



Apoio OJD

Como anexar documentos na plataforma ORS

O **OID** de uma organização é uma identificação exclusiva e necessária para participar no Programa Erasmus+

Ex.: **E12345678** (ID com 9 caracteres)

Link para acesso à Plataforma: [Erasmus+ and European Solidarity Corps programmes \(europa.eu\)](https://europa.eu)

Procurar pelo OID
da organização

Home > Search for an Organisation

Register or login

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. 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.

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, hyperlink, PIC **Search**

> Search results

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O email para entrada nesta plataforma é o que está **registado no EU Login**.
Deverá ser um email institucional e não pessoal.



The screenshot shows the EU Login authentication interface. At the top left, it says "EU Login" and "One account, many EU services". At the top right, there is a language selector set to "English (en)". The main heading reads "DG-EAC EESCP requires you to authenticate" followed by "Sign in to continue". The central form asks to "Enter your e-mail address or unique identifier" with a text input field. An orange arrow points to this field. Below the input field are links for "Create an account" and a blue "Next)" button. Below these is an "Or" separator and a "Sign in with your eID" option with a globe icon. At the bottom of the form area, it says "Easy, fast and secure: download the EU Login app" with buttons for "Download on the App Store" and "GET IT ON Google Play". The footer contains navigation links: "About EU Login", "Cookies", "Privacy Statement", "Contact", and "Help". On the right of the footer, it says "Powered by" with the European Union and European Commission logos. At the bottom left of the footer are links for "European Union" and "EU institutions". At the bottom center of the footer, it displays "9.6.3-dn1p | 4 ms".

Acesso a My Organisation

Home > My Organisations

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

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

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

RESOURCES

CONFIGURATION

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.

Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the Forms for EU contracts [page](#).

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](#) for Erasmus+ National Agencies and [here](#) for European Solidarity Corps National Agencies.

Number of Organisations

1 items found

Sort By

Search the results... Search

Associação XYZ

Country : Portugal - City : Lisboa
Organisation ID : E12345678

Waiting For Na Certification

Items per page: 10 1 - 1 of 1

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Clicar em **Documents** para anexar documentos

European Commission

Home

Welcome

Edit My Organisation

Update

Organisation ID : E12345678

Legal name : Associação XYZ

Business name : Legal form : ASSOCIACAO Last modification date : 11/02/2022 16:11:32 (Brussels time)

PIC : Establishment/registration country : Portugal Last modified by :

VAT number :

WAITING FOR NA CERTIFICATION

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users 1
- ✓ Accreditations 0
- ✓ Documents 0

Organisation data

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](#).

PIC : #####

Legal name * : Associação

Business name : Business name

Legal status : International organisation
 a natural person a legal person

sme

Official language * : Portuguese

Establishment/registration country * : Portugal

Organisation Registration Service | version 1.2.8 - 12/05/2022 | Privacy statement

Clicar em **Add document**

The screenshot displays the 'Edit My Organisation' page within the Organisation Registration Service. The interface includes a top navigation bar with the European Commission logo and a 'Home' link. A left sidebar contains a 'Content Menu' with options like 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Users (1)', 'Accreditations (0)', and 'Documents (0)'. The main content area is titled 'Documents' and shows '0 document(s) found [0 B]'. A prominent orange arrow points to the '+ Add document' button in the top right corner of the document list area. The footer of the page contains the text 'Organisation Registration Service | version 1.2.8 - 12/05/2022 | Privacy statement'.

Clicar em **Escolher ficheiro** para anexar os ficheiros pretendidos

The screenshot displays the 'Edit My Organisation' page. On the left is a dark blue sidebar with navigation options: HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and TOOLS. The main content area is titled 'Edit My Organisation' and includes a 'Content Menu' with items like 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Users', 'Accreditations', and 'Documents'. The 'Documents' section shows '0 document(s) found [0 B]' and an '+ Add document' button. An 'Add document' modal is open in the foreground, containing a file selection input field with the text 'Escolher Ficheiro' and 'Não foi escolhido nenhum ficheiro'. An orange arrow points to the 'Escolher Ficheiro' text. Below the input field is a 'Document Type' dropdown menu. At the bottom of the modal are 'Cancel' and 'Upload' buttons.

De seguida fazer **Update** para gravar.
Se pretender adicionar mais documentos deverá fazer novamente **Add document** e **Upload**.

The screenshot displays the 'Edit My Organisation' interface. On the left, a sidebar lists navigation options: HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and TOOLS. The main content area is titled 'Edit My Organisation' and includes a warning: 'Your form is complete, don't forget to save your changes.' Below this is a 'Content Menu' with items like 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Users (1)', 'Accreditations (0)', and 'Documents (1)'. The 'Documents' section shows a list of documents with a table of details. An orange arrow points to the 'Update' button in the top right corner.

Documents 1 document(s) found [422.65 kB] [+ Add document](#)

Please upload any relevant documents here.

Registration Document 1 document(s) found [+ Add document](#)

Document	File Name	User	Date/time (Brussels time)	Status	Actions
You have 1 version of this document.	E+_Call2022_EN.pdf [422.65 kB]		08/02/2023 18:55:19	● last	

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Se aparecer **Success**, a operação foi bem-sucedida.

The screenshot displays the 'Edit My Organisation' page. On the left is a navigation menu with categories like HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and TOOLS. The main content area is titled 'Organisation data' and includes a 'Content Menu' with items like Organisation data, Legal address, Organisation Contact Person, Users (1), Accreditations (0), and Documents (1). A 'Documents' section shows 1 document found [422.65 kB]. A modal window with a green checkmark and the text 'Success' is overlaid, stating 'You have successfully updated organisation with ID: E12345678'. Below the modal is a table with columns for document details, date/time, status, and actions.

Date/time (Brussels time)	Status	Actions
08/02/2023 18:55:19	● last	

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