



# Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma



Valsts izglītības attīstības aģentūra



Erasmus+

Bagātini pieredzi, domā plašāk

# Erasmus+ un Eiropas Solidaritātes korpusa platforma

The screenshot shows the home page of the Erasmus+ and European Solidarity Corps platform. At the top left is the European Commission logo. The main header is dark blue with 'Home' on the left and 'Register or login' with a user icon on the right. A yellow close button is in the top left corner of the header area.

## 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 jā dara, 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**

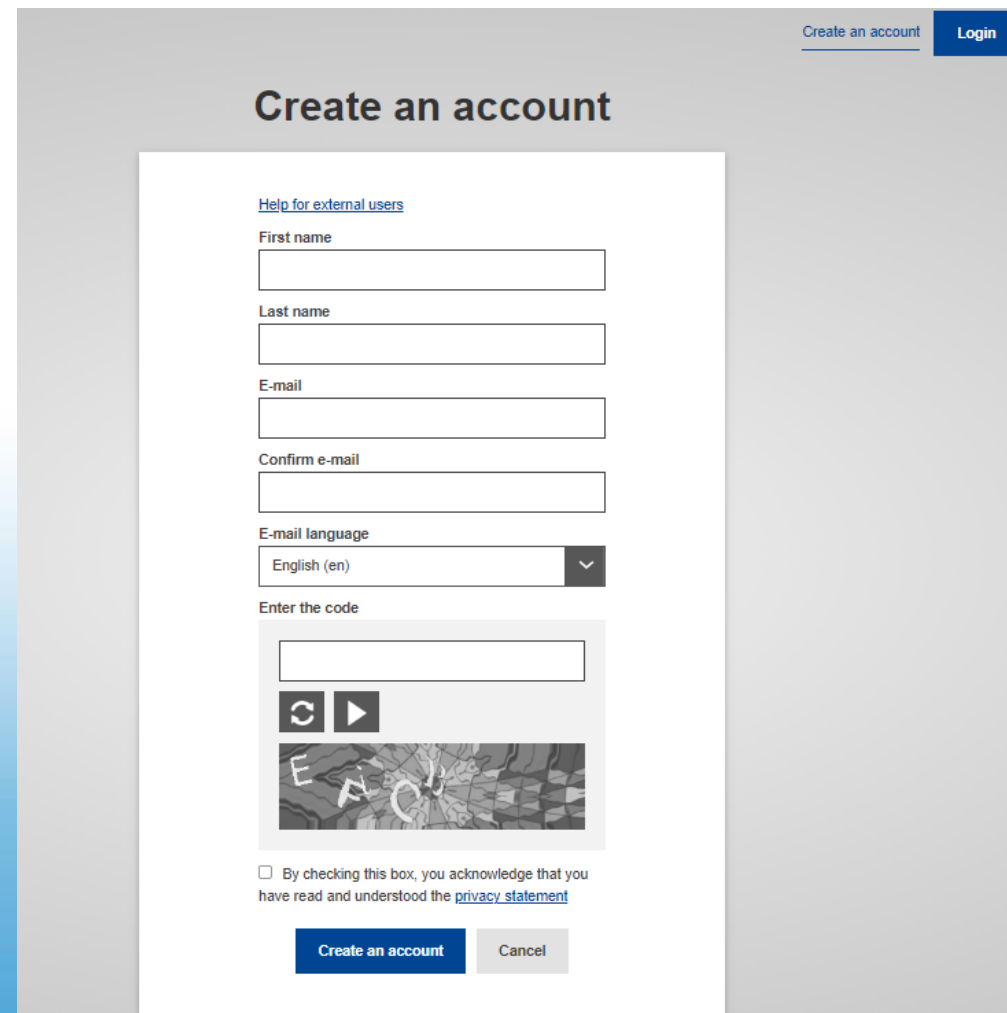
# 1.solis – EU Login konta reģistrācija

*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 – [šeit](#).



The screenshot shows the 'Create an account' registration page. At the top right, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. Below it, there is a link for 'Help for external users'. The form fields include: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to 'English (en)'), and 'Enter the code'. There are also icons for refresh and play, and a CAPTCHA image. At the bottom, there is a checkbox for acknowledging the privacy statement, and two buttons: 'Create an account' and 'Cancel'.

