

Erasmus for Young Entrepreneurs

Registration guide for new entrepreneurs

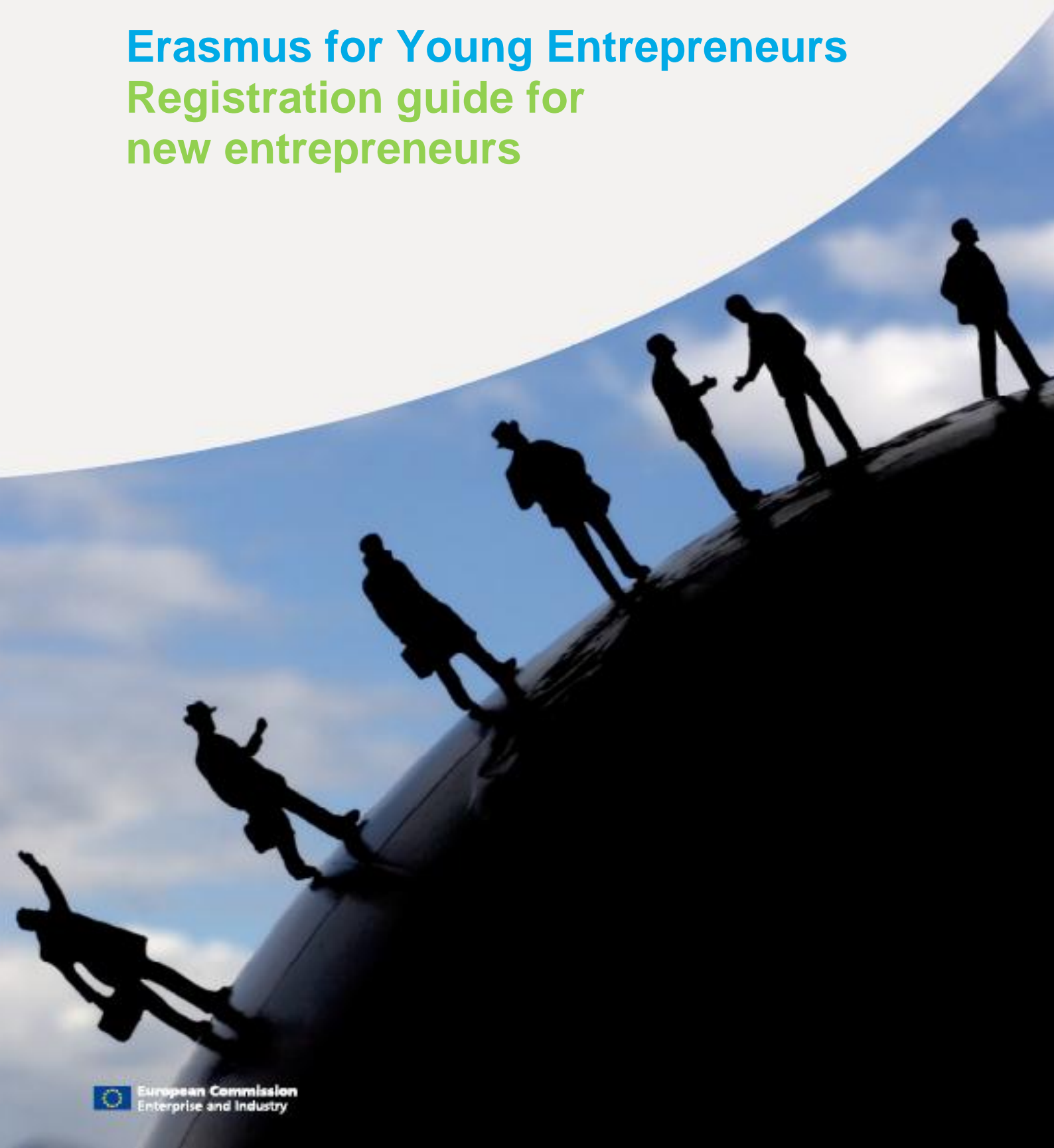


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Background and purpose of the guide

The Erasmus for Young Entrepreneurs aims at helping recently established and would-be entrepreneurs as yourself, to acquire relevant experience and skills for managing a small or medium-sized enterprise, by working with an experience from another European country.

