



# Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma



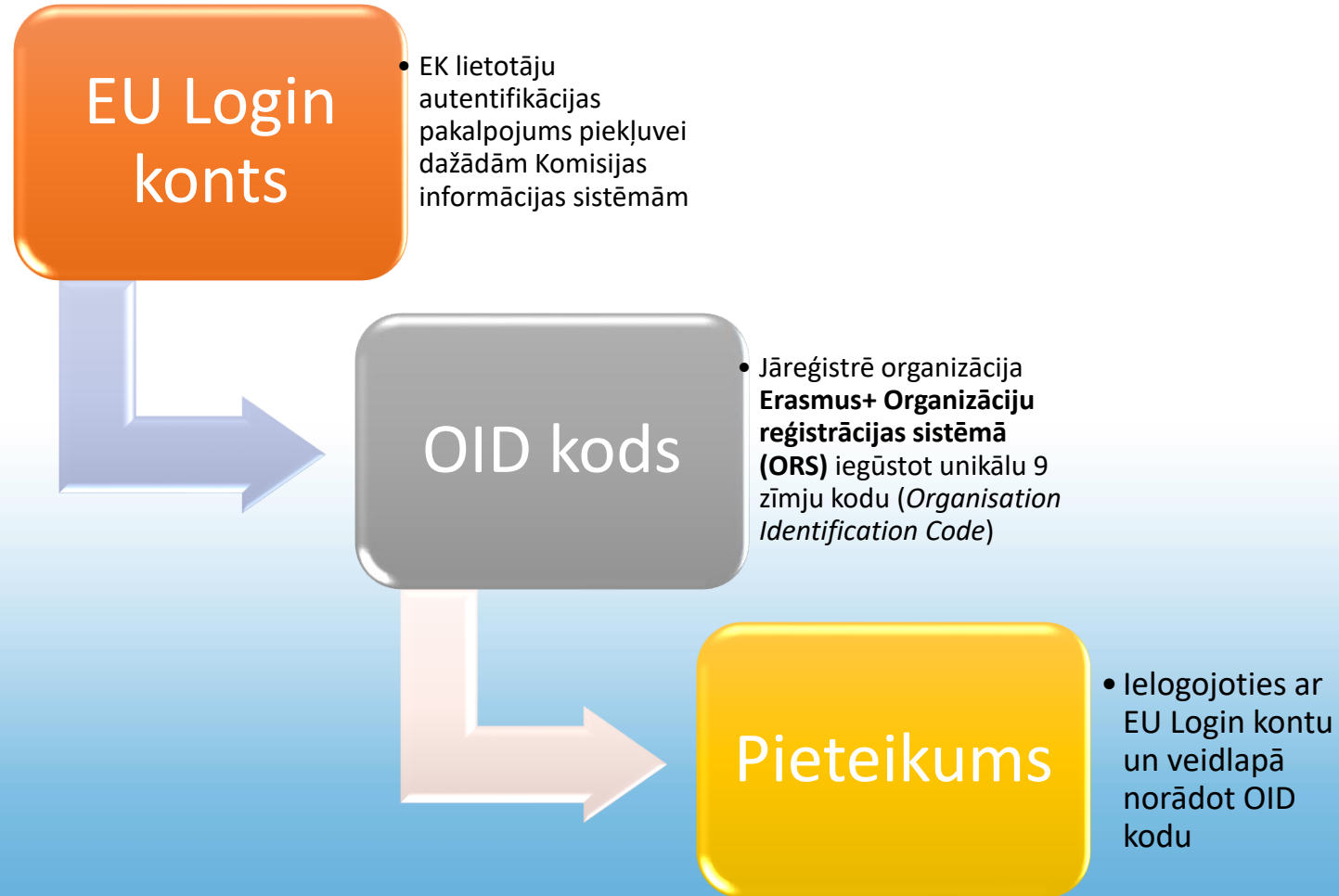
Valsts izglītības attīstības aģentūra



Erasmus+

Bagātini pieredzi, domā plašāk

# Procesu shēma jauniem dalībniekiem



# Erasmus+ un Eiropas Solidaritātes korpusa platforma

<https://webgate.ec.europa.eu/erasmus-esc/index/>

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The header features the European Commission logo and the text "Home" on the left, and a "Welcome" message with a user profile icon on the right. The main content area is titled "Welcome to Erasmus+ and European Solidarity Corps page!" and includes a welcome message and a link to "More information". Below this, there are two sections: "Looking for support or have further questions?" and "OPPORTUNITIES". The "OPPORTUNITIES" section contains two cards: one for Erasmus+ and one for European Solidarity Corps, both with a megaphone icon and a button labeled "Opportunities".

European Commission

Home

Welcome

## Welcome to Erasmus+ and European Solidarity Corps page!

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our applicant and beneficiary guides for complete step-by-step guidelines.

### More information

If you need more information about Erasmus+ Programme, please visit the programme [home page](#). In case you're looking for information about European Solidarity Corps, please visit [European Youth Portal](#).


If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the [website of the Agency](#).

### Looking for support or have further questions?

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#) in the Support menu.

Do you need support in applying for European Solidarity Corps? Please visit "[Contact us](#)" page on European Youth Portal.


### OPPORTUNITIES



Erasmus+

View opportunities and start your application

[Opportunities](#)



European Solidarity Corps

View opportunities and start your application

[Opportunities](#)