## 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 – [šeit](#).

Erasmus+

# Organizācijas reģistrācija (2)

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

Register or login

## 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

#### 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](#)

Pieslēšanās izmantojot EU Login

1. Pārlicinies vai organizācija jau nav reģistrēta

2. Sāc reģistrāciju

# Organizācijas reģistrācija (3)

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

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

**Content Menu**

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

**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+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

PIC

Legal name \*

Business name

Legal status  International organisation

\*  a natural person  a legal person

sme

**Content Menu**

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

Legal name \*

Business name

Legal status  International organisation

\*  a natural person  a legal person

\*  private entity  public body

\*  non-profit  for profit

sme

Official language \*

Establishment/registration country \*

Region

Legal form \*

VAT number \*

VAT number not applicable

Registration number

Registration date

Registration authority



# Organizācijas reģistrācija (4)

Jāizpilda visas sadaļas

**Register My Organisation**  
✓ Your form is complete, you can submit your organisation.

**Content Menu**

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

**Users**

Authorised Users

Clear contact person details

Title: Mr  
First name: John  
Last name: Doe  
Department: Department

**Submit**

**Edit My Organisation**

**Update**

Organisation ID : E10002052  
Legal name : My School

Business name : School 1  
PIC :  
VAT number : BE123.456.789

Legal form : SOCIETE A RESPONSABILITE LIMITEE/BESLOTEN VENNOOTSCHAP BV/GESELLSCHAFT MIT BESCHRANKTER HAFTUNG/GMBH  
Last modification date : 16/12/2021 11:27:07 (Brussels time)  
Last modified by : Doe John

**REGISTERED**

**Success**

You have successfully registered your organisation.

Your new Organisation ID is:  
E10002052

OK

**Content Menu**

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

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

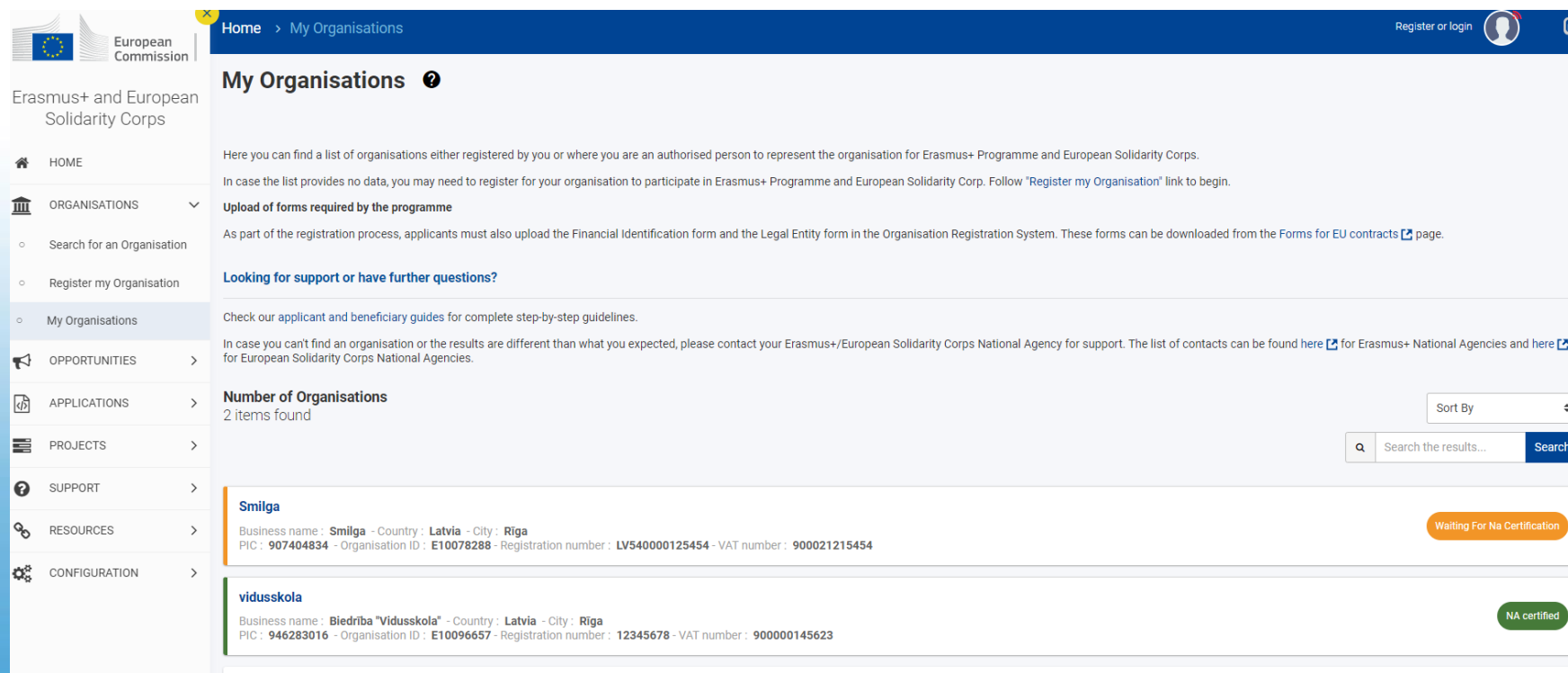
Nospiežot «Submit» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Erasmus+

