

OID Modify Organisation

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What is the topic about?

The organisation details that are recorded in the Organisation Registration system may require to be updated. There can be different scenarios when an organisation needs to modify their data:

1. The transfer of organisation details from the Participant Portal to the new Organisation Registration system
2. Modifications to the organisation details
3. Change of contact person
4. Change of authorised users

Information

If your organisation is registered in both the Organisation Registration system and the Participant Portal, it is recommended that you update the organisation details in both systems.

How to modify organisation details in the Organisation Registration system?

Quick Steps

- [Access "My Organisations" list and select "Edit" for the organisation to update.](#)
- [Modify the "Organisation data".](#)
- [Modify the "Legal Address".](#)
- [Modify the "Organisation Contact Person".](#)
- [Modify "Authorised Users".](#)
- [Update documents.](#)
- [Submit the changes.](#)
- [Notifications.](#)

Detailed Steps

Access "My Organisations" list and select "Edit" for the organisation to update.

Access the [OID My Organisations](#) page from the Erasmus+ and European Solidarity Corps platform.

To access the list of your organisations, either use:

1. The **Organisations** menu and select **My Organisations** or
2. The **My Organisations** button directly on the page.

The screenshot shows the top navigation bar with 'OPPORTUNITIES' and 'ORGANISATIONS' menus. A red box highlights the 'ORGANISATIONS' menu, which contains options: '+ Register My Organisation', 'My Organisations', and 'Search'. A red circle with the number '1' is placed over the 'ORGANISATIONS' menu. Below the navigation bar, there is a search bar with the text 'Search for an Organisation...' and a 'Search' button. A red circle with the number '2' is placed over the 'My Organisations' button in the search results area.

You will be prompted to provide your EU login, if you are not yet logged in to any of the European Commission systems.

The list of organisations to which you have access is displayed. Click on the **blue arrow icon** in the **Details** column to access the organisation details.

The screenshot shows the 'My Organisations' page. At the top, there is a search bar with the text 'Search the results...' and a 'Search' button. Below the search bar, there is a table with the following columns: Legal name, Business name, Country, City, Website, PIC, Organisation ID, Registration number, VAT number, Erasmus Charter for Higher Education Code, and Details. A red box highlights the 'Details' column, which contains a blue arrow icon. The table contains one row of data for 'Organisation ABC'.

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code	Details
Organisation ABC	Organisation ABC	Belgium	Antwerp	www.organis-website.be		E10001346				

The Organisation Registration system opens on the **Organisation data** screen. From here, you have access to all currently available organisation information.

To easily access a specific section in the form use the side navigation.

Organisation ID: E10048053 Status: REGISTERED

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Accreditations

Documents

Your form is complete

Update my organisation

Organisation data

PIC *****

Legal name * Organisation ABC 224

Business name * Organisation ABC 384

Legal status International organisation
 a natural person a legal person
 private entity public body
 non-profit for profit
 sme

Official language * Dutch

Establishment/registration country * Belgium

Region * Arr. Antwerpen

Legal form * AKTIENGESELLSCHAFT

VAT number * 123456
 VAT number not applicable

Registration number Registration number

Registration date * 01/01/1970 240

Registration authority Registration authority

Modify the "Organisation data".

To modify organisation data:

1. Access the **Organisation data** section.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.

Organisation ID: E10048053 Status: REGISTERED

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Accreditations

Documents

You have unsaved changes

Update my organisation

1

2

3

Organisation data

PIC *****

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Legal form * AKTIENGESELLSCHAFT

VAT number * 123456
 VAT number not applicable

Registration number Registration number

Registration date * 01/01/1970 240

Registration authority Registration authority

Modify the "Legal Address".

To modify legal address information:

1. Access the **Legal Address** section of the form.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.

The screenshot shows the 'Legal Address' form within the 'Organisation' section. The form fields are: Street name and number (Street 100 - 102), City (Antwerp), P.O. Box (P.O. Box), Postal code (2000), Main phone (+123456789), Fax (Fax), Secondary phone (+987654321), and Website (www.website.be). A red box highlights the form fields, and a red circle with the number '2' is placed over the 'City' field. In the left sidebar, the 'Legal address' menu item is highlighted with a red circle and the number '1', and the 'Update my organisation' button is highlighted with a red circle and the number '3'. The top of the page shows 'Organisation ID: E10048053 Status: REGISTERED'.

Modify the "Organisation Contact Person".

To edit the Organisation Contact Person:

1. Access the **Organisation Contact Person** section.
2. All information in the organisation contact screen can be changed. Make the needed adjustments.
3. Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays.

