

2019.05.28

新しいLEARの登録(LEARの変更)

1. 新しいLEARの個人登録
2. 新しいLEARの法人設定
3. 新しいLEARの登録申請
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新しいLEARの個人登録

新しいLEARの個人登録

1. LEAR候補者の個人IDを作成する

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

English EN

Register Login

SEARCH FUNDING & T

select programme

Legal Entity and Bank will be unavailable TC Grant Management S
We apologize for any

Funding & tender in funding progr

Find calls for propo

Search calls for proposals and

3rd Health Programme (3HP)

EU Aid Volunteers Programme (EUAID) | Erasmus+ Programme (EPLUS) | Europe For Citizens (EFC)

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

The screenshot shows a Gmail email interface. At the top, the Gmail logo and a search bar are visible. The email header includes a back arrow, a profile icon, and a timestamp of 16:24 (0 分前). The email body contains the following text:

Dear Satoru SEKIGUCHI,
You have been registered in EU Login.
Your email address is ML@MAIL.COM
To create your password, follow the link below:

[this link](#) ←クリックする 24時間以内に設定してください

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.xxx.jp> ←上記リンクからアクセス出来ない場合はこちらコピー

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

At the bottom of the email, there are two buttons: "返信" (Reply) and "転送" (Forward).

新しいLEARの個人登録

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" with the tagline "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 is a blue notification box with an exclamation mark icon, containing the text: "You are now logged in to EU Login. To log out, close all your web browser windows."

The section "My account details" follows, listing several fields:

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

新しいLEARの個人登録

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 homepage of the 'Funding & tender opportunities' portal. At the top left is the European Commission logo. The main title is 'Funding & tender opportunities' with the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. On the top right, there are language options ('English EN') and two buttons: 'Register' and 'Login'. The 'Login' button is highlighted with a red box. Below the header is a navigation bar with a home icon and several menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. There is also a 'select programme' dropdown menu. A large blue banner contains the text: '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.' Below this is a section titled 'Find calls for proposals and tenders' with a search bar containing the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' which lists various EU 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.eu**

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

新LEARの候補者による個人登録

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

The screenshot displays the website interface for 'Funding & tender opportunities' under the 'Single Electronic Data Interchange Area (SEDIA)'. The top navigation bar includes the European Commission logo, the title 'Funding & tender opportunities', the user name 'Welcome Touroku Taro', and a language selector 'EN'. A secondary navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A 'select programme' dropdown and a notification bell are also present.

A blue sidebar on the left, outlined in orange, contains the following items:

- Manage my area
- My Formal Notification(s)

The main content area features a light blue banner with the text: '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.' Below this is a search section titled 'Find calls for proposals and tenders' with a search input field and a 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' with a dropdown arrow, listing various programmes: 3rd Health Programme (3HP), Asylum, Migration and Integration, Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial, EU Aid Volunteers Programme (EUAID), and Erasmus+ Programme.

新LEARの法人設定

新しいLEARの法人設定

1. How To Participate >> Participant Registerを選択

The screenshot shows the 'Funding & tender opportunities' page on the SEDIA website. The user is logged in as 'Touroku Taro'. The navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'HOW TO PARTICIPATE' dropdown menu is open, with 'Participant register' highlighted by an orange box. Other options in the menu are 'Key steps', 'Reference documents', and 'Partner search'. Below the navigation bar, there is a search bar for 'calls for proposals and tenders' and a section for '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**

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

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.

Search a PIC

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.

Register your organisation

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)

新しいLEARの法人設定

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

新しいLEARの法人設定

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

新しいLEARの法人設定

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 >

新しいLEARの法人設定

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 are logos for the European Commission and 'Research & innovation'. Below this is a navigation bar with the following 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.' Below this text is a blue button labeled 'Contact Organisation' with an external link icon. 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.

