



Erasmus for Young Entrepreneurs

Registration guide for host entrepreneurs

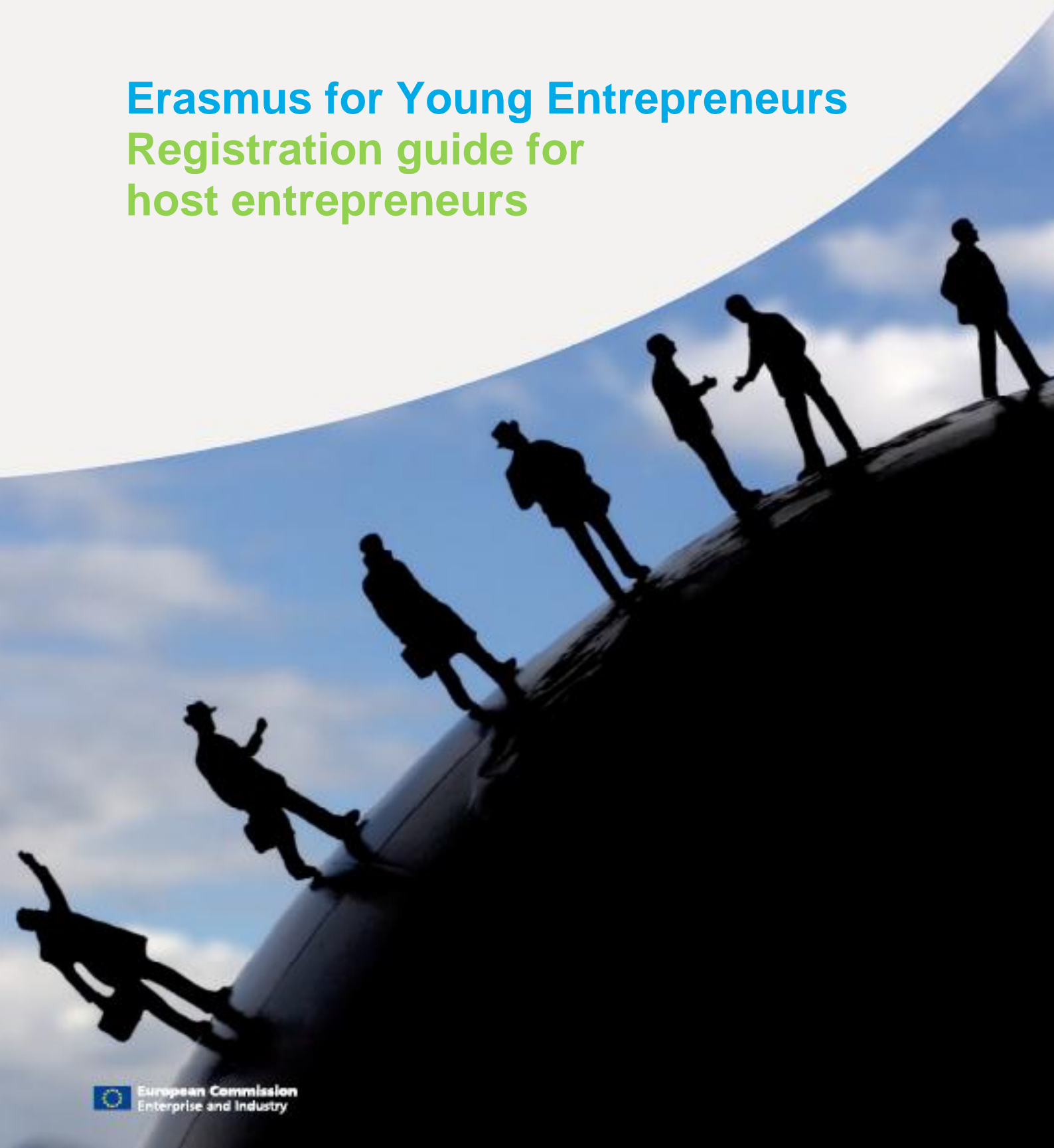


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Background and purpose of the guide

The Erasmus for Young Entrepreneurs is a new programme initiated by the European Union in 2009. Its overall objective is to ensure the transfer of knowledge and experience between European entrepreneurs to increase the number of successful start-ups and enhance cross border trade in Europe.

