



UNIVERSIDADE
DO PORTO
SERVIÇOS
PARTILHADOS



Registration in the Participant Portal

29.05.2014



If you are planning to participate in a EU project, you need to be aware that you may have to use the [Participant Portal Submission Service](#).

To submit proposals to some EU Programmes, such as:

- Horizon 2020 (FP7)
- COSME (CIP)
- Creative Europe
- Erasmus +.

you must:

- **Have an ECAS account:** your personal registration through the European Commission Authentication Service ([ECAS](#)). Your account allows you to access the IT tools of the Participant Portal, manage your proposals or projects, or even Expert profile.



- **Different Participant Portal homepages:**
 - *Research and Innovation Participant Portal*, entry point for:
 - Horizon 2020/FP7, COSME/CIP
 - *Education, Audiovisual and Culture Participant Portal*, entry point for:
 - Creative Europe, Erasmus+, Europe for Citizens, etc

But

the ECAS account is always the same!



HOW DO YOU REGISTER?

Let's imagine you are participating in a H2020 project....

1. Go to the *Research and Innovation Participant Portal* website

<http://ec.europa.eu/research/participants/portal/desktop/en/home.htm>

2. On top of the web page, Click on “Register” on the right side



The screenshot shows the 'Research & Innovation Participant Portal' website. The browser address bar displays 'eceuropa.eu/research/participants/portal/desktop/en/home.html'. The page header includes the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. A navigation menu contains links for 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT', along with a search bar and 'LOGIN' and 'REGISTER' buttons. The 'REGISTER' button is circled in yellow. Below the navigation is a 'Horizon 2020 Funding' banner with the text 'Starting from 1/1/2014'. The main content area lists EU programmes and provides instructions for non-registered and registered users. At the bottom, there are six icons representing different portal sections: 'WHAT'S NEW?', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'. The footer contains the text 'HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF'.



3. As you don't work on a European Institution choose "External" domain

Where are you from? - Google Chrome

https://webgate.ec.europa.eu/cas/wayf?caller=%2Fcas%2Ffeim%2Fexternal%2Fregister.cgi

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission

IntraComm > Authentication Service > Where Are You From?

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose **External** if you don't work for a European institution or body. Choose **W+7** if you have a special external account composed of w and 7 digits.
If you aren't sure, select the **I don't know?** option for help.

 European Commission European Commission, Executive Agencies.	 External Partners, Researchers, Citizens.
 I have an account w + 7 digits. Special external accounts.	 I don't know? More information about this screen.

[show all](#) | [Institutions](#) | [Regulatory Agencies](#) | [Joint Undertakings](#) | [Other](#)



4. Start to Sign Up: choose a username, insert your name and your contact email.

Sign Up - Google Chrome

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

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? External [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

