

# Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma



EIROPAS SAVIENĪBA



Erasmus+

Valsts izglītības  
attīstības aģentūra

Bagātini pieredzi, domā plašāk

# Erasmus+ un Eiropas Solidaritātes korpusa platforma

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The top navigation bar includes the European Commission logo, a 'Home' link, and a 'Register or login' button. The main content area features a welcome message and sections for opportunities, support, and resources. Two prominent buttons at the bottom allow users to view opportunities for Erasmus+ and European Solidarity Corps.

Welcome to Erasmus+ and European Solidarity Corps page! ⓘ

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our applicant and beneficiary guides for complete step-by-step guidelines.

**More information**

If you need more information about Erasmus+ Programme, please visit the programme home page. In case you're looking for information about European Solidarity Corps, please visit European Youth Portal.

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the website of the Agency.

**Looking for support or have further questions?**

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the list of contacts in the Support menu.

Do you need support in applying for European Solidarity Corps? Please visit "Contact us" page on European Youth Portal.

**OPPORTUNITIES**

**Erasmus+**  
View opportunities and start your application  
[Opportunities](#)

**European Solidarity Corps**  
View opportunities and start your application  
[Opportunities](#)

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Erasmus+

# **Erasmus+ un Eiropas Solidaritātes korpusa platformā iespējams:**

- ✓ reģistrēt organizāciju dalībai Erasmus+ (OID koda iegūšana)
- ✓ rediģēt savas organizācijas datus
- ✓ aizpildīt projektu pieteikuma veidlapas
- ✓ piekļūt projektu vadības un atskaišu sistēmai (projektu īstenotājiem)
- ✓ piekļūt projektu rezultātu izplatīšanas platformai
- ✓ piekļūt aktuālajiem programmas dokumentiem un EK saitēm

# **Kas jādara, lai iesniegtu projekta pieteikumu?**

Organizācijai jāpārbauda **atbilstība programmas noteikumiem** un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)

