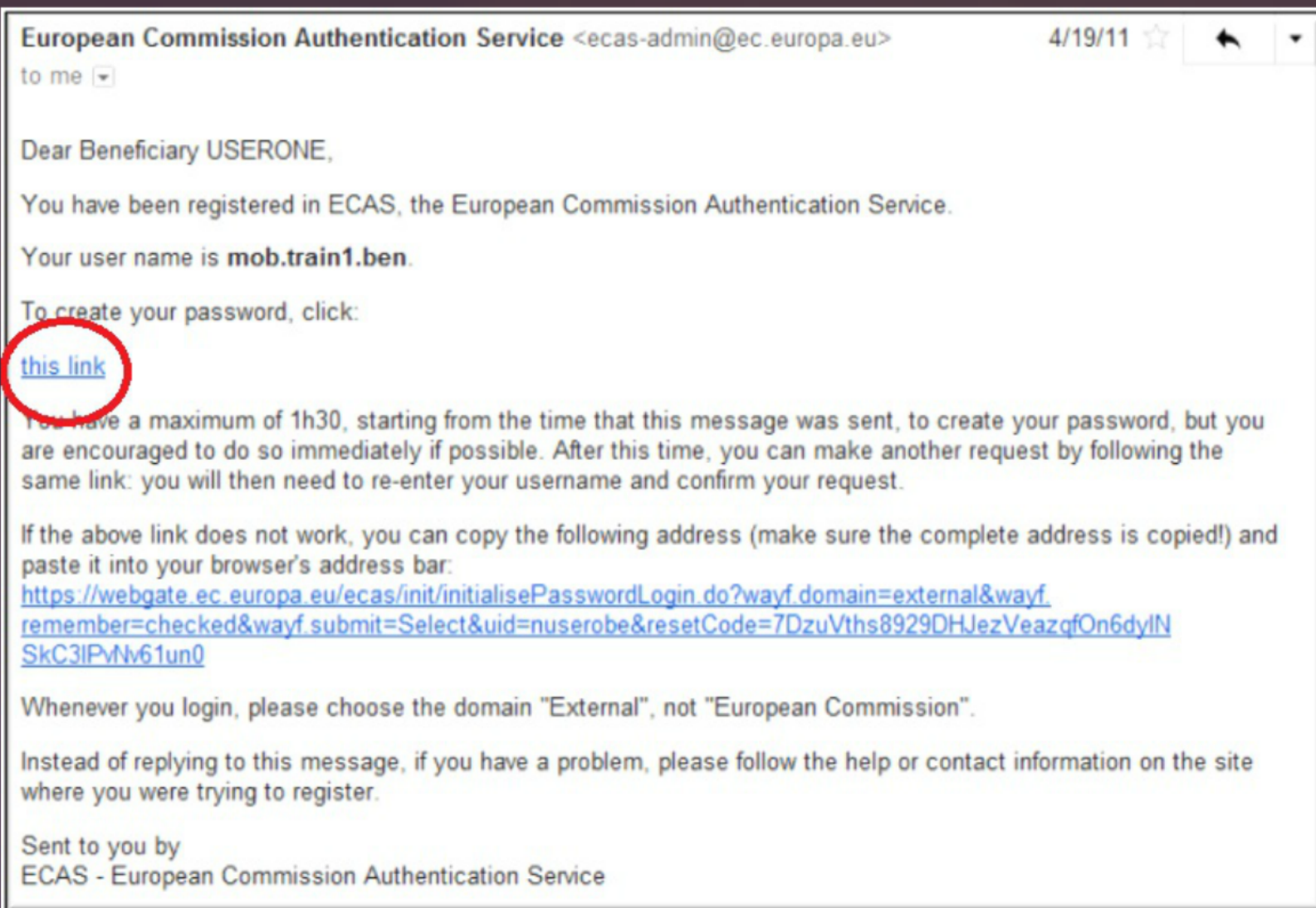
Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

CREATE AN ACCOUNT


Footer: Last update: 04/01/2016 (4.5.1-gsa) | 8 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

- Az ECAS fiók regisztrálását követően a megadott email címre üzenet fog érkezni.
- A linkre kattintva véglegesítse a regisztrációját!



Adjon meg egy tetszőleges jelszót!

Contact | Search | Legal notice | Privacy Statement | English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Please choose your new password.

Username

New password *

Confirm new password *

* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples:

[\[Generate other sample passwords\]](#)

Last update: 23/05/2012 (3.0.1-m) | 45 ms | [Top](#)

Minimum 10 karakter:

- Nagy betű: A-Z
- Kis betű: a-z
- Szám :0-9
- Speciális karakter:
!"#\$%&'()*+,-./:;<=>?
@[\\]^_`{|}~

Belépés előtt győződjön meg róla, hogy az EXTERNAL domain van kiválasztva!

