

**Registro en el Portal de
Participantes:
cuenta ECAS y número PIC**

**Oficina Europa Creativa-Cultura
Barcelona, 10 de julio de 2015**



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, CULTURA
Y DEPORTE

SECRETARÍA DE ESTADO
DE CULTURA



Europa
Creativa
Cultura



Fases de la solicitud

- **I.- Obtener un N° PIC:** Crear una **cuenta ECAS** y Registrarse en el **Portal de Participantes**
 - - Cargar los documentos de entidad legal (formularios y anexos) y de entidad financiera –si corresponde- en el **Portal** antes del *deadline*
[Ver instrucciones en nuestra web](#)

- **II.- Generar y cumplimentar el eForm, introduciendo los códigos PIC (líder y socios, a ser posible):** https://eacea.ec.europa.eu/documents/eforms_en

- **III.- Descargar y cumplimentar los formularios y documentos obligatorios**

- **Envío electrónico:** eForm + documentos adjuntos

- Recibir **mensaje de confirmación** de la EACEA y apuntar el n° de registro (*submission number*)

- Enviar otros documentos por **correo postal** (según convocatoria)



Fases de la solicitud: **ECAS**

ECAS= Servicios de autenticación de la Comisión Europea

Opción A) desde el Portal de Participantes (*register*)

<http://ec.europa.eu/education/participants/portal>

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Register

Search

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?

© European Communities



Fases de la solicitud: ECAS

Opción B) directamente desde:
<https://webgate.ec.europa.eu/cas/>



The screenshot shows the ECAS login page. At the top, there is a header with the European Commission logo and the text "SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)". Below the header, there is a navigation bar with the text "EUROPA > Servicio de Autenticación > ¿De dónde viene usted?". The main content area is divided into two sections. The left section is a blue box with the text "Autentica su identidad como usuario en los sitios web de la Comisión Europea". The right section is a dark grey box with the text "¿Qué es ECAS?" and a paragraph explaining the service. Below these sections, there is a light grey box with the text "¿De dónde viene usted?". Underneath, there is a paragraph of instructions: "Bienvenido al Servicio de Autenticación de la Comisión Europea (ECAS). Seleccione la institución u organismo desde donde desea iniciar sesión. Si no trabaja para ninguna institución u organismo europeo, elija la opción 'Usuario externo'. Si posee una cuenta externa especial identificada por la letra W y 7 dígitos, elija la opción 'W+7'. En caso de duda, elija la opción 'No lo sé...' para recibir ayuda." At the bottom, there are four buttons: "Comisión Europea", "Externo", "Tengo una cuenta w + 7 dígitos.", and "No lo sé...". A red arrow points to the "Externo" button.

Comisión Europea

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

EUROPA > Servicio de Autenticación > ¿De dónde viene usted?

Autentica su identidad como usuario en los sitios web de la Comisión Europea

¿Qué es ECAS?

ECAS es el Servicio de Autenticación de la Comisión Europea. Le permite acceder a una gran variedad de sistemas de información de la Comisión utilizando un mismo nombre de usuario y contraseña. Tras iniciar sesión, ECAS recordará sus datos mientras tenga el navegador abierto. De ese modo, no tendrá que volver a identificarse para acceder a otros servicios online de la Comisión.

¿De dónde viene usted?

Bienvenido al Servicio de Autenticación de la Comisión Europea (ECAS).
Seleccione la institución u organismo desde donde desea iniciar sesión. Si no trabaja para ninguna institución u organismo europeo, elija la opción "**Usuario externo**". Si posee una cuenta externa especial identificada por la letra W y 7 dígitos, elija la opción "**W+7**".
En caso de duda, elija la opción "**No lo sé...**" para recibir ayuda.

Comisión Europea Comisión Europea, agencias ejecutivas.	Externo Colaboradores, investigadores, ciudadanos.	Tengo una cuenta w + 7 dígitos. Cuentas externas especiales.	No lo sé... Más información sobre esta pantalla.
---	--	--	--



Crear una cuenta desde “Externo”

Comisión Europea

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

EUROPA > Servicio de Autenticación > Conexión

ECAS autentica su identidad como usuario en los sitios web de la Comisión Europea

Externo

¿El dominio seleccionado es correcto?