**Organizācijai jāiegūst organizācijas ID kods (OID)**

Jāaizpilda un jāiesniedz tiešsaistes projekta pieteikuma veidlapa

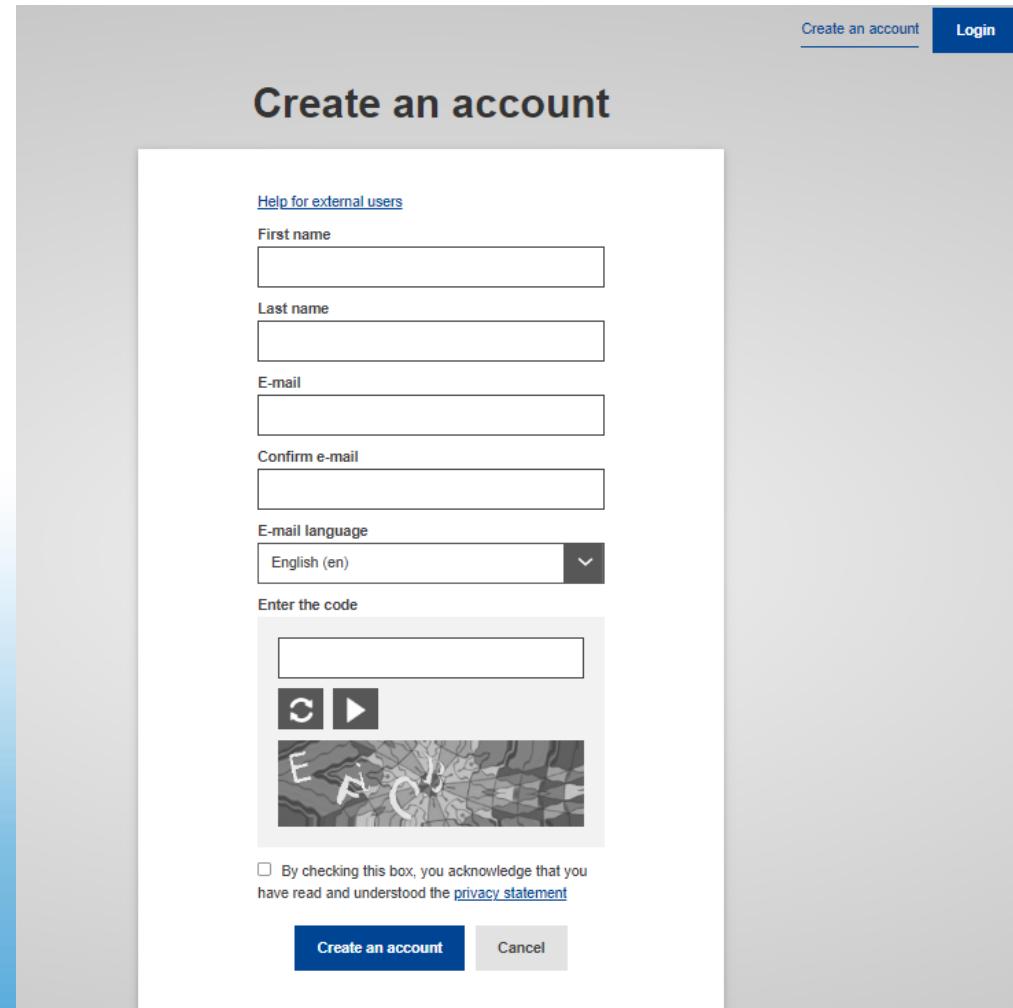
# 1.solis – EU Login konta reģistrācija

*EU Login* ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

Izveidot *EU Login* kontu iespējams šeit -  
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- ✓ Veidojot *EU Login* kontu organizācijas reģistrēšanai, vēlams izmantot organizācijas e-pasta adresi.
- ✓ Veidojot *EU Login* kontu pieteikuma aizpildīšanai (vēlāk – projektu īstenošanai) - privāto/darba e-pasta adresi.

*EU Login* lietotāja vadlīnijas –  
<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service.>



The screenshot shows the 'Create an account' form. At the top right are 'Create an account' and 'Login' buttons. Below is a 'Create an account' heading. A 'Help for external users' link is present. The form fields include: 'First name' (text input), 'Last name' (text input), 'E-mail' (text input), 'Confirm e-mail' (text input), 'E-mail language' (dropdown menu set to 'English (en)'), 'Enter the code' (text input with a CAPTCHA image showing 'E A C' and arrows, and a checkbox below it). At the bottom are 'Create an account' and 'Cancel' buttons.

## 2.solis – organizācijas reģistrācija (1)

Atceries!

- ✓ **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- ✓ Pirms reģistrēšanas, **pārliecinies** vai organizācija jau nav iepriekš reģistrēta.
- ✓ Iegūt OID kodu nepieciešams **visām organizācijām**, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.
- ✓ Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi **PIC kodu**, tad OID kods ir piešķirts automātiski un **nav jāizveido jauns** (OID kodu atradīsiet Erasmus+ platformas sadaļā «Organisations»).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti dati par organizāciju.

Vadlīnijas organizāciju reģistrācijai –

<https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>.

Erasmus+

# Organizācijas reģistrācija (2)

## Erasmus+ un Eiropas Solidaritātes korpusa platformā

«Sākotnējais»  
«Organisations»

European Commission | Home Register or login

Welcome to Erasmus+ and European Solidarity Corps page! ⓘ

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**Pieslēgšanās izmantojot  
EU Login**

If you need more information about Erasmus+ Programme, please visit the programme home page. In case you're looking for information about European Solidarity Corps, please visit European Youth Portal.

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the website of the Agency.

**Looking for support or have further questions?**

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Do you need support in applying for European Solidarity Corps? Please visit "Contact us" page on European Youth Portal.

**OPPORTUNITIES**

**Erasmus+**  
View opportunities and start your application  
**Opportunities**

**European Solidarity Corps**  
View opportunities and start your application  
**Opportunities**

# Organizācijas reģistrācija (3)

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

RESOURCES

CONFIGURATION

Home > Search for an Organisation

## Search for an Organisation ?

### ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below). Alternatively, if you are an authorised user, you can see the list of your registered organisations using My Organisations.

#### IS YOUR ORGANISATION ALREADY REGISTERED?

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA). For certain actions, you must apply through the National Agencies and, for others, through Education, Audiovisual and Culture Executive Agency (EACEA). To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the [Funding & tender opportunities portal](#).

#### SEARCH FOR YOUR ORGANISATION

please enter a legal name, business name, hyperlink, PIC or an OID

Search

Advanced search

Search results

No organisation searched

Active filters:

Reset all

#### REGISTER YOUR ORGANISATION

To apply through the National Agency, you have to register your organisation and obtain an organisation ID.

