
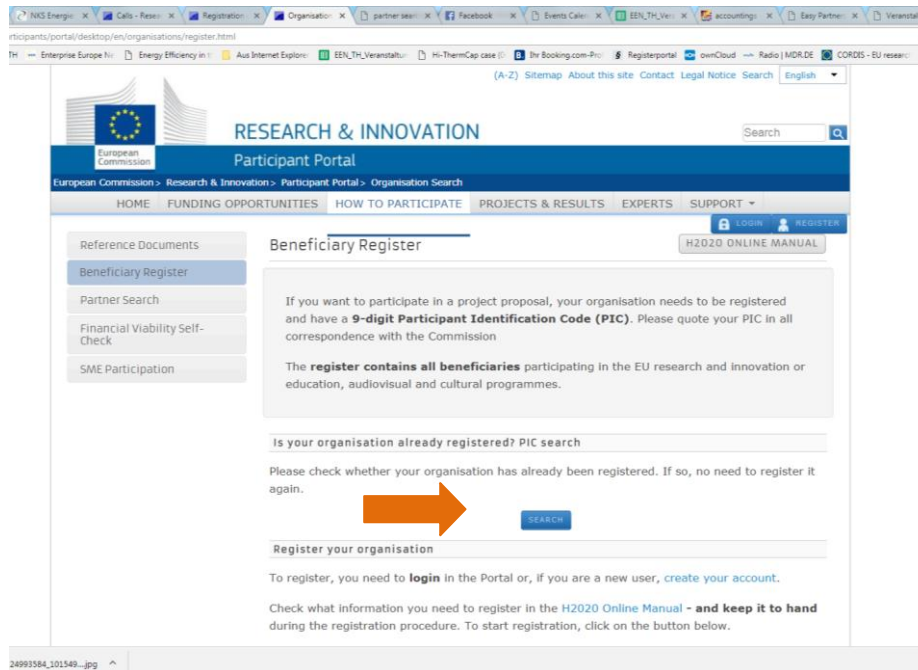


HORIZON 2020

KURZANLEITUNG zur Anmeldung im Teilnehmerportal

Überprüfen Sie, ob für Ihre Firma/Institution bereits einen Eintrag im Teilnehmerportal existiert: ( Button „Search“)

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT

Reference Documents
Beneficiary Register
Partner Search
Financial Viability Self-Check
SME Participation


Beneficiary Register

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)**. Please quote your PIC in all correspondence with the Commission.

The **register contains all beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

