

2019.05.28

AccAd、LSIGNの登録

1. AccAd/LSIGN候補者の個人登録
2. AccAd/LSIGN候補者の所属法人の設定
3. LEARによるAccAd/LSIGNの登録



AccAd/LSIGN候補者の個人登録

AccAd/LSIGNの候補者の個人登録

1. AccAd/LSIGNの候補が個人IDを作成する

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN

Register Login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

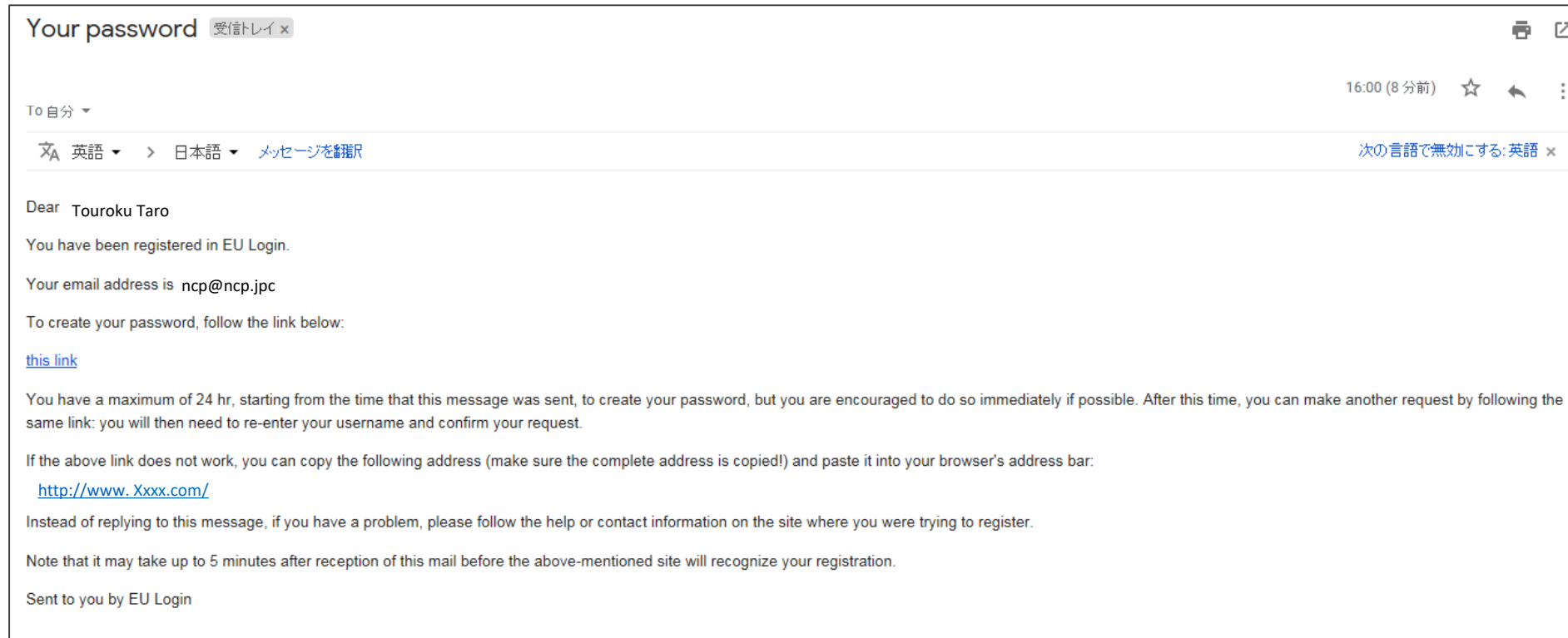
E-mail language
English (en) ▼

Enter the code

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

Create an account

2. AccAd候補者がECから個人IDのPW設定依頼を受け取る



The screenshot shows an email interface with the following content:

Your password 受信トレイ x

To 自分 ▾ 16:00 (8 分前) ☆ ↶ ⋮

🗑️ 英語 ▾ > 日本語 ▾ [メッセージを翻訳](#) 次の言語で無効にする: 英語 x

Dear Touroku Taro

You have been registered in EU Login.

