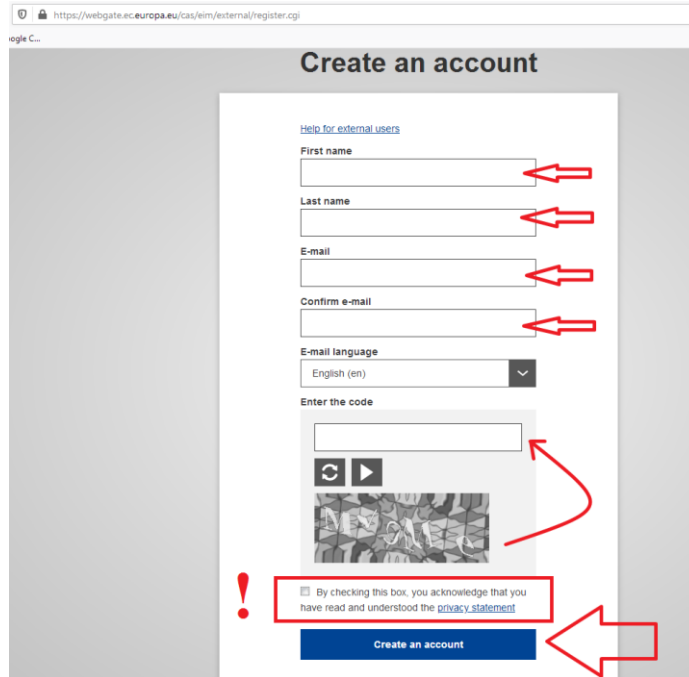


Steps to Register an Organization and obtain an Organization ID (OID)

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](#)



[Help for external users](#)

First name

Last name

E-mail

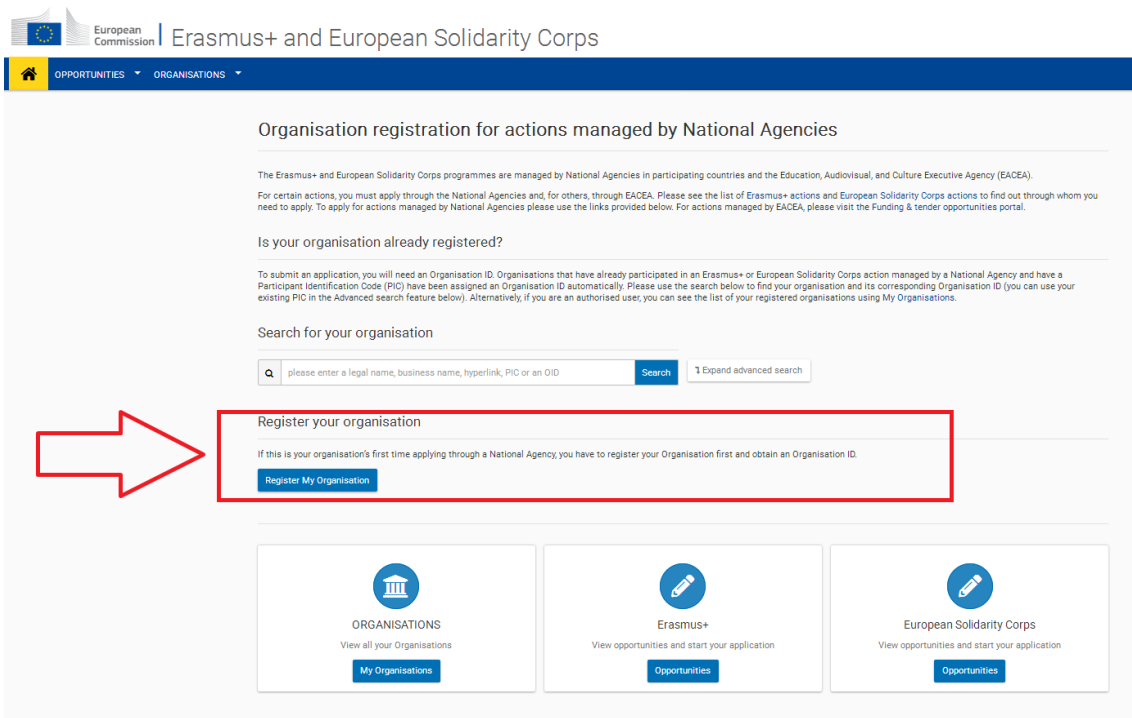
Confirm e-mail

E-mail language
English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

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.**



European Commission | Erasmus+ and European Solidarity Corps

OPPORTUNITIES ORGANISATIONS

Organisation registration for actions managed by National Agencies

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 EACEA. Please see the [list of Erasmus+ actions](#) and [European Solidarity Corps actions](#) to find out through whom you need to apply. 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](#).

Is your organisation already registered?

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.