CÁMBIELO

Nombre de usuario o dirección de correo electrónico

Contraseña

- Recordar mi nombre de usuario
- Advertirme cada vez que una aplicación pida mi identidad
- Ver los datos de mi cuenta ECAS después de conectar con

¡CONEXIÓN!

[¿Ha olvidado su contraseña?](#)

[Crear cuenta](#) | [Ayuda](#)

Conéctese con su

- Contraseña
- Teléfono móvil
- Token
- Token de software
- Identificación electrónica
- Aplicación móvil de ECAS



Crear una cuenta desde “Externo”

 **SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)**

EUROPA > Servicio de Autenticación > Crear cuenta

Nueva contraseña Crear cuenta Ayuda | Inicio de sesión

 Externo

Crear cuenta

[Ayuda para usuarios externos](#)

Elegir un nombre de usuario

Nombre

Apellido

Correo electrónico

Confirmar el correo electrónico

Idioma del correo electrónico español (es)

Escriba el código de la imagen 

Recomendable poner el correo electrónico



Crear una cuenta desde “Externo”

EUROPA > Servicio de Autenticación > Nueva contraseña

Nueva contraseña | Crear cuenta | Ayuda | Inicio de sesión



Externo
¿El dominio seleccionado es correcto?

CÁMBIELO

Nueva contraseña

Elija su nueva contraseña.

Nombre de usuario:

Nueva contraseña:

Confirmar la nueva contraseña:

ENVIAR

La contraseña no puede contener su nombre de usuario y debe incluir como **mínimo 10 caracteres** elegidos de entre al menos tres de las cuatro categorías siguientes (también se permiten espacios en blanco):

- Mayúsculas: de la "A" a la "Z"
- Minúsculas: de la "a" a la "z"
- Números: del 0 al 9
- Caracteres especiales: !"#\$%&'()*+,-./:;<=>@[\\]^_`{|}~

Ejemplos:

[\[Generar otras contraseñas de muestra\]](#)



Crear una cuenta desde “Externo”

You have requested a reset of your ECAS password. You can do this by following the link below, preferably immediately - but a maximum of 1 hr 30 min after this message was sent. You should therefore follow the link before 26/01/2014 21:22 GMT+01:00.

https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=nsncmgue&resetCode=38CbkhSIU7kxFLGoWEXIf5KNszyMzzYVdWqud4tExTRG&wayf.submit=true&wayf.domain=external&wayf.remember=true&loginRequestId=ECAS_LR-1776141-14xmcDzGRLtlwF4HB8JuSRyVa9ZDhXCQUfk1Wrd6h2px5i8wJQUliho691BbftopaNdlznZmnktIAu4jOYno-9fKQG0rMBdOzU1CwYPJrCq-zwccVa9vxhpszvQMvKuu9uORUX6Z3scyXK07803s665YW

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click [here](#).

If this message was delayed or for some other reason you are unable to complete the rest of the process within 1 hr 30 min, please return [here](#) to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

- Activar la cuenta generando una contraseña: 90 minutos de plazo

- Luego se puede cambiar la contraseña (tras 24 h)

- La contraseña expira a los 180 días si no se ha utilizado

- También se puede cambiar el nombre y el email



Crear una cuenta desde “Externo”

The screenshot shows the ECAS (European Commission Authentication Service) interface. At the top left is the European Commission logo. The main header reads "SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)". Below this is a navigation bar with "EUROPA > Servicio de Autenticación > Inicio de sesión con éxito". On the right side of the navigation bar are links for "Cambiar contraseña", "Mi cuenta", "Ayuda", and "Cerrar sesión". The main content area features a globe icon on the left and a dark grey box on the right containing the text "Externo" and a user profile icon next to the text "prueba TALLER (pruebataller)". Below this, the text "Inicio de sesión con éxito" is displayed in a large font, underlined. At the bottom left, a blue box indicates "Está conectado a ECAS". A footer note at the bottom states: "Para impedir la conexión automática, pulse [Desconexión](#) o cierre todas las ventanas del navegador."