< Prev

新しいLEARの登録申請

新しいLEARの登録申請

1. 前任のLEARがログインする

The image shows a screenshot of the NCP Japan F&T Portal. The page header includes the European Commission logo and the text "Funding & tender opportunities". In the top right corner, there are "English EN" and "Register Login" buttons. A 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, a "(External)" label, and a link to "Sign in with a different e-mail address?". Below this is a "Password" field with a yellow border. Underneath the password field is a link for "Lost your password?". The next section is "Choose your verification method" with a dropdown menu currently set to "Password". Below the dropdown is a computer monitor icon with four dots on the screen. At the bottom of the modal is a blue "Sign in" button. The background page shows a navigation bar with "SEARCH FUNDING & TENDERS" and a "select programme" menu. There are also several informational banners, including one about "Legal Entity and Bank Account validation" and another about "Contracts and Payments functionalities".

新しいLEARの登録申請

2. My Organizationへアクセスする

ActionリストからModify Organizationを選択する

The screenshot shows the 'My Organisation(s)' page in the NCP Japan portal. The page header includes navigation links like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification banner at the top states: 'There will be issues with accessing and uploading of documents in the Portal Grants and Audits Management and in the Participant Register Services on Wednesday, 09.01.2019, between 20:00 and 23:00 CET. The Legal Entity, Bank Account, Contracts and Payments functionalities in the Experts Area of the F&T Portal, will be unavailable, on Wednesday, 09.01.2019, between 20:00 and 23:00 CET.' Below the notification, there are buttons for 'Online manual "Register in the Participant Register"' and 'IT HOW TO "Participant Register"'. A 'More info' link is also present. The main content area shows a table with one entry: 'EU Japan Centre' with PIC '999999999' and status 'Validated'. The 'Actions' dropdown menu is open, showing options: 'View Organisation', 'Modify Organisation', 'View Proposals', 'View Roles', 'View Projects', and 'View Partner Search Profile'. The 'Modify Organisation' option is highlighted with a red box, and its corresponding Japanese description '法人情報の編集(入力・申請等)' is also highlighted.

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
EU Japan Centre	999999999		Validated	<ul style="list-style-type: none">View OrganisationModify OrganisationView ProposalsView RolesView ProjectsView Partner Search Profile

法人情報の閲覧
法人情報の編集(入力・申請等)
プロポーザルの表示
AccAd, LSIGNの追加・削除
プロジェクトの表示
パートナープロフィール設定

3. Replace/Change LEARを押す

Activity log

Organisation

- Organisation data
- Legal Address
- Contact information

LEAR **DR**

Bank Accounts

Programme specific information

SME

Financial capacity

Messages

Documents

Submit changes

Postal code * 1234

City * Limasol

Region/country

Use the existing organisation's phone numbers?

Main phone *

Fax

Secondary phone

LEAR

In parallel to its validation in the Beneficiary Register, when requested your organisation must appoint a [Legal Entity Appointed Representative \(LEAR\)](#). Until you have been requested to appoint a LEAR, it will not be possible for you to enter this data. Once requested, by clicking the button 'Appoint/Replace LEAR' you can provide the LEAR data and create the three original documents to be printed, signed and sent to the Commission. This will speed up LEAR data entry and reduce the chance of error. Alternatively, if you encounter any problems, you can download the form templates from the Participant Portal and complete them offline.

No LEAR data was requested

ボタンがない場合は、ページの最下部にある Messageまでスクロールし、欧州委員会へ連絡する

↓ Contact Infoの下まで
LEAR Data Required

In parallel to its validation in the Beneficiary Register, your organisation must nominate a [Legal Entity Appointed Representative \(LEAR\)](#). For this, three originally signed paper documents must be sent to the Commission. By clicking the button 'Add LEAR' you can provide the LEAR data and create the documents to be printed and signed. This will speed up your LEAR data entry and reduce the chance of error. Alternatively, if you encounter any problems, you can download the form templates from the Participant Portal and complete them offline.