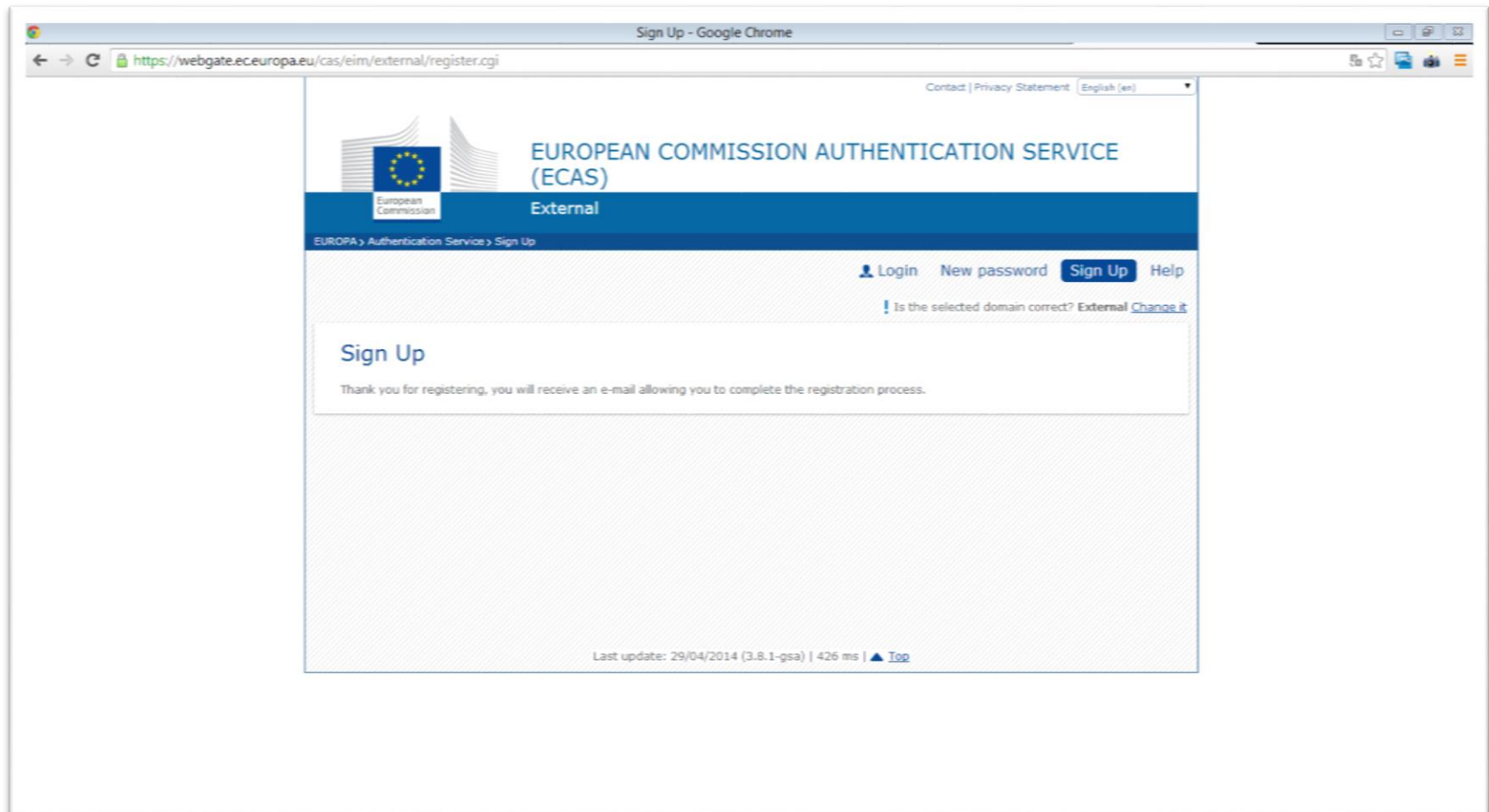
E-mail *

Confirm e-mail *

E-mail language * English (en)

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *



5. If you see this message on the screen it means that your registration is on the right track.
6. In a few minutes you will receive a message on your email, saying that you have to start the registration. On the email you will have a link to create your password and complete the registration. Click on the link that shows on your message email.



7. Choose a password and confirm it. Pay attention to the characters now allowed on the password (check instructions on the bottom of the page). Click on SUBMIT

New password - Google Chrome

https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=ncotmart&resetCode=eX6QgkwpEFrqcsXTR8ffu

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Please choose your new password.