+ Register a new Organisation

ORGANISATIONS

View all your Organisations

My Organisations

Erasmus+

View opportunities and start your application

Opportunities

European Solidarity Corps

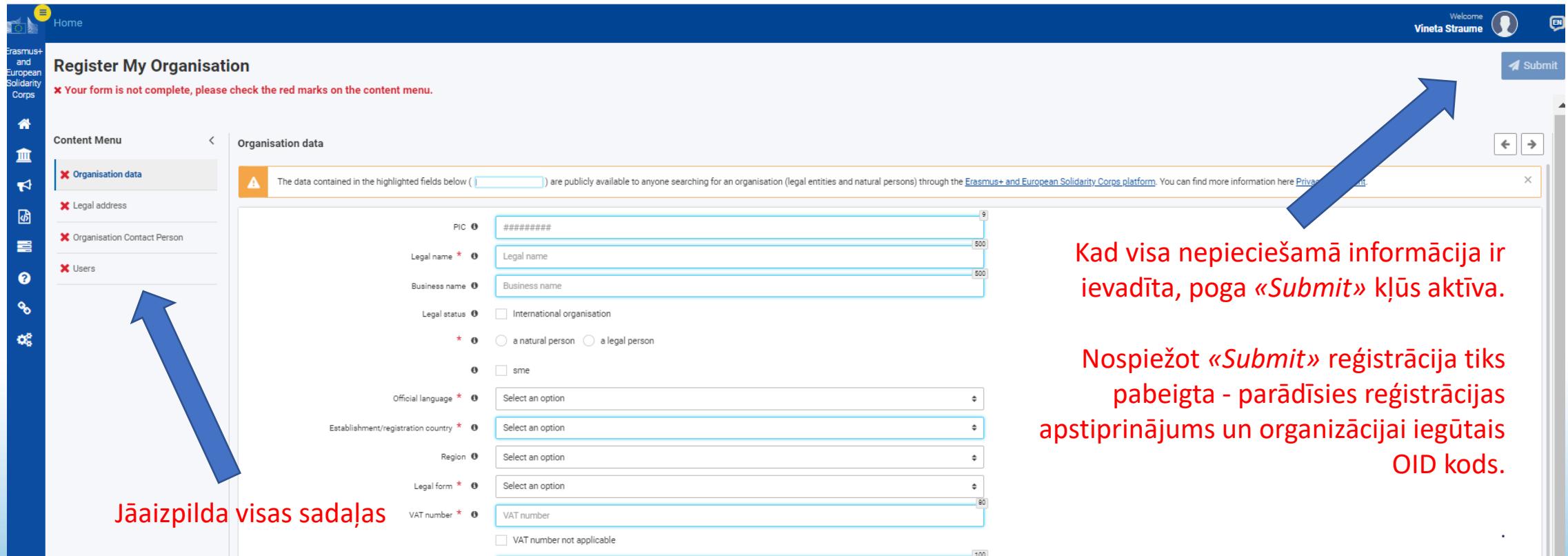
View opportunities and start your application

Opportunities

**1. Pārliecinies vai organizācija jau nav reģistrēta**

**2. Sāc reģistrāciju**

# Organizācijas reģistrācija (4)



Jāaizpilda visas sadaļas

Kad visa nepieciešamā informācija ir ievadīta, poga «Submit» kļūs aktīva.

Nospiežot «Submit» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

# Organizācijas reģistrācija (5)

**Legal name** – organizācijas nosaukums latīņu alfabēta burtiem.

**Business name** – organizācijas oficiālais reģistrētais nosaukums (ja attiecas, ar garumzīmēm un mīkstinājuma zīmēm)

Erasmus+ and European Solidarity Corps

Content Menu

- ✗ Organisation data
- ✗ Legal address
- ✗ Organisation Contact Person
- ✗ Users

Register My Organisation

✗ Your form is not complete, please check the red marks on the content menu.

