

Manage documents in the Organisation Registration system

 **You are not watching the public version of this page.**

Applicants/Beneficiaries/Experts can find the information on the public page with the same name, available in [Erasmus+ and European Solidarity Corps guides](#).

 **Take note**

The illustrations in this wiki page are for consultation purpose only and do not reflect the latest implementation.


There are minor changes to the screen appearance and layout which are described on the updated page [Basic functionalities of the Organisation Registration system](#).

Introduction

This page explains how to manage **documents** in the Organisation Registration system.

After your organisation is registered in the Organisation Registration system you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the Erasmus+ and European Solidarity Corps programme guides.

If your organisation's information was automatically transferred from SEDIA to the Organisation Registration system, the available documents were also transferred and can be accessed in the Organisation Registration system. When checking and/or updating your organisation information, also check the documents section. Documents that are older than six months should be renewed.

 The following supporting documents are required and must be completed and uploaded in the Organisation Registration System before your organisation registration can be completed: **Legal Entity form** and **Financial Identification form**. EU standard Templates for **Legal Entity form** and **Financial Identification form** as well as **instructions** on how to complete these are available on this page: [Forms for EU contracts](#).

Accessing the **Documents** section of the organisation is possible:

1. Directly after [registering a new organisation](#) by clicking on the **Documents** section of the form or
2. Via the list of [My Organisations](#), for previously registered organisations.

Once documents are uploaded to the Organisation Registration system they cannot be deleted.

Quick steps

Introduction

1. Open "My Organisations"
 - 1.1. View organisations
 - 1.2. Access organisation details
2. Access the "Documents" section
3. Add a new document(s)

- 3.1. Select a file to upload
 - 3.2. Upload the file
 - 3.3. Upload further documents
 - 3.4. Update organisation with added documents
 4. Download documents
 5. Add new version of a document
 - 5.1. View/download historic versions
-

Detailed steps

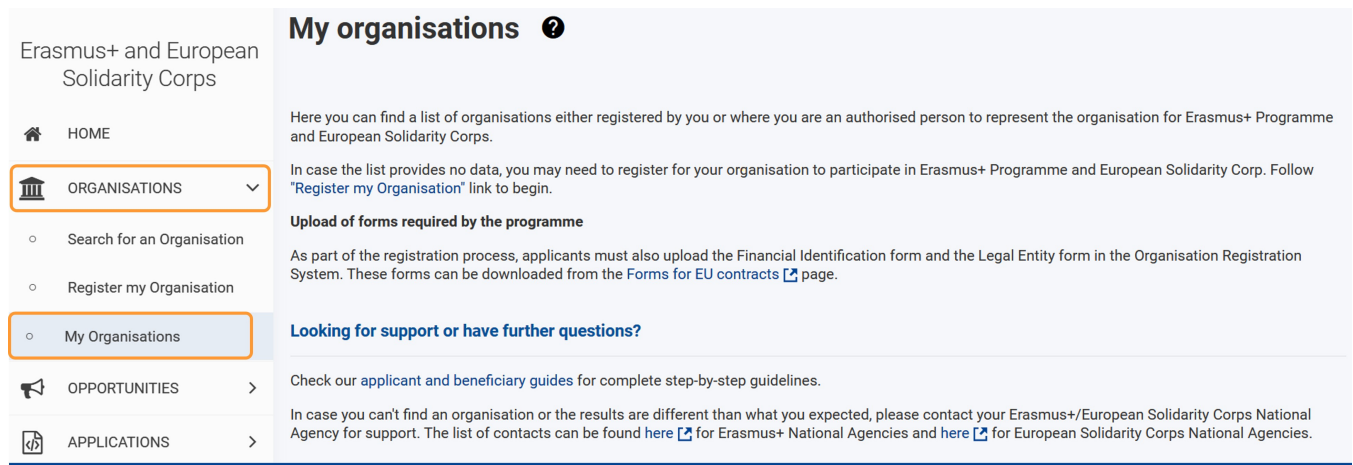
1. Open "My Organisations"

In the **Erasmus+ and European Solidarity Corps platform** go to **Organisations** in the main menu, then click on **My Organisations**.

