Steps to Register an Organization and obtain an Organization ID (OID)

This applies to organization that **has never participated** in an Erasmus+ project before (as a partner or organizer) and **does not have** a PIC number (Participation Identification Code)

1. A person registering an organization must first create an account in the [EU LOGIN system](https://europa.eu/erasmusplus)

The EU_LOGIN service allows users to access most of the digital tools created or used by the institutions in the European Union. **If your organisation is already registered, you do not need to register again.**
2. Login to the Organisation Registration System with EU_LOGIN account details and register an organisation to obtain an unique 8-digit Organisation ID (OID), prefixed with an E (Sample OID: E12345678).
   a. Press the “Register your organization” button.
   b. Use the side menu to navigate to the various sections in the registration form.
   c. (1) Required checkboxes will have a red star (*) next to them, otherwise you can skip them.
      (2) The available tool tips, indicated by the small icon “i", provide additional instructions and assistance for filling in each field.
d. Once all information is entered in the form (1, 2, 3, 4) the “Register my organization” (5) button is enabled. Click to submit the data and finalise the registration.

e. A confirmation message will be displayed as well as a newly created OID.

3. Upload necessary documents:
   a. the Legal Entity form (the Legal Entity form);
   b. the Financial Identification form (the Financial Identification form)*

   * The Financial Identification form should be provided only for the applicant organization, but is not required for the partner organizations

4. Send your OID number to us at info@ifhohyp.org and we will put it in our joint application for the Youth Exchange project.