Comisión Europea

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

EUROPA > Servicio de Autenticación > Inicio de sesión con éxito

Cambiar contraseña | Mi cuenta | Ayuda | Cerrar sesión

Externo
prueba TALLER ([pruebataller](#))

Inicio de sesión con éxito

Está conectado a ECAS

Para impedir la conexión automática, pulse [Desconexión](#) o cierre todas las ventanas del navegador.



Registro en el Portal de Participantes



The screenshot shows the top navigation bar of the Participant Portal. The main header reads "Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal". Below this is a secondary navigation bar with "HOME", "ORGANISATIONS", "EXPERTS", and "SUPPORT" menus. On the right side of this bar are "LOGIN" and "REGISTER" buttons. A red arrow points from the "REGISTER" button to the "Log in" text in the adjacent text block. Below the navigation bar is a large blue box with the following text:

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:

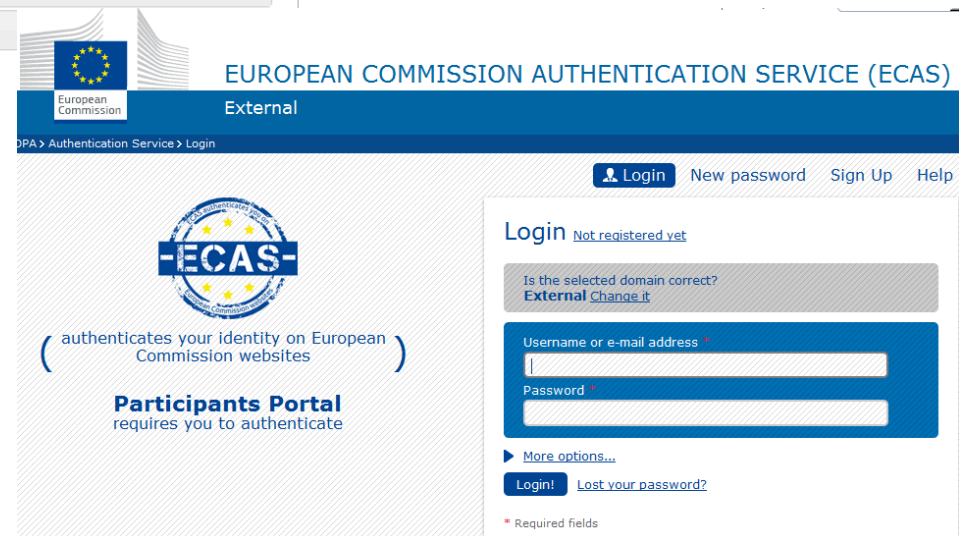
- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

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?

Tras obtención de contraseña ECAS
→ *Log in*



The screenshot shows the "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External" login page. The page features the ECAS logo and the text: "(authenticates your identity on European Commission websites) Participants Portal requires you to authenticate". On the right side, there is a "Login" form with the following fields and options:

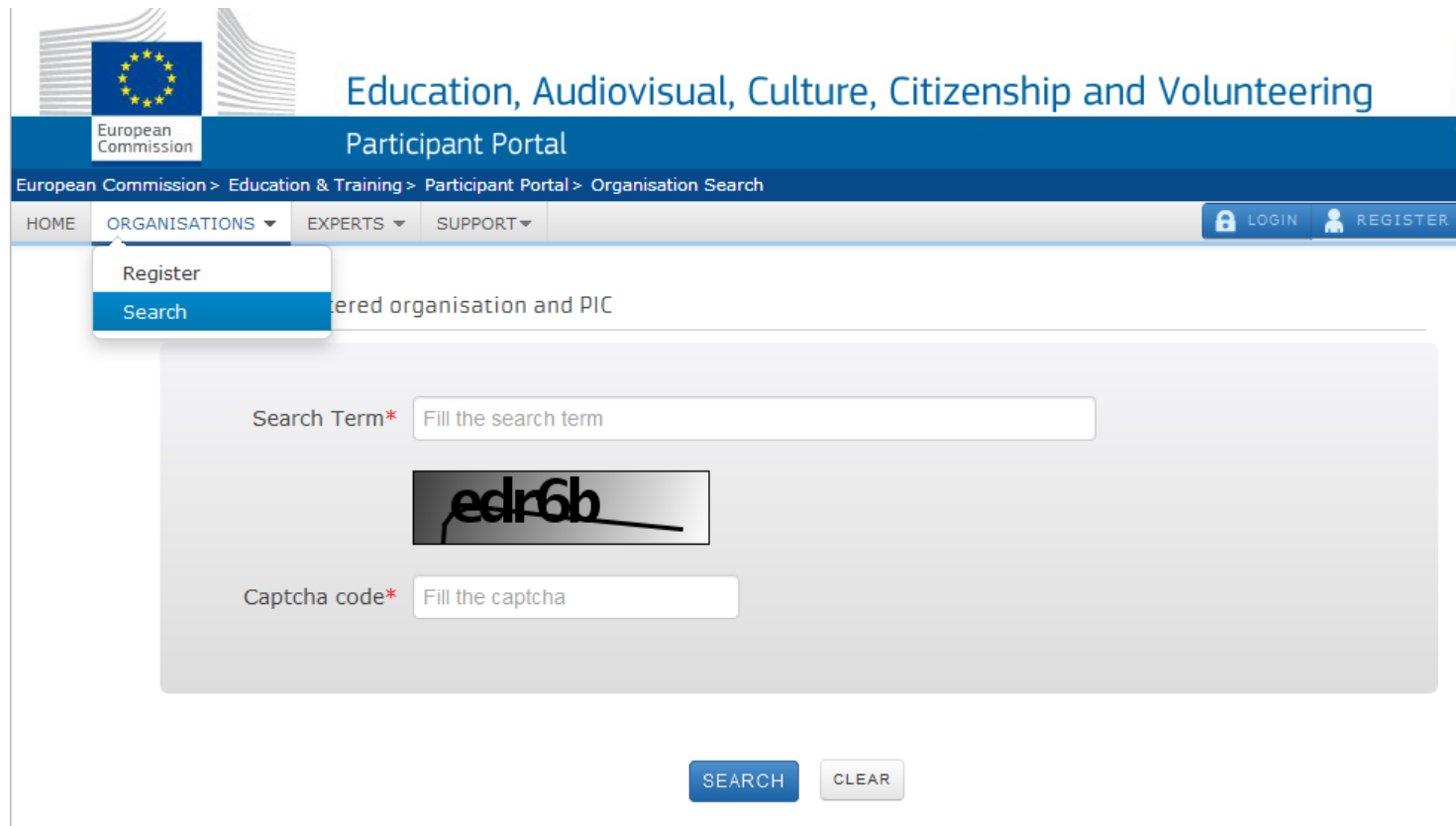
- Is the selected domain correct? **External** [Change it](#)
- Username or e-mail address *
- Password *
- [More options...](#)
- [Login!](#) [Lost your password?](#)

* Required fields



Registro en el Portal de Participantes

Comprobar si la organización ya está registrada



The screenshot shows the 'Participant Portal' interface for the European Commission. The page title is 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The breadcrumb trail is 'European Commission > Education & Training > Participant Portal > Organisation Search'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. There are 'LOGIN' and 'REGISTER' buttons. A dropdown menu is open under 'ORGANISATIONS', showing 'Register' and 'Search' options. The main content area is titled 'Search for an existing organisation and PIC'. It contains a 'Search Term*' field with the placeholder 'Fill the search term', a CAPTCHA image showing the text 'edr6b', and a 'Captcha code*' field with the placeholder 'Fill the captcha'. At the bottom, there are 'SEARCH' and 'CLEAR' buttons.



PORTAL DE PARTICIPANTES

Registrar datos de la organización

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Register
Search

We welcome you 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?

© European Communities



PORTAL DE PARTICIPANTES



Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

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

HOME ORGANISATIONS EXPERTS SUPPORT PUNTO

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>



PASO 2

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.

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 current Welcome page will prompt you for 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.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes No

Does it have a Business Registration Number? Yes No

Does it have a website? Yes No

Spain

ES

The VAT number is a unique number given to every organisation that pays Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services. Yes/No: If 'Yes' is selected, an alphanumerical entry is expected, else the user is not requested to fill in the VAT number or a 'non applicable' notice is displayed.