Username

New password *

Confirm new password *

* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#%&'()*+,-./:;<=>?@[_`{|}~

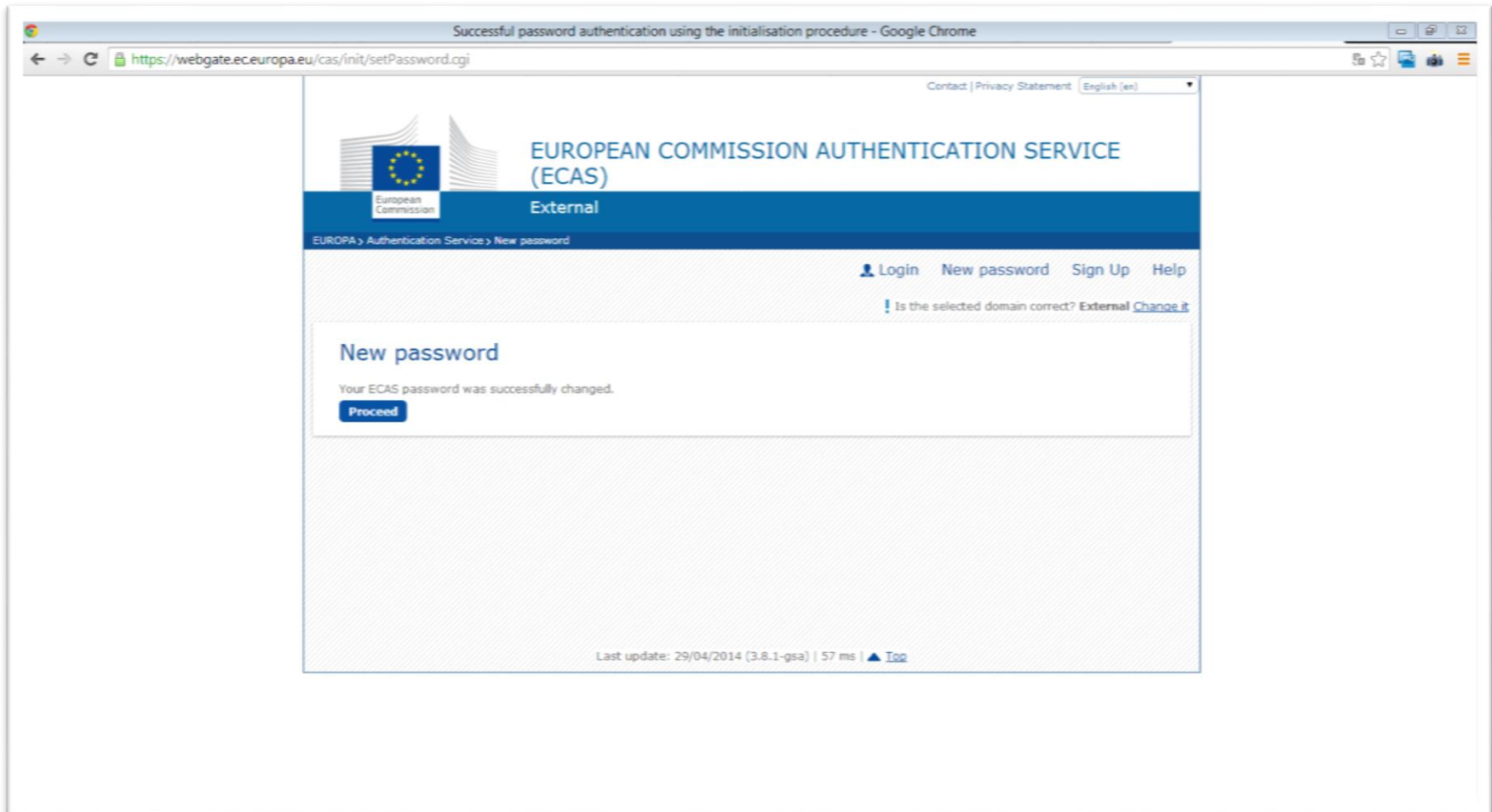
Examples:

[\[Generate other sample passwords\]](#)

Last update: 29/04/2014 (3.8.1-gsa) | 12 ms | [▲ Top](#)



8. A message will appear : “your ECAS password was sucessfully changed.
Click on PROCEED





10. Now that the registration has been concluded, it is time to test it. Fill in the fields and Click in Login

Login - Google Chrome

https://webgate.ec.europa.eu/cas/login?loginRequestId=ECAS_LR-16747661-rdlOzPd47UawOs5bkUfK4phtRiutf9lVbTI84ipjpNEXNWpWl2jowJzka4BseDV4Np4zzHyYugAzHW7LPOHC68-PHsll

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Login

Login | New password | Sign Up | Help

ECAS
(authenticates your identity on European Commission websites)

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

More options...