# Erasmus+ un Eiropas Solidaritātes korpUSA platformā iespējams:

- ✓ reģistrēt organizāciju dalībai Erasmus+ (OID koda iegūšana)
- ✓ rediģēt savas organizācijas datus
- ✓ aizpildīt projektu pieteikuma veidlapas
- ✓ piekļūt projektu vadības un atskaišu sistēmai (projektu īstenotājiem)
- ✓ piekļūt projektu rezultātu izplatīšanas platformai
- ✓ piekļūt aktuālajiem programmas dokumentiem un EK saitēm

# Kas jādara, lai iesniegtu projekta pieteikumu?

Organizācijai jāpārbauda **atbilstība programmas noteikumiem** un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)

Organizācijai jāiegūst organizācijas ID kods (OID)

Jāaizpilda un jāiesniedz tiešsaistes projekta **pieteikuma veidlapa**

# 1.solis – EU Login konta reģistrācija

*EU Login* ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

Izveidot *EU Login* kontu iespējams šeit -

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- ✓ Veidojot *EU Login* kontu organizācijas reģistrēšanai, vēlams izmantot organizācijas e-pasta adresi.
- ✓ Veidojot *EU Login* kontu pieteikuma aizpildīšanai (vēlāk – projektu īstenošanai) - privāto/darba e-pasta adresi.

*EU Login* lietotāja vadlīnijas – [šeit](#).

The screenshot shows the 'EU Login' registration page. At the top left, it says 'EU Login' and 'One account, many EU services'. On the top right, there is a language selector set to 'English (en)' and a 'Where is ECAS?' button. Below the header, there are two buttons: 'Create an account' (underlined) and 'Login'. The main heading is 'Create an account'. Below this, there is a link for 'Help for external users'. The form fields include: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to 'English (en)'). There is a section for 'Enter the code' with a text input field, a refresh button, and a play button. Below the code input is a CAPTCHA image showing a grid of letters and numbers. At the bottom, there is a checkbox with the text: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A blue 'Create an account' button is at the very bottom.