The screenshot shows the 'Organisation Contact Person' form within the 'Organisation' section. The form fields are: Title (Mrs), Gender (Female), First name (Anne), Last name (Peeters), Department (HQ), Position in the organisation (Assistant to Director), Professional e-mail (test@organisation-def.be), Main phone (+32 123456789), Fax (Fax), Secondary phone (Secondary phone), and use organisation address? (checked). The form also includes fields for Street name and number (Street 10), Country (Belgium), Region (Arr. Antwerpen), and City (Antwerp). A red box highlights the form fields, and a red circle with the number '2' is placed over the 'Title' field. In the left sidebar, the 'Organisation Contact Person' menu item is highlighted with a red circle and the number '1', and the 'Update my organisation' button is highlighted with a red circle and the number '3'. The top of the page shows 'Organisation ID: E10048053 Status: REGISTERED'.

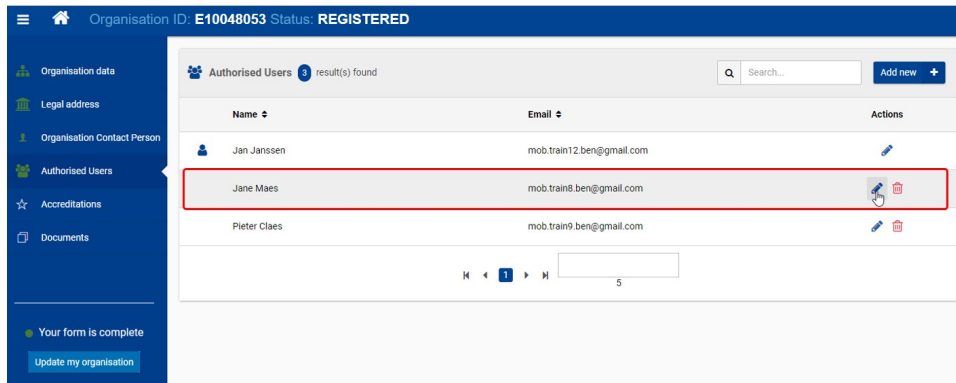
Modify "Authorised Users".

Access the "Authorised Users" section.

Open the **Authorised Users** section. The list of added authorised users is displayed.







Click the "Edit" icon and make the required changes.

Find the contact to be updated in the list and click the **Edit** (pencil) icon next to it.