The screenshot shows the ECAS login interface. At the top, the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' are visible. Below this, a blue banner reads 'EUROPA > Authentication Service > Login' and 'ECAS authenticates your identity on European Commission websites'. The main content area is split into two columns. The left column features a globe icon with the word 'External' below it, and a question 'Is the selected domain correct?'. A red circle highlights the globe icon, and a blue circle highlights the 'CHANGE IT' button. The right column contains a login form with fields for 'Username or e-mail address' and 'Password', a 'Remember my username' checkbox, and three other checkboxes: 'Warn me each time an application asks for my identity' and 'View my ECAS account details after logging me in'. A 'LOGIN!' button is positioned below these options. At the bottom of the right column, there are links for 'Lost your password?', 'Create an account', and 'Help'. Below the main content area, a section titled 'Log in with your' offers seven authentication methods: Password, Mobile phone, Token, Software token, eID, ECAS mobile app, and Token CRAM. The footer contains the text 'Last update: 04/01/2016 (4.5.1-gsa) | 5 ms | Contact | Privacy Statement | Top'.

2. *Intézmény regisztrálása az URF oldalon*

Unique Registration Facility (**URF**) = *Participant Portal*

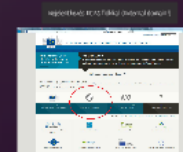


Mi és miért?

- EU programokhoz szükséges központi intézményi regisztráció (koordinátor- és partnerintézmény egyaránt)
- **Egyetlen** regisztráció minden jövőbeni interakcióhoz
- Minden regisztrált intézményhez tartozik egy **PIC kód** (Unique **P**articipant **I**dentification **C**ode)
- A PIC kódot az űrlapban kell megadni
- Az intézményhez kapcsolódó minden változást az URF-ben kell módosítani (pl. költözés - székhelyváltozás)

Alapelvek

- Az URF oldal használatához (regisztrációhoz, dokumentumok feltöltéséhez, adatmódosításhoz) be kell jelentkeznie az ECAS fiókjával
- Az intézmény regisztrálása előtt győződjön meg róla, hogy az még nem szerepel a rendszerben
- A duplikátumokat a nemzeti iroda nem tudja törölni a rendszerből
- Az intézménnyel kapcsolatos változásokat mindig vezetni kell az URF-ben (pl. névváltozás)



Belépés az URF felület használatához

The screenshot shows the homepage of the Participant Portal. At the top, there is a navigation bar with the European Commission logo and the text "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal". Below this, there is a breadcrumb trail: "European Commission > Education & Training > Participant Portal > Home". A secondary navigation bar contains "HOME", "ORGANISATIONS", "EXPERTS", and "SUPPORT". On the right side of this bar, there are "LOGIN" and "REGISTER" buttons, with the "LOGIN" button circled in red. Below the navigation bar, there is a pink notification box stating: "The Beneficiary Register has been changed to provide more accessibility and functionality. In order to benefit from these changes we kindly ask you to close and reopen your browser before performing any action on your organisation or registering a new one." Below the notification, there is a blue box with the heading "Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal" and the text: "The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:" followed by a list of programmes: "Creative Europe", "Erasmus+", "Europe for Citizens", and "EU Aid Volunteers." Below this, there is a paragraph: "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." At the bottom of the page, there are two buttons: "Are you a new user?" and "Do you already have an ECAS account?". The footer contains the text "© European Communities".

Bejelentkezés ECAS fiókkal (External domain!)

https://webgate.ec.europa.eu/cas/wayf/loginRequestId=ECAS_LR-7386148-5sqGFFNPhViqbAcnEHEIzozaFRLe2ONk6qf Where are you from? Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Where Are You From?

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

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Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits.
If you aren't sure, select the "I don't know?" option for help.

European Commission
European Commission, Executive Agencies.

External
Partners, Researchers, Citizens.

W+7
I have an account w + 7 digits.
Special external accounts.

I don't know?
More information about this screen.

filter by [show all](#) Institutions Regulatory Agencies Joint Undertakings Other

ACER
Agency for the Cooperation of Energy Regulators

ARTEMIS
Artemis Joint Undertaking

BIO-BASED INDUSTRIES
BBI Joint Undertaking

Clean Sky
Clean Sky Joint Undertaking

Committee of the Regions

CPVO - OCVV
Community Plant Variety Office

Council of the European Union

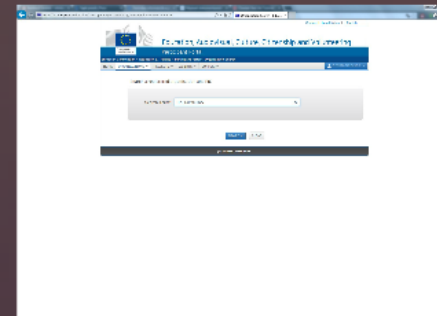
COURT OF JUSTICE OF THE EUROPEAN UNION

Keresés - Regisztráltak-e már az intézményt?

Válassza ki az ORGANISATIONS menüpontban a Search legördülő menüpontot!



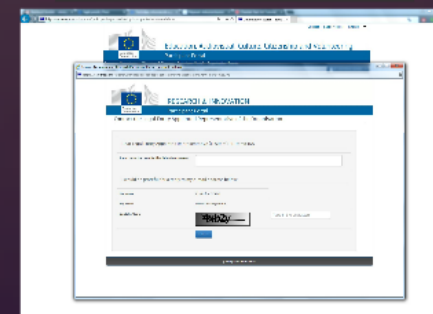
Keressen rá az intézmény nevére vagy nevének részletére!



Pozitív találat esetén a CO gombra kattintva vegye fel a kapcsolatot az intézményt regisztráló személlyel!



Írja meg az üzenetet!
Az adatait a rendszer automatikusan kitölti.



