



Erasmus for Young Entrepreneurs

Registration Guide- New entrepreneurs



Internal Market,
Industry,
Entrepreneurship
and SMEs

Table of contents

BACKGROUND AND PURPOSE OF THE GUIDE.....	3
STEP 1 – Preparing your registration.....	4
Eligibility criteria.....	4
Minimum quality standards.....	4
STEP 2 – Register.....	6
Welcome page of the application form for new entrepreneurs	7
Your Profile.....	8
Languages.....	12
Business sector	13
Geographical preferences	13
Duration and / period of the exchange	14
Selection of an Intermediary Organisation and submission	15
STEP 3 – Confirmation of your registration.....	18
Registration saved as draft.....	18
Registration submitted.....	20
STEP 4 – Signing in to the Erasmus IT Management Tool.....	22
How to review/modify your application?	23
How to change your Intermediary Organisation (IO)?.....	24
How to change or recover your password?.....	25
Advice and assistance.....	27

BACKGROUND AND PURPOSE OF THE GUIDE

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

The overall objective of the programme is ensuring the transfer of knowledge and experience between entrepreneurs to increase the number of successful start-ups and enhance cross border trade.

To participate in the programme, you should apply online via the website www.erasmus-entrepreneurs.eu.

Application and participation in the programme are free of charge. **No application or participation fees are requested.**

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 entrepreneurs (new and host) provided that they are eligible for the programme.

Therefore, before registering, please 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. 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 and have less than 3 years of entrepreneurial experience¹;
- Permanent resident² in one of the participating countries³;
- 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 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 fulfil these requirements. Furthermore, individuals under 18 do not have the legal ability to sign contracts on their own.

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 compulsory⁴. The CV can be **submitted in any language**. However, you should take into consideration the language of the selected Intermediary Organisation. In any case, English is favoured as it is understood by almost all users of the online database (new entrepreneurs, host entrepreneurs and Intermediary Organisations) and consequently facilitates the matchmaking.

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

² Permanent residence² is defined as:

‘Permanent residence’ is defined as:

- the place where the company of the applicant is registered, if the applicant has a registered company;
- if a company has several establishments in different EU Member States or other [participating countries](#), the entrepreneur should choose the country where he/she is based;
- the place where the applicant has spent 183 days or more in the course of the last 12 months, if the applicant does not have a registered company.

Note that if the applicant is currently living in a non-participating country, he/she will be considered as ineligible even if he/she fulfills the above rules in general.

³ Participating countries: <https://www.erasmus-entrepreneurs.eu/page.php?cid=3>

⁴ <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

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 any EU official language; however English is strongly preferable 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, Support Office and European Commission. It can be submitted in an official language of the EU or the language of one of the other participating countries that your Intermediary Organisation understands.

The Programme does not provide a business plan template. You are able to choose the format you prefer. It will be up to your IO to check if the document is of sufficient quality and fulfils the basic requirements, namely that it demonstrates 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 is 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 estimated expenses and income in the following 2 years and a break-even analysis.

As previously mentioned, the full business plan is a confidential document and 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 Intermediary Organisation should you consider this useful.