Alternatively if you are in **Search for an Organisation**, scroll to the bottom of the page and select **ORGANISATIONS - My Organisations**.

Note

The **My organisations** section is only visible once you are authenticated (signed in to EU Login).



Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS**
 - Search for an Organisation
 - Register my Organisation
 - My Organisations**
- OPPORTUNITIES
- APPLICATIONS

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.

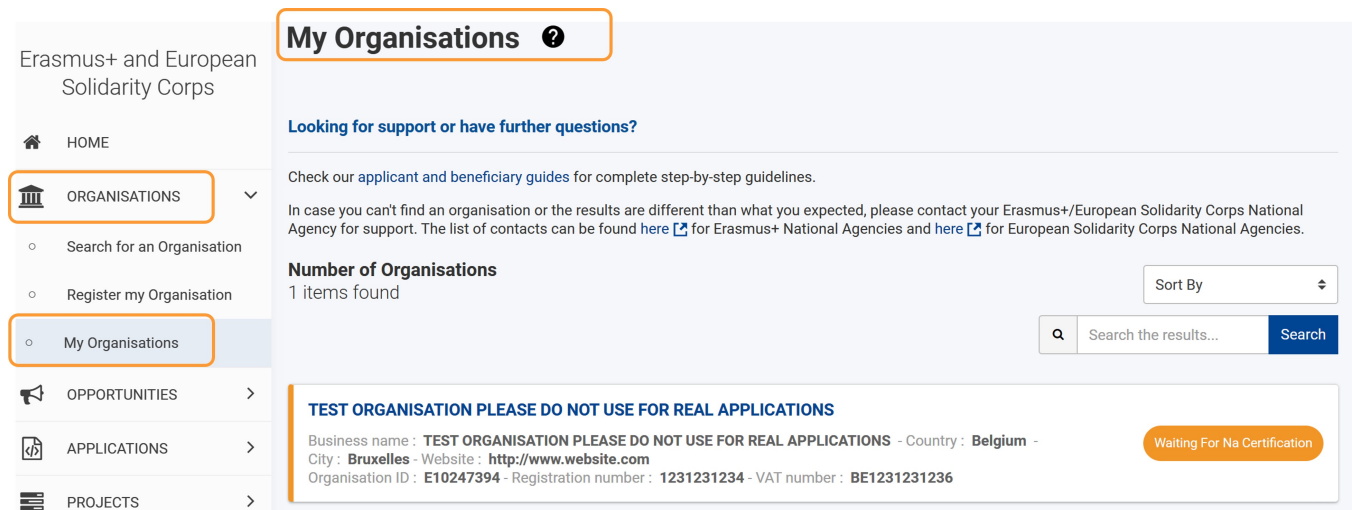
Looking for support or have further questions?

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.

1.1. View organisations

If you scroll down you can find all organisations either registered by you or for which you are an authorised person to represent the organisation in relation to Erasmus+ and/or European Solidarity Corps programmes.



My Organisations


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

1 items found

Sort By 

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** -
City : **Bruxelles** - Website : <http://www.website.com>
Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231236**

1.2. Access organisation details

Click on the **blue Organisation name** to access the details for the selected organisation in the Organisation Registration system.

The Organisation Registration system opens with the details of the selected organisation. From here, you may view or update the organisation information.

Number of Organisations
1 items found

Sort By

Search the results... Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** -
City : **Bruxelles** - Website : **http://www.website.com** Waiting For Na Certification
Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231234**

Items per page: 10 1 - 1 of 1

For details on how to update your organisation information please see the page [Modify Organisation in the Organisation Registration system](#).