Válassza ki az ORGANISATIONS menüpontban a Search legördülő menüpontot!

The screenshot shows the 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal' website. The browser address bar displays 'https://ec.europa.eu/education/participants/portal/desktop/en/home.html'. The page header includes the European Commission logo and the title 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. A navigation menu contains 'HOME', 'ORGANISATIONS', 'PROJECTS', 'EXPERTS', and 'SUPPORT'. The 'ORGANISATIONS' menu is open, showing 'Register', 'My Organisations', and 'Search' options. A user profile 'V. VIKTÓRIA SZABÓ' is visible in the top right. A pink notification banner states: 'has been changed to provide more accessibility and functionality. These changes we kindly ask you to close and reopen your browser before performing any action on your organisation or registering a new one.' Below this is a blue 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' section, which lists EU-funded programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. It also includes a registration notice: '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.' At the bottom, there are two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer contains '© European Communities'.

Keressen rá az intézmény nevére vagy nevének részletére!

The screenshot shows a web browser window displaying the search page of the European Commission Participant Portal. The browser's address bar shows the URL: <https://ec.europa.eu/education/participants/portal/desktop/en/organisations/search.html>. The page header includes the European Commission logo and the text "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal". A breadcrumb trail reads: "European Commission > Education & Training > Participant Portal > Organisation Search". A navigation menu contains "HOME", "ORGANISATIONS", "PROJECTS", "EXPERTS", and "SUPPORT". A user profile "E. VIKTÓRIA SZABÓ" is visible in the top right. The main content area is titled "Search a registered organisation and PIC" and features a search input field with the text "TPF Demo TKA" and a "SEARCH" button. A "CLEAR" button is also present. The footer of the page reads "© European Communities".

Pozitív találat esetén a CO gombra kattintva vegye fel a kapcsolatot az intézményt regisztráló személlyel!

The screenshot shows the 'Organisation Search' page on the European Commission Participant Portal. The search results are displayed in a grid of cards. The first card, 'TPF Demo TKA', has a red circle around its 'CO' button. Below the grid are buttons for 'TABLE VIEW' and 'SEARCH CRITERIA'.

Organisation Name	Location	VAT	Status	PIC	CO
TPF Demo TKA	Budapest, HU	123456711	DECLARED	946985102	CO
TPF Demo	Budapest, HU	123456711	DECLARED	949350835	CO
Istituto centrale per la Demoetnoantropologia	Roma, IT	80190470585	DECLARED	950118493	CO
Demo Dekorasyon Mobilya Agac Urunleri Uretim ve Pazarlama Anonim Sirketi	ISTANBUL, TR		DECLARED	952417393	CO
IDAST Iniziative demo-etno-antropologiche e di Storia orale in Toscana	Sienna, IT	04944180480	SLEEPING	972574284	CO
TPF SPOLKA Z OGRANICZONA ODPOWIEDZIALNOSCIA	WARSZAWA, PL	PL5261005507	VALIDATED	985706241	CO
DEMO CONSULTANTS BV	DELFT, NL	NL809115621801	VALIDATED	986523078	CO
Demo Schule	Wien, AT		DECLARED	946577120	CO
Demo Organizacija	Riga, LV		DECLARED	948075576	CO

Írja meg az üzenetet!
Az adatait a rendszer automatikusan kitölti.

The image shows a screenshot of a web browser displaying the European Commission Participant Portal. The browser's address bar shows the URL: <https://ec.europa.eu/education/participants/portal/desktop/en/organisations/search.html>. The page header includes the European Commission logo and the text "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal".

Overlaid on this is a smaller window showing a "Contact Organization - Research Participant Portal" form. The browser's address bar for this window is: <https://ec.europa.eu/research/participants/api/apps/contactorg/indexcontactorg.html?pic=946985102>. The page header for this window includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal".

The form content is as follows:

- Subject: Contact the Legal Entity Appointed Representative of the Organisation
- Message: Dear Legal Entity Appointed Representative (LEAR) of TPF Demo TKA.
- Reason: I am contacting you for the following reason:
- Request: I would be grateful for a reply to my e-mail address below:
- My Name: É. Viktória SZABÓ
- My Email: viktoriaszabo@tpf.hu
- Captcha Code: 4xb2y (with a "Type in the characters" input field)
- Submit Button: SUBMIT

At the bottom of the form, it says "© European Communities".

Regisztráció – Még nem regisztrálták az intézményt

A regisztráció megkezdése előtt olvassa el az **URF útmutatót!**

Válassza ki az ORGANISATIONS menüben a Register legújabb menüpontot!



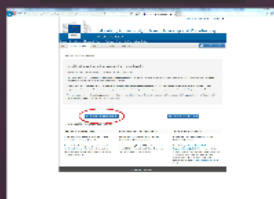
Új ablakban megjelenik a Registration Wizard. Kattintson a Next gombra a regisztráció megkezdéséhez!



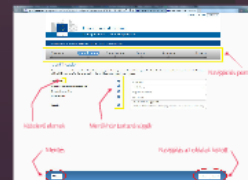
A regisztráció során a Summary pontban ellenőrizze a megadott adatokat!
• Módosítsa az EMail vagy a Password segítségével!
• Fejezze be a regisztrációt a Submit gombbal!