Add LEAR

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

You don't have any messages

New message

LEARのセクションにData Requiredと表示されていない場合はここからValidation Serviceにボタンの表示を依頼する

実際にこのページにアクセスしてみましょう

4. LEARのデータを入力する

LEARのデータを登録し、NEXTをクリック。一旦データを止める場合はSave as Draftをクリックする

LEAR data

In order to reduce the chance of error and speed the validation process, the LEAR appointment documents will be created using the data input. The activation of the LEAR account requires a PIN code that will be sent to the LEAR upon completion of the validation process. If you provide the LEAR's mobile phone number this PIN code will be sent by SMS, avoiding delays and other problems of postal delivery. It is therefore recommended to provide a mobile phone number, which will be used exclusively for this purpose.

Do you want to copy the details of Jorge.?
 Yes No

Title
Mr.

Position in the organisation
Tester

Department in the organisation
Department

Gender
Male

Use the existing organisation's address?
 Yes No

Country *
Belgium (BE)

Region/country
Extra-Regio NUTS 2

Street name and number *
street

P.O. Box
P.O. Box

Postal code
1234

City *
brussel

Use the existing Organisation's phone numbers?
 Yes No

Main phone *
+3232323232

Fax
Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

Secondary phone
Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

Mobile phone
Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB

< Back x Close Save as draft Next >

申請完了後、アクセスコードを携帯電話で受け取れない場合はここで登録する携帯番号から欧州委員会へ電話をかける必要があります。
アクセスコードを急がない場合は入力せず、郵送でのコードをお待ち下さい

新しいLEARの登録申請

5. LEARへ承諾依頼が送付される

新しいLEARに通知メールが送付された旨のメールが届きます。LEARが承諾するまでは次の作業ができません。(個人アカウントの右上のNotificationもしくはMy OrganizationのMessageから確認)

Subject : ECAS Invitation next steps

From EC Validation Services

To TEST RELEASE 5.8.4 TEST001

Date 24-06-2016 15:00:43

Attachments

Dear Participant,

Following your request, the European Commission Authentication Service, ECAS, has sent an invitation to create a personal account to Test Testing at the following email address: c4718058@trbvn.com.

As soon as Test Testing creates his/her ECAS account, you will be notified in order to resume the identification of the Legal Entity Appointed Representative (LEAR) of your organisation.

Please keep in mind that the LEAR validation is a process run on original paper documents and that the Beneficiary Register is helping you to automatically generate those.

Once they are originally signed by the relevant actors, the legal representative and the LEAR, they should be mailed to us so that the actual verification can take place.

Reply Close

select programme

7:30 and 08:10 (CET). We apologise for any inconvenience.

Online manual "Submit a proposal"

IT HOW TO "Submit a proposal"

More info

ad excel list

Search..

ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE	ACTIONS
COOP-JEC	Draft	161	28-08-2019 00:00:00	Actions

1 10

Edit Draft

6. LEARが登録の旨を承諾する

新規登録されるLEARへ役割を依頼するInvitationメールが送付されますので、Accept Invitationを押してもらおう

The screenshot shows an email interface with the following elements:

- Subject:** ECAS – Your access to PDMURF
- Sender:** European Commission Authentication Service <ecas-admin@ec.europa.eu>
- Time:** 09:53 (0 minuti fa)
- Language:** inglese (with options for italiano and a "Traduci messaggio" link)
- Body:**
 - Greeting: Dear Pino LOCATELLI,
 - Message: Giuseppe AMORUSO has invited you to register to ECAS, the European Commission Authentication Service, in order to access "PDMURF".
 - Action: To accept the invitation, follow the link below: <accept invitation>
 - Note: Whenever you login, please choose the domain "External", not "European Commission".
 - Disclaimer: If this email reached you in error, you can disregard it or decline the invitation: <decline invitation>
 - Signature: Sent to you by ECAS - European Commission Authentication Service
- Footer:** 0 GB (0%) di 15 GB utilizzati, Gestisci, Termini - Privacy

7. LEARの承諾が前任のLEARとAccAdに通知される

The screenshot shows a Gmail interface with an email notification. The subject line is "INFO: Allocation of role of LEAR for organisation <". The sender is "To Fu, 自分". The email content is a notification from the Funding & Tenders Portal. The main heading is "Europa / Funding & Tenders Portal notification". The body text reads: "Dear Funding & Tenders Portal User, The following person Sekiguchi Satoru (ncp@eu.jp) has been granted the role of LEAR for the organisation Nichio Sangyo Kyoryoku Centre. 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." At the bottom, there is a link: "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". The Gmail interface includes a search bar, navigation icons, and action buttons like "返信", "全員に返信", and "転送".