To participate in the programme, you should apply online via the website www.erasmus-entrepreneurs.eu and complete the registration form which is at this stage only available in English.

This guide has been especially developed to provide you with direction on the type and level of detail of information that should be submitted to ensure a high level of quality of applications and consequently more chances to be accepted in the programme.

Please note that once accepted, your profile will **not** be public but will be stored in an online database to allow other accepted new entrepreneurs and intermediate organisations officially appointed by the European Commission and responsible for placements to access your data and start matchmakings.

If you do not want to be contacted by the new entrepreneurs and intermediate organisations acting on behalf of the new entrepreneurs registered with them, there is an option at the end of the registration form which allows you to choose the degree of visibility of your profile in the online catalogue.

1 STEP 1 – Preparing your registration

It is important to make sure that you fulfil the eligible criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary compulsory information (i.e. brief CV, motivations...) to validate your application.

Eligibility criteria

Host entrepreneur definition

Host entrepreneurs are successful and experienced entrepreneurs (ideally owners of a micro or small enterprise) or persons directly involved in entrepreneurship at SME board level, applying the EU definition of micro, small or medium-sized enterprise¹. Host entrepreneurs want to share their entrepreneurial experience and to benefit from the concrete contribution which an NE from another country will make to their business. Host entrepreneurs must be committed to work with the NE towards developing his/her entrepreneurial skills and know-how.

There is no minimum or maximum age to observe to participate in the programme.

SME definition

The European Commission Communication defines SMEs as follow: *“An enterprise is any entity engaged in an economic activity, irrespective of its legal form”. “Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.*

Enterprise category	Head count	Turnover	or	Balance sheet total
medium-sized	< 250	≤ € 50 million		≤ € 43 million
small	< 50	≤ € 10 million		≤ € 10 million
micro	< 10	≤ € 2 million		≤ € 2 million

Minimum quality standards

The motivations and expectations should be clearly expressed

You should explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and what you can offer to a new entrepreneur.

You should also describe concise manner the activities that they would expect from the NE and indicate if any specific skills, including language skills, are required from the NE to perform a particular task – giving the latter the opportunity to decide whether to explore a relationship further.

¹ As defined at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm



Brief curriculum vitae

A summary CV specifying your entrepreneurial experience and information about your current business is sufficient. The CV should contain at least a description of the product/service offered, years in the active business as well as a description of the previous experience as entrepreneur.

Ability to work in a foreign language

The communication between the new and the host entrepreneur is crucial for a successful exchange.

Given that no language training is provided by the programme and that language skills are one of the main criterion for a suitable matching, it is important to ensure that you have good a command of the English language or master a second language, in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing in the language(s)).

STEP 2 – Register!

The online registration form is available on the programme website www.erasmus-entrepreneurs.eu under the section “Apply now”. The deadline for exchanges is September 2012. Taking into account that the recruitment, matchmaking and the organisation of the exchange process can take up to 3-4 months, you are invited to register well in advance to be able to undertake the placement.

Insert your email address and click on Register (or modify your registration).

Please note that the registration tool does not work with the Opera browser. Please apply with IE6, IE7, IE8 or Firefox on Windows machines. If you are using Windows 7, please use Firefox as it is temporarily not working with IE8.

*** Email :**

It is not possible to use the same email address for different applications..

Register (or modify your registration)

Welcome page of the application form for host entrepreneurs

The first page of the application form explains the registration process.

Choose your status “Host entrepreneur” and click on “Next page”



Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as a host entrepreneur!

The Information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please click [here](#). It is recommended to have all required Information at hand, as it is not possible to store half completed questionnaires.

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalog of approved candidates. The catalog is only accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

*** Do you want to register as a NEW or a HOST entrepreneur?**

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, [click here](#).