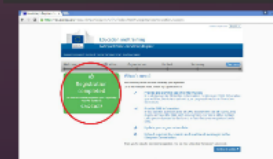
Kattintson a REGISTER ORGANISATION gombra!



Érdemes ki a mezőket!
Átvesztés: segítséget az LRF útmutatóban talál.



Az adatok jóváhagyását a Submit gomb megnyomásától követően 90 másodpercig kell várni a PC közzétételéig, emellett e-mail értesítést is küld a rendszer.



Amennyiben vissza kíván térni egy felbontott regisztrációhoz, kattintson a RESUME REGISTRATION gombra!



A Next gombra kattintva folytathatja a felbontott intézményi regisztrációt.



Válassza ki az ORGANISATIONS menüpontban a Register legördülő menüpontot!

The screenshot shows the European Commission Participant Portal. The browser address bar displays <https://ec.europa.eu/education/participants/portal/desktop/en/home.html>. The page header includes the European Commission logo and the text "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal". A navigation menu contains "HOME", "ORGANISATIONS", "PROJECTS", "EXPERTS", and "SUPPORT". The "ORGANISATIONS" menu is open, and the "Register" option is highlighted with a red circle. Below the menu, there is a search bar and a notification box. The main content area features a blue header "Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal" and a list of programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. At the bottom, there are two input fields: "Are you a new user?" and "Do you already have an ECAS account?". The footer contains the copyright notice "© European Communities".

Kattintson a REGISTER ORGANISATION gombra!

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 breadcrumb trail is 'European Commission > Education & Training > Participant Portal > Register An Organisation'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'PROJECTS', 'EXPERTS', and 'SUPPORT'. The user is logged in as 'VIKTORIA SZABÓ'. The main content area contains instructions for registration, including a note that a unique 9-digit PIC (Participant Identification Code) number is assigned to each organisation. A red circle highlights the 'REGISTER ORGANISATION' button. Below the instructions, there are three sections: 'How to update your organisation data?', 'Modify registered data', 'Upload supporting documents', and 'Modify validated data'. The footer contains the copyright notice '© European Communities'.

https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html

Register an Organisation - E... X

Contact | Legal Notice | English

European Commission

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

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

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

VIKTORIA SZABÓ

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
If the Validation Services have not started the validation of your data yet: 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.	If the Validation Services have already started the validation process: You are able to upload additional documents up to 10 MB . Once uploaded, these documents may not be withdrawn or modified.	If your data has been validated by the Validation Services: 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 menu.

© European Communities

Új ablakban megnyílik a Registration Wizard.
Kattintson a Next gombra a regisztráció megkezdéséhez!

The screenshot shows a web browser window with the URL <https://ec.europa.eu/research/participants/ur/urfindex.html#/registration/education?ticket=ST-577981-Vx3Y8e5D7Tx>. The page title is "Education and training Participant Portal - Beneficiary Register". The navigation bar includes "Welcome", "Identification", "Organisation", "Contact", "Summary", and "Success". The "Welcome" step is currently active. The main content area is titled "Welcome to the Beneficiary's Register" and contains the following text:

The Registration Wizard will guide you through the process of registration.

- ✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

A "Next >" button is located at the bottom right of the page, circled in red.

Töltse ki a mezőket!
Részletes segédletet az *URF* útmutatóban talál.

https://ec.europa.eu/research/participants/urf/index.html#/registration/education?ticket=5T-577981-VgYB8e5D7Tx

Register an Organisation - Edu... Beneficiary's register - Ident...

Contact Legal notice English

Education and training
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Identification

Please fill in 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.

Legal name *

Establishment/Registration country *

Registration number

VAT number *

Website

Legal name

--Select one--

Registration number

VAT number

VAT number not applicable

The format should be www.homepage.domain - for example, www.mycomp

Save

< Prev Next >

Navigációs pontok

Kötelező elemek

Mezőkhöz tartozó súgók

Mentés

Navigálás az oldalak között

A regisztráció végén a Summary pontban ellenőrizze a megadott adatokat!

- Módosítsa az Edit vagy a Prev gomb segítségével!
- Fejezze be a regisztrációt a Submit gombbal!

The screenshot shows the 'Summary' step of the registration process on the European Commission Participant Portal. The page is titled 'Education and training Participant Portal - Beneficiary Register'. A progress bar at the top indicates the current step is 'Summary', with other steps being 'Welcome', 'Identification', 'Organisation', 'Contact', and 'Success'. A green message box states: 'All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.'

The main content area is divided into three sections: 'Organisation', 'Legal Address', and 'Contact'. Each section contains a list of fields with their values and an 'edit' icon (a pencil inside a circle) to the right of each field. The 'Organisation' section includes 'Legal name and status' (próba intézmény, a legal person, for profit, private entity, NOT a NGO), 'Registration data' (Establishment/Registration country: Hungary, Registration number, Registration date, Registration authority, Legal form: UNKNOWN, VAT number: 123456789, Nace code, Business name, Official language: Hungarian), and 'Legal Address' (Region/country: Budapest, Street name and number: Utca u. 4., P.O. Box, Postal code, City: Budapest, Main phone: +36123456789, Fax, Secondary phone, Website). The 'Contact' section includes 'Is the contact person?' (Yes), 'Establishment/Registration country' (Hungary), 'Position in the organisation' (Department, Professional e-mail: viktoriaszabo@pf.hu, Gender: Female, Last name: SZABÓ).

