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.

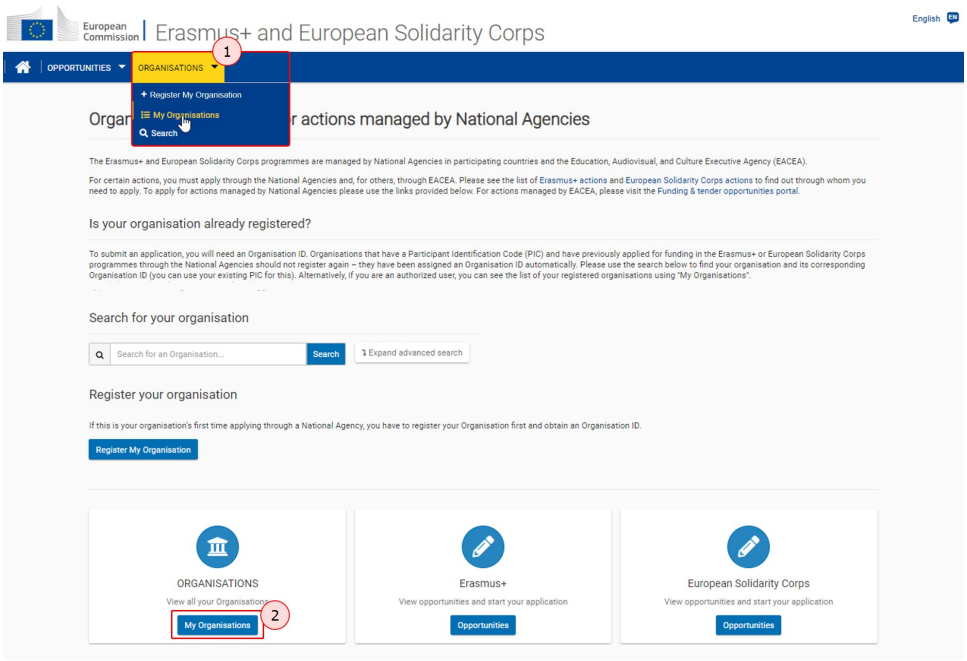
Detailed Steps

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.

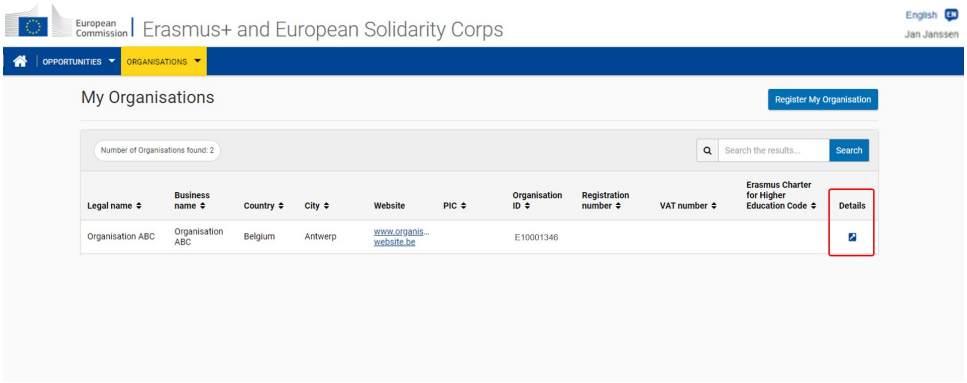
To access the list of your organisations, either use:

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



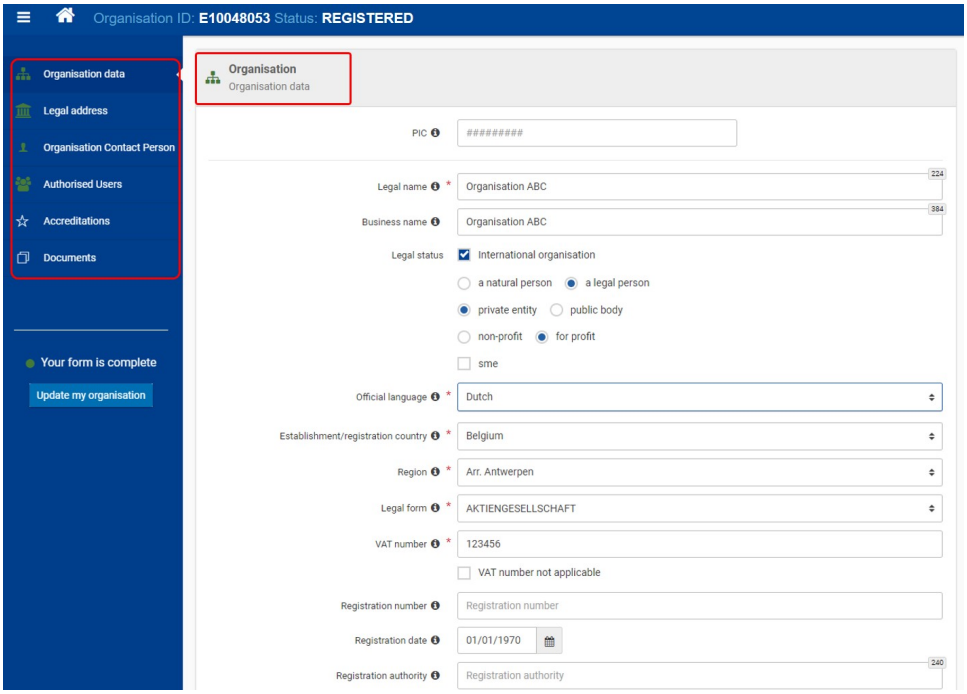
You will be prompted to provide your EU login, if you are not yet logged in to any of the European Commission systems.

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

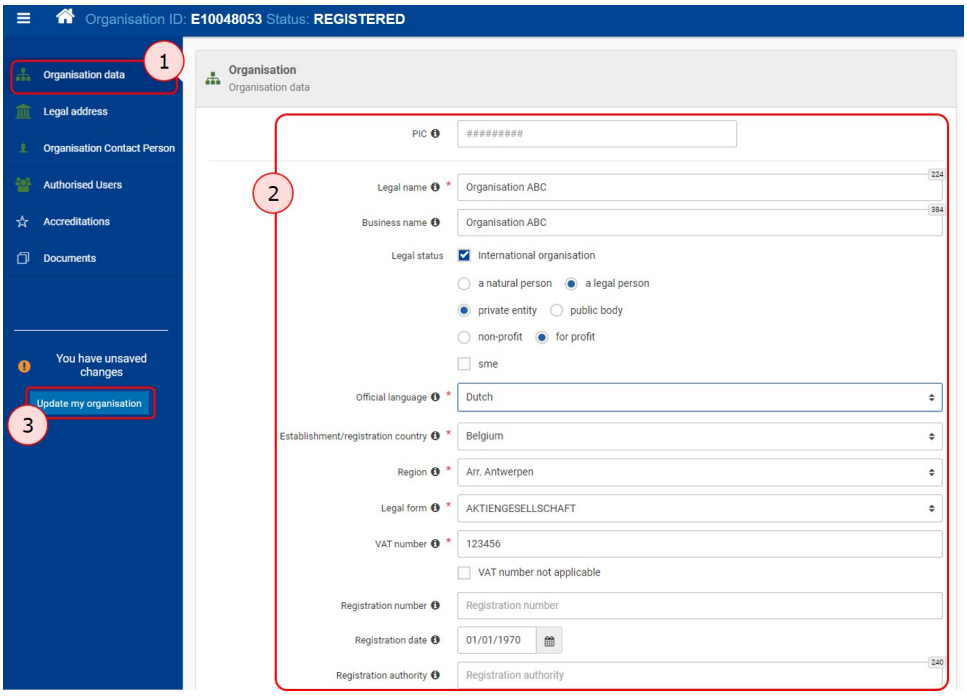
To easily access a specific section in the form use the side navigation.



Modify the "Organisation data".

To modify organisation data:

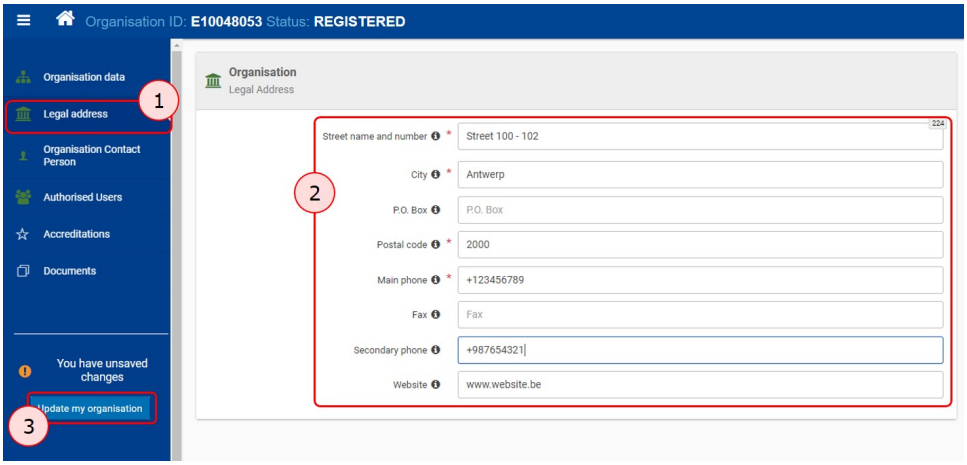
1. Access the **Organisation data** section.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.