➤ Al pasar el cursor sobre cada casilla, el mismo formulario te ofrece información de QUÉ es lo que debes introducir



PASO 3

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

VAT number Yes No

NACE code

Legal Form

* Mandatory data

Close Save Draft Delete Draft

- Growing of beverage crops
- Growing of cereals (except rice), leguminous crops and oil seeds
- Growing of citrus fruits
- Growing of fibre crops
- Growing of grapes
- Growing of non-perennial crops
- Growing of oleaginous fruits
- Growing of other non-perennial crops
- Growing of other perennial crops
- Growing of other tree and bush fruits and nuts
- Growing of perennial crops
- Growing of pome fruits and stone fruits
- Growing of rice
- Growing of spices, aromatic, drug and pharmaceutical crops



PASO 4

ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

e

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

[Close](#) [Save Draft](#) [Delete Draft](#) [< Back](#) [Next >](#)



PASO 5

Title	<input type="text"/>
Position in the organisation	<input type="text"/>
Department	<input type="text"/>
Professional E-mail *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Last Name *	<input type="text"/>
First Name *	<input type="text" value="Miguel"/>
Address <i>Use the existing Legal Person's address?</i>	<input type="button" value="Yes"/> <input type="button" value="No"/>
Street Name and Number *	<input type="text"/>
P.O. Box	<input type="text"/>
Postal Code	<input type="text"/>
CEDEX (France only)	<input type="text"/>
City *	<input type="text"/>
Region/County	<input type="text" value="-- Please Select --"/>

➤ Posibilidad de volcar datos que ya has introducido



PASO 6

ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County -- Please select --

Country * Spain

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close Save Draft Delete Draft < Back Next >



PASO 7

English(en)

HOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

In this step, you are prompted to provide contact information for communication with your organisation during the validation process and as a future contact point. The Validation Services will use this information to contact you (or the designated Contact Person) during the validation of your organisation.

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Enter the Street Name and Number of the Contact Person's address.



Aspectos a tener en cuenta:

- ***VAT Number*** – corresponde al CIF de la Institución (No es obligatorio)
- ***Business Registration Number*** – Número de Registro
- ***Business name (acrónimo)*** y ***Organisation type*** no es obligatoria pero el omitirla puede generar problemas con el formulario posteriormente o Se recomienda poner la misma información que en el campo “*Legal name*”
- ***NACE code*** : seleccione una de las diferentes opciones.” en el desplegable
- ***Teléfono*** sin espacios y precedido por +34



PASO 8



You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

Finish your registration

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Select a Programme from the list ▼
Select a Programme from the list:
Erasmus+
Creative Europe
Europe for Citizens
EU AID Volunteers

- Información sobre el Programa específico de tu interés



PASO 9

EAC

PROGRAMME

SUBMIT

DONE

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type:

Associations



Is your organisation a small/medium-sized enterprise (SME)?:

Yes No

Organisation description:



PASO 10

Summary:

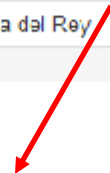
Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation	Address	Contact	Specific programs
Organisation information			
Establishment/Registration Country ^	Spain		
Legal Name	Purto		
Official Language ^	Spanish		
Business Name	Purto l		
Business Registration Number	:		
VAT number			
NACE code			
Registration Date			
Registration Authority	Ministerio de Hacienda y Administraciones Públicas		
Legal Form			
Legal Address information			
Street Name and Number ^	Plaza del Rey		
P.O. Box			

Print Save Draft Delete Draft ⓘ Confirm





!!!!!!!NÚMERO PIC!!!!

English(en)

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Punto Europeo [REDACTED]
Legal Address	[REDACTED], Plaza del Rey, Madrid, Spain
VAT	ES[REDACTED]
Business Registration Number	[REDACTED]
EAC/EACEA - specific information	
Organisation type	Public body
Is it a Small Medium Enterprise (SME)?	No
Organisation description	Ministry of Education Culture & Sports

PIC number: 9490[REDACTED]

Thank you for using the Participant Portal



***¿CÓMO SUBIR LA FICHA DE IDENTIDAD
LEGAL AL PORTAL DEL PARTICIPANTE?***



Documento requerido en la convocatoria

ANNEX 3 – MANDATORY DOCUMENTS – CHECK LIST

Note: Where documents need to be signed, the signature **has** to be the one of the legal representative of the organisation.