At the bottom of the page, there are three buttons: 'Save', 'Prev', and 'Submit'. The 'Save' button is on the left, and the 'Prev' and 'Submit' buttons are on the right. The 'Submit' button is highlighted in green.

Section	Field	Value	Action	
Organisation	Legal name	próba intézmény	edit	
	Legal status	a legal person	edit	
		for profit	edit	
		private entity	edit	
		NOT a NGO	edit	
	Registration data			
	Establishment/Registration country	Hungary	edit	
	Registration number		edit	
	Registration date		edit	
	Registration authority		edit	
Legal form	UNKNOWN	edit		
VAT number	123456789	edit		
Nace code		edit		
Business name		edit		
Official language	Hungarian	edit		
Legal Address				
Region/country	Budapest	edit		
Street name and number	Utca u. 4.	edit		
P.O. Box		edit		
Postal code		edit		
City	Budapest	edit		
Main phone	+36123456789	edit		
Fax		edit		
Secondary phone		edit		
Website		edit		
Contact				
Is the contact person?			edit	
Is É. Viktória SZABÓ the contact person?	Yes	edit		
Establishment/Registration country	Hungary	edit		
Position in the organisation				
Department		edit		
Professional e-mail	viktoriaszabo@pf.hu	edit		
Gender	Female	edit		
Last name	SZABÓ	edit		

Az adatok jóváhagyását (a Submit gomb megnyomását) követően 9 jegyű PIC kódot kap, amiről e-mailes értesítést is küld a rendszer.

The screenshot shows a web browser window with the URL <https://ec.europa.eu/research/participants/urf/urfindex.html#!/registration/education/success>. The page is titled "Education and training" and "Participant Portal - Beneficiary Register". A progress bar at the top indicates the current step is "Success". A large green box with a thumbs-up icon and the text "Registration completed" is highlighted with a red circle. Below this, it states: "You have successfully registered your Legal Entity. Your PIC number is: 924253637". To the right, under "What's next?", there are instructions: "You will shortly receive an email confirming your registration. Go to the Participant Portal, section 'My Organisations' to:" followed by a list of tasks: "Provide programme specific information.", "Provide SME information.", "Update your organisation data.", and "Upload required documents and read/send messages to the European Commission." A "Continue to update" button is at the bottom right.

Beneficiary's Register - Su x

https://ec.europa.eu/research/participants/urf/urfindex.html#!/registration/education/success

Contact Legal notice English

Education and training

Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary **Success**

Registration completed

You have successfully registered your Legal Entity.
Your PIC number is:
924253637

What's next?

You will shortly receive an email confirming your registration.
Go to the Participant Portal, section 'My Organisations' to:

- Provide programme specific information.**
It is obligatory to fill in this information for Horizon 2020. Otherwise you will not be able to submit your proposal.(wait confirmation from REA).
- Provide SME information.**
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
- Update your organisation data.**
- Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

[Continue to update](#)

Amennyiben vissza kíván térni egy félbehagyott regisztrációhoz, kattintson a RESUME REGISTRATION gombra!

https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html

Register an Organisation - E... X

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

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

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

E. VIKTÓRIA SZABÓ

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 menu.</p>

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A Next gomra kattintva folytathatja a félbehagyott intézményi regisztrációt.

https://ec.europa.eu/research/participants/ur/index.html#/registration/education

Register an Organisation - Edu... Beneficiary's register - Welc...

Contact Legal notice English

Education and training
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

- ✓ 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 system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Continue your existing registration?

We found an ongoing registration. Do you wish to continue with the existing registration or start a new one?

- **Legal name:** próba intézmény
- **Saved at:** 09:13:04 13/01/2016

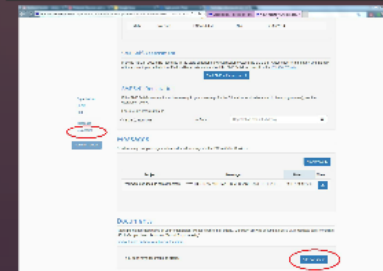
Start a new Registration Next >

Módosítás és dokumentumok feltöltése – Már regisztrált intézményeknél

Módosításhoz vagy dokumentumfeltöltéshez válassza ki az ORGANISATIONS menüpontban a My Organisations legördülő menüpontot!

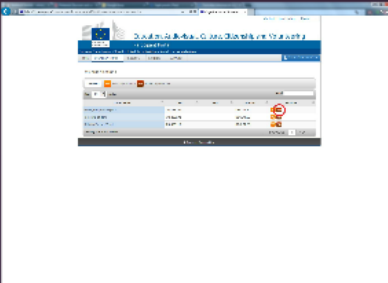


- Bizonyos dokumentumok feltöltése kötelező (lásd URF útmutató)
- Dokumentumok feltöltése csak a regisztráció befejezése után lehetséges
- A feltöltött dokumentum nem törölhető csak felülírható
- Feltöltéshez kattintson a Documents menüpontra vagy gőrgessen a Documents részig, majd kattintson az Add document gombra!

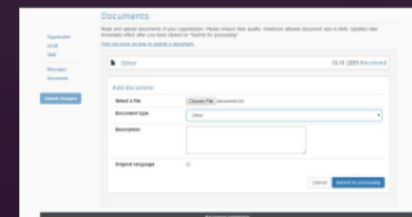


Kattintson az intézmény sorában található MO gombra!