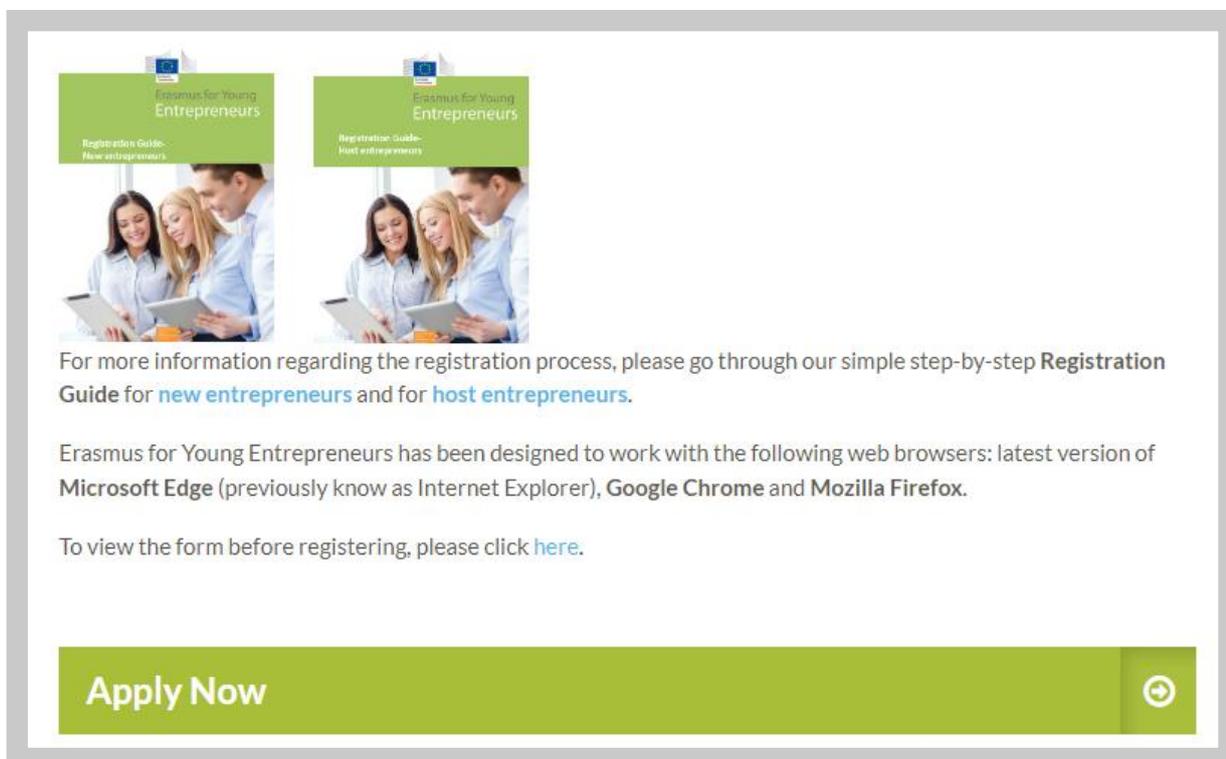
ABILITY TO WORK IN A FOREIGN LANGUAGE

The communication between you 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)-at least B2 Level.

STEP 2 – Register

The online registration form is available on the programme website www.erasmus-entrepreneurs.eu under the section “Apply now”. Click ‘Apply Now’ button.



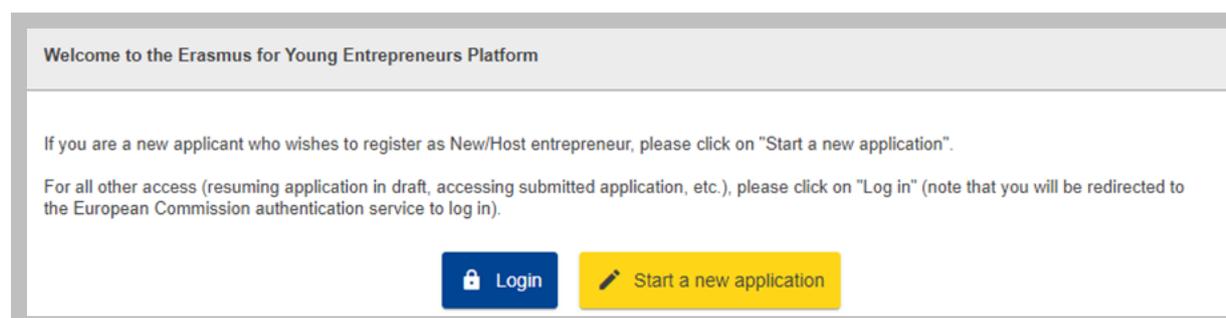
For more information regarding the registration process, please go through our simple step-by-step **Registration Guide for new entrepreneurs** and for **host entrepreneurs**.

Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: latest version of **Microsoft Edge** (previously know as Internet Explorer), **Google Chrome** and **Mozilla Firefox**.

To view the form before registering, please click [here](#).

Apply Now

Select ‘Start a new application’.



Welcome to the Erasmus for Young Entrepreneurs Platform

If you are a new applicant who wishes to register as New/Host entrepreneur, please click on “Start a new application”.

For all other access (resuming application in draft, accessing submitted application, etc.), please click on “Log in” (note that you will be redirected to the European Commission authentication service to log in).

Login **Start a new application**



Please note that Erasmus for Young Entrepreneurs works with last versions of the following web browsers: latest version of **Microsoft Edge** (previous know as Internet Explorer), **Google Chrome** and **Mozilla Firefox**.

Once you register, **you will not be able to change your e-mail address (nor your first and last name)**. Therefore, please make sure that you will not lose access to this account in the future.

Welcome page of the application form for new entrepreneurs

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

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an 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 program, please [click here](#).