## 2.solis – organizācijas reģistrācija (1)

### Atceries!

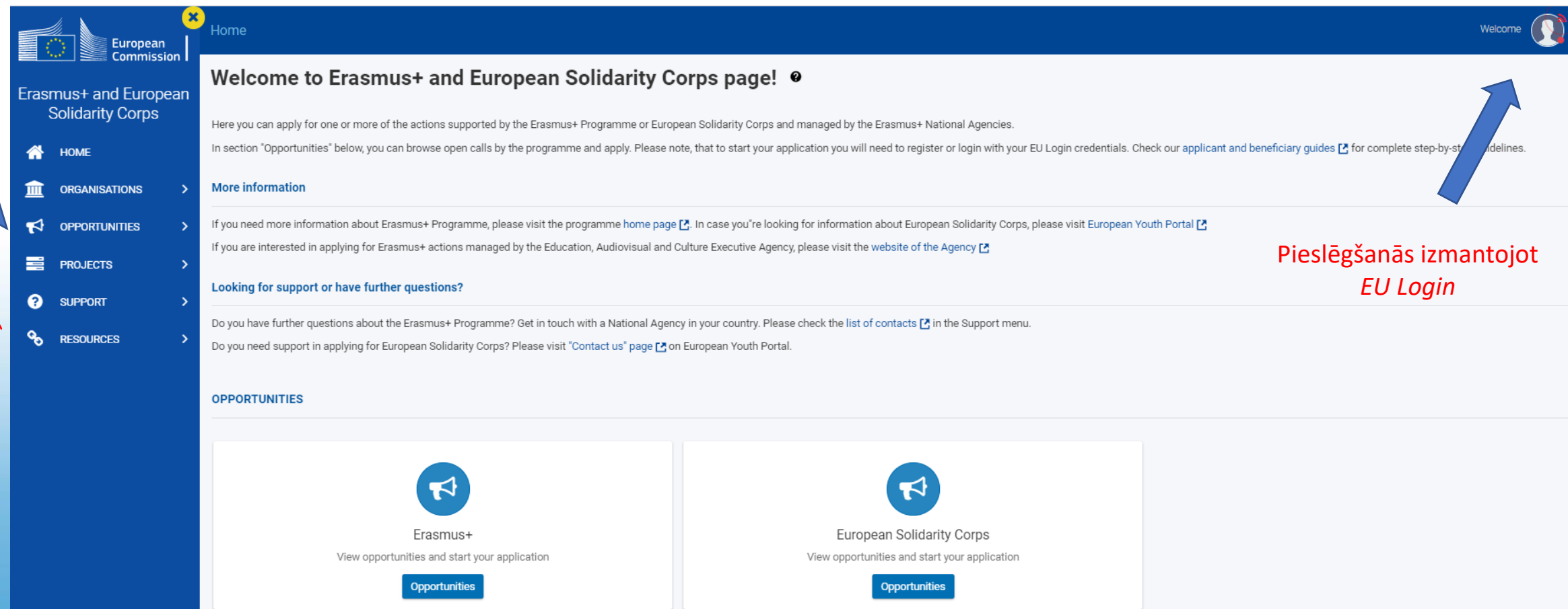
- ✓ Organizācija jāreģistrē un OID kods jāiegūst **tikai vienreiz**.
- ✓ Pirms reģistrēšanas, **pārliecinies** vai organizācija jau nav iepriekš reģistrēta.
- ✓ Iegūt OID kodu nepieciešams **visām organizācijām**, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.
- ✓ Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi **PIC kodu**, tad OID kods ir piešķirts automātiski un **nav jāizveido jauns** (OID kodu atradīsiet Erasmus+ platformas sadaļā «Organisations»).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti dati par organizāciju.



# Organizācijas reģistrācija (2)

## Erasmus+ un Eiropas Solidaritātes korpusa platformā



European Commission

Home

Welcome

### Welcome to Erasmus+ and European Solidarity Corps page!

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**More information**

If you need more information about Erasmus+ Programme, please visit the programme [home page](#). In case you're looking for information about European Solidarity Corps, please visit [European Youth Portal](#)

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the [website of the Agency](#)

**Looking for support or have further questions?**

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#) in the Support menu.

Do you need support in applying for European Solidarity Corps? Please visit "Contact us" page on European Youth Portal.