Az adatok módosítása a regisztrációhoz hasonlóan működik, részletek az URF útmutatóban talál.



- A Choose file gombra kattintva válassza ki a feltöltendő fájlt
- A Document type-nál válassza ki a dokumentum típusát (ha nincs a listában, akkor Other)
- A dokumentum feltöltéséhez kattintson a Submit for processing gombra
- Részletes leírást az URF útmutatóban talál



Módosításhoz vagy dokumentumfeltöltéshez válassza ki az ORGANISATIONS menüpontban a My Organisations legördülő menüpontot!

The screenshot shows the European Commission Participant Portal. The main navigation menu includes HOME, ORGANISATIONS, PROJECTS, EXPERTS, and SUPPORT. The ORGANISATIONS menu is expanded, showing Register, My Organisations, and Search. The My Organisations option is highlighted with a red circle. Below the navigation menu, there is a welcome message and a list of programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. The footer of the page reads '© European Communities'.

European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

Register
My Organisations
Search

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.

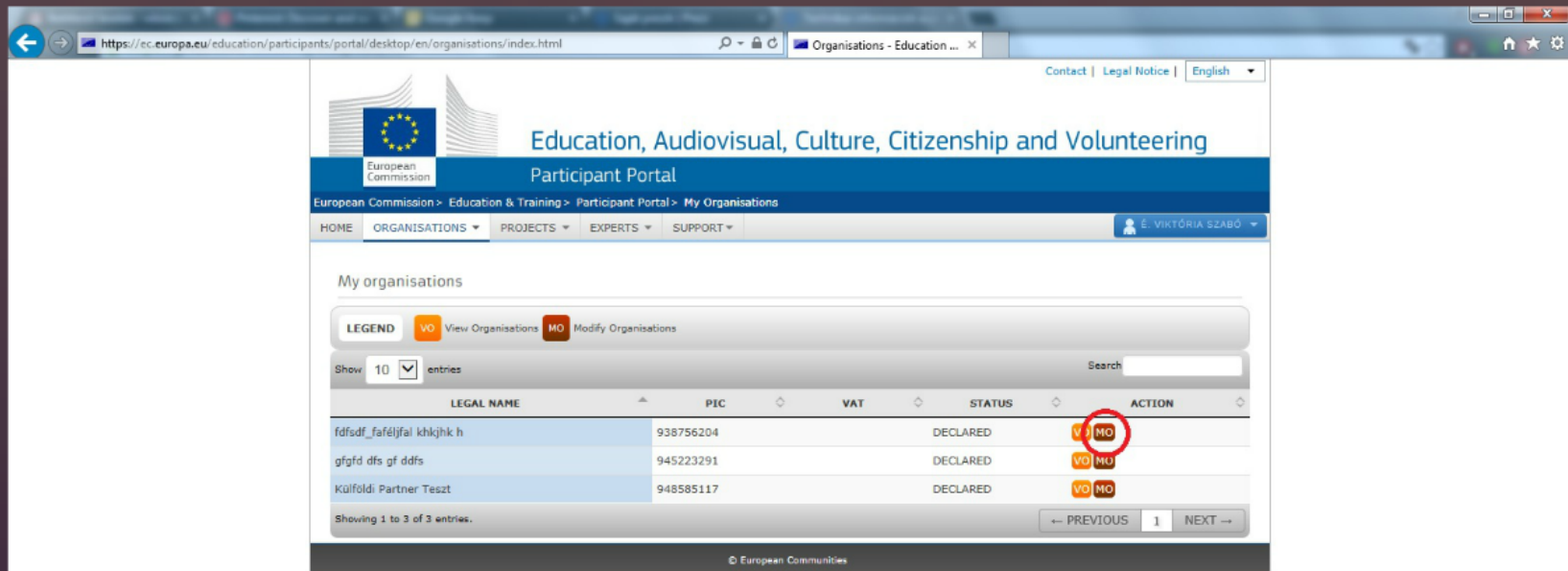
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation 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?

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Kattintson az intézmény sorában található MO gombra!

Az adatok módosítása a regisztrációhoz hasonlóan működik, részleteket az *URF útmutató*ban talál.



The screenshot displays the 'My Organisations' section of the European Commission Participant Portal. The page header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header, there are navigation tabs for 'HOME', 'ORGANISATIONS', 'PROJECTS', 'EXPERTS', and 'SUPPORT'. The user is logged in as 'E. VIKTÓRIA SZABÓ'. The main content area shows a table of organizations with the following data:

LEGAL NAME	PIC	VAT	STATUS	ACTION
fdfsdf_faféjfal khkjhk h	938756204		DECLARED	VO MO
gfgfd dfs gf ddfs	945223291		DECLARED	VO MO
Külföldi Partner Teszt	948585117		DECLARED	VO MO

The 'MO' button in the first row is circled in red. The page also includes a search bar, a legend for 'VO' (View Organisations) and 'MO' (Modify Organisations), and pagination controls showing 'Showing 1 to 3 of 3 entries'.

- Bizonyos dokumentumok feltöltése kötelező (lásd *URF útmutató*)
- Dokumentumok feltöltése csak a regisztráció befejezését követően lehetséges
- A feltöltött dokumentum nem törölhető csak felülírható
- Feltöltéshez kattintson a Documents menüpontra vagy görgessen a Documents részig, majd kattintson az Add document gombra!