2. Access the "Documents" section

Select the **Documents** section in the Content menu. This will take you to the documents section of the form, displaying, if available, documents currently uploaded to your organisation information.

Edit My Organisation Update

Organisation ID : E10000254 Registered
Legal name: Test-org.FR.10

Content Menu < **Documents** < >

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (2)
- ✓ Accreditations (0)
- ✓ **Documents** (0)

Documents [0 B] + Add document

Please upload any relevant documents here.

3. Add a new document(s)

Click on the **Add document** button. It will open a pop-up asking you to upload a document.

As a minimum completed **Legal Entity form** and **Financial Identification form** must be uploaded.

EU standard Templates for **Legal Entity form** and **Financial Identification form** as well as **instructions** on how to complete these are available on this page: [Forms for EU contracts](#).

Edit My Organisation

Organisation ID : E10000254
Legal name: Test-org.FR.10

Registered

Content Menu

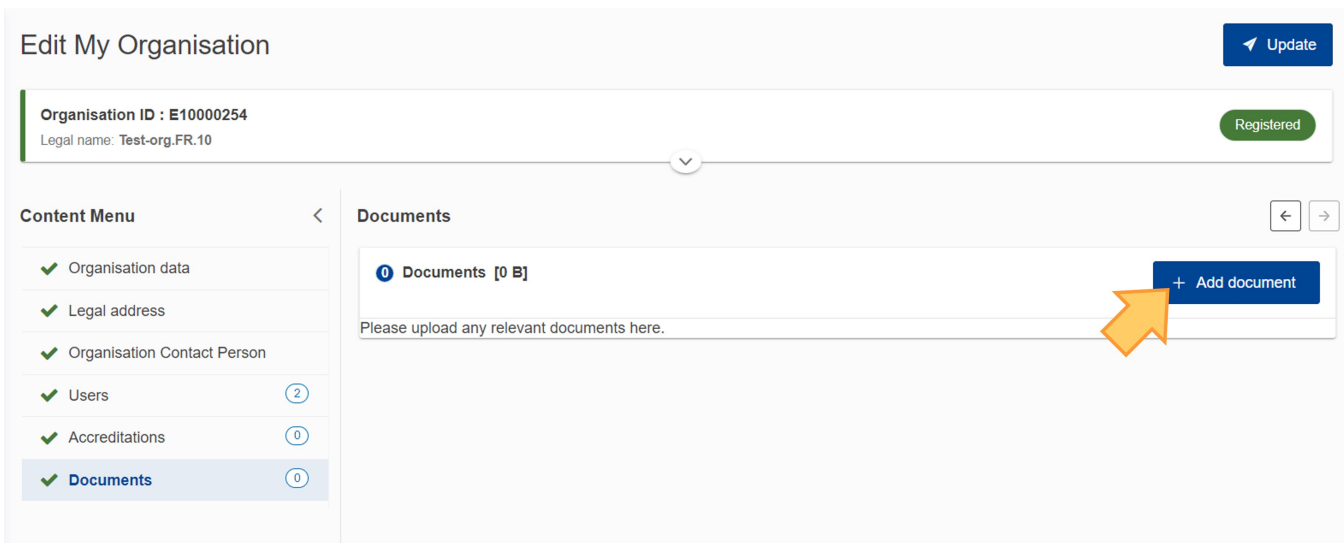
- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (2)
- ✓ Accreditations (0)
- ✓ Documents (0)

Documents

Documents [0 B]

Please upload any relevant documents here.

+ Add document



3.1. Select a file to upload

Select a file: Click **Choose File** and choose the file to upload from your computer.

Document Type: Once you have chosen your file, indicate the **Document type** from the drop-down list. If you do not find your chosen type of document, choose the "Other" option.

 **Maximum file size is 20 MB!**

There is no limit to the total size or total number of attachments but each individual file cannot be greater than 20 MB.