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 provide will be entered into the online catalogue of accepted entrepreneurs, where you will find possible counterparts.

You can at any time save a draft of your application and resume the registration process later on. It is recommended to do frequent saves of your information to avoid any data loss.

I want to register as a

New Entrepreneur	Host Entrepreneur
<p style="text-align: center;"></p> <p>I am firmly planning to start a business, based on a viable business plan</p> <p style="text-align: center;">Or</p> <p>I have less than 3 years of total entrepreneurial experience</p> <p style="text-align: center;">More Info Next</p>	<p style="text-align: center;"></p> <p>I am the owner/manager of a SME for over three years and willing to share your knowledge and experience with a new entrepreneur.</p> <p style="text-align: center;">More Info Register</p>

Choose your status 'New entrepreneur' and click on 'Next'.

Your Profile

Profile section is for **your personal data**. Please indicate your personal and contact details and move to the next section by clicking on its name on the top of the page (the fields with an * are mandatory). It is recommended to save as draft your of application at least once during the registration process.

Profile Motivation Languages Business sector Geographical preferences Duration/period IO submission

Title * -- Sele... 75 First name * First name 75 Last name * Last name 75

Birth date * dd-mm-yyyy Nationality -- Select nationali... Gender * Male Female

Address * Address 255

Zipcode * Zipcode 10 City * City 75 Country * -- Select country --

Email * Email 100 Phone number * Ex.: +320123456789 20 Skype ID skype ID 50

Company name Company name 75 Website e.g. https://example.com 125

Have you already started your own business? * No Yes

[Save Draft](#) [Submit](#)

If you do not specify your country of residence, you will not be able to select an Intermediary Organisation on the last step of your registration process.

Please note that:

To be able to “Save Draft” minimum following information need to be filled in: Title, First name, Last name, gender and the date of birth.

A green point on a section name indicates that the section is fully filled in, a red point indicates that some compulsory information is missing.

Profile ● Motivation ● Languages ● Business sector ●

Motivation

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;**
- **how you intend to use the experience to develop your business.**

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

Profile	Motivation	Languages	Business sector	Geographical preferences	Duration/period	IO submission
<p>Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs program and state your expectations *</p> <p>Guidance ⓘ</p> <input type="text"/> <p>2000</p>						
<p>How should your stay abroad help you develop your business? *</p> <p>Guidance ⓘ</p> <input type="text"/> <p>2000</p>						
<p>Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur? *</p> <p>Guidance ⓘ</p> <input type="text"/> <p>2000</p>						
<p>What added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you? *</p> <p>Guidance ⓘ</p> <input type="text"/> <p>2000</p>						

The CV should be submitted preferably in **English**. If you use another language, please make sure that the selected Intermediary Organisation understands it. While uploading files also **pay attention to the allowed file size and type**.

Please upload your CV (allowed file size: 2mb | allowed file type: '.pdf', '.doc', '.docx', '.rtf', '.txt') *

Guidance ⓘ

or drag and drop file here

Please upload the **full business plan**. The business plan is a confidential document that will **only be accessible to you, your Intermediary Organisation (Local Contact Point), the Support Office and the European Commission** (not to other entrepreneurs or IOs). It should be submitted in an official language of the EU that is spoken by your selected Intermediary Organisation.

Please upload your business plan (allowed file size: 2mb | allowed file type: '.pdf', '.doc', '.docx', '.rtf', '.txt') *

Guidance ⓘ

or drag and drop file here

You should provide a **summary** of your business plan **in max 2000 characters**. This overview will be visible to all accepted entrepreneurs in the online database as well as to all existing Intermediary Organisations, Support Office and European Commission. 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 develop a business (preferably in English) *

Guidance ⓘ

In the next section, please chose if the business model of your existing or planed business has green/digital/social or other impact.

Is the business model of your planned /running business having a *

Guidance ⓘ

-- Select --

If you have any additional supporting document, please upload it here.

Optional supporting documents (allowed file size: 2mb | allowed file type: '.pdf', '.doc', '.docx', '.rtf', '.txt')

Guidance ⓘ

 or drag and drop file here

Short overview of the optional supporting documents

Guidance ⓘ

2000

Finally, provide information about your professional work experience **as an entrepreneur (running your own business) in number of years**. Please note that this reflects only the entrepreneurial experience and not the professional. Please also provide your professional work experience (other than entrepreneur) in months at the question below.