**OPPORTUNITIES**

Erasmus+  
View opportunities and start your application  
[Opportunities](#)

European Solidarity Corps  
View opportunities and start your application  
[Opportunities](#)

*Sadaļa «Organisations»*

*Pieslēgšanās izmantojot EU Login*



# Organizācijas reģistrācija (3)

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

- Search for an Organisation
- Register my Organisation
- My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

RESOURCES

TOOLS

Home > Search for an Organisation

Welcome Vineta Straume

## Search for an Organisation

ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES

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. 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.

### IS YOUR ORGANISATION ALREADY REGISTERED?

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 Education, Audiovisual and Culture Executive Agency (EACEA). 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](#).

#### SEARCH FOR YOUR ORGANISATION

please enter a legal name, business name or a hyperlink

**1. Pārlicinies vai organizācija jau nav reģistrēta**

#### Search results

**No organisation searched**

Active filters:  
Reset all

#### REGISTER YOUR ORGANISATION

To apply through the National Agency, you have to register your organisation and obtain an organisation ID.

**2. Sāc reģistrāciju**

ORGANISATIONS  
View all your Organisations

Erasmus+  
View opportunities and start your application

European Solidarity Corps  
View opportunities and start your application

# Organizācijas reģistrācija (4)

Jāaizpilda visas sadaļas

Kad visa nepieciešamā informācija ir ievadīta, būs iespējams pabeigt reģistrāciju (poga «Register my organisation» kļūs aktīva)

Nospiežot «Register my organisation» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Nospiežot  iespējams iegūt papildus informāciju par katru aizpildāmo lauku.

STATUS: DRAFT

The data contained in the highlighted fields below ( ) are publicly available to anyone searching for an organisation (legal entities and natural persons)

**Organisation**  
Organisation data

PIC

Legal name \*

Business name

Legal status  International organisation  
 a natural person  a legal person  
 sme

Official language \*

Establishment/registration country \*

Region

Legal form \*

VAT number \*   
 VAT number not applicable

Registration number

Registration date

Registration authority

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

# Organizācijas reģistrācija (5)

**Legal name** – organizācijas nosaukums latīņu alfabēta burtiem.

**Business name** – organizācijas oficiālais reģistrētais nosaukums (ja attiecas, ar garumzīmēm un mīkstinājuma zīmēm)

STATUS: DRAFT

The data contained in the highlighted fields below ( [ ] ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the Erasmus+ and European Solidarity Corps platform. You can find more information here [Privacy Statement](#).

### Organisation

Organisation data

PIC ⓘ [#####] 9

Legal name \* ⓘ [Legal name] 500

Business name ⓘ [Business name] 500

Legal status ⓘ  International organisation

\* ⓘ  a natural person  a legal person

ⓘ  sme

# Organizācijas reģistrācija (6)

Pēc reģistrācijas organizāciju atradīsiet sadaļā «My Organisations», kur iespējams:

- ✓ atjaunināt informāciju par reģistrēto organizāciju,
- ✓ pievienot papildu kontaktpersonas,
- ✓ pievienot dokumentus.



European Commission

Erasmus+ and European Solidarity Corps

Home > My Organisations

Welcome Vineta Straume

## My Organisations

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the organisation for Erasmus+ Programme and European Solidarity Corps. In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and European Solidarity Corp. Follow "Register my Organisation" link to begin.

**Looking for support or have further questions?**

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines. In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found [here](#).

**Number of Organisations**  
2 items found

Search the results... Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Smilga	Smilga	Registered	Latvia	Rīga		907404834	<a href="#">E10078288</a>	LV540000125454	900021215454	
vidusskola	Biedrība "Vidusskola"	Registered	Latvia	Rīga		946283016	<a href="#">E10096657</a>	12345678	900000145623	

