

**To be able to use the Participant Portal Submission Service, it's mandatory that you have:**

- **an ECAS account**: register yourself through the European Commission Authentication Service (ECAS) in order to access the IT tools of the Participant Portal
- **a PIC number**: the 9-digit Participant Identification Code is used to identify organisations throughout the different steps of a project's lifecycle.

### ➔ How to register for an ECAS account?

1. Access the [register link](#) (available on the Participant Portal below the "Login" button).
2. Fill in the registration form using your individual professional address.
3. A confirmation e-mail will be sent to your mailbox; click on the link within said e-mail to be redirected to the "ECAS password initialisation" page.

*Note: This link will only be valid within one hour and a half following the request.*

4. Create a new password, then click on "Submit".
5. You will now be able to login on the Participant Portal.

<b>!!! Your ECAS credentials are strictly confidential !!!</b>
--

More information about the ECAS accounts can be found on the [ECAS FAQ](#) and on the [Participant Portal FAQ](#).

### ➔ How to obtain a PIC number?

1. Please keep the basic legal data of your organisation at hand to facilitate the registration.
2. Access the ["My Organisations" tab](#) and click on the "Start registration" option.
3. Fill in the requested information.

An automatic verification is done on each page of the registration wizard in order to detect potential duplicate registrations. If any pre-existing matching data is found, you may be able to use it without having to register again.

You are able to save a draft registration at any time through the "Save draft" button. You may resume this registration through the link available on the ["My Organisations" tab](#).

4. At the end of the registration process, the PIC number of the organisation will be displayed.

Note: Further steps of the registration process will require the validation of the legal data provided by the European Commission services, as well as the appointment of a Legal Entity Appointed Representative (LEAR) who will be responsible of the management of the organisation's data. Those further steps are NOT necessary to be able to submit a proposal.

**!!! Failure to include a valid PIC number on the proposal A2 form of even one of your participating organisations only will block the submission of the proposal !!!**

*It is strongly advised not to wait until the last hours of the call to register for a PIC number.*

More information about the organisation registration can be found in the [Registration tool user guide](#) on the [Participant Portal FAQ](#).