Search for your organisation

Register your organisation

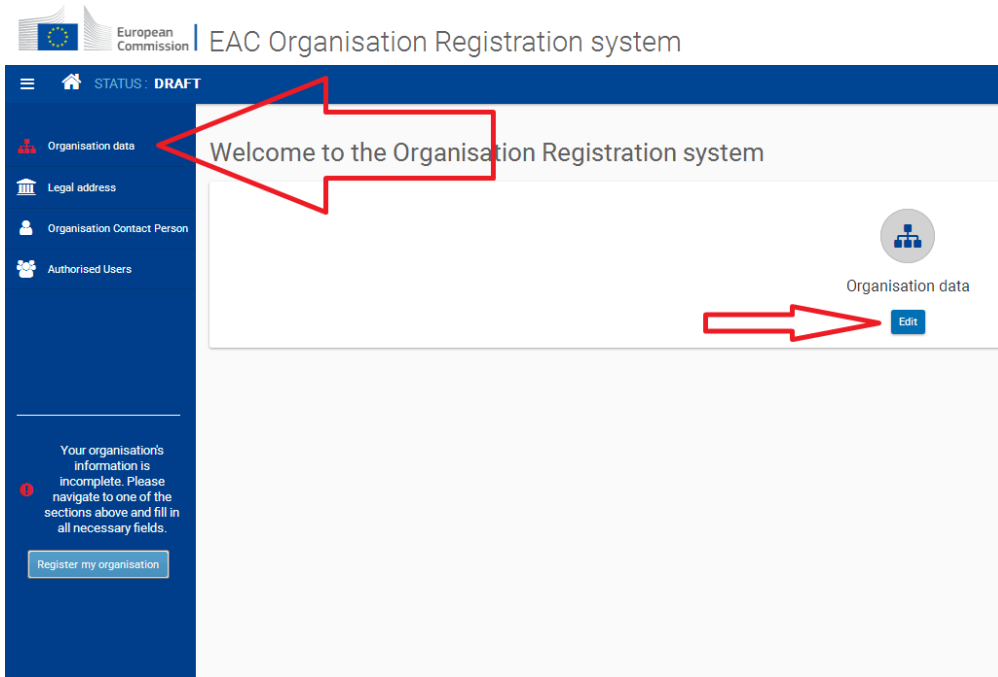
If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

ORGANISATIONS
View all your Organisations

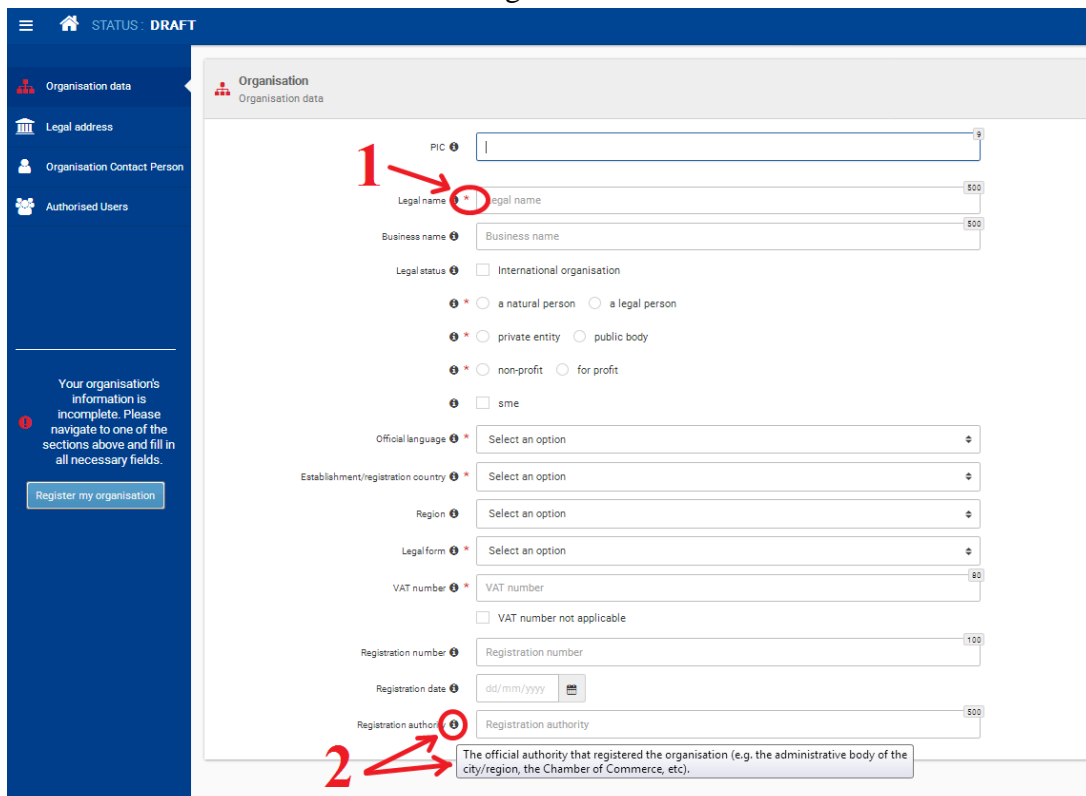
Erasmus+
View opportunities and start your application

European Solidarity Corps
View opportunities and start your application

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.

The screenshot shows a registration form with a left-hand navigation menu. Red arrows point to the following elements:

- 1: Organisation data
- 2: Legal address
- 3: Organisation Contact Person
- 4: Authorised Users
- 5: Register my organisation button

The form fields include: Title, First name (XXX), Last name (YYY), Department, Position in the organisation, Professional e-mail, Use organisation phones?, Main phone (+2255555555), Use organisation address?, Street name and number (ZZZZ 123), Country (Austria), Region (Select an option), City (RRR), P.O. Box, and Postal code (12345).

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

The screenshot shows a confirmation message displayed over the form. The message reads: "Success. You have successfully registered your organisation. Your new Organisation ID is: E10000003". An "OK" button is visible at the bottom right of the message box. The "Register my organisation" button in the navigation menu is highlighted with a red box.

3. Upload necessary documents:

- the Legal Entity form ([the Legal Entity form](#));
- 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*

The screenshot shows the "Documents" section of the application. A red arrow labeled "1" points to the "Documents" menu item in the left sidebar. Another red arrow labeled "2" points to the "Add document" button in the top right corner of the document upload area.

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.