

# OID Manage documents



## You are not watching the public version of this page.

Applicants/Beneficiaries/Experts can find the information on the public page with the same name, available in [Erasmus+](#) and [European Solidarity Corps](#) guides.



## Take note

The illustrations in this wiki page are for consultation purpose only and do not reflect the latest implementation.

There are minor changes to the screen appearance and layout which are described on the updated page [OID Basic functionalities of 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.

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

### Introduction

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.

### 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

ASSESSMENTS

PROJECTS

NATIONAL AGENCIES

## My Organisations ?

Follow [register my Organisation](#) link to begin.

### 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](#)

### 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

### 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

Q

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

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

## 2. Access the "Documents" section

Select the **Documents** section in the Content menu. This will take you to the documents section of the form, displaying, if available, documents currently uploaded to your organisation information.

Edit My Organisation

Update

Content Menu

Organisation data

Documents 0 document(s) found [0 B]

+ Add document

Please upload any relevant documents here.

## 3. Add a new document(s)

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

Edit My Organisation

Update

Content Menu

Organisation data

Documents 0 document(s) found [0 B]

+ Add document

Please upload any relevant documents here.

### 3.1. Select a file to upload

**Select a file:** Click **Choose File** and choose the file to upload from your computer.

**Document Type:** Once you have chosen your file, indicate the **Document type** from the drop-down list. If you do not find your chosen type of document, choose the "Other" option.



**Maximum file size is 20 MB !**

There is no limit to the total size or total number of attachments but each individual file cannot be greater than 20 MB.

**Add document** [X]

Select a file with size up to 20 Mb \*

Choose File No file chosen

Document Type \*

Select document type

Cancel Upload

### 3.2. Upload the file

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

**Add document** [X]

Select a file with size up to 20 Mb \*

Choose File Registration document.pdf

Document Type \*

Registration Document

Cancel Upload

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 to your organisation.

Content Menu

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

Documents

Documents 1 document(s) found [79.16 kB]

+ Add document

Please upload any relevant documents here.

Registration Document 1 document(s) found

+ Add document

Global Filter

Document	File Name	User	Date/time (Brussels time)	Status	Actions
You have 1 version of this document.	Registration document.pdf [79.16 kB]	JANSSEN Jan	19/12/2021 11:48:08	● last	

1

### 3.4. Update organisation with added documents

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

If this is not done, the uploaded files will not be saved in the Organisation Registration system.

Edit My Organisation

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

Content Menu

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

Documents

Documents 1 document(s) found [79.16 kB]

+ Add document

Please upload any relevant documents here.

Registration Document 1 document(s) found

+ Add document

Global Filter

Document	File Name	User	Date/time (Brussels time)	Status	Actions
You have 1 version of this document.	Registration document.pdf [79.16 kB]	JANSSEN Jan	19/12/2021 11:48:08	● last	

1

Update

Success

✓

You have successfully updated organisation with ID: E10001850

OK

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 1
- Accreditations 0
- Documents 2**

Organisation data

Please upload any relevant documents here.

Certification Methodology 1 document(s) found

Document	File Name	User	Date/time (Brussels time)	Status	Actions
You have 1 version of this document.	Conformity form.pdf [522.56 kB]	JANSSEN Jan	19/12/2021 11:55:42	● last	

Registration Document 1 document(s) found

Document	File Name	User	Date/time (Brussels time)	Status	Actions
You have 1 version of this document.	Registration document.pdf [79.16 kB]	JANSSEN Jan	19/12/2021 11:48:08	● last	

## 4. Download documents

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

Date/time (Brussels time)	Status	Actions
19/12/2021 11:55:42	● last	

## 5. Add new version of a document

To upload a new version of a file, select the **Add new document version** icon. Follow the on-screen 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
19/12/2021 11:55:42	● last	

### 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.

Business Plan 2 document(s) found

Global Filter

Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
<div>You have 2 versions of this document.</div>	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:37:20	● last	⋮

⏮ ⏪ 1 ⏩ ⏭

Business Plan 2 document(s) found

Global Filter

Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
<div>✓ You have 2 versions of this document.</div>					
	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:37:20	● last	⋮
	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:32:36	● archived	⋮



## Related articles

- [OID Basic functionalities of the Organisation Registration system](#)
- [OID Check PIC](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [OID How to update and delete the Organisation Contact and Authorised Users](#)
- [OID Keeping consistent organisation information between systems](#)
- [OID Manage contacts and authorised users](#)
- [OID Manage documents](#)
- [OID Modify Organisation](#)
- [OID My Organisations](#)
- [Organisation Registration Guide](#)