

GUÍA

¿CÓMO CONSEGUIR EL NÚMERO PIC?



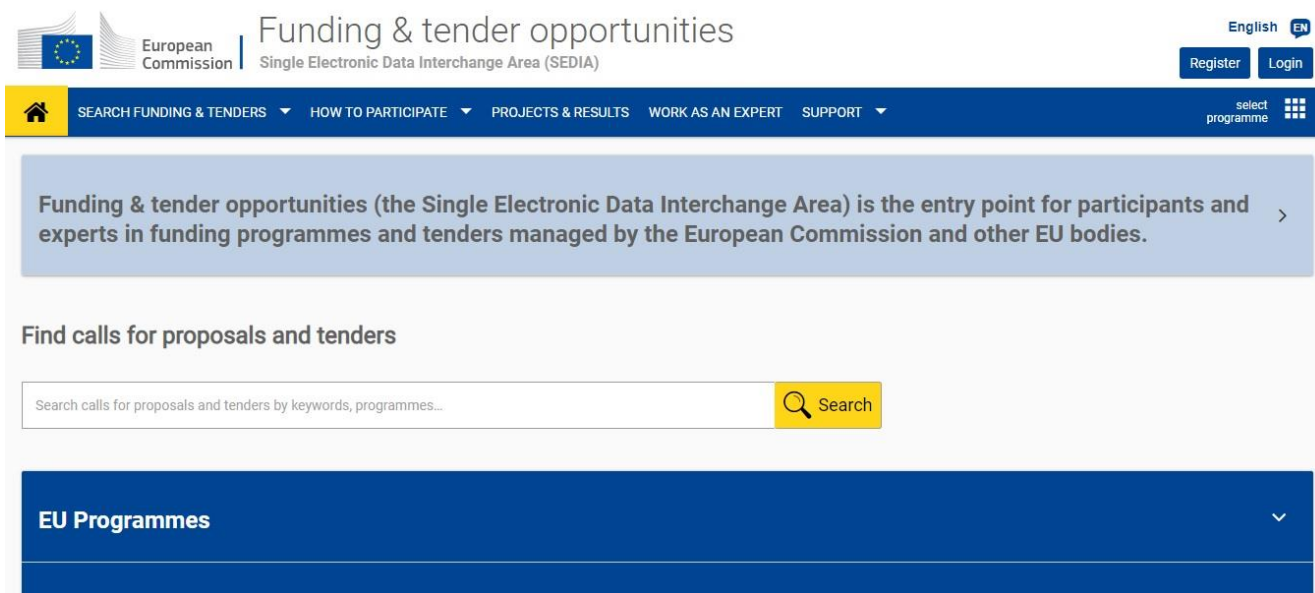
Elaboración
Oficina MEDIA España

PASOS A SEGUIR:

OBTENCIÓN DE CUENTA EU LOGIN (Servicio de Autenticación de la Comisión Europea).

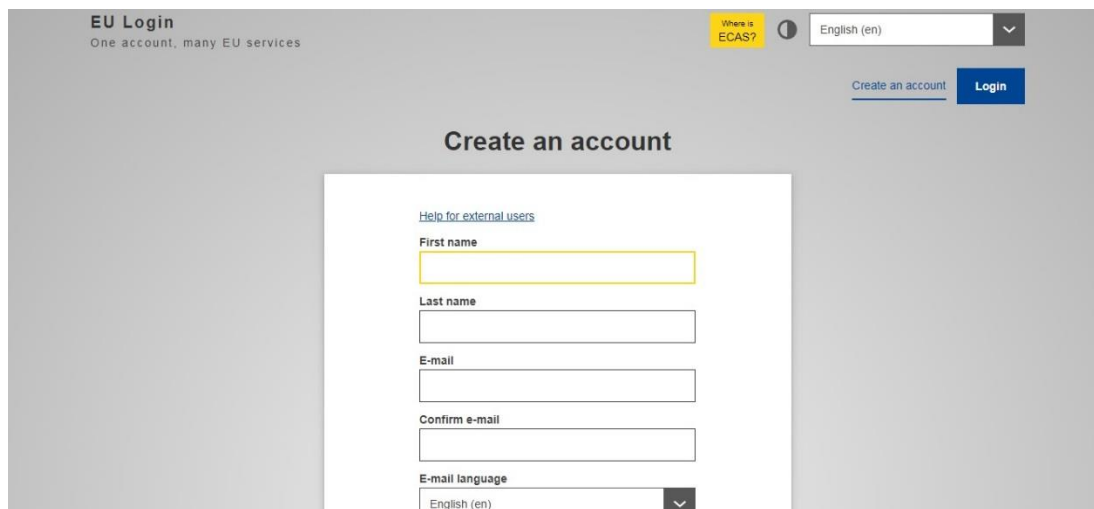
Todo solicitante de ayudas debe tener creada una cuenta en el servicio EU LOGIN. Para ello accede al [Portal de oportunidades de financiación](#) (anteriormente llamado Portal del Participante) [aquí](#).

Haz clic arriba a la derecha en 'Register'.



The screenshot shows the top section of the 'Funding & tender opportunities' website. 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 right, there are buttons for 'English EN', 'Register', and 'Login'. Below the header is a dark blue navigation bar with a home icon and menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. To the right of the navigation bar is a 'select programme' button with a grid icon. Below the navigation bar is 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 the banner is the section 'Find calls for proposals and tenders' with a search input field containing the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button with a magnifying glass icon. At the bottom is a dark blue bar with the text 'EU Programmes' and a downward arrow icon.

Crea una cuenta EU LOGIN. Introduce tus datos.