Login! [Lost your password?](#)

* Required fields

Or log in with your

Mobile phone | Token | sId

Last update: 29/04/2014 (3.8.1-gsa) | 3 ms | [Top](#)




11. If you have followed all the steps, you can successfully login.

Successful login - Google Chrome

https://webgate.ec.europa.eu/cas/login?loginRequestId=ECAS_LR-16747661-rdIOzPd47UawOs5bkUFK4phtlRiutf9lVbTl84ipjpNEXNWpWi2jowJzka4BseDV4Np4zzHyYugAzHW7LPOHC6B-PHsll


Contact | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Successful login

[Logout](#) [Change password](#) [Account information](#) [Help](#)

Marta COTO (mcoto) | External


(authenticates your identity on European Commission websites)

Successful login
You are now logged in to ECAS.
To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

Last update: 29/04/2014 (3.8.1-gsa) | 57 ms | [Top](#)



12. If you want, you can go to your account information and add or change data

Webpage Screenshot

Webpage Screenshot of the European Commission Authentication Service (ECAS) account information page.

Page Header: EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External

Navigation: Logout | Change password | **Account information** | Help

User: Marta COTO (mcoto) | External

Account information

- Modify my personal data [Modify my personal data >](#)
- Delete your account [Delete your account >](#)
- Manage my mobile phone numbers [Manage my mobile phone numbers >](#)
- You can view the sessions opened for visited applications. [Display my sessions >](#)
- You can link your eID to your ECAS account. [Link my eID >](#)

My ECAS Account Details

Username	mcoto
Domain	External
Unique identifier at the Commission (uid)	ncotmart
Most recent login	28/05/2014 18:34 GMT+02:00
Previous login	26/05/2014 14:07 GMT+02:00
Account created	26/05/2014 13:50 GMT+02:00
Name	COTO Marta
Email preferred language	pt
E-mail	mcoto@reit.up.pt
Password last changed	26/05/2014 13:55 GMT+02:00
Password expires (as defined by the policy currently in force)	22/11/2014 12:55 GMT+01:00
Password last reset	26/05/2014 13:55 GMT+02:00
Password reset last requested	26/05/2014 13:50 GMT+02:00
Number of good logins	2
Number of bad logins	
Last unlock time	
Last authentication failure	
Group Membership(s)	AIDA_SELFRG
Mobile phone number(s)	
Delegate of the following DBMs	[]

I want to receive email notifications. [Change](#)

Last update: 29/04/2014 (3.8.1-gsa) | 17 ms | [Top](#)



13. To change your personal data, Click on modify your personal data

Webpage Screenshot

Webpage Screenshot

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Account information

Logout | Change password | **Account information** | Help

! Marta COTO (mcoto) | External

Account information

- ▶ Modify my personal data
[Modify my personal data >](#)
- ▶ Delete your account
[Delete your account >](#)
- ▶ Manage my mobile phone numbers
[Manage my mobile phone numbers >](#)
- ▶ You can view the sessions opened for visited applications.
[Display my sessions >](#)
- ▶ You can link your eID to your ECAS account.
[Link my eID >](#)

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Password expires (as defined by the policy currently in force)	22/11/2014 12:55 GMT+01:00
Password last reset	26/05/2014 13:55 GMT+02:00
Password reset last requested	26/05/2014 13:50 GMT+02:00
Number of good logins	2
Number of bad logins	
Last unlock time	
Last authentication failure	
Group Membership(s)	AIDA_SELFRG
Mobile phone number(s)	
Delegate of the following DBMs	[]

I want to receive email notifications.
[Change](#)

Last update: 29/04/2014 (3.8.1-gsa) | 17 ms | [Top](#)

14. Change your name or email and Click on Submit

The screenshot shows a web browser window titled "User edit - Google Chrome" with the URL <https://ecas.ec.europa.eu/cas/eim/external/restricted/edit.cgi>. The page header includes the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". A navigation bar contains links for "Logout", "Change password", "Account information", and "Help". The user is identified as "Marta COTO (mcoto) | External".

The main content area is titled "User edit" and contains the following form fields:

- Choose a username:
- First name:
- Last name:
- E-mail:
- E-mail language:

At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (red). The footer of the page states "Last update: 29/04/2014 (3.8.1-gsa) | 92 ms | [Top](#)".

The browser's taskbar at the bottom shows a file named "Account information.png" and a download manager with the text "Mostrar todos os downloads..." and a close button.