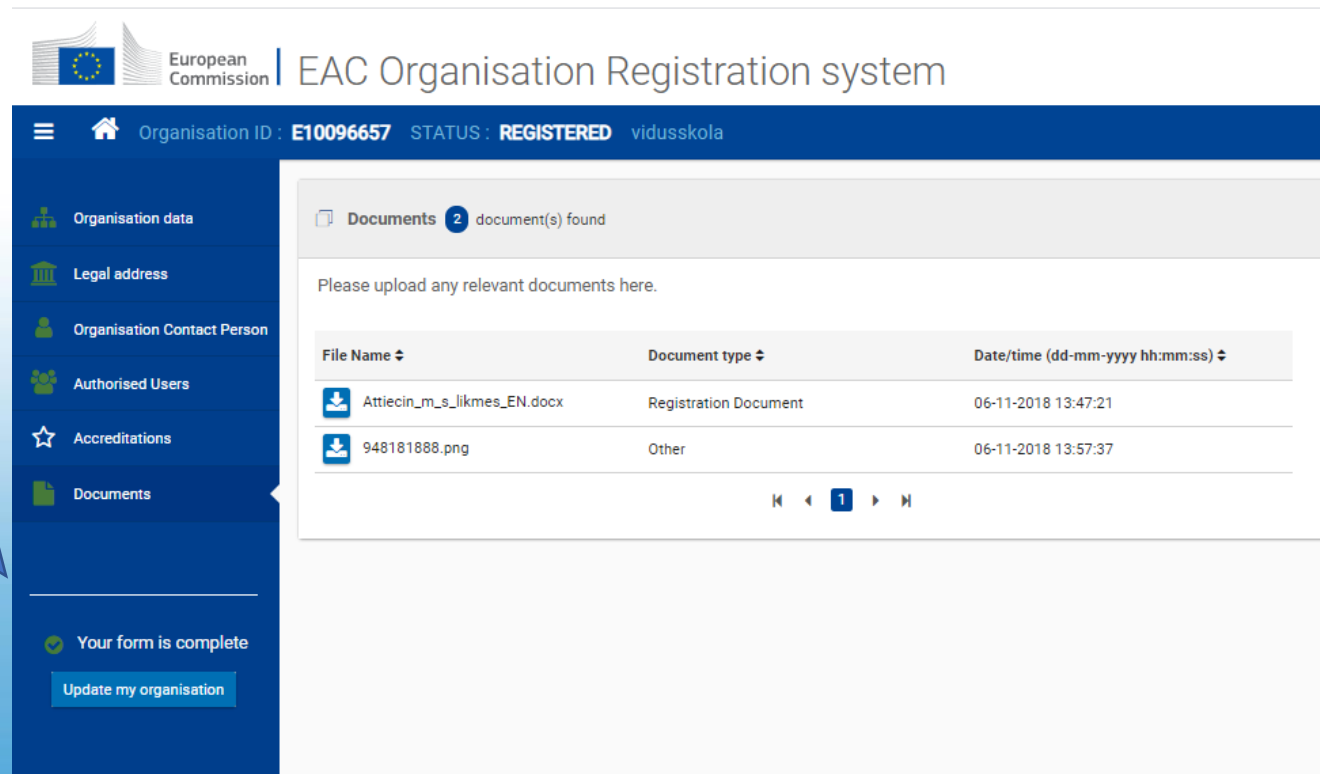
Items per page 5 1 - 2 of 2

# Dokumentu pievienošana

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- **Organizācijas juridiskā statusa veidlapa** (Legal Entity form) - lejuplādējama [šeit](#);
- **Finanšu identifikācijas veidlapa** (Financial Identification form) - lejuplādējama [šeit](#).
- Projektiem virs 60 000 EUR - **finanšu kapacitāti apliecinājoši dokumenti** – pēdējā noslēgtā gada peļņas zaudējumu aprēķins un balance.