Your email address is `ncp@ncp.jp`

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<http://www.Xxxx.com/>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

24時間以内にリンクへアクセスしパスワードを設定してください

3. 個人IDの登録情報の確認です。別のタブを開いてください。

3. 個人IDの登録情報の確認です。別のタブを開いてください。

The screenshot displays the EU Login interface. At the top left, it says "EU Login" and "One account, many EU services". On the top right, there is a yellow button labeled "Where is ECAS?", a moon icon, and a language dropdown menu set to "English (en)". Below this, the user's name "Touroku Taro" is displayed next to a gear icon for settings.

The main heading in the center is "Successful login". Below this, a blue notification box contains the text: "You are now logged in to EU Login. To log out, close all your web browser windows."

The section "My account details" lists the following information:

Username	yyyyyyyyy
Domain	
Unique identifier at the Commission (uid)	yyyyyyyyy
Most recent login	
Previous login	
Account created	
Name	Touroku Taro
Email preferred language	en
E-mail	ncp@ncp-jp

4. もう一度Funding and Tender Portalを開きログインボタンを押します



The screenshot shows the 'Funding & tender opportunities' portal. At the top, there is a header with the European Commission logo, the title 'Funding & tender opportunities', and the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. On the right, there are language options ('English EN') and two buttons: 'Register' and 'Login', with the 'Login' button highlighted by a red box. Below the header is a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A main banner contains a descriptive text about the portal. Below this is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' which lists various programmes in a grid format.


Calls for proposals by EU Programme						
3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	European Defence Industrial Development Programme (EDIDP)	EU Aid Volunteers Programme (EUAID)	Erasmus+ Programme (EPLUS)
Europe For Citizens (EFC)	European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	HERCULE III (HERC)	Horizon 2020 Framework Programme (H2020)	Internal Security Fund Borders and Visa (ISFB)	Internal Security Fund Police (ISFP)

5.次へ進むためのProceedボタンをクリックしてください

EU Login

One account, many EU services

Where is ECAS?  English (en) 

Touroku Taro 

Successful login

Click **Proceed** below to continue to **ec.europa.eu1**

Proceed

My account details

Username	yyyyyyyyy
Domain	
Unique identifier at the Commission (uid)	yyyyyyyyy
Most recent login	
Previous login	
Account created	
Name	Touroku Taro
Email preferred language	en
E-mail	ncp@ncp-jp

6. My Areaが表示されるようになりました。個人アカウントの作成完了です

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome | Touroku Taro

Manage my area | My Formal Notification(s)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

Calls for proposals by EU Programme

3rd Health Programme (3HP)	Asylum, Migration and Integration	Consumer Programme (CP)	Creative Europe (CREA)	European Defence Industrial	EU Aid Volunteers Programme (EUAID)	Erasmus+ Programme
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AccAd/LSIGN候補者の所属法人設定

AccAd/LSIGN候補者の所属法人の設定


1. How To Participate >> Participant Registerを選択

The screenshot shows the 'Funding & tender opportunities' page on the SEDIA website. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'HOW TO PARTICIPATE' menu is open, showing options: 'Key steps', 'Reference documents', 'Participant register' (highlighted with an orange box), and 'Partner search'. Below the navigation bar, there is a search bar for 'Find calls for proposals and tenders' and a section titled 'Calls for proposals by EU Programme' with a list of programs including 3rd Health Programme (3HP), Asylum, Migration and Integration Fund (AMIF), Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial Development, EU Aid Volunteers Programme (EUAID), and Erasmus+ Programme (EPLUS).

2. Register your Organizationを選択


Funding & tender opportunities


Single Electronic Data Interchange Area (SEDIA)

Welcome | Touroku Taro ( EN)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme

Participant Register

 Online manual
"Register in the Participant Register"

 IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

3. 利用規約を承諾してください。

Terms and Conditions !

Funding & Tenders Portal Terms and Conditions (Last update – 21.09.2018)

1. SUBJECT MATTER AND SCOPE

1.1. The EU Funding & Tenders Portal ('Portal') is an electronic portal and exchange system managed by the European Commission and used by itself and several other EU services (together 'EU') for the management of their funding programmes and procurements.

