

Applying for a PIC for your Erasmus+ application

A *Personal Identification Code* (PIC) is an identification number used to identify your school or organisation as an economic entity for Erasmus+ applications.

Does your organisation already have a PIC?

If your school belongs to a larger organisation that is responsible for your economy (a commune, an educational authority etc.), you must find out if the governing organisation already has a PIC as it may cause problems. Only one is allowed for each overall economic authority.

How to register for a PIC:

The following steps must be completed before you can use the application e-form of your National Agency to apply for a grant.

1) Create a ECAS account

A person with legal responsibility from your institution must create an 'ECAS account' (ECAS = *European Commission Authentication Service*). With this account you will have access to different password protected websites of the EU. You can register for a new ECAS account here: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Complete all mandatory fields (marked with an asterix), including a valid e-mail address. You will then receive a link via email to create your password (within 1h30). You only have to register once for an ECAS account.

The UK national agency has also produced a video guide to getting an ECAS:
<http://www.youtube.com/watch?v=1jklGRAEaDo>

2) Register your school or organisation at the European participants portal:

<http://ec.europa.eu/research/participants/portal>

- a. Click on the menu item "Login" top right
- b. On the next page choose "External"
- c. Enter your ECAS username and password, and submit.
- d. You will be guided to your personal participant portal website
- e. Top left in the navigation menu select "MY AREA" then "My Organisation(s)".
- f. Click the button on the bottom of the website "Continue registration" and follow the next steps.
- g. At the end of the registration process your school or organisation will get a specific nine-digit PIC (Personal Identification Code) - this PIC will identify your school in every forthcoming application.

3) Register your organisation in the European Commission register

You must submit two documents: legal entity of your organisation, and details of the bank account. You can download the templates in your language here:

Legal *entity:*
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial *identification:*
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please complete the forms and scan these documents as PDF. You should upload the documents by selecting "My Organisations" from the menu, then clicking on the orange VO icon (view organisation). Select the Documents tab, then "Add a new document".

You are now ready to apply for Erasmus+

You can download the application form from your national agency:
http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm

4) Registration in euList website (*not part of the ECAS registration*)

You can now register as affiliated school in the euList website. This will make it easier for the course providers to identify your school. You will also be kept updated about further developments