The screenshot shows the EC Validation Services portal. The browser address bar displays the URL: <https://ec.europa.eu/research/participants/urf/index.html#/update/education?locale=en&ticket=51-3892491-m3v4>. The page content includes a table with the following data:

2014	Not SME	EC Validated	N/A	21/05/2014
------	---------	--------------	-----	------------

Below the table, there are sections for **SME Self-Assessment** and **SME Self-Declaration**. The SME Self-Assessment section includes a "Start SME self assessment" button. The SME Self-Declaration section includes a form with radio buttons for "SME" and "Non SME", a label "as from", and a "Registration date dd-MM-yyyy" input field.

On the left sidebar, the "Documents" menu item is circled in red. Below it is a "Submit changes" button.

The **Messages** section contains a "New message" button and a table of messages:

Subject	Message	Date	View
You were assigned as contact person	***** THIS IS AN AUTOMATED MESSAGE. DIRECT REPLIE...	31-03-2015 13:27:19	

The **Documents** section includes instructions on how to upload documents and a "Find out more on how to submit a document." link. At the bottom of this section, the text "You don't have documents to display" is shown, and the "Add document" button is circled in red.

- A Choose file gombra kattintva válassza ki a feltöltendő fájlt
- A Document type-nál válassza ki a dokumentum típusát (ha nincs a listában, akkor Other)
- A dokumentum feltöltéséhez kattintson a Submit for processing gombra
- Részletes leírást az *URF útmutatóban* talál