1.2. It is open to:

- users applying for or managing **EU grants, procurement and prizes**
- **external experts** hired in the context of EU funding programmes

and allows them to:

- register (in the [Participant Register](#) or [Expert Data Base](#)) and view and edit their data;
- create, revise and submit proposals for funding and tenders;
- prepare and sign grants and contracts;
- manage their projects and contracts (e.g. submit deliverables, reports and payment requests);
- for experts: perform their tasks inside the system (evaluation, monitoring, etc).

1.3. These Terms and Conditions govern the relation between:

- the European Commission (as owner of the Portal)

4. 法人設定が始まります。

Commission Funding & Tenders Portal - Participant registration

European Commission > Research & Innovation > Funding & Tenders Portal > Participant Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Participant's Register


The Registration Wizard will guide you through the process of registration.

- ✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.
- ✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Participant's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Next >

© European Commission

5. 所属法人名 (VATなし) で検索してみましょう



Research & innovation

Participant portal - Participant registration

European Commission > Research & Innovation > Participant Portal > Participant Register

Welcome **Identification** Organisation Contact Summary Success

Identification


Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Legal name *	<input type="text" value="EU Japan Centre"/>
Establishment/Registration country *	<input type="text" value="Japan (JP)"/>
Registration number	<input type="text" value="Registration number"/>
VAT number *	<input type="text" value="VAT number"/>
Website	<input checked="" type="checkbox"/> VAT number not applicable <input type="text" value="The format should be www.homepage.domain - for example, www.mycompany.com."/>

Saved at: 10:25:29 23/08/2018

AccAd/LSIGN候補者の所属法人の設定

6. リストから所属法人を選択します



Research & innovation


Participant portal - Participant registration


European Commission > Research & Innovation > Participant Portal > Participant Register

Welcome **Identification** Organisation Contact Summary Success

The following organisations are already existing in the Participant Register


If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.


 EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION

 Belgium - 932668387


Address	VAT number	National registration number	Status	PIC
Marie de Bourgogne 52, 1000, Bruxelles	BE0850850148	0850850148	Declared	932668387

Use this PIC

 INSTITUTE FOR INTERNATIONAL STUDIES AND TRAINING

 Japan - 954733656

None of the organisations above corresponds to EU-Japan Centre for Industrial Cooperation and I want to proceed with the registration of EU-Japan Centre for Industrial Cooperation.

 Save Saved at: 17:05:54 19/12/2018 < Prev Next >

7. My Organizationに法人名が追加されるのを確認します。これで法人設定の完了です。

The screenshot shows the 'Participant portal - Participant registration' page. At the top, there is a navigation bar with the European Commission logo and the text 'Research & innovation'. Below this is a breadcrumb trail: 'European Commission > Research & Innovation > Participant Portal > Participant Register'. A progress indicator shows six steps: 'Welcome', 'Identification' (highlighted in blue), 'Organisation', 'Contact', 'Summary', and 'Success'. The main content area is titled 'Use this PIC' and features a green box with the following information: 'EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION', 'PIC: 932668387', 'VAT number: BE0850850148', 'Registration number: 0850850148', 'Address: Marie de Bourgogne 52, 1000, Bruxelles', and 'Country: Belgium'. Below the green box, there is a paragraph of text: 'You recognised the organisation above as the one you are registering. If you would like to verify if it is the correct PIC for you to use, you can send a message to the Contact person/ LEAR of the organisation.' A blue button labeled 'Contact Organisation' with a right-pointing arrow is positioned below the text. At the bottom of the page, there is a blue bar with a white button labeled '< Prev'.

Research & innovation

Participant portal - Participant registration

European Commission > Research & Innovation > Participant Portal > Participant Register

Welcome Identification Organisation Contact Summary Success

Use this PIC

EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION
PIC: 932668387
VAT number: BE0850850148
Registration number: 0850850148
Address: Marie de Bourgogne 52, 1000, Bruxelles
Country: Belgium

You recognised the organisation above as the one you are registering. If you would like to verify if it is the correct PIC for you to use, you can send a message to the Contact person/ LEAR of the organisation.

Contact Organisation

To go back to the list of previously registered organisations, click the "PREV" button.