# Organizācijas reģistrācija (5)

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

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



The screenshot displays the 'My Organisations' page on the European Commission website. The page title is 'My Organisations' with a help icon. The main content area includes a welcome message, instructions on how to find organizations, and a section for 'Upload of forms required by the programme'. Below this, there are links for 'Looking for support or have further questions?' and a 'Number of Organisations' section showing '2 items found'. Two organizations are listed: 'Smilga' and 'vidusskola', each with their business name, country, city, PIC, and Organisation ID. The 'Smilga' entry has a 'Waiting For Na Certification' button, and the 'vidusskola' entry has a 'NA certified' button. The left sidebar contains a navigation menu with items like HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and CONFIGURATION. A blue arrow points to the 'My Organisations' item in the sidebar.

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 > My Organisations

Register or login

## My Organisations ?

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the organisation for Erasmus+ Programme and European Solidarity Corps.

In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and European Solidarity Corp. Follow "Register my Organisation" link to begin.

### Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the [Forms for EU contracts](#) page.

### Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

### Number of Organisations

2 items found

Sort By

Search the results... Search

**Smilga**  
Business name: **Smilga** - Country: **Latvia** - City: **Riga**  
PIC: **907404834** - Organisation ID: **E10078288** - Registration number: **LV540000125454** - VAT number: **900021215454**

**vidusskola**  
Business name: **Biedrība "Vidusskola"** - Country: **Latvia** - City: **Riga**  
PIC: **946283016** - Organisation ID: **E10096657** - Registration number: **12345678** - VAT number: **900000145623**

Waiting For Na Certification

NA certified

# Dokumentu pievienošana

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

- **Organizācijas juridiskā statusa veidlapa** (Legal Entity form) - lejuplādējama [šeit](#);
- **Finanšu identifikācijas veidlapa** (Financial Identification form) - lejuplādējama [šeit](#).

**Edit My Organisation**

Organisation ID : E10078288  
Legal name : Smilga

Business name : Smilga  
PIC : 907404834  
VAT number : 900021215454

Legal form : BIEDRIBA  
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+ and platform](#). You can find more information here [Privacy Statement](#).