Augšuplādēt šeit

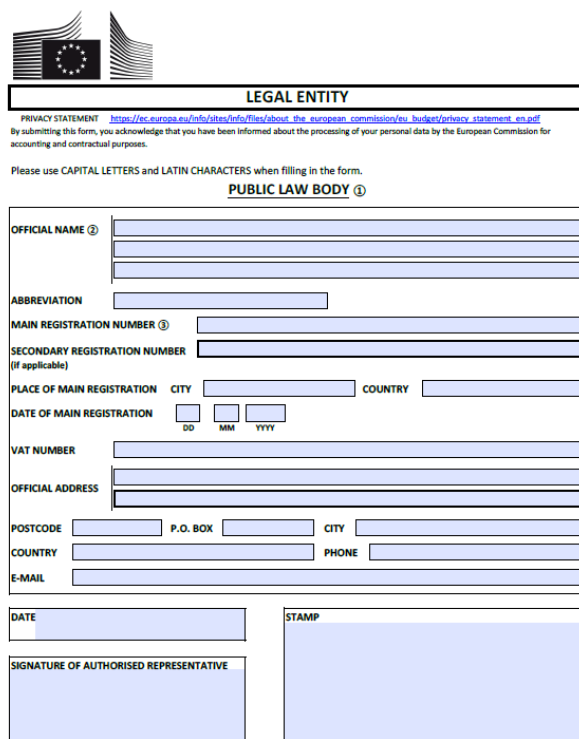


The screenshot displays the 'EAC Organisation Registration system' interface. The header shows the European Commission logo and the text 'EAC Organisation Registration system'. Below the header, the user's 'Organisation ID' is 'E10096657', the 'STATUS' is 'REGISTERED', and the organization name is 'vidusskola'. A sidebar on the left contains navigation options: Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents (highlighted). The main content area shows a 'Documents' section with a notification that 2 document(s) were found. Below this, there is a prompt to upload relevant documents and a table listing existing documents.

File Name	Document type	Date/time (dd-mm-yyyy hh:mm:ss)
Attiecin_m_s_likmes_EN.docx	Registration Document	06-11-2018 13:47:21
948181888.png	Other	06-11-2018 13:57:37

# Dokumentu pievienošana

Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:

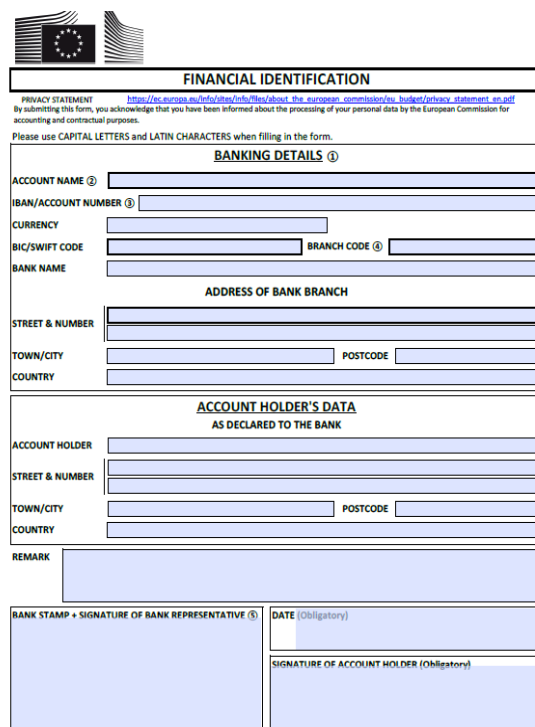


The form is titled 'LEGAL ENTITY' and includes a privacy statement and instructions. It contains several sections for data entry:

- PUBLIC LAW BODY** (indicated by a circled 1):
  - OFFICIAL NAME (3 lines)
  - ABBREVIATION
  - MAIN REGISTRATION NUMBER (3)
  - SECONDARY REGISTRATION NUMBER (if applicable)
  - PLACE OF MAIN REGISTRATION: CITY, COUNTRY
  - DATE OF MAIN REGISTRATION: DD, MM, YYYY
  - VAT NUMBER
  - OFFICIAL ADDRESS (3 lines)
  - POSTCODE, P.O. BOX, CITY
  - COUNTRY, PHONE
  - E-MAIL
- DATE
- SIGNATURE OF AUTHORISED REPRESENTATIVE
- STAMP

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- National denomination and its translation in EN or FR if existing.
- Registration number in the national register of the entity.



