



Manage documents in the Organisation Registration system

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture

*European Commission
B-1049 Brussels*

© European Union, 2025

Reuse is authorised provided the source is acknowledged.

The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

Manage documents in the Organisation Registration system

Introduction

This page explains how to manage **documents** in the Organisation Registration system.

After your organisation is registered in the Organisation Registration system you can add documents that are needed by the National Agency to certify your organisation. Information on the documents to be uploaded can be found in the Erasmus+ and European Solidarity Corps programme guides.

If your organisation's information was automatically transferred from SEDIA to the Organisation Registration system, the available documents were also transferred and can be accessed in the Organisation Registration system. When checking and/or updating your organisation information, also check the documents section. Documents that are older than six months should be renewed.

 The following supporting document is required and must be completed and uploaded in Organisation Registration system so that your organisation can be certified by your NA: **Identification Form - Natural person or /Private company /or Public law body**. EU Standard template for this **Identification Form** as well as instructions on how to complete these forms are available on this page: [Business partners – legal entities and bank accounts](#).

For informal groups of young people please see [Registration Form for Informal Groups of Young People](#).

Please note that the Legal Entity and Financial ID-Bank account documents templates in old format are available in each official language of the European Union can be found here below and could be used during the transition period.

File	Locked By	Modified
File OLD_files.7z		Dec 03, 2025 by Afroditi KONSTA

Accessing the **Documents** section of the organisation is possible:

1. Directly after [registering a new organisation](#) by clicking on the **Documents** section of the form or
2. Via the list of [My Organisations](#), for previously registered organisations.

Once documents are uploaded to the Organisation Registration system they cannot be deleted.

Quick steps

1. Open "My Organisations"
 - 1.1. View organisations
 - 1.2. Access organisation details
2. Access the "Documents" section
3. Add a new document(s)

- 3.1. Select a file to upload
 - 3.2. Upload the file
 - 3.3. Upload further documents
 - 3.4. Update organisation with added documents
 - 4. Download documents
 - 5. Add new version of a document
 - 5.1. View/download historic versions
-

Detailed steps

1. Open "My Organisations"

In the **Erasmus+ and European Solidarity Corps platform** go to **Organisations** in the main menu, then click on **My Organisations**.

Alternatively if you are in **Search for an Organisation**, scroll to the bottom of the page and select **ORGANISATIONS - My Organisations**.



Note

The **My organisations** section is only visible once you are authenticated (signed in to EU Login).

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

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.

Open My Organisations

1.1. View organisations

If you scroll down you can find all organisations either registered by you or for which you are an authorised person to represent the organisation in relation to Erasmus+ and/or European Solidarity Corps programmes.

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

My Organisations

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

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** - City : **Bruxelles** - Website : **http://www.website.com** - Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231236**

Waiting For Na Certification

View my organisations

1.2. Access organisation details

Click on the **blue Organisation name** to access the details for the selected organisation in the Organisation Registration system.

The Organisation Registration system opens with the details of the selected organisation. From here, you may view or update the organisation information.

Number of Organisations
1 items found

Sort By ⌵

Search the results... Search

TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS

Business name : **TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS** - Country : **Belgium** -
City : **Bruxelles** - Website : **http://www.website.com**
Organisation ID : **E10247394** - Registration number : **1231231234** - VAT number : **BE1231231234**

Waiting For Na Certification

Items per page: 10 1 - 1 of 1

Access the organisation details

For details on how to update your organisation information please see the page [Modify Organisation in the Organisation Registration system](#).

2. Access the "Documents" section

Select the **Documents** section in the Content menu, the Documents screen opens, the uploaded documents are displayed in this subsection if any documents have been uploaded for your organisation. In our example below, we haven't uploaded any documents.

Organisation ID : E10000541
Legal name (original language): Test Organisation Registered

Content Menu <

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

Documents ← →

0 Documents [0 B] + Add document

Please upload any relevant documents here. For the Legal Entity and Bank Account document, please find the template [here](#). Informal groups of young people (natural persons) must also upload the ORS Registration Form for Informal Groups, available [here](#).

Access Documents section

3. Add a new document(s)

Click on the **Add document** button. It will open a pop-up asking you to upload a document.

As a minimum completed **Identification Form - Natural person or /Private company /or Public law body form** must be uploaded.

Instructions on how to complete these forms are available on the page: [Business partners - legal entities and bank accounts](#).

For informal groups of young people please see [Registration Form for Informal Groups of Young People](#).

Add document

Select a file with size up to 20 Mb and do not use any password-protected PDF files. *

Choose file

Document Type *

Cancel

Upload

Select a file to upload

3.2. Upload the file

Once you have chosen the correct file and selected the correct document type, click on **Upload**.