Experience running a business (number of years) *	<input type="text" value="Experience in years"/>	1	Guidance ⓘ
Previous working experience in months *	<input type="text" value="Experience in months"/>	3	Guidance ⓘ

 Save Draft  Submit

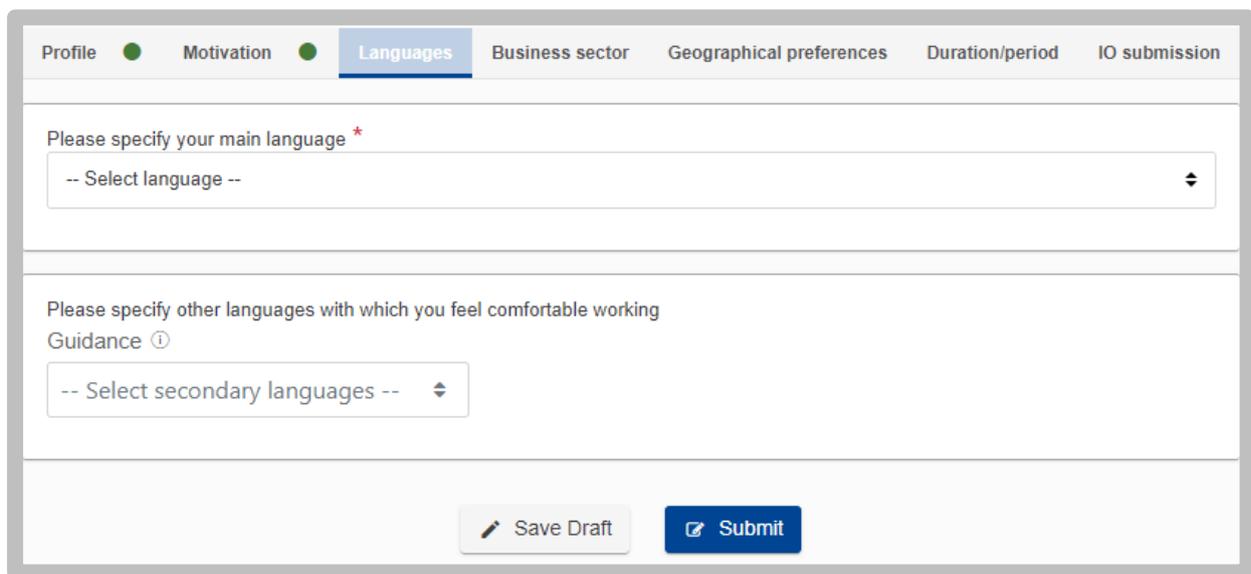
You may now move to another section or 'save draft'.

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. at least B2 Level). 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 from the drop down menu. Then select any other language from the drop down menu that you have no difficulty in understanding, speaking and writing.



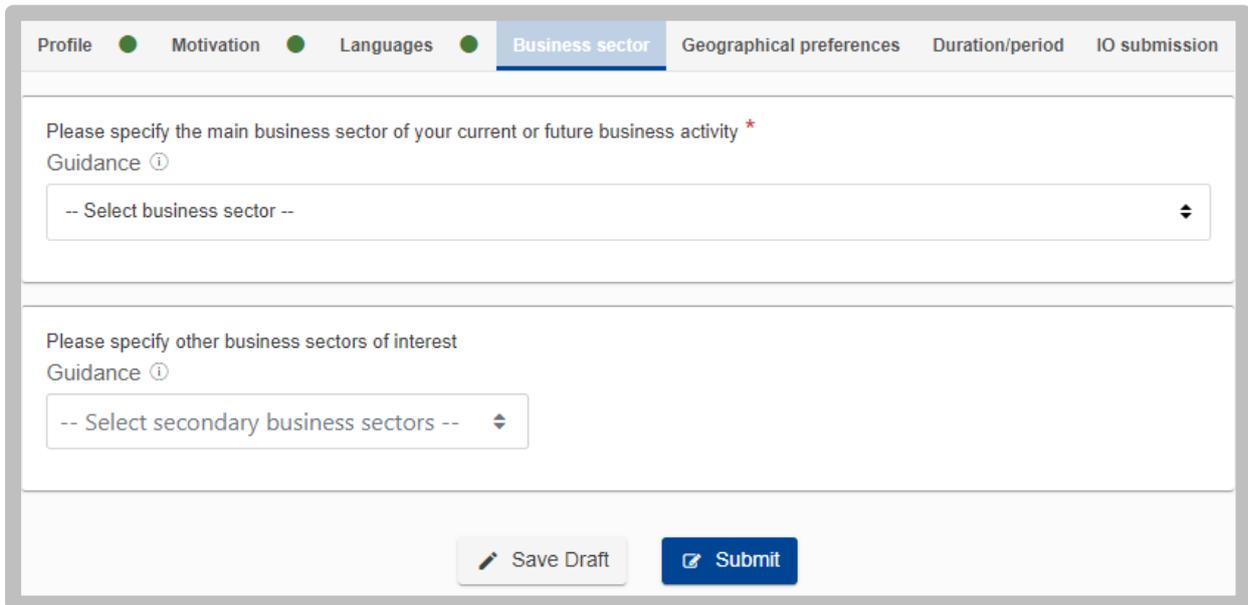
The screenshot shows a web form with a navigation bar at the top containing the following tabs: Profile (with a green dot), Motivation (with a green dot), Languages (highlighted in blue), Business sector, Geographical preferences, Duration/period, and IO submission. Below the navigation bar, the form is divided into sections. The first section is titled "Please specify your main language *" and contains a dropdown menu with the text "-- Select language --". The second section is titled "Please specify other languages with which you feel comfortable working" and includes a "Guidance ⓘ" link. Below this title is another dropdown menu with the text "-- Select secondary languages --". At the bottom of the form, there are two buttons: a light blue "Save Draft" button with a pencil icon and a dark blue "Submit" button with a checkmark icon.