8. LEARの申請を継続します

LEARが承諾したため次のステップへ進む「Continue」ボタンが表示されます。
ボタンを押して資料の添付ページへ進んでください

LEAR

In parallel to its validation in the Beneficiary Register, your organisation must nominate a [Legal Entity Appointed Representative \(LEAR\)](#). For this, three originally signed paper documents must be sent to the Commission. By clicking the button 'Replace LEAR' you can provide the LEAR data and create the documents to be printed and signed. This will speed up your LEAR data entry and reduce the chance of error. Alternatively, if you encounter any problems, you can download the form templates from the Participant Portal and complete them offline.

The EU Login invitation sent to Test Testing at the following email address: c4718058@trbvn.com is processed and you are able to continue with the LEAR provisioning

Continue

9. Legal Representative (任命者)の登録

Legal Representative data

The LEAR must be appointed by the legal representative of the organisation (this could be, for example, the CEO of the company, the [vice]rector of the university..., always in accordance with the statutes of your organisation). Below you can enter his/her name and role and in the documents section (next step) you will be asked to also upload the documents demonstrating the legal empowerment of this person.

Legal Representative same as the LEAR

Yes No

Title

Mr.

First name *

Representative

Last name *

Legal

Position *

CEO

Once you click on the 'Next' button you will move to the LEAR documents screen, where you will be able to generate and print the LEAR documents. These should be printed on your headed notepaper, then signed, scanned and uploaded, along with the rest of supporting documents (copies of IDs for the LEAR and the legal representative appointing him/her, and the documents substantiating the empowerment of the latter). Alternatively, you may save the data in draft form ('Save as draft' button) and return to it at any time, noting that the LEAR appointment request will not be submitted for validation until all necessary documents have been uploaded in the next screen (while the original signed documents must be kept at your premises in case of future audits or controls)

< Back

✕ Close







📄 Save as draft

Next >

10. 自動生成されたレターにアクセスする

Document Generatedのセクションに各種入力データが反映されたレターが表示される

LEAR: provide documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		① LEAR Appointment Letterと ② Roles of LEAR Official LEAR appointment to be signed by Legal Representative		
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR		
LEAR declaration of consent		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the proposed LEAR		
Legal Representative authorisation	-	Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function		

法人のレターヘッド付用紙に印刷し、Upload Documentsから添付します。

LEAR AppointmentとRoles of LEARは同じPDFでダウンロードしますがアップロード時は別ファイルで送付

11. 出来上がった任命書類を確認し、身分証明・補足資料を準備する



任命書類一式(LEARアカウント上で作成し署名)

- LEARの任命書(LEAR Appointment Letter)
- LEARの役割に関する同意書(Roles and Duties of LEAR)
- システムの利用に関する同意書(Declaration of Consent to Participant Portal Terms and Conditions)



LEARと任命者の身分証明書

- 任命者はCEO、総長、機構長等法人の代表であること
 - LEARの前例: 副学長(学部長兼任)、国際課課長、理事など
 - 原則はパスポートの写し
- ※パスポート情報は申請後のアクセスや復元はできません。



補足資料

- 任命者とLEARの職務的立場を示す書類
- 例: 組織図、組織内の任命書等

12. 署名済の資料とあらかじめ準備した補足資料を添付する

書類のタイプを選択してアップロードしてください。

LEAR: upload documents

Select a file * Browse...