- New entrepreneur
- Host entrepreneur

Your Profile

This section is about your personal data. Please indicate your contact details and the number of employees in your business then press “next” (the fields with an * are mandatory).



* Title :

* Last name :

* First name :

* Company name :

* Address :

* Postal code :

* City :

* Country :

* Phone :

Fax :

Email : emily.docks@lpharma.co.uk

Website :

* Number of employees in the company (if applicable) :

Motivations

Please indicate here (in up to 2000 characters) why you wish to participate in the programme. Be as concise and concrete as possible as it is an important criterion for your participation.

You should demonstrate that:

- You have sufficient experience in running a business;
- You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
- You wish to share your entrepreneurial experience and act as a mentor by specifying how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.



* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations :

2000 character(s) left

Upload here a summary of your Curriculum Vitae

* Please upload your CV (Preferred format: PDF).
A summary CV is sufficient.

Describe here your entrepreneurial experience

* Experience in running a business (in years) :

Specify the profile that your business partner should have

Please indicate any specific skills that the NE should have :

2000 character(s) left

Please do not underestimate this section as a successful business partnership is also about interpersonal exchanges.

Add any additional important information that could make your offer more attractive concerning, for instance, the accommodation, the contribution to some costs or the payment of a salary, should be mentioned in this last text box.

Please specify any additional important information about your offer : 

2000 character(s) left

Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your new entrepreneur and have significant exchanges.

You should therefore be comfortable working in the foreign languages you have selected in your applications in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing the language(s)).

Select your mother tongue

* Please specify your mother tongue :

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Polish
<input type="checkbox"/> Czech	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Romanian
<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovak
<input type="checkbox"/> English	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Greek	<input type="checkbox"/> Latvian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Spanish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> Estonian	<input type="checkbox"/> Dutch	

Select the other languages that you have no difficulties in understanding, speaking and writing

Please specify other languages in which you are comfortable working : [i](#)

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Polish
<input type="checkbox"/> Czech	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Romanian
<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovak
<input type="checkbox"/> English	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Greek	<input type="checkbox"/> Latvian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Spanish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> Estonian	<input type="checkbox"/> Dutch	

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Indicate the specific languages that the new entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).

Specific languages required/desirable from the NE (if any) :

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Finnish	<input type="checkbox"/> Polish
<input type="checkbox"/> Czech	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Romanian
<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovak
<input type="checkbox"/> English	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Greek	<input type="checkbox"/> Latvian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> Estonian	<input type="checkbox"/> Dutch	

Business sector

The business sector is another important criterion for finding a suitable business partner. Specify the main business sector of your current activity.



* Please specify the main business sector of your current activity :

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> Advertising, promotion, printing, media and related products and services <input type="radio"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services <input type="radio"/> Architectural, construction, engineering and inspection services <input type="radio"/> Automotive industry <input type="radio"/> Chemical products <input type="radio"/> Clothing, footwear, leather and textile, luggage articles and accessories <input type="radio"/> Community, social and personal services <input type="radio"/> Construction sector and real estate <input type="radio"/> Crafts, art materials and accessories <input type="radio"/> Distribution and Retail sector <input type="radio"/> Education and training services <input type="radio"/> Electrical machinery, apparatus, equipment and consumables; lighting <input type="radio"/> Energy, fuel, electricity and other sources of energy <input type="radio"/> Financial and insurance services <input type="radio"/> Food, beverages, tobacco and related products | <ul style="list-style-type: none"> <input type="radio"/> Furniture, domestic appliances and cleaning products <input type="radio"/> Health, beauty and social services <input type="radio"/> Hotel, restaurant, tourism, travel services and wellness <input type="radio"/> Industrial machinery production, installation, repair and maintenance <input type="radio"/> IT, office and communication equipment, services and supplies <input type="radio"/> Legal, fiscal and other consultancy services <input type="radio"/> Medical equipments, pharmaceuticals and personal care products <input type="radio"/> Mining, machinery for mining, basic metals and related products <input type="radio"/> Music, theater, events and related cultural and entertainment services <input type="radio"/> Organic/Bio/Eco products & services <input type="radio"/> Research and development equipment & services <input type="radio"/> Security, fire-fighting, police and defence equipment <input type="radio"/> Transport and Logistics services <input type="radio"/> Water distribution, Sewage, refuse, cleaning and environmental services |
|---|---|