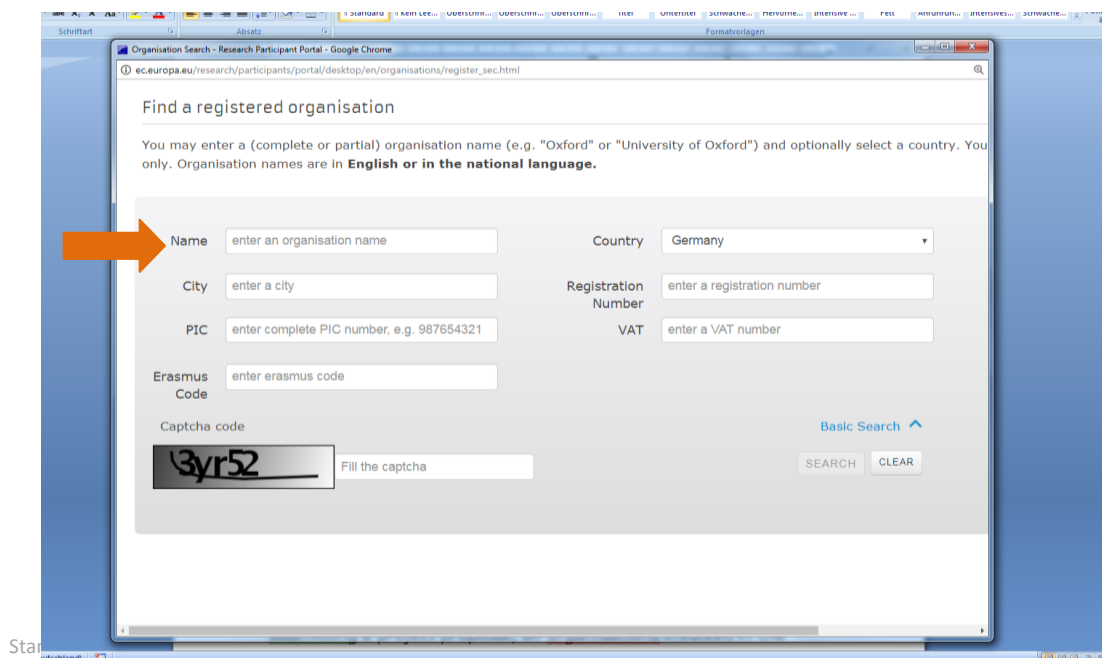


Register your organisation

To register, you need to **login** in the Portal or, if you are a new user, **create your account**.

Check what information you need to register in the **H2020 Online Manual** - **and keep it to hand** during the registration procedure. To start registration, click on the button below.

z.B. Name, Stadt, Umsatzsteuer-ID oder HRB Nummer eingeben:



Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country. You only. Organisation names are in **English or in the national language**.