Document type *
Legal Representative authorisation

Close Upload

- ✓ LEAR Appointment
- ✓ LEAR Roles and Duties
- ✓ LEAR Declaration of Consent
- ✓ Proof of Identity
- ✓ Legal Representative Authorization

13. アップロードされた書類を送付する

アップロードされた資料が添付されますので問題なければそのままSend LEAR for Validationをクリック

LEAR: provide documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.	appointmentLetter.pdf -- 05/01/2018 13:29:08	1
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR	DocumentID_LEAR.pdf -- 24/11/2017 16:30:39	
Declaration of consent to the terms of use of the PP EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.	declarationOfConsent.pdf -- 05/01/2018 13:29:35	
Legal Representative authorisation	-	Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function		

書類は提出済の場合、赤⇒黄色へ変更され、閲覧が可能です。

Identity documents: In order to validate the LEAR, copies of ID documents of the LEAR and Legal Representative are required. These will be stored in accordance with REGULATION (EC) No 45/2001, and will be accessible only by the actors directly involved in validating the LEAR (or auditing our validation procedures) and only while the validation takes place. For this reason, once uploaded, you will not be able to access the identity documents. If you believe you uploaded a wrong document, or in case of doubt, simply re-upload the right one.

LEAR changes:

Field name	Previous value	New value
Professional e-mail	urf.testster@gmail.com	jcruz183@alumno.uned.es
First name	URF	Tester
Last name	Tester	TESTING

LEARデータを変更した場合の履歴です 2

Legal Representative changes:

Field name	Previous value	New value
First name	URF	Tester
Last name	Tester	TESTING

The changes listed above will change the document(s) generated so the system will generate a new version of document(s) to be signed and uploaded.

The document type(s) uploaded will automatically be removed as [it is | they are] no longer valid.

Please make sure that any identity documents uploaded are in the correct names and reconfirm this if necessary.

If you have changed any of the LEAR or legal representative personal data please make sure to download, sign and re-upload the updated versions of the "LEAR Appointment Letter" and/or "Declaration of Consent to the Terms and Conditions of the Participant Portal". Please also ensure correctness of any uploaded identity documents.

Discard LEAR draft Edit LEAR data Save and close **Send LEAR for validation** 3

このボタンクリックされないと上記の書類は審査側へ送付されませんが、但し、LEAR, LRの本人確認書類は一度提出するとアクセス出来ません。

14. 審査を待つ

このまま審査をお待ちください。間もなく前任のLEARはアクセス不可となります。
AccAdのアカウントからアクセスし、必要に応じてLSIGN等の追加を行ってください。

Activity log

Organisation
Organisation data
Legal Address
Contact information

LEAR

Bank Accounts

Programme specific information

SME

Financial capacity

Messages

Documents

New update request

LEAR

First name	Last name	Email	Action	Status
Tester	Testing	183@alumno.es	View	Data Provided

Programme specific information

Please provide additional information about the legal status of your organisation. It is used to determine eligibility and funding rates of your proposals.
Organisations applying only for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes do NOT have to fill in this section.