Organisation ID: E10048053 Status: REGISTERED

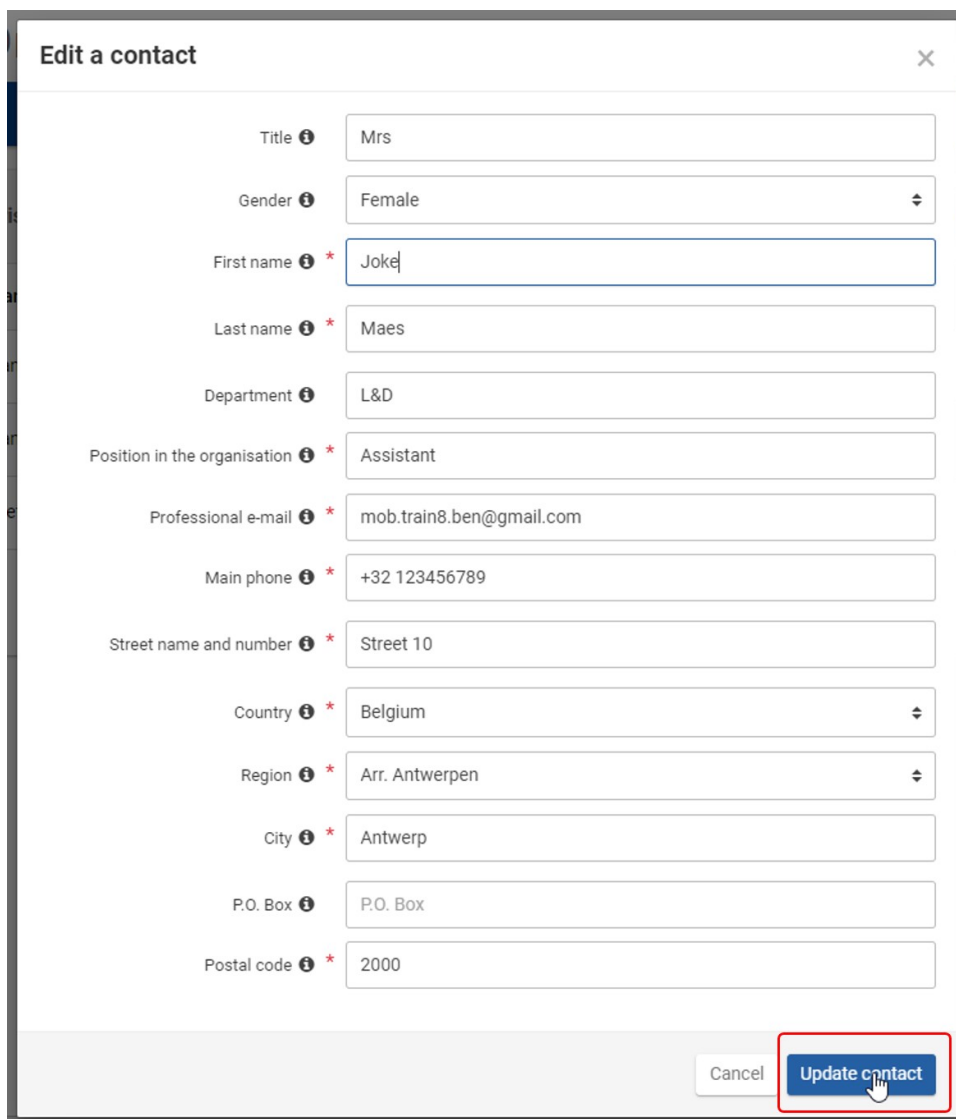
Authorised Users 3 result(s) found

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	 
Jane Maes	mob.train8.ben@gmail.com	 
Pieter Claes	mob.train9.ben@gmail.com	 


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Make the adjustments and click "Update Contact".


Make the required changes in the **Edit a contact** window.





Edit a contact


Title  Mrs


Gender  Female


First name  * Joke


Last name  * Maes


Department  L&D


Position in the organisation  * Assistant


Professional e-mail  * mob.train8.ben@gmail.com


Main phone  * +32 123456789


Street name and number  * Street 10

Country  * Belgium

Region  * Arr. Antwerpen

City  * Antwerp

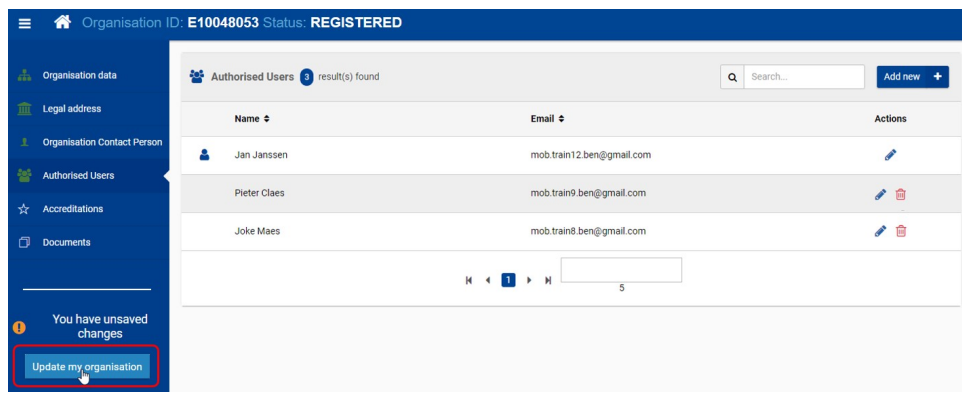
P.O. Box  P.O. Box

Postal code  * 2000

Cancel **Update contact**

Submit changes.

Click on the **Update my organisation** button in the side navigation if no other updates are required for your organisation. A **Success** message displays



The screenshot shows the Organisation Registration system interface. The top header displays 'Organisation ID: E10048053' and 'Status: REGISTERED'. The main content area shows 'Authorised Users' with 3 results found. A table lists three users: Jan Janssen (mob.train12.ben@gmail.com), Pieter Claes (mob.train9.ben@gmail.com), and Joke Maes (mob.train8.ben@gmail.com). Each user has edit and delete icons. A search bar and 'Add new' button are at the top right. The side navigation on the left includes 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Authorised Users', 'Accreditations', and 'Documents'. At the bottom of the side navigation, a notification says 'You have unsaved changes' and the 'Update my organisation' button is highlighted with a red box.

Update documents.

Documents added for your organisation cannot be changed, only removed. If a new version of a document is required, you have to upload it. The old version should be removed.

See [OID - How to add a document](#) for details.

Important

If your organisation is already certified and intends to apply for a new grant or accreditation, any documents that are older than 6 months will have to be updated and attached again.

Submit the changes.

When all modifications are made, click on the **Update my organisation** button. A **Success** message displays. Click **OK** to close it.

Notifications.

The Organisation Registration system will send **notification e-mails** to all authorised users of the organisation **every time** modifications are submitted, informing them that changes of organisation details were made in the system.

Related Articles

- [Application process for Web Forms](#)
- [OID Basic functionalities of the Organisation Registration system](#)
- [OID How to add the Organisation Contact and Authorised Users](#)
- [OID How to register an organisation](#)
- [OID How to search for organisations](#)
- [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](#)

