

# Upload af dokumentation

**Guide til hvordan du uploader Legal  
Entity Form og Financial Identification  
Form i Participant Portal.**



Erasmus+



# Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT

**LOGIN** REGISTER

## 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...

- 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?

**Log ind på Participant Portal ved hjælp af dit EU Login-brugernavn og - adgangskode.**



# Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

- HOME
- ORGANISATIONS
- PROJECTS
- EXPERTS
- SUPPORT

JESPER CHRISTIAN PEDERSEN

- Register
- My Organisations**
- Search

**Vælg fanen "Organisations" og herefter "My Organisations" fra drop-down menuen.**

## Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The main 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.

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# Education, Audiovisual, Culture, Citizenship and Volunteering

## Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS ▾ PROJECTS ▾ EXPERTS ▾ SUPPORT ▾

THOMAS MELLERUP ▾

### My organisations

**LEGEND** **VO** View Organisations **MO** Modify Organisations

Show 10 ▾ entries

Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
Styrelsen for Videregående Uddannelser {TEST} [TEST]	924428528	DK34042012	DECLARED	<b>VO</b> <b>MO</b>

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

Du kan finde din organisations PIC-nummer her.

Hvis du vil uploade dokumentation klik på "MO" (Modify Organisations). Dette åbner en ny fane.



# Education and training

## Participant Portal - Beneficiary Register

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

Welcome **Thomas MELLERUP**. You can edit the data of organisation **Styrelsen for Videregående Uddannelser {TEST} [TEST]**

PIC: 924428528



Organisation

LEAR

SME

Messages

Documents

Submit changes

## Organisation

### Organisation data

#### Registration information

Legal name \*



Styrelsen for Videregående Uddannelser {TEST} [TEST]



Business name



Business name

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

Legal status



a natural person  a legal person



non-profit  for profit



private entity  public body



NGO

Official language \*



Danish (da)



Establishment/Registration country \*



Denmark (DK)



Klik på "Documents" eller scroll ned til bunden for at uploade relevant dokumentation.

of it may block your submission. Find additional information about the SME Self-Assessment on the [IT HOW TO wiki](#).

[Start SME self assessment](#)

## SME Self-Declaration

If the SME Self-Assessment is not necessary in your case (e.g. for the Education, Audio-visual and Culture programmes), use the declaration below.

I declare my organisation as

SME  Non SME

as from



## Messages

Read messages of your organisation and send messages to the EC ValidationServices.

You don't have any messages

[New message](#)

## 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.](#)

You don't have documents to display

[Add document](#)

**Kravene til dokumentation kan variere, og kan både afhænge af hvilken sektor du tilhører og din ansøgning.**

**Du finder dokumenterne her: [Klik her.](#)**

[Organisation](#)

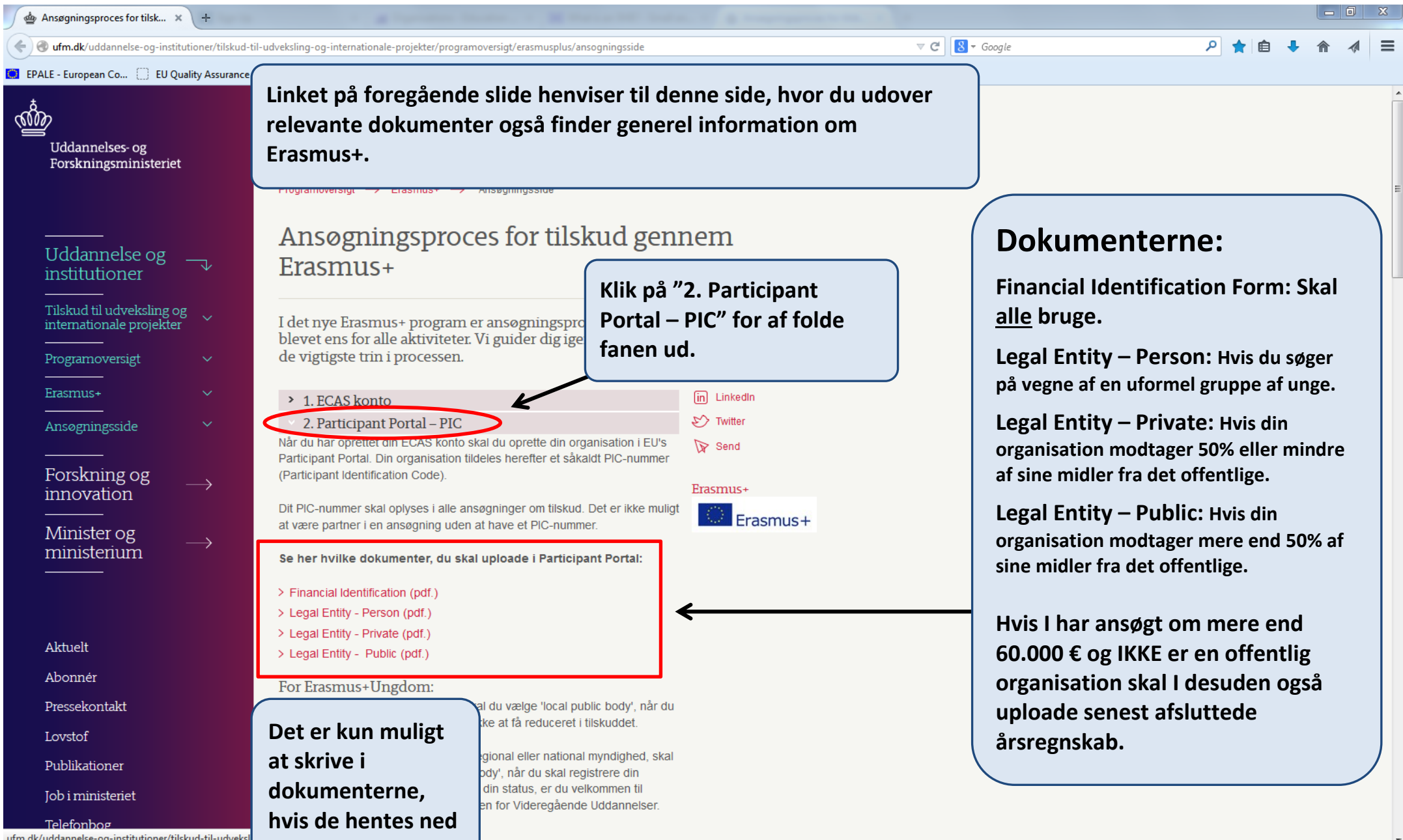
[LEAR](#)