The form is titled 'FINANCIAL IDENTIFICATION' and includes a privacy statement and instructions. It contains several sections for data entry:

- BANKING DETAILS** (indicated by a circled 1):
  - ACCOUNT NAME (3)
  - IBAN/ACCOUNT NUMBER (3)
  - CURRENCY
  - BIC/SWIFT CODE, BRANCH CODE (3)
  - BANK NAME
  - ADDRESS OF BANK BRANCH
  - STREET & NUMBER
  - TOWN/CITY, POSTCODE
  - COUNTRY
- ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK**:
  - ACCOUNT HOLDER
  - STREET & NUMBER
  - TOWN/CITY, POSTCODE
  - COUNTRY
  - REMARK
- BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (3)
- DATE (Obligatory)
- SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- Enter the final bank data and not the data of the intermediary bank.
- This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

- ✓ Iesniedzot projekta pieteikumu, Nacionālā aģentūra «validēs» Jūsu organizācijas OID kodu, pamatojoties uz sniegto informāciju veidlapās un reģistrējot organizāciju.
- ✓ Ja mainījušies organizācijas dati – veidlapas jāatjauno!

Biežāk uzdotie jautājumi	Atbilde
<p><b>Organizācija nav atrodama sadaļā «My organisations»</b></p>	<ul style="list-style-type: none"> <li>○ Jāpārlicinās, ka Erasmus+ platformai pieslēdzāties ar to EU login kontu (e-pasta adresi) ar kuru organizācija tika reģistrēta. vai</li> <li>○ Jāpārlicinās, ka esat pievienots kā organizācijas «<i>authorised user</i>».</li> </ul>
<p><b>Organizācija jau ir reģistrēta, bet nezinu kā tai piekļūt (kurš no kolēģiem to ir reģistrējis)</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu.</p>
<p><b>Organizācija ir reģistrēta, bet nav iespējams atjaunot paroli (nav piekļuve e-pastam ar kuru organizācija tika reģistrēta)</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu.</p>
<p><b>Organizācijai reģistrēti vairāki OID kodi</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu. Organizācijas ietvaros jāvienojas, kurš OID kods turpmāk tiks izmantos. Izveidotos OID kodus nav iespējams izdzēst.</p>



PIC kods	OID kods
<p><b>907404834</b> (9 cipari)</p>	<p><b>E10078288</b> (E un 8 cipari)</p>
<p>Tiek izmantots iesniedzot <b>tiešās administrēšanas</b> projektus</p>	<p>Tiek izmantots iesniedzot <b>netiešās administrēšanas</b> projektus</p>
<p>Projektus iesniedz <b>Eiropas Komisijas izpildaģentūrā (EACEA)</b></p>	<p>Projektus iesniedz savas valsts <b>Nacionālajā aģentūrā</b></p>
<p><a href="https://www.eacea.ec.europa.eu/grants/how-get-grant_en">https://www.eacea.ec.europa.eu/grants/how-get-grant_en</a></p>	<p><a href="https://webgate.ec.europa.eu/erasmus-esc/index/">https://webgate.ec.europa.eu/erasmus-esc/index/</a></p>
<p>Organizācijai var būt gan PIC kods, gan OID kods</p>	

# Papildu informācija

**Erasmus+ programmas vadlīnijas - [šeit](#)**

PART C - Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.)

**EU Login konta izveidošanas saite – [šeit](#).**

**Organizācijas reģistrēšana (OID koda iegūšana) - [šeit](#).**



**Ivars Gorda**

Erasmus+ programmas departaments,  
Skolu un pieaugušo mobilitātes nodaļa

Vecākais eksperts

VALSTS IZGLĪTĪBAS ATTĪSTĪBAS AĢENTŪRA

Vaļņu iela 3, 2. stāvs, Rīga, LV-1050, LATVIJA

Tālr.: 67559500, [ivars.gorda@viaa.gov.lv](mailto:ivars.gorda@viaa.gov.lv)

Erasmus+