PIC 907404834

Legal name \* Smilga

Business name Smilga

Legal status  International organisation

\*  a natural person  a legal person

\*  private entity  public body

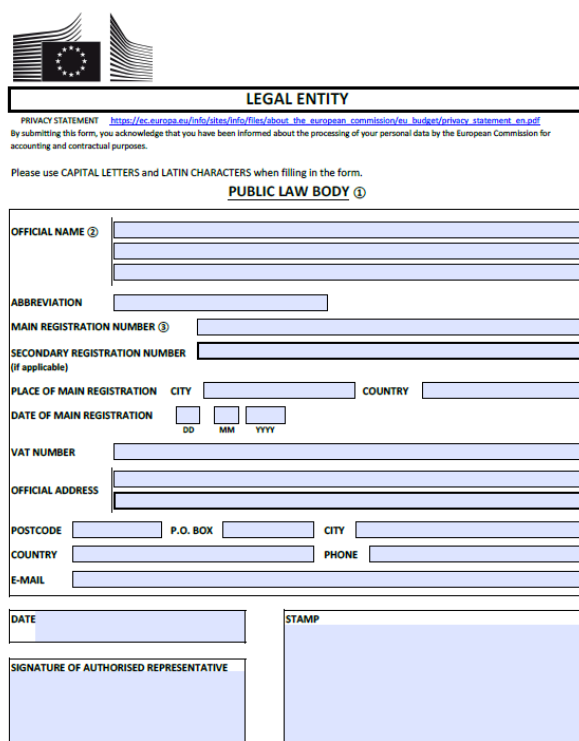
Organisation Registration Service | version 1.2.8 - 12/05/2022 | Privacy statement

Augšuplādēt šeit

Erasmus+

# Dokumentu pievienošana

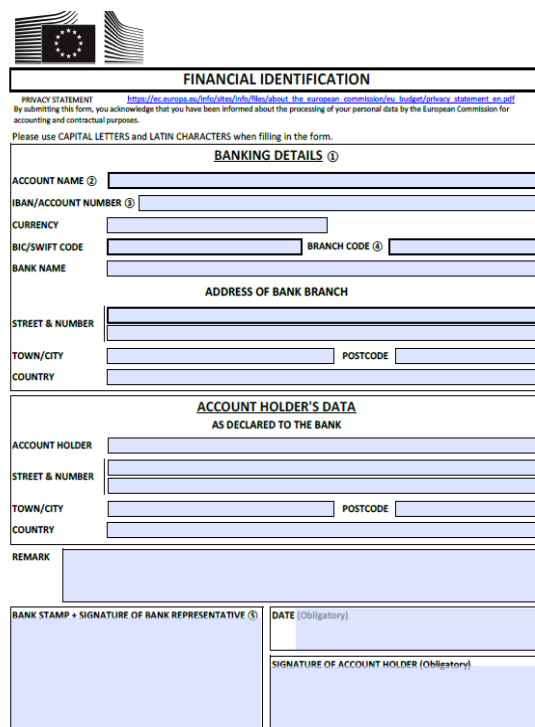
Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:



The form is titled 'LEGAL ENTITY' and includes a privacy statement and instructions. It contains several sections for data entry: 'PUBLIC LAW BODY' with fields for official name, abbreviation, and registration numbers; 'PLACE OF MAIN REGISTRATION' with fields for city and country; 'DATE OF MAIN REGISTRATION' with day, month, and year fields; 'VAT NUMBER'; 'OFFICIAL ADDRESS' with fields for street, town/city, and country; 'POSTCODE', 'P.O. BOX', 'CITY', 'COUNTRY', 'PHONE', and 'E-MAIL' fields; and a 'DATE' field. There are also boxes for 'SIGNATURE OF AUTHORISED REPRESENTATIVE' and a 'STAMP' area.

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- 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.).
- National denomination and its translation in EN or FR if existing.
- Registration number in the national register of the entity.



The form is titled 'FINANCIAL IDENTIFICATION' and includes a privacy statement and instructions. It contains several sections for data entry: 'BANKING DETAILS' with fields for account name, IBAN/account number, currency, BIC/SWIFT code, branch code, and bank name; 'ADDRESS OF BANK BRANCH' with fields for street & number, town/city, and country; 'ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK' with fields for account holder, street & number, town/city, and country; 'REMARK'; 'BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE'; 'DATE (Obligatory)'; and 'SIGNATURE OF ACCOUNT HOLDER (Obligatory)'.

- Enter the final bank data and not the data of the intermediary bank.
- 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.
- Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

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

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

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

# Papildu informācija

**Erasmus+ programmas vadlīnijas - [šeit](#)**

PART C - Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.)

**EU Login konta izveidošanas saite – [šeit](#).**

**Vadlīnijas EU Login izveidošanai - [šeit](#).**

**Organizācijas reģistrēšana (OID koda iegūšana) - [šeit](#).**

**Vadlīnijas organizāciju reģistrācijai (OID koda iegūšanai) – [šeit](#).**



Erasmus+

Bagātini pieredzi, domā plašāk