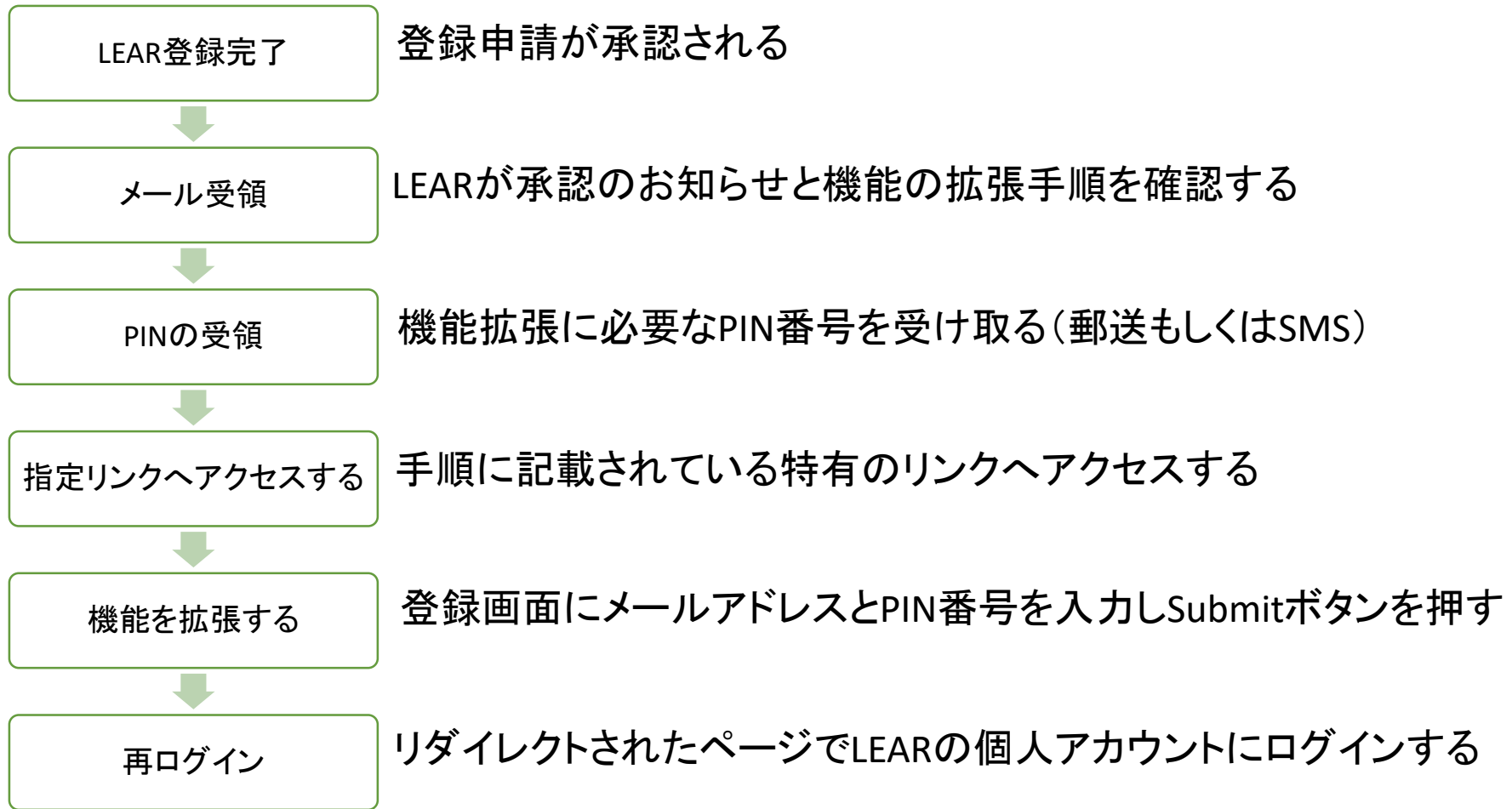
Legal Status

新LEARのアカウントアクセス

新LEARのアカウントアクセス

機能拡張(前任は既にアクセス権を失っています)

必要なもの: 新任のLEARの登録ID(メール)、EC発効の案内状



2. 新任のLEARがアカウントをアクティベートする

郵送/SMSでアクセスコードを受け取ったら以下の方法でアクティベーション設定を行ってください

1. SMS/郵送レターに記載されたリンクへ移動
2. EU Login ページがExternalと表示されている事を確認
3. ユーザー名 (LEAR登録時に設定されたメール) とアクセスコード (PIN) を入力しSUBMITを押しブラウザを閉じる

The screenshot shows 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 'Where is ECAS?' and a language dropdown menu set to 'English (en)'. Below this, there are links for 'Create an account' and a blue 'Login' button. The main heading is 'New password'. A white form box contains the text 'Please provide your e-mail address and your PIN code'. Below this, there is a section 'Use your e-mail address' with an empty text input field. Underneath is a 'PIN Code' section with another empty text input field. At the bottom of the form is a blue 'Submit' button.

4. パスワード入力画面が届くのでパスワードを入力する (個人登録時のもの)



ご清聴ありがとうございました