Modify the "Legal Address".

To modify legal address information:

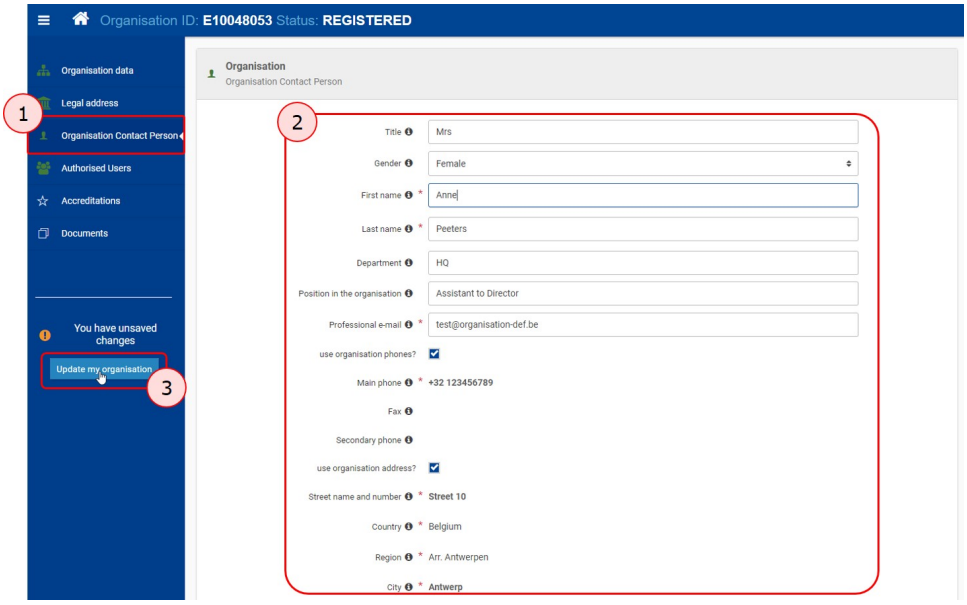
1. Access the **Legal Address** section of the form.
2. Make the required changes.
3. If no other updates are required for your organisation, save the changes by clicking the **Update my organisation** button.



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 disp



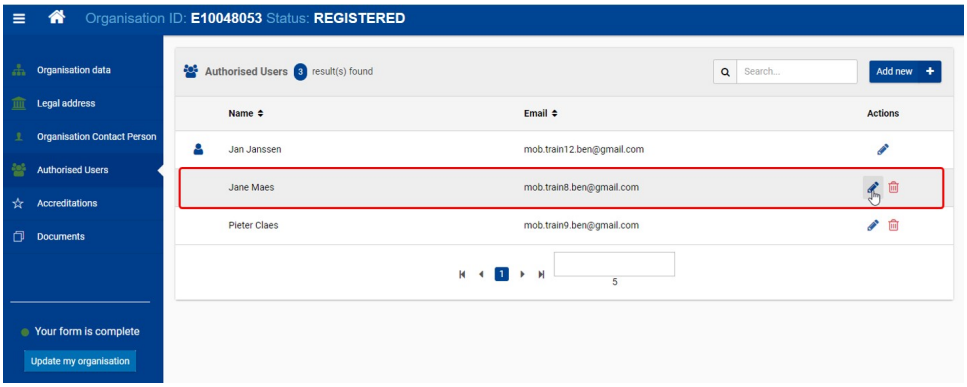
Modify "Authorised Users".

Access the "Authorised Users" section.