Note: For documents with an * mandatory templates are to be found at http://ec.europa.eu/culture/creative-europe/calls/call-eac-s16-2013-cooperation_en.htm

Attached to the e-form:	
<input type="checkbox"/>	Budget form* (Excel)
<input type="checkbox"/>	Signed declaration on honour on legal status and operational and financial capacity*
<input type="checkbox"/>	Signed declaration on honour concerning exclusion criteria* (only if grant > EUR 60 000)
<input type="checkbox"/>	Detailed description of the project
In the application package:	
<input type="checkbox"/>	An official cover letter signed by the legal representative of the project leader
<input type="checkbox"/>	The mandate letters* signed by the legal representative of each partner and the legal representative of the project leader
<input type="checkbox"/>	A cooperation agreement signed by the legal representative of each partner and the legal representative of the project leader
<input type="checkbox"/>	The statutes of the project leader and each of the partners
<input type="checkbox"/>	CV's of the persons responsible for the overall coordination and implementation of the action on behalf of the project leader and each of the partners
<input type="checkbox"/>	The signed budget form*
<input type="checkbox"/>	Copies of activity reports of the project leader and partners of the last two years (only if grant > EUR 60 000)
<input type="checkbox"/>	Signed financial identification form* and the required annexes (for project leader)
<input type="checkbox"/>	Financial capacity form* (only if grant > EUR 60 000) (for project leader)
<input type="checkbox"/>	Financial statements (including balance sheet and profit and loss accounts) of the project leader for the last two financial years for which the accounts have been closed (only if grant > EUR 60 000)
<input type="checkbox"/>	External audit report produced by an approved external auditor, certifying the accounts of the project leader of the last available financial year (only if grant > 750 000)
Uploaded in the Participant Portal:	
<input type="checkbox"/>	Signed legal entity form* and the required annexes

Plantilla descargable en: https://eacea.ec.europa.eu/creative-europe/funding/cooperation-projects-2015_en (varias opciones, según el tipo de entidad)

ENTIDAD LEGAL	
<small>POLÍTICA DE PRIVACIDAD http://ec.europa.eu/culture/creative-europe/calls/call-eac-s16-2013-cooperation_en.htm</small>	
SOCIEDAD PRIVADA	
FORMA LEGAL	<input type="text"/>
NOMBRE(S)	<input type="text"/>
ABREVIACIÓN	<input type="text"/>
DOMICILIO SOCIAL	<input type="text"/>
CÓDIGO POSTAL	<input type="text"/> APARTADO DE CORREOS <input type="text"/>
LOCALIDAD	<input type="text"/>
PAÍS	<input type="text"/>
IVA @	<input type="text"/>
LUGAR DE REGISTRO	<input type="text"/>
FECHA DE REGISTRO	<input type="text"/> DD <input type="text"/> MM <input type="text"/> AAAA
Nº DE REGISTRO @	<input type="text"/>
TELÉFONO	<input type="text"/> FAX <input type="text"/>
EMAIL	<input type="text"/>
<small>LA PRESENTE FICHA DEBE ENTREGARSE DEBIDAMENTE CUMPLIMENTADA, FIRMADA Y ACOMPAÑADA DE:</small> ③ COPIA DEL DOCUMENTO DE IDENTIFICACIÓN FISCAL, SI PROCEDE Y SI EL NÚMERO DE IVA NO FIGURA EN EL DOCUMENTO OFICIAL A QUE SE REFIERE EL PUNTO ④ A CONTINUACIÓN. ④ COPIA DE CUALQUIER DOCUMENTO OFICIAL (B.O.E., REGISTRO DE COMERCIO Y DE SOCIEDADES...) QUE PERMITA IDENTIFICAR EL NOMBRE DE LA ENTIDAD LEGAL, EL DOMICILIO SOCIAL Y SU NÚMERO DE REGISTRO.	
<small>FECHA Y FIRMA DEL REPRESENTANTE AUTORIZADO</small>	

Ejemplo: Lista de comprobación de la 1ª convocatoria de proyectos de cooperación



Una vez registrado en el Portal....