[SME](#)

[Messages](#)

[Documents](#)

[Submit changes](#)



Linket på foregående slide henviser til denne side, hvor du udover relevante dokumenter også finder generel information om Erasmus+.

Klik på "2. Participant Portal – PIC" for at folde fanen ud.

**Dokumenterne:**

**Financial Identification Form: Skal alle bruge.**

**Legal Entity – Person: Hvis du søger på vegne af en uformel gruppe af unge.**

**Legal Entity – Private: Hvis din organisation modtager 50% eller mindre af sine midler fra det offentlige.**

**Legal Entity – Public: Hvis din organisation modtager mere end 50% af sine midler fra det offentlige.**

**Hvis I har ansøgt om mere end 60.000 € og IKKE er en offentlig organisation skal I desuden også uploade senest afsluttede årsregnskab.**

Det er kun muligt at skrive i dokumenterne, hvis de hentes ned på computeren.

Når dokumenterne er udfyldt digitalt, i den gemte PDF-fil, skal de printes og scannes ind igen, da der er krav om underskrift.

of it may block your submission. Find additional information about the SME Self-Assessment on the [IT HOW TO wiki](#).

[Start SME self assessment](#)

## SME Self-Declaration

If the SME Self-Assessment is not necessary in your case (e.g. for the Education, Audio-visual and Culture programmes), use the declaration below.

I declare my organisation as

SME  Non SME

as from



## Messages

Read messages of your organisation and send messages to the EC ValidationServices.

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[New message](#)

## 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.](#)

You don't have documents to display

Når du har udfyldt det relevante dokument klikker du på "Add document".

[Add document](#)



You don't have any messages

New message

Klik på "Gennemse" og find det indscannede dokument

Vælg den rigtige dokumenttype:

Hvis det er en Financial Identification Form vælger på "Archive".

Hvis det er en Legal Entity Form vælger du "Other".

Read and upload documents of your organisation. Please effect after you have clicked on "Submit for processing"

is 6Mb. Updates take immediate

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

### Add document

Select a file

Vælg fil Der er ikke valgt nogen fil

Document type

--Select one--

Please select a document type

Description

Original language

Klik herefter "Submit for processing".

Cancel

Submit for processing

Organisation

LEAR

SME

Messages

Documents

Submit changes

## SME Self-Declaration

If the SME Self-Assessment is not necessary in your case (e.g. for the Education sector), you can skip the SME Self-Assessment and go directly to the declaration below.

I declare my organisation as

SME  Non SME

as from

R



**Dit dokument er nu uploadet.  
Klik på dokumentet for at se flere  
oplysninger.**

**Hvis du ønsker at uploade endnu  
et dokument, klikker du igen på  
"Add document" og gentager  
processen.**

**Bemærk at du skal uploade både  
Financial Identification Form og  
relevante Legal Entity Form.**

Message

## Messages

Read messages of your organisation and send messages to the EC Validation

You don't have any messages

Organisation

LEAR

SME

Messages

Documents

Submit changes

## 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

04-11-2015 Sent

Add document

## 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.](#)

**Når du har uploadet alle relevante dokumenter, kan du lukke fanen. Dokumenterne blev gemt da du klykkede "Submit for processing".**

04-11-2015 Sent

legal-entity-person.pdf

Vælg fil Der er ikke valgt nogen fil

Document Type

Other

Description

Update Date

04-11-2015

Source

Education portal

Size

38958

Original language

Cancel

Submit for processing

Add document

Organisation

LEAR

SME

Messages

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# Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

THOMAS MELLERUP

Dine dokumenter er nu opdaterede.

## My organisations

LEGEND

VO

View Organisations

MO

Modify Organisations

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