Name Country

City Registration Number

PIC VAT

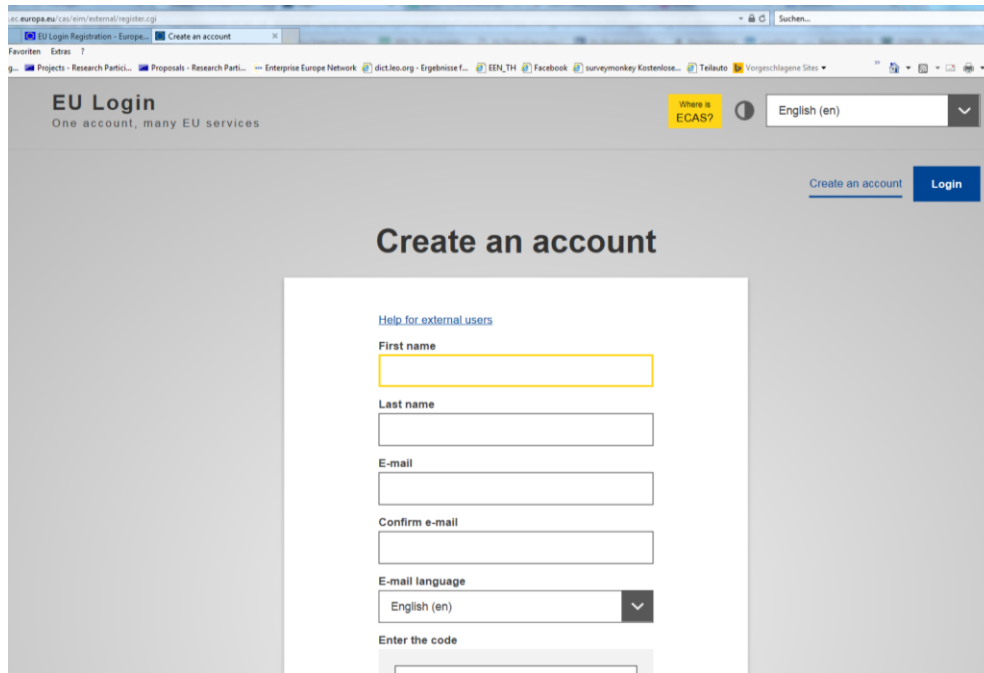
Erasmus Code


Captcha code Fill the captcha

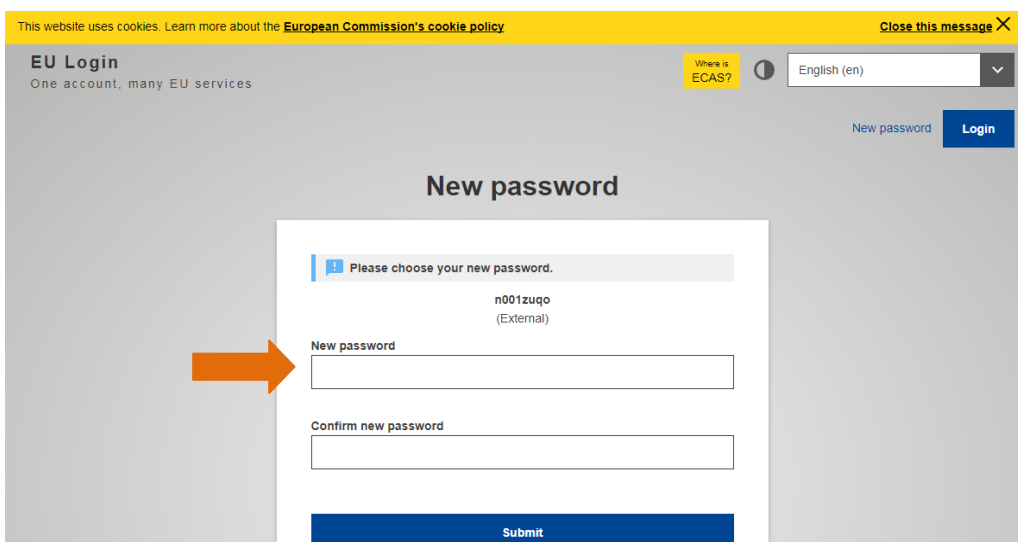
Finden Sie keinen Eintrag, gehen Sie wie folgt vor:


Registrieren Sie sich zunächst mit Ihrer E-Mailadresse hier für die EU Server :

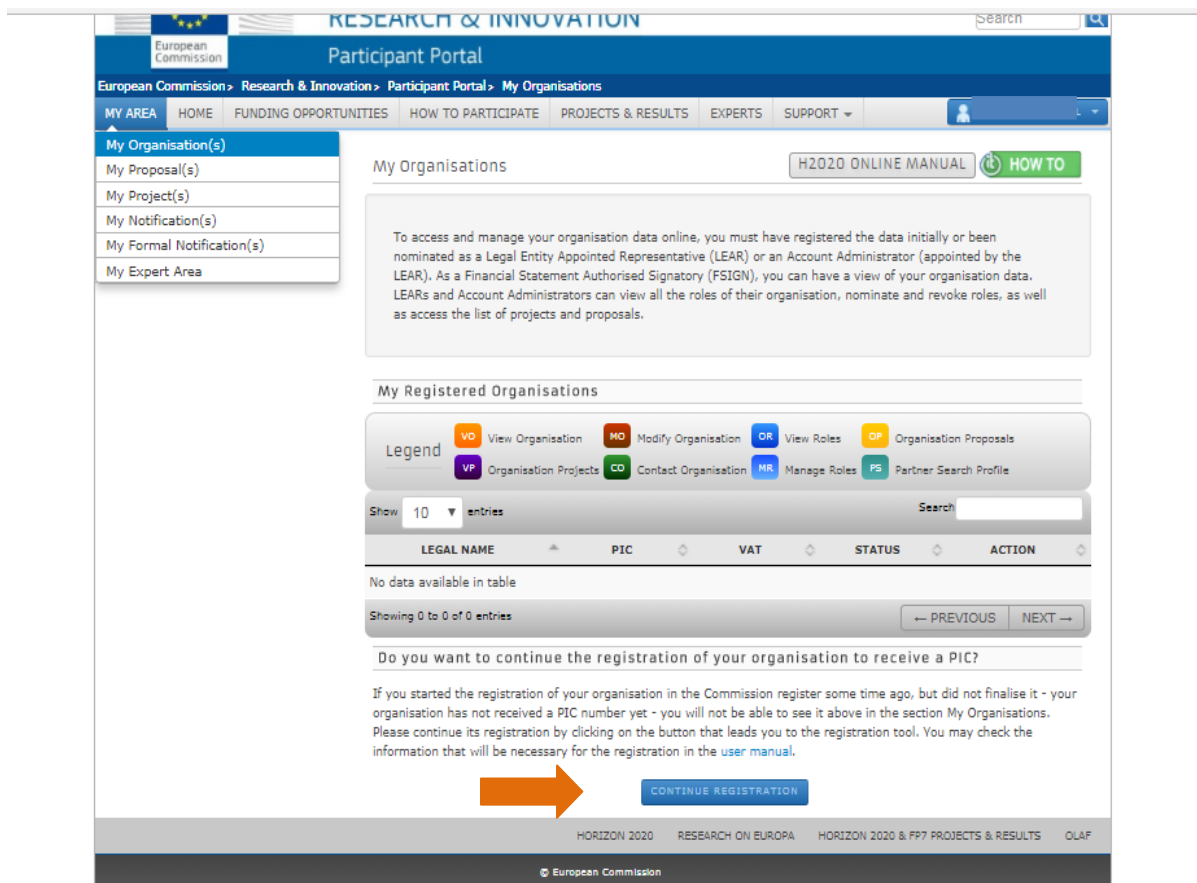
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