The overall objective of the programme is ensuring 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.

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.

STEP 1 – Preparing your registration

The programme is accessible to all European entrepreneurs (new and host) provided that they are eligible for the programme. Therefore, before registering, please make sure that you fulfill the eligible criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary compulsory information (i.e. business plan, CV, motivations...) to validate your application.

Eligibility criteria

New entrepreneur definition

- Would-be entrepreneurs who are firmly planning to start their own business based on a viable business plan or a concrete project; or, entrepreneurs who have recently started their own business in the last 3 years¹;
- Permanent resident in one of the EU countries²;
- Have a concrete project or a business idea reflected in a business plan;

Please note that the programme does not require a minimum age to participate in the programme. However, from the definition of the new entrepreneur ([Users' Guide p.9](#)) and the various requirements linked to this definition (in terms of educational background, business experience etc.) it is very unlikely that individuals below the age of 18 can fulfill these requirements.

Minimum quality standards

The motivations and expectations should be clearly expressed

Host entrepreneurs are looking for motivated new entrepreneurs with clear objectives. Therefore, it is extremely important to clearly describe your expectations and motivations in order to find the suitable business partner corresponding to your needs.

A sound personal and vocational background

The curriculum vitae should include a summary of your educational & vocational background, your competencies/skills and your work experience.

It should be clear, concise, complete and up-to-date with current employment and educational information.

The [Europass CV format](#) is preferable, but not compulsory³. The CV can be **submitted in any language**. However, you should take into consideration the language of the selected intermediary organization. In any case, English is favoured as it is understood by almost all users of the online

¹ Whenever planned or already existing the business can be in any sector

² The "permanent residence" is defined 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 country where the entrepreneur 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."

³ <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

database (new entrepreneurs, host entrepreneurs and intermediary organisations) and consequently facilitates the matchmaking.

A well formulated business idea

A business plan is a document that summarises the operational and financial objectives of one's business and contains the detailed schemes and budgets, which show how to realise the objectives.

You are requested to submit a **full business plan** and a **summary** of it.

- The summary of the business plan must be submitted in English as it will be available to all accepted users of the online catalogue. You are invited to formulate the summary in a way that avoids misuse and potential damage to yourselves.
- The full business plan is a **confidential document** that can only be read by the chosen new entrepreneur's intermediary organisation. It can be submitted in English or a language that your intermediate organization understands. It should be made available to the European Commission upon request.

You are allowed to choose the business plan format you prefer. If you face difficulties in drawing it up, a template can be provided to you upon request to your intermediate organization. The business plan should demonstrate that you are firmly planning to start your own business or have started your own business within the last 3 years and that the business idea has been well thought through.

Furthermore, it should contain at least:

- A description of the product or service offered;
- A market analysis including a definition of the target market and a competitor analysis;
- A financial plan including a break even analysis.

As previously mentioned, the full business plan is a confidential document as such, before submitting the full business plan, you may want to sign a non-disclosure agreement (NDA) or a similar confidentiality agreement with your intermediate organisation should you consider this useful.

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.

Enter your e-mail address and click the Register (or modify your registration) button

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 new entrepreneurs

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

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



Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as a new 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

[Next page](#)

The collected personal data (name, address, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to [data privacy rules](#) and is executed in compliance with Regulation (EC) 452001 on the data protection of personal data and the processing thereof. A [privacy policy statement](#) specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact [US](#). Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Your Profile

This section is about your personal data. Please indicate your contact details and then click “next” (the fields with an * are mandatory).