Organisation data

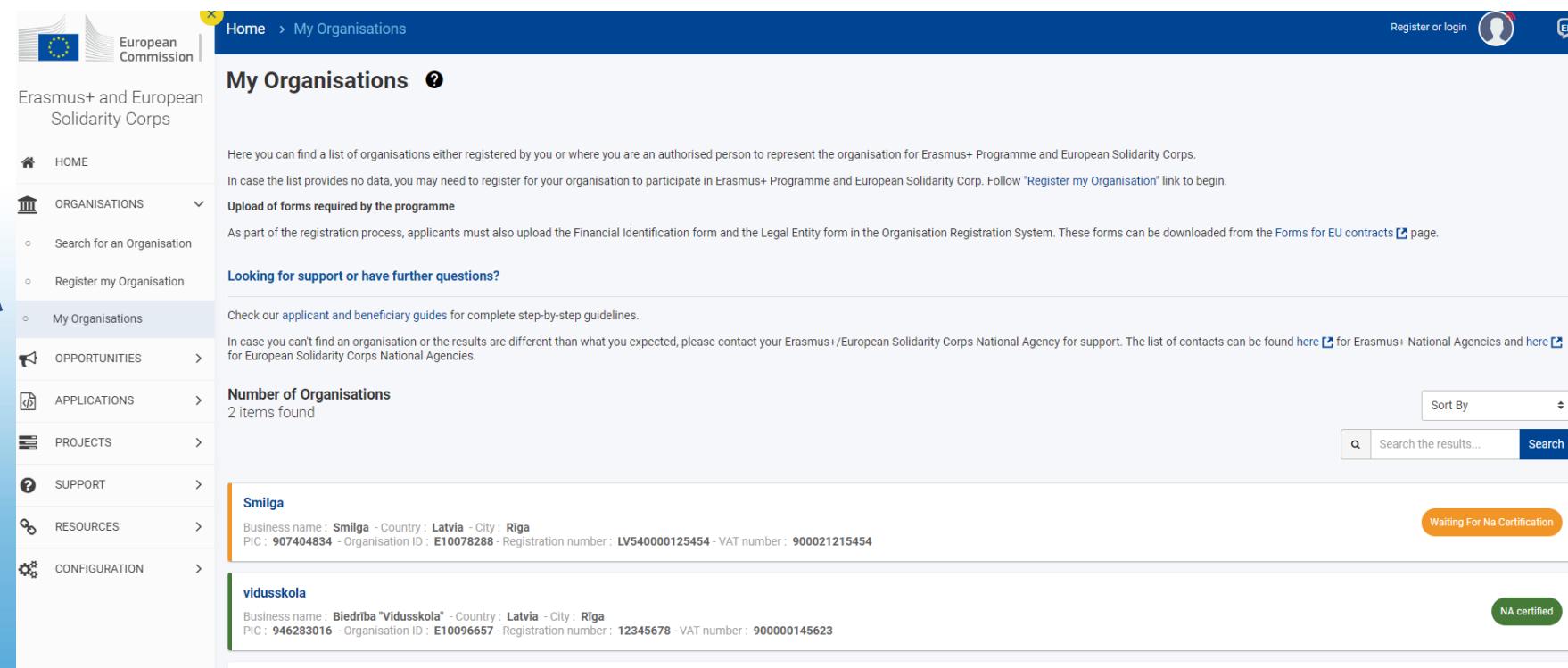
The data contained in the highlighted fields below (  ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+](#) platform. You can find more information here [Privacy Statement](#).

PIR	#####
Legal name *	Legal name
Business name	Business name
Legal status	<input type="checkbox"/> International organisation
*	<input type="radio"/> a natural person <input type="radio"/> a legal person
	<input type="checkbox"/> sme
Official language *	Select an option
Establishment/registration country *	Select an option

# Organizācijas reģistrācija (6)

Pēc reģistrācijas organizāciju atradīsiet sadaļā «My Organisations», kur iespējams:

- ✓ atjaunināt informāciju par reģistrēto organizāciju,
- ✓ pievienot papildu kontaktpersonas,
- ✓ pievienot dokumentus.



The screenshot shows the 'My Organisations' section of the European Commission's website. The sidebar on the left includes links for HOME, ORGANISATIONS (with options for Search for an Organisation, Register my Organisation, and My Organisations), OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and CONFIGURATION. The main content area displays a list of registered organisations. The first item in the list is 'Smilga', which has a status of 'Waiting For Na Certification'. The second item is 'vidusskola', which has a status of 'NA certified'. Both entries provide business details: Smilga is from Latvia, Riga, with PIC 907404834, Organisation ID E10078288, Registration number LV540000125454, and VAT number 900021215454. vidusskola is from Latvia, Riga, with PIC 946283016, Organisation ID E10096657, Registration number 12345678, and VAT number 900000145623.

# Dokumentu pievienošana

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- **Identifikācijas veidlapa**  
*(Identification form)* -  
lejuplādējama  
[https://commission.europa.eu/publications/business-partners-legal-entities-and-bank-accounts\\_en;](https://commission.europa.eu/publications/business-partners-legal-entities-and-bank-accounts_en;)
- Projektiem virs 60 000 EUR -  
**finanšu kapacitāti apliecinoši dokumenti** – pēdējā noslēgtā gada peļņas zaudējumu aprēķins un bilance.