Choose up to **four** other business sectors

Please specify other business sectors in which you are currently involved :

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Advertising, promotion, printing, media and related products and services <input type="checkbox"/> Agricultural, forestry, horticultural, aquacultural and apicultural products and services <input type="checkbox"/> Architectural, construction, engineering and inspection services <input type="checkbox"/> Automotive industry <input type="checkbox"/> Chemical products <input type="checkbox"/> Clothing, footwear, leather and textile, luggage articles and accessories <input type="checkbox"/> Community, social and personal services <input type="checkbox"/> Construction sector and real estate <input type="checkbox"/> Crafts, art materials and accessories <input type="checkbox"/> Distribution and Retail sector <input type="checkbox"/> Education and training services <input type="checkbox"/> Electrical machinery, apparatus, equipment and consumables; lighting <input type="checkbox"/> Energy, fuel, electricity and other sources of energy <input type="checkbox"/> Financial and insurance services <input type="checkbox"/> Food, beverages, tobacco and related products | <ul style="list-style-type: none"> <input type="checkbox"/> Furniture, domestic appliances and cleaning products <input type="checkbox"/> Health, beauty and social services <input type="checkbox"/> Hotel, restaurant, tourism, travel services and wellness <input type="checkbox"/> Industrial machinery production, installation, repair and maintenance <input type="checkbox"/> IT, office and communication equipment, services and supplies <input type="checkbox"/> Legal, fiscal and other consultancy services <input type="checkbox"/> Medical equipments, pharmaceuticals and personal care products <input type="checkbox"/> Mining, machinery for mining, basic metals and related products <input type="checkbox"/> Music, theater, events and related cultural and entertainment services <input type="checkbox"/> Organic/Bio/Eco products & services <input type="checkbox"/> Research and development equipment & services <input type="checkbox"/> Security, fire-fighting, police and defence equipment <input type="checkbox"/> Transport and Logistics services <input type="checkbox"/> Water distribution, Sewage, refuse, cleaning and environmental services |
|--|---|

Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

Make a primary choice

* Please indicate your preferred source country for the exchange (this has to be different from your country of origin) :

<input checked="" type="radio"/> Austria	<input checked="" type="radio"/> Germany	<input checked="" type="radio"/> Netherlands
<input checked="" type="radio"/> Belgium	<input checked="" type="radio"/> Greece	<input checked="" type="radio"/> Poland
<input checked="" type="radio"/> Bulgaria	<input checked="" type="radio"/> Hungary	<input checked="" type="radio"/> Portugal
<input checked="" type="radio"/> Cyprus	<input checked="" type="radio"/> Ireland	<input checked="" type="radio"/> Romania
<input checked="" type="radio"/> Denmark	<input checked="" type="radio"/> Italy	<input checked="" type="radio"/> Slovakia
<input checked="" type="radio"/> Czech Republic	<input checked="" type="radio"/> Latvia	<input checked="" type="radio"/> Slovenia
<input checked="" type="radio"/> Estonia	<input checked="" type="radio"/> Lithuania	<input checked="" type="radio"/> Spain
<input checked="" type="radio"/> Finland	<input checked="" type="radio"/> Luxembourg	<input checked="" type="radio"/> Sweden
<input checked="" type="radio"/> France	<input checked="" type="radio"/> Malta	<input checked="" type="radio"/> United Kingdom

Select up to **four** other possible countries for the exchange

Please indicate other possible countries for the exchange :

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Portugal
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Ireland	<input type="checkbox"/> Romania
<input type="checkbox"/> Denmark	<input type="checkbox"/> Italy	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Malta	<input type="checkbox"/> United Kingdom

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Duration and period of the exchange period

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

Specify your preferred duration

The exchange should last between one month and six months and needs to be completed within an overall time span of twelve months. Within this time span, the stay may be divided into a number of shorter time slots (minimum: one week per slot).