Folgen Sie dem Link, den Sie per Mail zugeschickt bekommen und legen Sie Ihr  Passwort fest (*Vorgaben beachten -> mindestens 10 Zeichen inkl. je ein Groß- und Kleinbuchstaben, Zahl und Sonderzeichen!*) .



Loggen Sie sich dann mit diesen Daten (E-Mailadresse+Passwort) ein. (Blauer „Login“ Button oben rechts) und betätigen Sie nun den Button  „Continue Registration“



RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Formal Notification(s)
My Expert Area

My Organisations H2020 ONLINE MANUAL HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

Legend
 VO View Organisation MO Modify Organisation OR View Roles OP Organisation Proposals
 VP Organisation Projects CO Contact Organisation MR Manage Roles PS Partner Search Profile


Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
No data available in table				

Showing 0 to 0 of 0 entries PREVIOUS NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

 CONTINUE REGISTRATION

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF

European Commission

Füllen Sie Schritt für Schritt die Online Registrierungsformulare aus. Halten Sie dafür wichtige Daten (wie HR und VAT Nummer, Rechtsform, Gründungsdatum...) bereit. Ihre Eingaben werden regelmäßig automatisch oder durch Klick auf „Save“ gespeichert (Statusanzeige unten links). Wird eine begonnene Registrierung nicht binnen eines Jahres vervollständigt, werden alle Daten gelöscht.

Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

Legal name * ?

Describe the legal status of your organisation by selecting the appropriate options

Legal status ?

1 ?

a natural person a legal person

non-profit for profit

private entity public body

NGO

Registration data

Establishment/Registration country * ?

Registration number ?

Registration date ?

Registration authority ?

Legal form * ?

The legal form is mandatory

VAT number * ?

VAT number not applicable

Business name ?

Official language * ?

The official language is mandatory

2

Legal Address

Enter the official registered address of the beneficiary

Region/country ?

Street name and number * ?

The street is mandatory

P.O. Box ?

Postal code * ?

The postal/ZIP code is mandatory

City * ?

The city name is mandatory

Main phone * ?

The main phone is mandatory

Fax ?

3

Ist die Registrierung vollständig, erhalten Sie erhalten Sie den **9-stelligen Participant Identification Code (PIC)** – den Sie für jede Kommunikation mit der Europäischen Kommission verwenden. Der Status "declared"/"non-valid" zeigt an, dass Sie im Falle eines positiv evaluierten Antrags vor dem Vertragsabschluss noch weitere Dokumente zur Verifizierung einreichen müssen.