Add document

Select a file with size up to 20 Mb and do not use any password-protected PDF files. *

Choose file

 DeclarationOnHonour_Test.pdf 33.19 KB application/pdf 

33.19 KB total size

Document Type *

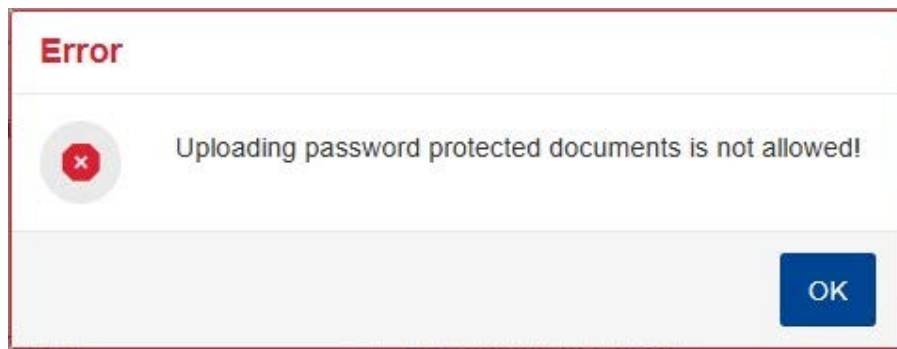
Registration Document

Cancel

Upload

Upload file

 Password-protected PDF files will be rejected with an error.



Password-protected PDF files will be rejected and cannot be uploaded

If the upload is successful, your documents list will be updated with your new document.

3.3. Upload further documents

Repeat this for all the documents you need to upload for your organisation.

Documents

1 Documents [33.19 kB]
Add document

Please upload any relevant documents here. For the Legal Entity and Bank Account document, please find the template [here](#). Informal groups of young people (natural persons) must also upload the ORS Registration Form for Informal Groups, available [here](#).

1 Registration Document
Add Registration Document

Global filter....

Document	File Name ↓↑	User ↓↑	Date/time (Brussels Time) ↓↑	Status	Actions
You have 1 version(s) of this document	DeclarationOnHonour_Test.pdf [33.19 kB]	PINARD Stephane		last	

Items per page: 10
Showing range 1–1 from 1

Document available in document list

3.4. Update organisation with added documents

Once you added all documents, finalise the document upload by clicking on the **Update** button.

The uploaded files will not be saved in the Organisation Registration system without clicking on the **Update** button.

Edit My Organisation

▲ Your form is complete, don't forget to save your changes.

Organisation ID : E10000254

Legal name : Test-org.FR-10

Business name : FR02

PIC :

VAT number :

Legal form : ASSOCIATION

Establishment/registration country : France

Last modification date : 13/03/2024 16:26:54 (Brussels time)

Last modified by : Re Ste

Update

Registered

Content Menu

Organisation data

Legal address

Organisation Contact Person

Users

Accreditations

Documents

Documents

1 Document

Please upload

2 Declaration

Success

✓

You have successfully updated organisation with ID:
E10000254

OK

+ Add document

+ Add Declaration on honour (candidature)

Global filter....

After the successful update, the status column for each uploaded file is updated with a green dot. In the column **Actions** a contextual menu button is now available with the options **Download** and **Add new Version**.

The documents list is grouped by document type and has the option to search for a specific document. See [List Functionalities](#) for details.

Content Menu

Organisation data

Legal address

Organisation Contact Person

Users

Accreditations

Documents

Documents [47.28 kB]

+ Add document

Please upload any relevant documents here.

Declaration on honour (tender)

+ Add Declaration on honour (tender)

Global filter....

Document	File Name	User	Date/time (Brussels Time)	Status	Actions
You have 1 version(s) of this document	DeclarationOnHonour_Test.pdf [33.19 kB]	REID Stephen	15/03/2024 11:14:57	last	Download + Add

Items per page: 10

Showing 1–1 of 1

Registration Document

+ Add Registration Document

Global filter....

Document	File Name	User	Date/time (Brussels Time)	Status	Actions
You have 1 version(s) of this document	Test Document.docx [14.09 kB]	REID Stephen	15/03/2024 11:15:22	last	Download + Add

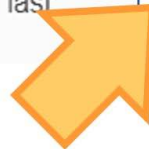
Items per page: 10

Showing 1–1 of 1

4. Download documents

To download an uploaded file, select the **Download** icon in the Actions column. Follow the onscreen instructions to save or open the file.

Date/time (Brussels Time)	Status	Actions
13/03/2024 16:21:23	● last	↓ +



Select a document for download

5. Add new version of a document

To upload a new version of a file, select the **Add new document version** icon. Follow the onscreen instructions to upload a new version of the file.

Do not forget to click on **Update Organisation** afterwards to save the uploaded document(s).

Date/time (Brussels Time)	Status	Actions
13/03/2024 16:21:23	● last	↓ +



Add new version of a document

5.1. View/download historic versions

Older versions of a document can be accessed by clicking on the blue arrow, which is available in the 1st column of each document with more than one version. They can also be downloaded as described above.

Documents					
Document	File Name	User	Date/time (Brussels Time)	Status	Actions
You have 1 version(s) of this document	Doc 4.jpg [68.08 kB]	SOURTZIOTIS Georgios	12/12/2023 11:05:23	● last	↓ +
> You have 2 version(s) of this document	Doc 3.jpg [68.08 kB]	SOURTZIOTIS Georgios	10/01/2024 13:56:12	● last	↓ +
You have 1 version(s) of this document	Doc 4.jpg [68.08 kB]	SOURTZIOTIS Georgios	12/12/2023 11:05:23	● last	↓ +
✓ You have 2 version(s) of this document	Doc 3.jpg [68.08 kB]	SOURTZIOTIS Georgios	10/01/2024 13:56:12	● last	↓ +
	Doc 2.jpg [68.08 kB]	SOURTZIOTIS Georgios	12/12/2023 11:45:03	● archived	↓



Access older versions of document