* Please specify your preferred length of the exchange (in months) :

<input checked="" type="radio"/>	1
<input type="radio"/>	2
<input type="radio"/>	3
<input type="radio"/>	4
<input type="radio"/>	5
<input type="radio"/>	6

Specify your preferred periods for the exchange. The more flexible you are, the greater the possibilities of forging suitable relationships you have.

* Please specify the months in which you will be available for the exchange

[Select all] [Reset]

<input type="checkbox"/> April 2009	<input type="checkbox"/> September 2009	<input type="checkbox"/> February 2010
<input type="checkbox"/> May 2009	<input type="checkbox"/> October 2009	<input type="checkbox"/> March 2010
<input type="checkbox"/> June 2009	<input type="checkbox"/> November 2009	<input type="checkbox"/> April 2010
<input type="checkbox"/> July 2009	<input type="checkbox"/> December 2009	<input type="checkbox"/> May 2010
<input type="checkbox"/> August 2009	<input type="checkbox"/> January 2010	<input type="checkbox"/> June 2010

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Selection of an intermediate organization and submission

More than 150 intermediate organizations have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs. The selected intermediate organization should be active in your country of “permanent residence” defined by the programme as:

- The place where the company of the entrepreneur is registered (if the entrepreneur has a registered company);
- In case of a company with several establishments in different EU Member States, the entrepreneur should choose the country where he/she has his permanent residence for tax purposes;
- The place where the entrepreneur has spent 6 months or more in the course of the last 12 months, if the entrepreneur does not have a registered company.

If you live in a country without any active intermediate organisation (Cyprus, Estonia, Ireland), you may choose another one close to your country.

This rule also applies to NON-EU new entrepreneurs provided that your business has been already created (for less than three years) or that you intend to start your own enterprise in one of the 27 EU Member States.

The chosen intermediate organization is responsible for recruiting; establishing contacts between you and your preferred host entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

The list of intermediate organizations is available on the programme website www.erasmus-entrepreneurs.eu under the section “Your local contact point”.

Choose your country (i.e. normally the country where you live).

* Please select a country :

Choose your intermediary organisation.

* Please select an IO :

Add here any relevant information about yourself (personality, hobbies,...)

Further relevant information, including special requirements or wishes, hobbies, etc. :

2000 character(s) left

The question below will help us to promote the programme in the best possible way.

How did you hear about the programme? :

Website
 Press
 Radio
 TV
 Intermediary Organisation
 Other

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[Submit](#)

Click on “**submit**” to finalise your registration.

Please note that you still have the possibility to go back to a previous step before you submit your application.

STEP 3 – Confirm your registration

Once you have submitted your application, you will receive an automatic email from the Erasmus for Young Entrepreneurs Support Office with a link to confirm your registration. This action is compulsory to officially validate your request. **If you do not confirm your application, it will be considered as invalid and thus, will not be processed.**

Request to confirm your application for the Erasmus for Young Entrepreneurs programme

support@erasmus-entrepreneurs.eu
To: bertrand.ledoyen@syntech.fr

Dear Mr LEDOYEN,

We received your request to register for the Erasmus for Young Entrepreneurs programme.

To confirm your request, please click the following link:

https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=portAR_create_user_confirm&source=network&CFID=56533&CFTOKEN=f94f90d1211a3895-1E3DCFC6-9E23-C54D-14614583B6679C80&jsessionId=3902efd6ac0237f1ee50&randomize=0.937627606565

This confirmation process is mandatory in order to ensure that you are the author of the request. IF YOU DO NOT CONFIRM, YOUR APPLICATION WILL NOT BE PROCESSED!