You may now move to another section or 'save draft'.

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 or a future enterprise. Then choose up to 4 additional sectors that best correspond to the nature of your future or current business. Note that the more sectors you select the higher chances to find a partner are.



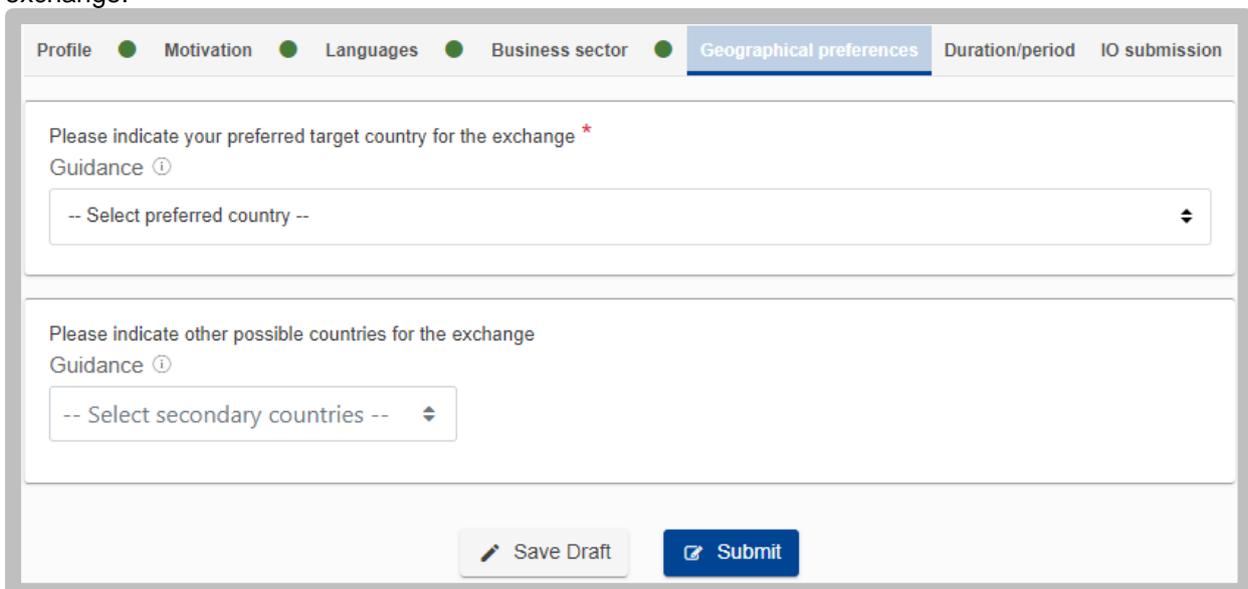
The screenshot shows a web form with a navigation bar at the top containing tabs: Profile, Motivation, Languages, Business sector (highlighted), Geographical preferences, Duration/period, and IO submission. The main content area has two sections. The first section is titled 'Please specify the main business sector of your current or future business activity *' and includes a 'Guidance' icon and a dropdown menu with the text '-- Select business sector --'. The second section is titled 'Please specify other business sectors of interest' and includes a 'Guidance' icon and a dropdown menu with the text '-- Select secondary business sectors --'. At the bottom of the form are two buttons: 'Save Draft' and 'Submit'.