15. If you want to change or add a phone number, click on Manage my mobile phone numbers

Webpage Screenshot

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Account information

Contact | Privacy Statement | English (en)

Logout | Change password | **Account information** | Help

! Marta COTO (mcoto) | External

Account information

- Modify my personal data
[Modify my personal data >](#)
- Delete your account
[Delete your account >](#)
- Manage my mobile phone numbers
[Manage my mobile phone numbers >](#)
- You can view the sessions opened for visited applications.
[Display my sessions >](#)
- You can link your eID to your ECAS account.
[Link my eID >](#)

My ECAS Account Details

Username	mcoto
Domain	External
Unique identifier at the Commission (uid)	ncotmart
Most recent login	28/05/2014 18:34 GMT+02:00
Previous login	26/05/2014 14:07 GMT+02:00
Account created	26/05/2014 13:50 GMT+02:00
Name	COTO Marta
Email preferred language	pt
E-mail	mcoto@reit.up.pt
Password last changed	26/05/2014 13:55 GMT+02:00
Password expires (as defined by the policy currently in force)	22/11/2014 12:55 GMT+01:00
Password last reset	26/05/2014 13:55 GMT+02:00
Password reset last requested	26/05/2014 13:50 GMT+02:00
Number of good logins	2
Number of bad logins	
Last unlock time	
Last authentication failure	
Group Membership(s)	AIDA_SELFRG
Mobile phone number(s)	
Delegate of the following DBMs	[]

I want to receive email notifications.
[Change](#)

Last update: 29/04/2014 (3.8.1-gsa) | 17 ms | [Top](#)



16. Add a mobile phone number and Click on Add

The screenshot shows a web browser window with the address bar containing the URL <https://ecas.ec.europa.eu/cas/eim/external/restricted/addMobilePhoneNumber.cgi>. The page title is "Add a mobile phone number - Google Chrome".

The main content area features the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". Below this, there is a navigation menu with links for "Logout", "Change password", "Account information", and "Help". The user's name "Marta COTO (mcoto) | External" is displayed in the top right corner.

The central form is titled "Add a mobile phone number" and contains a text input field labeled "Mobile phone number *". Below the input field, there is a note: "International format including country code, e.g. for Belgium: +32 123 45 67 89". At the bottom of the form, there are two buttons: "Add" (blue) and "Cancel" (red). A legend indicates that the asterisk (*) denotes "Required fields".

At the bottom of the page, there is a footer with the text "Last update: 29/04/2014 (3.8.1-gsa) | 9 ms | [Top](#)".

The browser's download bar at the bottom shows a file named "Account information.png" and a link to "Mostrar todos os downloads..."



National Contact Points - Google Chrome

https://ec.europa.eu/research/participants/api/authentication/termsandconditions.html?from=http://ec.europa.eu/research/participants/portal/desktop/en/home.html

(A-Z) Sitemap About this site Contact Legal Notice English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Home >

TERMS AND CONDITIONS OF USE OF THE ELECTRONIC EXCHANGE SYSTEM

1. SUBJECT MATTER AND SCOPE

1.1. The European Commission provides the electronic exchange system (EES) in the 'My Area' section of the [Participant Portal](#) for:

- **applicants, beneficiaries, candidates and winners managing EU grants and prizes** in EU funding programmes;
- **external experts**, in the context of EU funding programmes.

It allows beneficiaries to:

- register in the ['Beneficiary Register'](#) and view and edit their data;
- create, revise and submit proposals;
- prepare grants, sign grant agreements and submit deliverables, reports and payment requests during the implementation of their action.

It allows experts to create or update their profile, manage their expert contract and submit supporting documents and payment requests.

1.2. These Terms and Conditions govern the relation between:

- the European Commission and its Executive Agencies and funding bodies using the EES (collectively 'the European Commission'); and
- beneficiaries, experts and users

in relation to their access to and use of the EES.

For the avoidance of doubt, the award of grants, prizes and expert contracts shall not be governed by these Terms and Conditions.

1.3. Requesting access to the EES, accessing the EES or using the EES signifies unconditional acceptance of these Terms and Conditions (in the then-current version).

I, Marta Coto agree with the Terms and Conditions of use.