| | |
|------------------|--|
| * Title : | <input type="text" value="Please select"/> |
| * Last name : | <input type="text"/> |
| * First name : | <input type="text"/> |
| * Company name : | <input type="text"/> |
| * Address : | <input type="text"/> |
| * Postal code : | <input type="text"/> |
| * City : | <input type="text"/> |
| * Country : | <input type="text" value="Please select"/> |
| * Phone : | <input type="text"/> <input type="text"/> |
| * Fax : | <input type="text"/> <input type="text"/> |
| * Email : | <input type="text" value="g.lahut@verdura.com"/> |
| * Website : | <input type="text"/> |

* Have you already started your own business? :

- Yes
 No

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Motivations

In this section, you are required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and how you wish to contribute to the host entrepreneur's company. You should demonstrate:

- A real commitment to invest in a learning experience;
- A clearly identifiable commitment towards being an entrepreneur;
- Clear and well defined learning needs;
- A willingness to contribute to the development of the host entrepreneur's business and to make available your skills and competences;
- Dynamism, seriousness, creativity and initiative.

Please be as concise and precise as possible as the motivation is a very important criterion for selection.

| | | | | | | | |
|-------------------------|------------------------------|----------------------------|---------------------------|---------------------------------|--|---|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Welcome | Your profile | Motivation | Languages | Business sector | Geographical preferences | Duration and period of the exchange | Selection of IO and submission |

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

2000 character(s) left

*** How should your stay abroad help you to start your business? :**

2000 character(s) left

*** Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur? :**

2000 character(s) left

*** Which added value can you provide to your envisaged Host Entrepreneur? Why should he choose you? :**

2000 character(s) left

The CV should be submitted preferably in **English**. If you use another language, please make sure that the selected intermediate organization understands it.

* Please upload your CV (Preferred format: PDF),
The **Europass CV format** is preferable, but not compulsory

You should provide a **summary** of your business plan in **English** in 400 words. This overview will be visible to all accepted new and host entrepreneurs in the online database as well as to all existing intermediate organizations. Therefore, you are required to formulate it in a way that does not disclose confidential information.

* Please give a short overview of your plans to start a business (up to 400 words)

The Information should include:

- (a) Product or service idea
- (b) Envisaged customer target group
- (c) Activities planned for the first 12 months after the start-up

Please upload the **full business plan**.

* Please upload your business plan (Preferred format: PDF) :

Add the information about professional work experience as entrepreneur in number of years.

* Experience in running a business (in years) :

And any other professional work than entrepreneur.

* Previous working experience (number of months) :

Click next.

Languages

The success of an exchange depends on the ability of both entrepreneurs to communicate properly. Since language plays a key role in this process, you must be able to communicate in a language your host entrepreneur understands in order to collaborate adequately. Furthermore, the work or project proposed during the placement (e.g. foreign market research), may require some specific language skills. Given that no language training is provided by the programme, you should be comfortable with the languages you have selected in your application (i.e. no difficulty in understanding, speaking or writing the language(s). Although there are no specific language requirements, a relatively good level of English is encouraged in addition to your mother tongue.

Please first select your mother tongue



* Please specify your mother tongue :

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

Select any other language that you have no difficulty in understanding, speaking and writing.

Please specify other languages in which you are comfortable working :

| | | |
|------------------------------------|-------------------------------------|-------------------------------------|
| <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 | |

Click "next"

Business sector

The business sector is another important criterion to find a suitable business partner. You need to specify the business sector of your future or recently started company, as well as the other sectors you are interested in.

Specify the business sector of your recently established future enterprise.

1
2
3
4
5
6
7
8

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

| | |
|--|---|
| <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 | <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 4 additional sectors that best correspond to the nature of your future or current business.

Please specify other business sectors of interest:

| | |
|---|---|
| <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 | <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 |
|---|---|

Click "next"

Geographical preferences

In this section, you should indicate your preferred countries for your stay abroad.

Select your primary choice

* Please indicate your preferred target 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 4 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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Click "next "

Duration and period of the exchange period

In this section, you should mention in this section the number of months you wish to spend abroad, and the periods when you are available for the exchange. This information is of utmost importance in the search for a suitable host entrepreneur.

Specify the length of your exchange

The exchange should last between one and six months and should be completed within an overall time span of twelve months.