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT PUNTO CONTACTO

Register
My Organisations
Search

Education, Audio-visual, Culture, Citizenship and Volunteering

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?

© European Communities



Ir a “Modificar Organización” – Pestaña MO

Contact | Legal Notice | English ▾



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal



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

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ PUNTO ▾

My organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 ▾ entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Ministerio de Educacion, Cultura y Deporte	94	-	VALIDATED	 

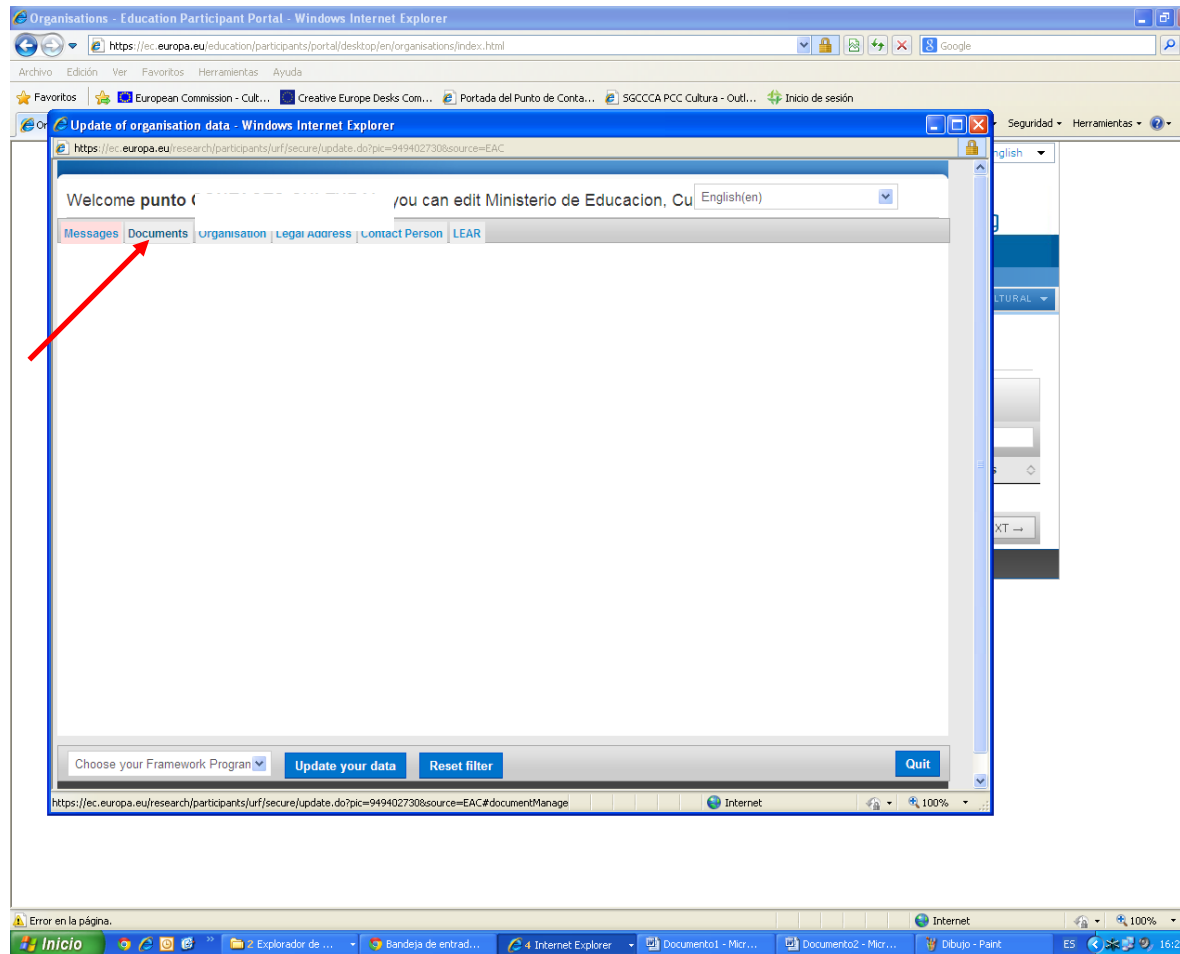
Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

