



Knowledge Building in Action

How to apply for the PIC - the Participant Identification Code

the European Commission Authentication Service (ECAS) assigns Participant Identification Codes for organizations applying for funding from the European Commission. The PIC is a unique 9-digit reference number required on funding application forms.

1) Register for an account at the European Commission Authentication Service (ECAS)

- Follow this link: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
- Fill in the registration form and click "Create an account"
-

The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' website. The page title is 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. The breadcrumb trail is 'EUROPA > Authentication Service > Create an account'. The page is for 'External' users. The main heading is 'Create an account' with a link for 'Help for external users'. The form fields are: 'Choose a username', 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to English (en)), and 'Enter the code'. There is a checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A 'CREATE AN ACCOUNT' button is at the bottom.

A confirmation e-mail will be sent to your mailbox; this email also contains a link to create your password. Click on the link within this e-mail to be redirected to the "ECAS password initialisation" page. It is compulsory to create your password within 1 hour 30 minutes of receiving the email, so complete this task immediately. Create a new password, then click on "Submit". You will now be able to login on the Participant Portal. Further information can be found on the [ECAS](#) website.



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2) Apply for your PIC number

Preparation:

Before starting registering your organization in the Participant Portal, please prepare **some information and documents**. You will be asked to provide supporting documents to demonstrate the **legal name, legal form and legal address of your organization**.

You can provide documents in any [official EU language](#) but you may be asked to provide an English translation. A translation is required for documents submitted in languages other than the EU official languages. The supporting documents have to be recent at all times. A VAT or VAT exemption document cannot be older than 6 months.

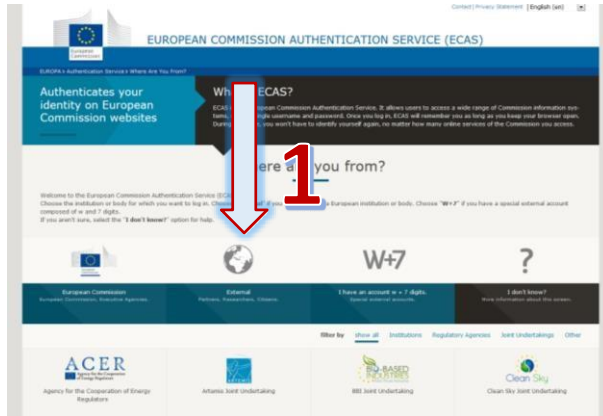
During validation, you will be required to provide the following supporting documents – in printed or electronic format:

Signed identification document:

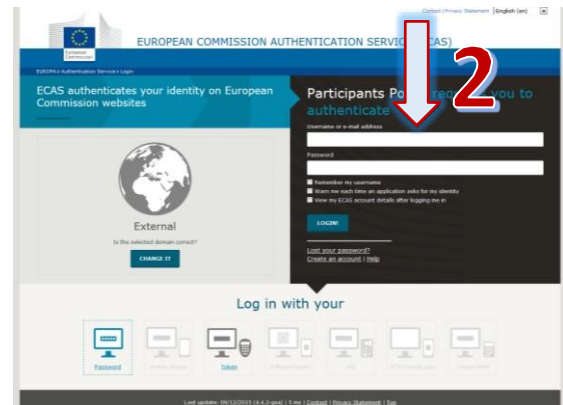
- **for individuals ('natural persons')**: copy of valid identity card or passport AND if the person is VAT registered, an official VAT document
- **for public bodies** : copy of the resolution, law, decree or decision establishing the public body; or, failing that, any other official demonstrating its status as a public body AND if the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested
- **for businesses and other types of organisation SMEs (small and medium-sized businesses)**:
 1. copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number
 2. copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document).
 3. If the organisation is not VAT registered, proof of VAT exemption must be provided. SME status will be validated based on a self-declaration through a web-based questionnaire in the Beneficiary Register of the Participant Portal. This questionnaire allows you to determine your status in a user-friendly way.
 4. If the SME status is an eligibility criterion and based on the result of the SME questionnaire, you may request the Validation Services to confirm this status. In this case and in case of ex post checks or audits, the following documents will need to be submitted:
 - balance sheet, profit and loss accounts, staff head count expressed in annual work units - AWU (for your organisation and for linked and partner companies)
 - a self-declaration, including a bona fide estimate (in the form of a business plan) made in the course of the financial year in case you are a newly established enterprise (e.g. start-up companies) that has not yet closed accounts. A declaration of investments made with the likely expected return is also acceptable.



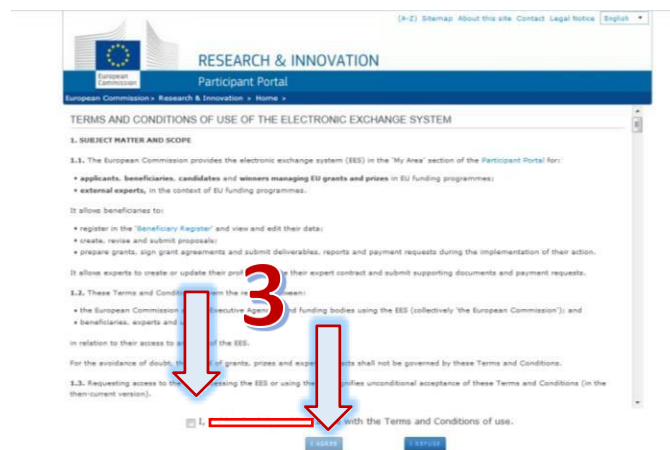
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- Open [this website](#), choose external and log-in with your ECAS data



Agree the “Terms and Conditions of use of the Electronic Exchange System”






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Afterwards the registration wizard will guide you through the whole process:

Contact | Legal notice | English *



Research & Innovation
Participant Portal - Beneficiary Register

European Commission > Research & Innovation > 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?

- Saved at: 10:00:29 07/09/2015

Start a new Registration | Next >





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You will need to insert information for the Identification, about your organization including its contact details: e.g. Legal name, registration country, registration number and VAT number. If you don't have a VAT number, you can state "VAT number not applicable".

Afterwards click "Check all the fields" and then Save your data.

At the next pages information about the legal representative, legal status, commercial orientation etc. is asked. Mostly you can use the options given in a drop-down menu but make sure that you have your organisations registration at your hands.

By the end of this process you will receive your individual organisation's PIC number and can start applying for Erasmus+ funding.