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

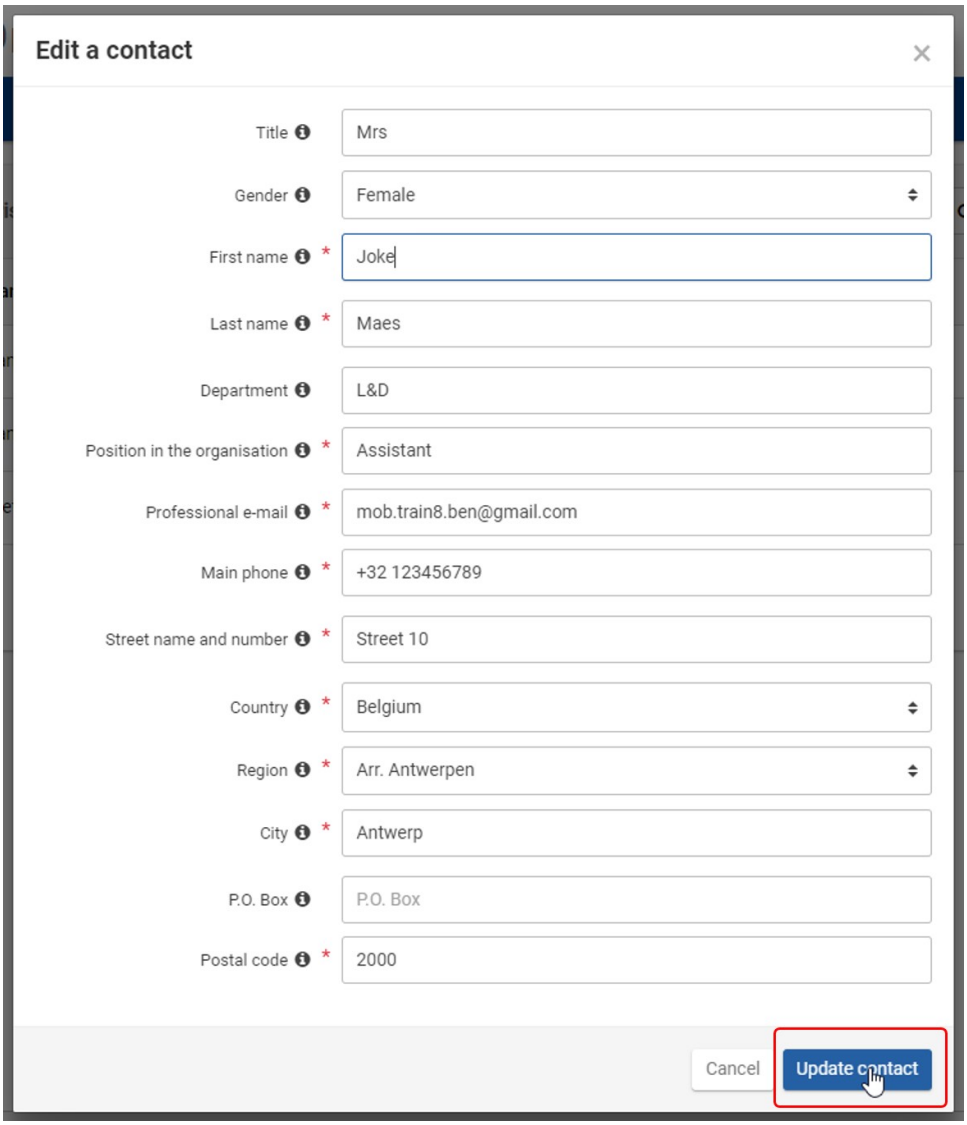
Click the "Edit" icon and make the required changes.

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



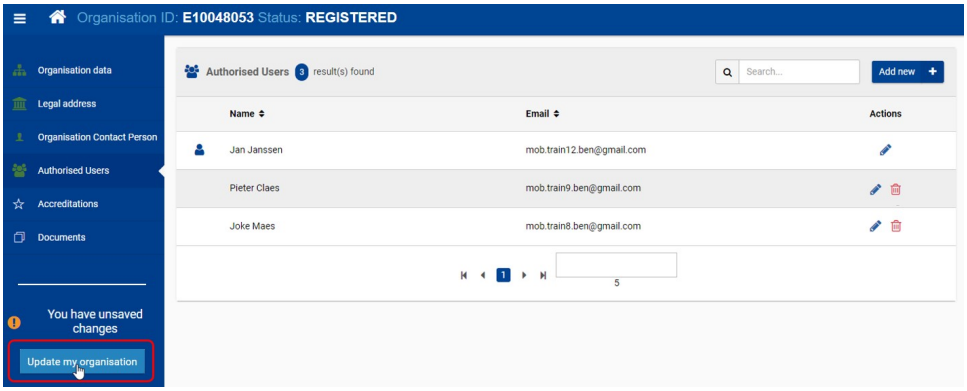
Make the adjustments and click "Update Contact".

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



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



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