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

- 1
- 2
- 3
- 4
- 5
- 6

Specify your preferred periods for the exchange

The exchange period is one of the main criterion for a suitable match. The more flexible you are the greater choice you will have in finding a host entrepreneur.

* 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 an active intermediate organizations (Cyprus, Estonia, Ireland), you may choose another one close to your country.

This rule also applies to NON-EU new entrepreneurs provided that you fulfill the definition of permanent resident, 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” if you have duly completed the registration form including all mandatory fields.

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=f94f90d1211a3895-1E3DFC6-9E23-C54D-146145B3B6679C80&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 organization 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 you current login and password and click on **“Login”**



Sign in

Login:

Password:

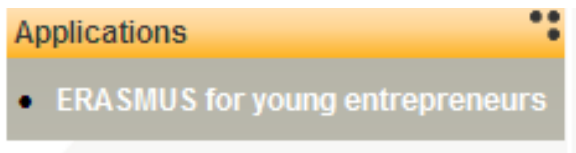
Login

[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

European Commission > Enterprise and Industry > [Contact](#) | [Privacy statement](#)
Welcome Habla MIHOUB [Coord]

Home | EP and IO Mgt | NE/HE Management | Search/Match | Relationships | Monitor | Reports | Help

Follow-up applications

| Salutation | First Name | Family Name | Type | Request Date | Status | Country | Organisation | IO name | Pend |
|------------|------------|-------------|--------|--------------|------------|----------------|--------------|---------|------|
| All | 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:

[Italy] IO043 Alintec S.c.a.r.l.

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 communicate 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 webpage: <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...](#)

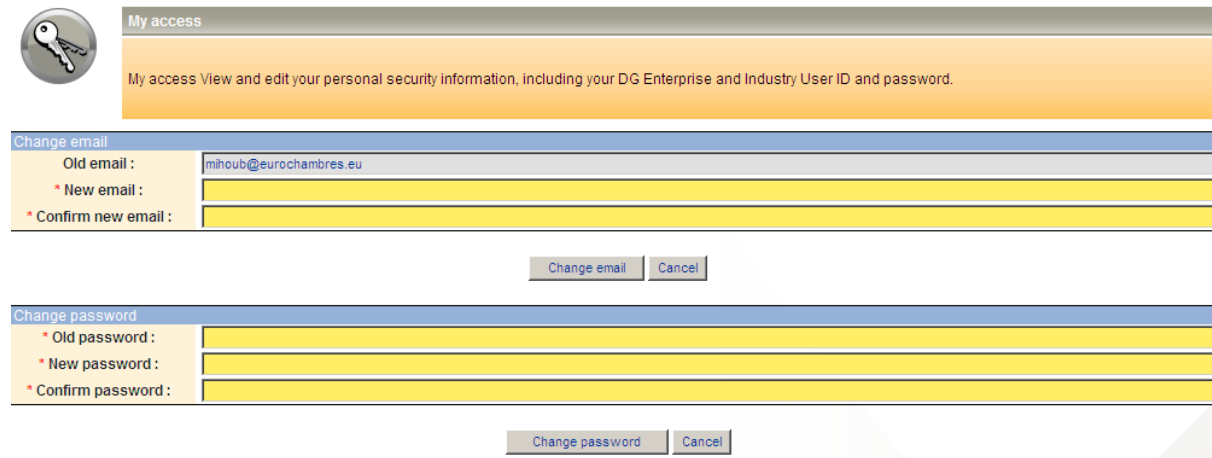
3. Click on "My access"



Enterprise e-Services Portal

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

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, there is a key icon and the text 'My access View and edit your personal security information, including your DG Enterprise and Industry User ID and password.' Below this, there are two main 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 fields are 'Change email' and 'Cancel' buttons. The 'Change password' section has three input fields: 'Old password', 'New password', and 'Confirm password'. Below these fields 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?

- Go to the webgate: <https://webgate.ec.europa.eu/enterprise-portal/index.cfm?fuseaction=home.main>
- 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...](#)


- 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

- 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](#)