**Edit My Organisation**

Organisation ID : E10078288  
Legal name : Smilga

Business name : Smilga  
PIC : 907404834  
VAT number : 900021215454

Legal form : BIEDRĪBA  
Establishment/registration country : Latvia

Last modification date : 10/11/2022 12:27:46 (Brussels time)  
Last modified by : Jakobi Linda

**Content Menu**

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (12)
- ✓ Accreditations (0)
- ✓ Documents (1)

**Organisation data**

The data contained in the highlighted fields below ( ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ platform](#). You can find more information here [Privacy Statement](#).

PIC	907404834
Legal name *	Smilga
Business name *	Smilga
Legal status	<input type="checkbox"/> International organisation
*	<input type="radio"/> a natural person <input checked="" type="radio"/> a legal person
*	<input checked="" type="radio"/> private entity <input type="radio"/> public body

Organisation Registration Service | version 1.2.8 - 12/05/2022 | Privacy statement

**Augšoplādēt šeit**

# Dokumentu pievienošana

## Identifikācijas veidlapa:

**IDENTIFICATION FORM  
PUBLIC LAW BODY**

EUROPEAN UNION LOGO

PRIVACY STATEMENT: https://commission.europa.eu/documents/decidology/225316-9803-495-8031-0f02290005a54\_en?item=inf\_low\_privacy\_reduced\_email  
By submitting this form you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and statistical purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling the form.

**PUBLIC LAW BODY DETAILS**

National denomination and its translation in EN or FR if existing.

Public law body WITH LEGAL PERSONALITY meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

Official name \_\_\_\_\_

Abbreviation \_\_\_\_\_

Address of Head office  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal code \_\_\_\_\_ Country \_\_\_\_\_  
P.O. BOX \_\_\_\_\_  
E-mail \_\_\_\_\_

**PUBLIC LAW BODY IDENTIFIER**

Main registration number \_\_\_\_\_ Registration number in the national register of companies. See also with corresponding identification by country.  
Secondary registration number \_\_\_\_\_  
Place of Main registration \_\_\_\_\_ Issuing Country \_\_\_\_\_  
Date of Main registration \_\_\_\_\_  
VAT number \_\_\_\_\_

**BANKING DETAILS** Enter the first bank data and not the data of the intermediary bank

Account name \_\_\_\_\_ This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.  
IBAN/Bank account number \_\_\_\_\_ If it is the IBAN code (International Bank Account Number) of a bank in the country where your bank is established.  
Bank name \_\_\_\_\_  
BIC/SWIFT code \_\_\_\_\_ Branch code \_\_\_\_\_ Only applicable for US ABA codes, the BIC/BSE codes and/or CH (check code). Does not apply for other countries.  
Remark - Payment reference \_\_\_\_\_

1/2

Address of the bank branch  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal code \_\_\_\_\_ Country \_\_\_\_\_  
Account holder's data  
Account holder's name \_\_\_\_\_ Legal owner of the bank account \_\_\_\_\_

To complete if the address declared to the bank is different to the head office address  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal code \_\_\_\_\_ Country \_\_\_\_\_  
P.O. BOX \_\_\_\_\_

**AUTHORISED REPRESENTATIVE'S SIGNATURE AND STAMP**

Date: \_\_\_\_\_  

Please complete this form and attach copies of official supporting documents (resolution, law, regulation), of company, official grants, VAT registration, etc.

**BANK REPRESENTATIVE'S SIGNATURE AND BANK'S STAMP**

Date: \_\_\_\_\_  

It is preferable to attach a copy of RECENT bank statement. Within the bank statement, the stamp of the bank and the signature of the bank representative does not require. Please note that the bank documents has to confirm all the information listed above under ACCOUNT NAME, BANKING ACCOUNT NUMBER and SWIFT NAME.