I AGREE I REFUSE

Now if you want to submit a proposal under Horizon2020, you can go to the Research Participant Portal. As it is the first time you access the Participant Portal after registration, you have to agree with the terms and conditions (read them carefully). Click on Agree



After that, once you are in the Participant Portal, your name will show on the top of the screen, on the right side, and on the left side you can have access to:

- Your proposals, under preparation
- Your projects, the ones you are participating in
- Your expert area



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT SÓNIA PEREIRA

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

My Proposals

[H2020 ONLINE MANUAL](#)

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND

ED

Edit Draft

VD

View Draft

VS

View Submitted

DE

Delete Proposal

FO

Follow-up

Show entries

[EXCEL](#)

Search:

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
FP7	FP7-ICT-2013-10		SEP-210088240	XXXXXX	Submitted	0	
H2020	H2020-SC5-2014-one-stage		SEP-210134269	YYYYYY	Final	0	

Showing 1 to 2 of 2 entries.

[← PREVIOUS](#)

1

[NEXT →](#)

RESEARCH & INNOVATION

Participant Portal



European Commission > Research & Innovation > Participant Portal > My Projects

[RESEARCH](#)
[HOME](#)
[FUNDING OPPORTUNITIES](#)
[HOW TO PARTICIPATE](#)
[EXPERTS](#)
[SUPPORT](#)

SÓNIA PEREIRA

- Organisation(s)
- Proposal(s)
- Project(s)
- Notification(s)
- Expert Area

My projects

[FP7 REF. DOCS](#)
[H2020 ONLINE MANUAL](#)

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA Access Amendment	AN Access Negotiation	MP Manage Projects	FR Financial Reporting
PR Periodic Reporting	RD Reporting & Deliverables	PC Project Consortium	VP View Proposal

Show entries Search:

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
<input type="text"/>	FP7-SSH-2007-1	FP7	<input type="text"/>	PC	Active	FR RD
ScienceOnScreen	FP7-PEOPLE-2011-NIGHT	FP7	287487	PC	Active	FR RD
ScientistsAcrossPortugal	FP7-PEOPLE-NIGHT-2008	FP7	228495	PC	Active	FR RD
SettingTheStag	FP7-PEOPLE-	FP7	245061	PC	Active	FR RD



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Experts

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



SÓNIA PEREIRA

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

Welcome to the Expert area in the Participant Portal.

New employer or qualification to add? Change in contact details?

It is important to keep your profile up-to-date!

News

H2020 call for expression for interest for experts (11/2013)
New calls for expression of interest [for individual experts](#) and [for organisations to suggest experts](#) were just published in [OJ C342 of 22 November 2013](#). European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

Profile

Contracts

Profile Data

• **Your programmes preferences are:**

- ✓ Horizon 2020 – the Framework Programme for Research and Innovation
- ✓ Education, Audio-Visual and Culture Executive Agency programmes
COSME (Competitiveness for Small and Medium-sized Enterprises) programme
Other European Commission funding programmes

• **Your profile accessibility preferences are:**

- ✓ European Commission and its Executive Agencies/bodies
- ✓ Public research funding bodies in Member States and Associated Countries

Your profile is incomplete and is not available for selection. Please add the missing data.

Quick Links



Please notice that when you arrive at the stage of proposal submission you may have to mention your host institution and for that it is important that you already have:

- **the PIC number your institution:** the 9-digit Participant Identification Code used to identify the organisation throughout the different steps of a project's lifecycle.

PIC UPORTO : 999894916

- **know the Legal Entity Appointed Representative (LEAR) of your institution:** trusted administrative contact for the Commission, providing reliable information at the level of the organisation (legal and financial data).

The UPORTO'S LEAR is currently the Vice-Rector for R&D+I.



Useful links:

European Commission Authentication Service

<https://webgate.ec.europa.eu/cas/wayf?caller=%2Fcas%2Fem%2Fexternal%2Fregister.cgi>

Research and Innovation Participant Portal

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

<https://ec.europa.eu/education/participants/portal/desktop/en/home.html>



Questions? Doubts?

Thank you, see you soon!



UNIVERSIDADE
DO PORTO
SERVIÇOS
PARTILHADOS

Unidade de Projetos

Núcleo de Projetos Internacionais

projetos@up.pt