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Other 13-11-2015 Received

Add document

Select a file document.txt

Document type

Description

Original language

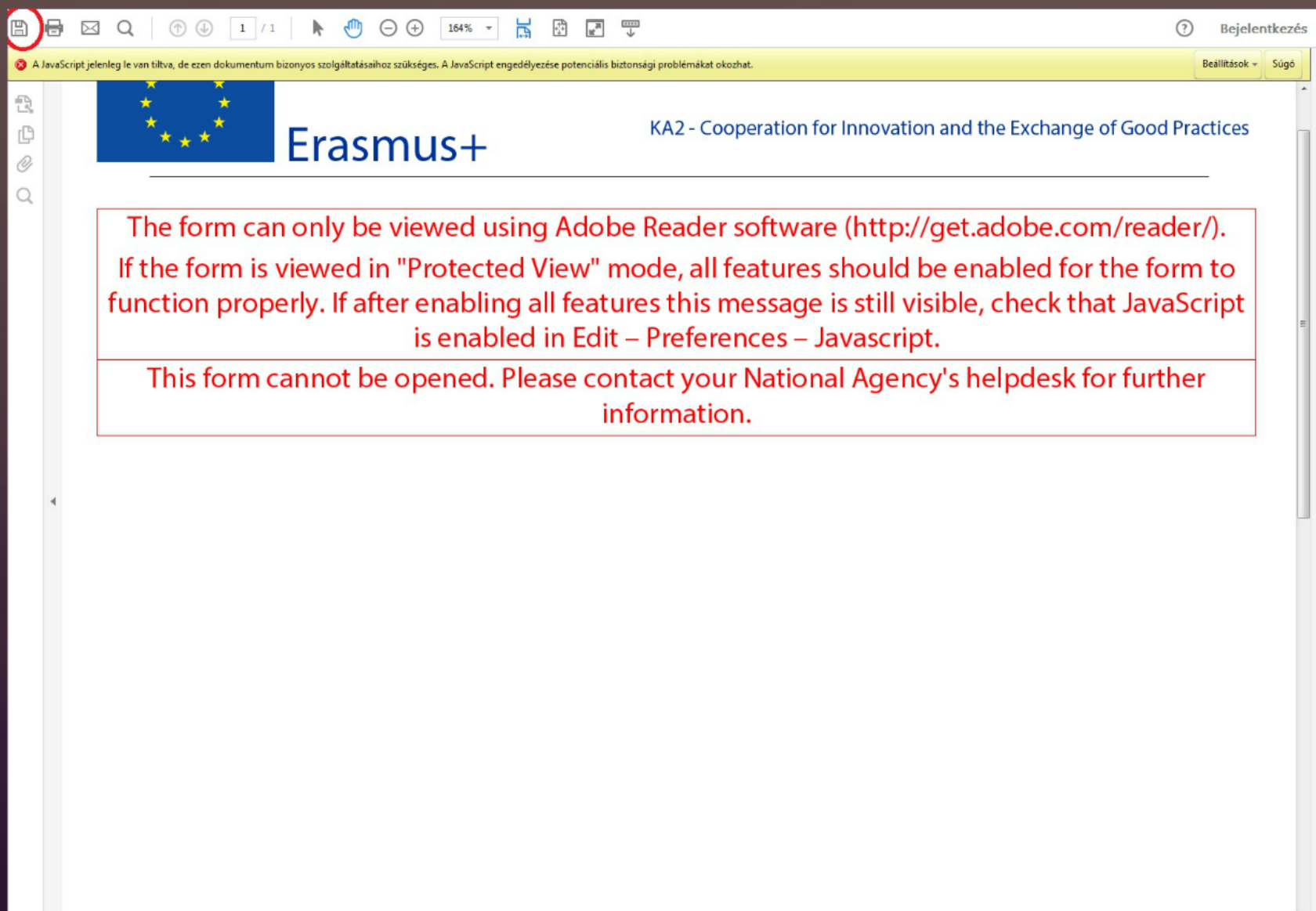
© European Commission

3. eForm megnyitása



- eForm = elektronikus űrlap
- csak **Adobe Reader**rel használható!
 - innen letölthető: <https://get.adobe.com/hu/reader/>
 - minimum 11-es verzió szükséges
 - **Adobe Reader DC 2015.008-as verzió NEM használható**
- bizonyos funkciók működéséhez engedélyezni kell az Adobe Reader csatlakozását a bizottsági szerverekhez (lásd *Űrlap biztonsági beállításához útmutató*)
- csak a számítógépre történő lementést és az Adobe Reader programban történő megnyitást követően kezdhető meg a kitöltés
- űrlap letöltése:
 - Stratégiai partnerségek esetén TKA honlapjáról
 - **Erasmus Mundus és Jean Monnet pályázatok esetén bizottsági oldalról, de a letöltéshez be kell jelentkezni az ECAS fiókkal**

Ha az űrlap automatikus a böngészőben nyílik meg, akkor töltsé le a számítógépére, majd nyissa meg az Adobe Readerrel!



The screenshot shows the Adobe Reader interface. At the top, there is a toolbar with various icons, including a red circle around the save icon. Below the toolbar, a yellow warning bar contains the text: "A JavaScript jelenleg le van tiltva, de ezen dokumentum bizonyos szolgáltatásaihoz szükséges. A JavaScript engedélyezése potenciális biztonsági problémákat okozhat." To the right of this bar are buttons for "Beállítások" and "Súgó". The main content area features the Erasmus+ logo (the European Union flag and the text "Erasmus+") and the text "KA2 - Cooperation for Innovation and the Exchange of Good Practices". Below this, there are two red-bordered boxes containing error messages in red text. The first box says: "The form can only be viewed using Adobe Reader software (<http://get.adobe.com/reader/>). If the form is viewed in "Protected View" mode, all features should be enabled for the form to function properly. If after enabling all features this message is still visible, check that JavaScript is enabled in Edit – Preferences – Javascript." The second box says: "This form cannot be opened. Please contact your National Agency's helpdesk for further information."

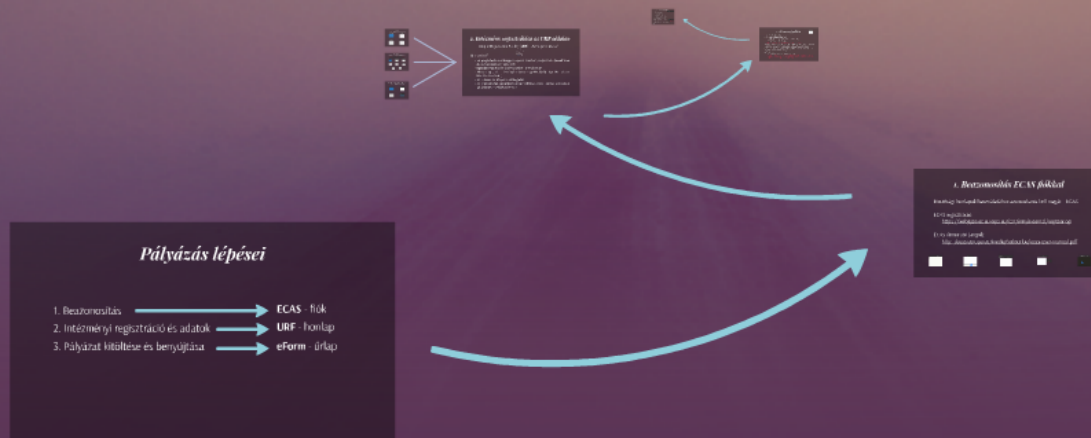
Elérhetőségek és hasznos anyagok

- Segédletek a TKA honlapján
<http://tka.hu/palyazatok/925/palyazati-dokumentumok>
- ECAS regisztráció
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
- ECAS útmutató (angol nyelvű)
<http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf>
- URF
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>
- URF útmutató (magyar nyelvű)
http://tka.hu/docs/palyazatok/urf_regisztracio_utmutato_v3_71511241329.pdf
- URF útmutató (angol nyelvű)
http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf
- Űrlap
 - Stratégiai partnerségek (decentralizált)
<http://tka.hu/getDoc.php?doc=44bc6800f6ae30189df67f30d652bc90f4e6bdb3>
 - Erasmus Mundus és Jean Monnet (centralizált)
https://eacea.ec.europa.eu/documents/eforms_en
- Adobe Reader letöltése
<https://get.adobe.com/hu/reader/>
- Űrlap biztonsági beállításához útmutató
http://www.tka.hu/docs/palyazatok/adobeacrobatreader-ujverzio_biztonsagibeallitas.pdf
- **Technikai probléma esetén**
it@tpf.hu

2016 - Stratégiai partnerség pályázatok
menüpont

ECAS fiók kell a letöltéshez!
+ Útmutatók
+ **Előző évek felhívásai is!**

Technikai információk a pályázatok benyújtásával és a regisztrációval kapcsolatban



Szabó Éva Viktória