**IHO CODE** **MAIN REGISTRATION NUMBER** **IHO CODE** **MAIN REGISTRATION NUMBER**

AT	Firmenbuchnummer (FIN) Firmenbuchnummer (FIR-Nr.)	IE	Organic registration Company number
BE	Numéro d'immatriculation / Unternehmensnummer	IT	Registration number Registration number in Ireland
BG	Openna Rezhim Kod	PT	Registrazione Emissione Attività (REA)
CY	Ajánlott címzésmódus / Újratörlesztés	LT	Registru
CZ	Identifikacní číslo (ICO)	LU	Registrierte Nummer Handelsregisternummer
DE	Handelsregister Gesellschaftsregister (Nummer der Firma) Veranstaltungsnummer (Nummer des Vereins) Nummer der Parteiorganisation (Parteienzulassung)	LV	Vienības Reģistrētās Numurs
DK	Det centrala värdebanken (CV-number)	MT	Registration number Registrazione di Volontari / Organisation (identification number)
EE	Registreeritud	NL	Kamer van Koophandel (KVK) number Dossiernummer
ES	ICD4 number	PL	REGON
FI	Yhtiö-julkilomero (Y-tunnus) Y-tunnus / öljytunnus / Y-tunnus	PT	Número de identificação das empresas (NIE)
FR	Immatriculation au Registre de Commerce et de Sociétés (RCS) Système informatisé du Répertoire des Entreprises (SIRENE)	RO	Numar de ordine în registrul comercial Numar de ordine în registrul special
GR	Company number	SE	Organisationsnummer
HR	ATOPIMC 12.14.01 (Central European Register) Zavjetnički broj (Z.A.)	SI	Maticna številka
HU	Működési számla (MOS) Regisztrációs szám (RSZ) Működési számla (MOS)	SK	Identifikácia číslo (IC)

2/2

- ✓ Iesniedzot projekta pieteikumu, Nacionālā aģentūra «sertificēs» Jūsu organizācijas OID kodu, pamatojoties uz sniegtu informāciju veidlapā un reģistrējot organizāciju.
- ✓ Ja mainījušies organizācijas dati – veidlapa jāatjauno!

Biežāk uzdotie jautājumi	Atbilde
<b>Organizācija nav atrodama sadaļā «My organisations»</b>	<ul style="list-style-type: none"> <li>○ Jāpārliecinās, ka Erasmus+ platformai pieslēdzāties ar to EU login kontu (e-pasta adresi) ar kuru organizācija tika reģistrēta. vai</li> <li>○ Jāpārliecinās, ka esat pievienots kā organizācijas «user» (kontaktpersona pie OID koda).</li> </ul>
<b>Organizācija jau ir reģistrēta, bet nezinu kā tai piekļūt (kurš no kolēgiem to ir reģistrējis)</b>	Jāsazinās ar Erasmus+ programmas departamentu.
<b>Organizācija ir reģistrēta, bet nav iespējams atjaunot paroli (nav piekļuve e-pastam ar kuru organizācija tika reģistrēta)</b>	Jāsazinās ar Erasmus+ programmas departamentu.
<b>Organizācijai reģistrēti vairāki OID kodi</b>	Jāsazinās ar Erasmus+ programmas departamentu. Organizācijas ietvaros jāvienojas, kurš OID kods turpmāk tiks izmantots. Izveidotos OID kodus nav iespējams izdzēst.

PIC kods	OID kods
<b>907404834</b> (9 cipari)	<b>E10078288</b> (E un 8 cipari)
Tiek izmantots iesniedzot <b>tiešās administrēšanas</b> projektus	Tiek izmantots iesniedzot <b>netiešās administrēšanas</b> projektus
Projektus iesniedz <b>Eiropas Komisijas izpildaģentūrā (EACEA)</b>	Projektus iesniedz savas valsts <b>Nacionālajā aģentūrā</b>
<a href="https://www.eacea.ec.europa.eu/grants/how-get-grant_en"><u>https://www.eacea.ec.europa.eu/grants/how-get-grant_en</u></a>	<a href="https://webgate.ec.europa.eu/erasmus-esc/index/"><u>https://webgate.ec.europa.eu/erasmus-esc/index/</u></a>
Organizācijai var būt gan PIC kods, gan OID kods	

# Papildu informācija

**Erasmus+ programmas vadlīnijas (PART C - Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana)):**  
[https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en)

**EU Login konta izveidošanas saite:**  
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>.

**Vadlīnijas EU Login izveidošanai:**  
<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service> .

**Organizācijas reģistrēšana (OID koda iegūšana):**  
<https://webgate.ec.europa.eu/erasmus-esc/home/organisations/register-my-organisation>.

**Vadlīnijas organizāciju reģistrācijai (OID koda iegūšanai):**  
<https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>.



**Vineta Straume**

Erasmus+ programmas departamenta  
Sadarbības partnerību nodaļas  
vecākā eksperte

+371 67559501, [vineta.straume@viaa.gov.lv](mailto:vineta.straume@viaa.gov.lv)

**Erasmus+**

Bagātini pieredzi, domā plašāk