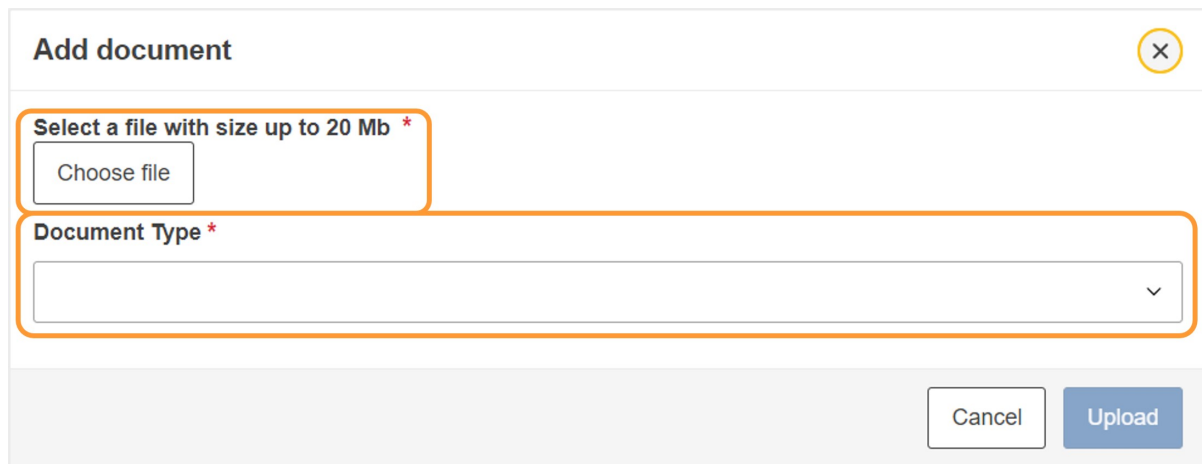
Add document

Select a file with size up to 20 Mb *

Choose file

Document Type *

Cancel Upload



3.2. Upload the file

Once you have made sure that you have chosen the correct file and selected the correct document type, click on **Upload**.

Add document ✕

Select a file with size up to 20 Mb *

Choose file

DeclarationOnHonour_Test.pdf
33.19 KB
application/pdf ✕

33.19 KB total size

Document Type *

Declaration on honour (tender) ▾

Cancel

Upload

Your documents list will be updated with your new document.

3.3. Upload further documents

Repeat this for all the documents you need to upload to your organisation.

Documents ← →

1 Documents [14.09 kB]
+ Add document

Please upload any relevant documents here.

1 Declaration on honour (candidature)
+ Add Declaration on honour (candidature)
^

| Document | File Name | User | Date/time (Brussels Time) | Status | Actions |
|--|---|--------------|---------------------------|--|---------|
| You have 1 version(s) of this document | ! DeclarationOnHonour_Test.pdf [33.19 kB] | REID Stephen | | ● last | |

Items per page: 10 ▾

Showing 1–1 of 1

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3.4. Update organisation with added documents

Once you added all documents, finalise the document upload by clicking on the **Update** button.

If this is not done, the uploaded files will not be saved in the Organisation Registration system.

Edit My Organisation

▲ Your form is complete, don't forget to save your changes.

Organisation ID : E10000254
 Legal name: Test-org.FR.10

Business name : FR02
 PIC :
 VAT number :

Legal form : ASSOCIATION
 Establishment/registration country : France

Last modification date : 13/03/2024 16:26:54 (Brussels time)
 Last modified by : Re Ste

Registered

Update

Success

You have successfully updated organisation with ID:
 E10000254

OK

+ Add document

+ Add Declaration on honour (candidature)

Global filter...

Content Menu

- Organisation data
- Legal address
- Organisation Contact Person
- Users (2)
- Accreditations (0)
- Documents (4)

After the successful update, the status column for each uploaded file is updated with a green dot. In the column **Actions** a contextual menu button is now available with the options **Download** and **Add new Version**.