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES
Avenue des Arts, 19 A/D
B-1000 Brussels, Belgium
Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 280 01 91
e-mail: support@erasmus-entrepreneurs.eu

A second email containing your login and password will be sent to you upon confirmation of your application. This will be useful for you when updating need to update your business plan, CV or when refining your motivations or expectations.

Erasmus for Young Entrepreneurs: registration confirmation

support@erasmus-entrepreneurs.eu
To: bertrand.ledoyen@syntech.fr

Dear Mr LEDOYEN,

You have now completed your application for the Erasmus for Young Entrepreneurs programme.

You can at any time change your application details at <http://www.erasmus-entrepreneurs.eu> using the following login & password:

userid: bertrand.ledoyen@syntech.fr
password: pwd_PkQpsY

Your application will now be processed by your Intermediary Organisation (IO) for validation. Your IO will contact you in the coming days.

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES
Avenue des Arts, 19 A/D
B-1000 Brussels, Belgium
Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 280 01 91
e-mail: support@erasmus-entrepreneurs.eu



Your intermediate organisation will now process your application within a delay of two weeks. If the responsible intermediate organization considers that your application is of quality and that it fulfils all the programme criteria necessary, you will be notified by email that you are successfully accepted in the programme.

Erasmus for Young Entrepreneurs: result of you application
support@erasmus-entrepreneurs.eu
To: bertrand.ledoyen@syntech.fr

Dear Mr LEDOYEN,

We are pleased to inform you that your application for the Erasmus for Young Entrepreneurs programme has been accepted.

Your Intermediary Organisation will contact you shortly to organise your Erasmus for Young Entrepreneurs exchange.

Meanwhile, you can already search in the online catalogue for a partner entrepreneur at <https://webgate.ec.europa.eu/erasmusentrepreneurs/>.
Your Erasmus for Young Entrepreneurs login & password will be required.

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES
Avenue des Arts, 19 A/D
B-1000 Brussels, Belgium
Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 280 01 91
e-mail: support@erasmus-entrepreneurs.eu

Consequently, your profile will be available in the online catalogue grouping the accepted new and host entrepreneurs. Here you will already be able to search for a host entrepreneur either on your own or with the help of your intermediate organization.

An IT user's manual is available in the **"Help"** section of the online database to help using the tool.

If your intermediate organization considers that some key elements are still missing in your application, you will be automatically notified by email that your application has been put "On hold". Your intermediate organization will contact you separately either by phone or by email requesting the lacking information in your application (business plan etc...). You should provide this information within a delay of **6 weeks maximum**. If this information is not provided on time, your application will be rejected.

You may apply again later once you will be able to provide all information required by the programme.

Your application will be deleted if it contains irrelevant data, errors and/or has been submitted by mistake.



STEP 4 – Advice and assistance

Please contact your intermediary organisation for any further information you may have about the registration process.

For further general questions about the programme or technical problems, please contact:

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES,
Avenue des Arts, 19 A/D B-1000 Brussels, Belgium
Tel: +32 (0)2 282 08 73 - Fax: +32 (0)2 230 00 38
e-mail: support@erasmus-entrepreneurs.eu

Contact person: Ms Ioana Florescu, Programme Coordinator

How to update your application?

1. Go to the webgate: <https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=home.main>
2. Insert your current login and password and click on **“Login”**



Sign in

Login:

Password:

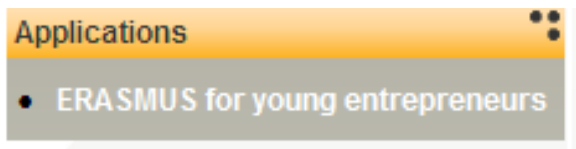
Login

[Forgot your password?](#)

You can have your password sent to you by using our [password reminder page](#)

[Or create an account...](#)

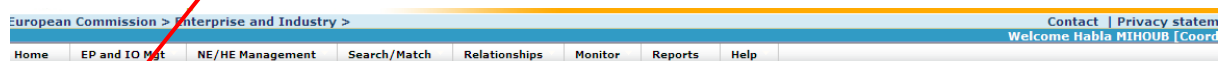
3. Click on **“Applications”**



4. Click on **“My application data”**: This will display a copy of the multiple page application form, with options to edit the information that you submitted:



5. Click on the small icon on the left-side to open your application datas



Salutation	First Name	Family Name	Type	Request Date	Status	Country	Organisation	IO name	Pend
Ms	Laurence	HUMIER	Host	28/07/2010	Accepted	Italy	HUMIER	ALINTEC	0

6. Choose the section you want to update and click on “Edit” (i.e: intermediate organisation change)

Selection of IO and submission

You must choose one of the IOs officially appointed to establish contacts between NEs and HEs. The IOs should be active in your country or region of origin, for HEs the IO has to be from the same country. The chosen IO will act as guide and contact throughout the process. For more information about the list of IOs involved in the programme, please click [here](#).

Please select your intermediate organisation (IO):	[Italy] IO043 Alintec S.c.a.r.l.
Please select a country:	Italy
Please select an IO:	[Italy] IO043 Alintec S.c.a.r.l.
Visibility of your data in the online catalog:	1= all information generally available
How did you hear about the programme?:	Intermediary Organisation

7. Choose another IO in the list

* Please select an IO:

8. The information is updated
9. Click on «**Submit**»
10. Click on «**Save**»
11. The information is now saved. You can close your application.

Please note that once accepted you cannot amend your application anymore (the “EDIT” button will not appear). Therefore, you should contact your current intermediate organisation and comminute the new intermediate organisation contact details so that to amend your profile on your behalf.

How to change your login & password?

1. Go to the webgate: <https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=home.main>
2. Insert you current login and password and click on "Login"



Sign in

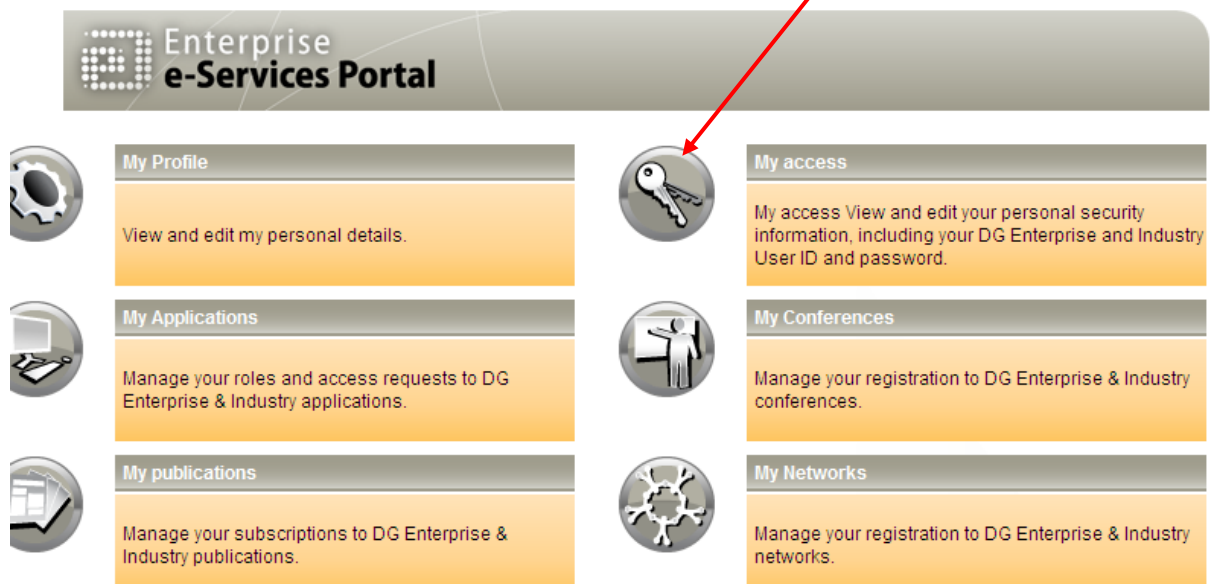
Login:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Forgot your password?





