

OBTAINING AN ECAS PASSWORD

To be able to use the Participant Portal Submission Service and submit a proposal, you must register yourself with the European Commission Authentication Service ECAS. This service will supply you with a personal password which will allow you to access all the informatics systems offered by the European institutions, including the Participant Portal Submission Service and PIC system.

At the [ECAS website](#) you choose your own user name, ECAS will send you your password by email. This process takes about 5 minutes.

You will also be redirected to [ECAS website](#) any time you try to access a system that needs an ECAS password.

OBTAINING A PARTICIPANT IDENTIFICATION CODE FOR YOUR ORGANISATION

Every participating organisation in the proposal consortia in this call is required to have a Participant Identification Code (PIC)

You will be able to find your PIC in the Step 3 ('Create a Draft Proposal') of the Participant Portal Submission Service and also with the [PIC search](#) facility.

IF YOU ALREADY HAVE A PIC:

Use that PIC number to identify your organisation when you build your consortium in Step 3.

IF NO:

Then go to the [PIC registration page](#).

To enter the registration process you will need your ECAS user name and password. First there is another check whether your organisation already has a PIC number, then a wizard moves you through the registration process. A User manual can also be downloaded from any of the data entry pages which you are completing.

In order to complete the forms quickly and correctly, please keep the basic legal information (for example, the VAT registration number) of your organisation to hand. If you need data which you do not have to hand, you can suspend the registration process at any time, the data already entered is saved as a draft by clicking the [Save Draft] button and you can resume registration later.

Assuming you have available the necessary data about your organisation, the whole process – from commencing registration to receiving a PIC number - takes no more than 10 minutes.

There is a later process of the verification by the Commission services of the data which you have entered, and the nomination of an individual within your organisation to be the "Legal Entity Appointed Representative" (LEAR) who will be responsible for any future modifications to your organisation's data. However, for the purpose of submitting a proposal, Steps 1 and 2 above are all that is required.

**FAILURE TO INCLUDE A VALID PIC NUMBER ON THE PROPOSAL A2 FORM OF EVEN ONE OF YOUR PARTICIPATING ORGANISATIONS WILL BLOCK THE SUBMISSION OF THE PROPOSAL
DO NOT WAIT TILL THE LAST HOURS OF THE CALL TO REGISTER FOR A PIC NUMBER**