The image shows a screenshot of the EU Login website's account creation page. The page has a grey background. In the top left corner, it says 'EU Login' and 'One account, many EU services'. In the top right corner, there is a yellow button that says 'Where is ECAS?', a moon icon, and a language dropdown menu set to 'English (en)'. Below the language menu, there are two links: 'Create an account' (underlined) and 'Login' (in a blue button). The main heading in the center is 'Create an account'. Below this heading is a white form box containing the following fields: a link for 'Help for external users', a 'First name' field (highlighted with a yellow border), a 'Last name' field, an 'E-mail' field, a 'Confirm e-mail' field, and an 'E-mail language' dropdown menu set to 'English (en)'.

Al cabo de unos minutos, recibirás un correo electrónico con un enlace para crear tu contraseña.

Dispones de 24 horas a partir de la recepción de este correo pero recomendamos finalizar el registro lo más pronto posible.

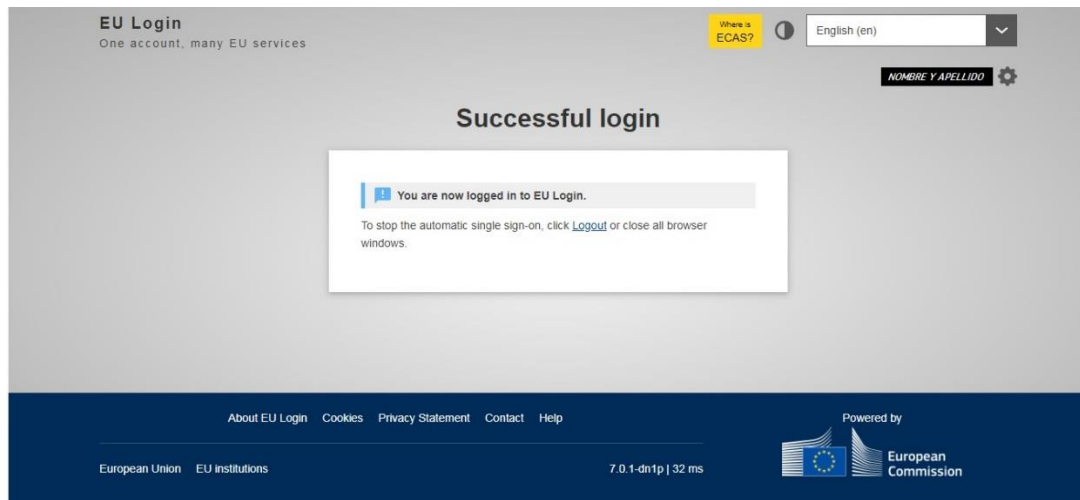
Escribe una contraseña y haz clic en 'Submit'.

The screenshot shows the 'New password' page of the EU Login system. At the top left, it says 'EU Login' and 'One account, many EU services'. On the top right, there is a language selector set to 'English (en)' and a 'Login' button. The main heading is 'New password'. Below this, a message box says 'Please choose your new password.' with a user ID 'n00zxp1h (External)'. There are two input fields: 'New password' and 'Confirm new password'. A 'Submit' button is at the bottom of the form.

Haz clic en 'Proceed'.

This screenshot shows the 'New password' page after a successful password change. The main heading is 'New password'. A central message box states 'Your EU Login password was successfully changed.' with a 'Proceed' button below it. The footer contains navigation links: 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help'. It also includes 'European Union', 'EU institutions', the version '7.0.1-dn1p | 695 ms', and the 'Powered by European Commission' logo.

Aparecerá el texto ‘Successful login’.



OBTENCIÓN DEL NÚMERO PIC (Código de Identificación del Participante).

Vuelve a entrar en el Portal de oportunidades de financiación [aquí](#).

Haz clic arriba a la derecha en ‘Login’.

Introduce el nombre de usuario y la contraseña de tu cuenta EU LOGIN creada en el paso anterior. Si la sesión está iniciada, no será necesario.

Accederás a una nueva página. Haz clic en ‘Register your organisation’ (a la derecha).

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.

Accederás a los términos y condiciones. Haz clic en 'Continue'.



Funding & tender opportunities

Welcome Christian Solanas

Terms and Conditions

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

Accederás al Participant's Register. Haz clic en 'Next'.

Contact Legal notice English

Research & innovation

European 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 >

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En la letra **I (information)** de cada campo se explica con exactitud lo que se debe escribir en cada uno de ellos.

Los datos de contacto son los datos de la empresa, no los relacionados con el proyecto. La información debe coincidir con los documentos legales de registro.

Por VAT Number se entiende IVA. En el caso de empresa española: ES + 9 dígitos.

Por Business Registration Number se entiende Número de Registro Mercantil.

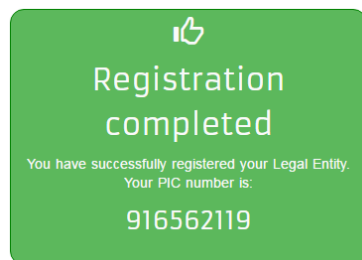
El número de teléfono debe ser escrito sin espacios y precedido por +34

A continuación debes seleccionar el programa al que optas y la tipología de entidad legal.

En la información de contacto, debes tener en cuenta que hasta que no se valide al LEAR de la organización, se utilizarán los datos de contacto que aquí introduzcas.

El portal genera a continuación un resumen de tu registro: Summary.

Finalmente, haz clic en [‘Submit’](#) y obtienes tu número PIC.



Aparecerá el mensaje [‘Registration Completed’](#). Siempre podrás actualizar datos posteriormente. En [‘How To’](#) encontrarás guías y manuales de usuario de cómo registrar o modificar los datos de una organización así como para registrar una pyme.

Recibirás un correo electrónico en la dirección de e-mail facilitada. En él tendrás el número PIC que servirá para identificar a tu empresa frente a Bruselas.