LEARに連絡したい場合は<Contact Organization>を
押して、メッセージを英語で送って下さい。

< Prev

LEARによるAccAd/LSIGNの登録

LEARによるAccAd/LSIGNの登録

1. LEARがログインする

The screenshot displays the LEAR website interface. At the top, the European Commission logo and the text "Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)" are visible. The language is set to English (EN). In the top right corner, there are "Register" and "Login" buttons. A search bar is located in the top left. A central modal window is overlaid on the page, titled "research requires you to authenticate" and "Sign in to continue". The modal contains a "Welcome back" message for the user "ncp@eu.jp (External)". Below this, there is a "Password" field, a "Lost your password?" link, and a "Choose your verification method" dropdown menu currently set to "Password". A "Sign in" button is at the bottom of the modal. The background website content includes a search bar, a notification about service unavailability on 04.03, and various program listings such as "3rd Health Programme (3HP)", "Asylum, Migration and Integration Fund", "EU Aid Volunteers programme (EUAID)", "Erasmus+ Programme (EPLUS)", and "Europe For Citizens (EFC)".

LEARによるAccAd/LSIGNの登録

2. My Organizationで、法人名の横にあるAction からView Rolesをクリックする

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Kanri Hanako

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

GRANTS | My Formal Notification(s)[1] | My Expert Area

Results: 25

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
150123_AD_PP_Registration001	933344380		VALIDATED	Actions
ALBERT-LUDWIGS-UNIVERSITAET FREIBURG	999841760	DE142116817	VALIDATED	Actions
COMPANY test2	922571269	123456634	DECL	Actions
Enterprise	949894132	GB581060068	SLEE	Actions
EX. Filling Organization Profile	922632185		VALI	Actions
HOFOR	949989483	DK10073022	VALI	Actions

View Organisation
Modify Organisation
View Proposals
View Roles
View Projects
View Partner Search Profile

LEARによるAccAd/LSIGNの登録

3. 新しいAccAdを追加する、異動したAccAdを削除する

1,2の編集、削除オプションで退職済の役割を削除。新規登録は3のAdd Rolesを選択します



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Kanri Hanako

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Formal Notification(s)[1] | My Expert Area

Roles for the organisation: ALBERT-LU

Results: 3

ROLE ^	NAME ⇅	EMAIL ⇅	USERNAME ⇅	ACTIONS ⇅
Account Administrator	Kanri Yuki	ncp1@europe.com	cruz	
Financial Signatory	Kaikei Ichiro	ncp2@europe.com	nsc	 
LEAR	Kanri Hanako	ncp3@europe.com	dasi	

Organization: Organization Name (法人名) | PIC: 999841761

Go back | **Add roles** 3

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LEARによるAccAd/LSIGNの追加作業

4. 新しいAccAd/LSIGNを追加する

ロールをAccount Administrator (AccAd)に設定し、氏名、メールアドレスを登録します

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Kanri Hanako

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)[1]

My Expert Area

Roles for the organisation:
TOTALFORSVARETS FORSKNING SINSTITUT

Please enter the contact name and details

Role * オプションからAccount Administrator/Legal Signatoryを選択

First Name * 新しいAccAd/LSIGNの個人アカウントに使った氏名を記入します

Last Name * 新しいAccAd・LSIGNの個人アカウントに使った氏名を記入します

Email * 新しいAccAd・LSIGNの個人アカウントに使ったEmailを記入します

* required field

Ok Cancel

Organisation:
Organization Name (法人名)
PIC: 999627875
SE - 164 90 STOCKHOLM
Gullfossgatan 6

Feedback

5. AccAdへ確認メッセージを受領します(LEARも同様のメッセージを受け取ります)

INFO: Allocation of role of Account Admin for organisation < 999999999- Nichiou University > 受信トレイ x

European Commission
To LEAR, AccAd ▾

🗑️ 英語 ▾ > 日本語 ▾ [メッセージを翻訳](#)

Europa / Funding & Tenders Portal notification

Dear Funding & Tenders Portal User,

The following person Toroku Taro (ncp@ncp.jp)
has been granted the role of Account Admin for the organisation NCP University

Regards,
The Funding & Tenders Portal Service

Please do not reply to this message
This notification was generated by the Funding & Tenders Portal of the European Commission.

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the [Funding & Tenders Portal](#) > [My Notifications](#) > [Preferences](#)

👤 返信 👤 全員に返信 ➡️ 転送

LEARと同じページにアクセス出来ることを確認しましょう
FSIGNの登録はAccAdのアカウントからも可能となります。

作業: AccAd/LSIGNを追加する



ご清聴ありがとうございました