The documents list is grouped by document type and has the option to search for a specific document. See [List Functionalities](#) for details.

Content Menu

- Organisation data
- Legal address
- Organisation Contact Person
- Users (1)
- Accreditations (0)
- Documents (2)

Documents [47.28 kB]

+ Add document

Please upload any relevant documents here.

1 Declaration on honour (tender)

+ Add Declaration on honour (tender)

Global filter...

| Document | File Name | User | Date/time (Brussels Time) | Status | Actions |
|--|--|--------------|---------------------------|--------|---------|
| You have 1 version(s) of this document | DeclarationOnHonour_Test.pdf [33.19 kB] | REID Stephen | 15/03/2024 11:14:57 | ● last | 📄 + |

Items per page: 10
Showing 1–1 of 1

1 Registration Document

+ Add Registration Document



Global filter...

| Document | File Name | User | Date/time (Brussels Time) | Status | Actions |
|--|----------------------------------|--------------|---------------------------|--------|---------|
| You have 1 version(s) of this document | Test Document.docx [14.09 kB] | REID Stephen | 15/03/2024 11:15:22 | ● last | 📄 + |

Items per page: 10
Showing 1–1 of 1

4. Download documents

To download an uploaded file, select the **Download** icon in the Actions column. Follow the onscreen instructions to save or open the file.



| Date/time (Brussels Time) | Status | Actions |
|---------------------------|---|---|
| 13/03/2024 16:21:23 | ● last |   |



5. Add new version of a document

To upload a new version of a file, select the **Add new document version** icon. Follow the onscreen instructions to upload a new version of the file.

Do not forget to click on **Update Organisation** afterwards to save the uploaded document(s).





| Date/time (Brussels Time) | Status | Actions |
|---------------------------|---|---|
| 13/03/2024 16:21:23 | ● last |   |



5.1. View/download historic versions






Older versions of a document can be accessed by clicking on the blue arrow, which is available in the 1st column of each document with more than one version. They can also be downloaded as described above.

Documents ← →

| Document | File Name | User | Date/time (Brussels Time) | Status | Actions |
|--|-------------------------|----------------------|---------------------------|---|---|
| You have 1 version(s) of this document | Doc 4.jpg [68.08 kB] | SOURTZIOTIS Georgios | 12/12/2023 11:05:23 | ● last |   |
| > You have 2 version(s) of this document | Doc 3.jpg [68.08 kB] | SOURTZIOTIS Georgios | 10/01/2024 13:56:12 | ● last |   |

You have 1 version(s) of this document

Documents ← →

| Document | File Name | User | Date/time (Brussels Time) | Status | Actions |
|--|-------------------------|----------------------|---------------------------|--|---|
| You have 1 version(s) of this document | Doc 4.jpg [68.08 kB] | SOURTZIOTIS Georgios | 12/12/2023 11:05:23 | ● last |   |
| <input checked="" type="checkbox"/> You have 2 version(s) of this document | Doc 3.jpg [68.08 kB] | SOURTZIOTIS Georgios | 10/01/2024 13:56:12 | ● last |   |
| | Doc 2.jpg [68.08 kB] | SOURTZIOTIS Georgios | 12/12/2023 11:45:03 | ● archived |  |
| You have 1 version(s) of this document | Doc 5.jpg | | | | |



Related articles

- [Basic functionalities of the Organisation Registration system](#)
- [How to add the Organisation Contact and Authorised Users in the Organisation Registration system](#)
- [How to register an organisation in the Organisation Registration system](#)
- [How to search for organisations in the Organisation Registration system](#)
- [How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system](#)
- [Keeping consistent organisation information between systems in the Organisation Registration system](#)
- [Manage contacts and authorised users in the Organisation Registration system](#)
- [Manage documents in the Organisation Registration system](#)
- [Modify Organisation in the Organisation Registration system](#)
- [My Organisations in the Organisation Registration system](#)
- [Organisation Registration Guide](#)