© European Communities



Ir a “Documents”





Añadir la Ficha de Identidad Legal/ Pestaña

(p.ej.:FEL Form public entity)

Welcome punto L, you can edit Ministerio de Educacion, Cu English(en)

Messages Documents Organisation Legal Address Contact Person LEAR EAC

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File Examinar...

Document Type

- Archive
- Archive
- Balance Sheet
- Balance sheet + Profit loss acco
- Business Plan
- Cert. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity**
- FEL form natural person
- F7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note
- Other
- Profit Loss Accounts
- Registration Document
- SME Certificate
- SME Check List
- SME Validation Form
- SME Verification Form
- Staff Headcount
- State Guarantee
- Statutes

Description

Original Language

Creative Europe

Recibido	Tamaño
11/03/2014 12:32	26 KB
10/03/2014 15:15	252 KB
10/03/2014 12:43	20 KB
07/03/2014 17:58	11 KB
07/03/2014 13:23	1 MB
07/03/2014 11:36	29 KB
06/03/2014 14:48	20 KB
06/03/2014 14:27	15 KB
06/03/2014 14:26	18 KB
06/03/2014 14:12	14 KB
06/03/2014 12:38	1 MB
06/03/2014 9:25	18 KB
05/03/2014 17:52	140 KB
05/03/2014 15:43	15 KB
04/03/2014 16:20	6 KB
03/03/2014 10:21	3 KB
27/02/2014 9:15	88 KB
27/02/2014 8:34	6 KB
26/02/2014 16:10	11 KB
26/02/2014 15:16	9 KB

Internet 100%

Error en la página.

Mover Eliminar

Página: 1 2 3 4 5 ...

Inicio Explorador de ... Bandeja de entrad... Internet Explorer Documento1 - Micr... Documento2 - Micr... Dibujo - Paint ES 16:33



Ayuda en nuestra web

[Consulta nuestros tutoriales \(video, PPT\): http://bit.ly/1FStq7i](http://bit.ly/1FStq7i)

Presentación
Portal de participantes
Convocatoria
Proyectos seleccionados
Preguntas más frecuentes
Programas anteriores

Portal de participantes

Cómo presentar la solicitud

Con la entrada en vigor de los nuevos programas comunitarios, antes de enviar el formulario electrónico de la solicitud es obligatorio el registro en la cuenta [ECAS](#) y en el [Portal de Participantes de la Comisión Europea](#) del área de Educación, Audiovisual, Cultura, Ciudadanía y Voluntariado. Este requisito es obligatorio tanto para los coordinadores como para los socios del proyecto. Una vez realizado el registro, la organización obtendrá un número PIC (código de 9 dígitos). Estos datos son imprescindibles para generar el formulario electrónico (eForm).

Antes de registrarse en el portal, es necesario haber escogido la convocatoria de interés y conocer los requisitos de la misma (nº mínimo socios y otros criterios de admisibilidad), pues estos condicionarán una serie de datos para el eForm que se generará posteriormente.

En la web del [Portal de Participantes](#) y en esta [presentación](#) se explican (en inglés) las distintas fases del envío de las solicitudes.

También puedes consultar estos documentos de ayuda en castellano, elaborados por el Punto Europeo de Ciudadanía:

- [Vídeo tutorial de ayuda al registro del Portal de Participantes](#)
- [Documento explicativo](#) que incluye todos los enlaces necesarios para seguir el proceso.
- [Presentación](#) que muestra, a modo de tutorial, los pasos a seguir tanto para abrir una cuenta ECAS como para registrarse y subir documentos en el Portal de Participantes.





PROBLEMAS TÉCNICOS

Portal de Participantes:

- **Helpdesk EACEA**

EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU

- **Oficina Europa Creativa-Cultura**
europacreativa.cultura@mecd.es