You can have your password sent to you by using our [password reminder page](#)

[Or create an account...](#)

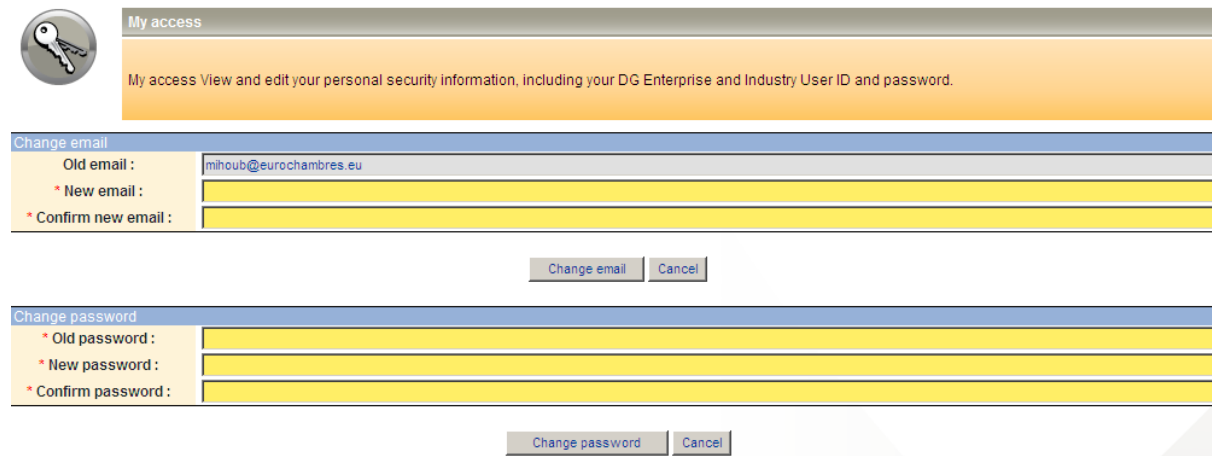
3. Click on "My access"



The dashboard shows several menu items. A red arrow points to the 'My access' icon, which is a key. The 'My access' menu item is highlighted in orange.

 <p>My Profile View and edit my personal details.</p>	 <p>My access My access View and edit your personal security information, including your DG Enterprise and Industry User ID and password.</p>
 <p>My Applications Manage your roles and access requests to DG Enterprise & Industry applications.</p>	 <p>My Conferences Manage your registration to DG Enterprise & Industry conferences.</p>
 <p>My publications Manage your subscriptions to DG Enterprise & Industry publications.</p>	 <p>My Networks Manage your registration to DG Enterprise & Industry networks.</p>

4. Insert and confirm the new email address then click on “Change email”.



The screenshot shows a web interface for 'My access'. At the top left is a key icon. The main header is 'My access' with a description: 'My access View and edit your personal security information, including your DG Enterprise and Industry User ID and password.' Below this are two sections: 'Change email' and 'Change password'. The 'Change email' section has three input fields: 'Old email' (containing 'mihoub@eurochambres.eu'), '* New email', and '* Confirm new email'. Below these are 'Change email' and 'Cancel' buttons. The 'Change password' section has three input fields: '* Old password', '* New password', and '* Confirm password'. Below these are 'Change password' and 'Cancel' buttons.

5. Insert the old password if you want to change it as well
6. Insert the new password and confirm it
7. Click on “Change password”
8. The confirmation of your new login and password will be sent out to your new email address

How to recover a new password?

9. Go to the webgate: <https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=home.main>
10. Insert your current login and press the “Password reminder page” bottom



Sign in

Login:

Password:

Login

Forgot your password?

You can have your password sent to you by using our [password reminder page](#)

[Or create an account...](#)


11. Type the characters you see in the picture and press “Send”.



To receive a mail containing your password, enter your e-mail address below

Email:

Type the characters you see in the picture below.



Send Cancel

12. The new password has been sent to your account



 **Password sent to your e-mailbox**

Your password is sent to your current registered e-mail address

[Back](#)