You may now move to another section or 'save as draft'.

Geographical preferences

In this section you should indicate your preferred countries for your stay abroad. **You cannot do the exchange in your country of residence.**

Select your primary choice for the country of exchange and up to 4 other possible countries for the exchange.



The screenshot shows a web form with a navigation bar at the top containing tabs: Profile, Motivation, Languages, Business sector, Geographical preferences (highlighted), Duration/period, and IO submission. The main content area has two sections. The first section is titled 'Please indicate your preferred target country for the exchange *' and includes a 'Guidance' icon and a dropdown menu with the text '-- Select preferred country --'. The second section is titled 'Please indicate other possible countries for the exchange' and includes a 'Guidance' icon and a dropdown menu with the text '-- Select secondary countries --'. At the bottom of the form are two buttons: 'Save Draft' and 'Submit'.

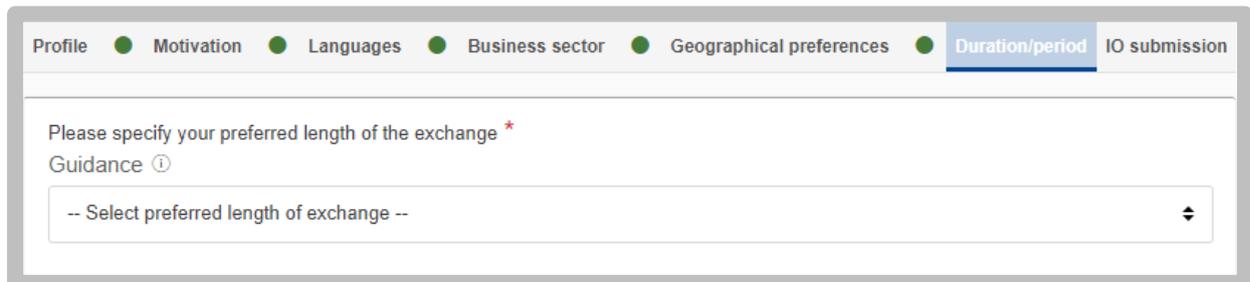
You may now move to another section or 'save as draft'.

Duration and / period of the exchange

In this section, you should mention 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 in principle last between one and six months and should be completed within an overall time span of twelve months.

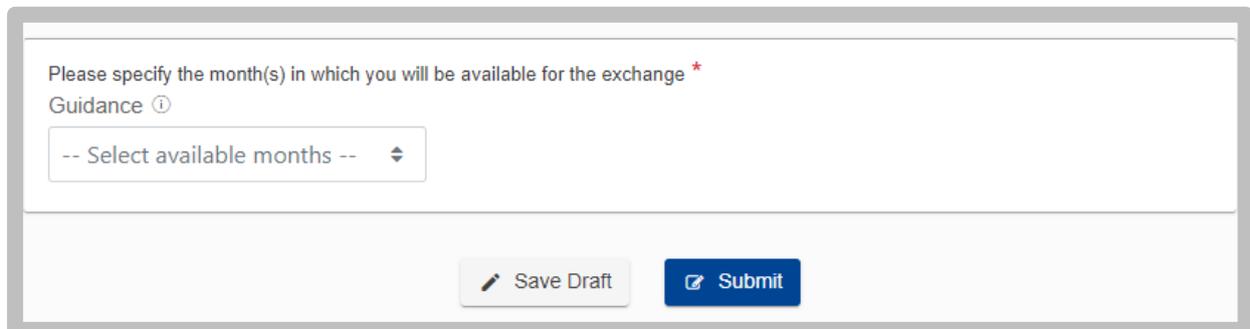


The screenshot shows a navigation bar with tabs: Profile, Motivation, Languages, Business sector, Geographical preferences, Duration/period (selected), and IO submission. Below the navigation bar, the text reads: "Please specify your preferred length of the exchange *". There is a "Guidance" link with an information icon. Below this is a dropdown menu with the text "-- Select preferred length of exchange --".

Please note that if your application is accepted with the selected length, it is not a guarantee that the exchange you will propose will be accepted for this period.

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.



The screenshot shows the text: "Please specify the month(s) in which you will be available for the exchange *". There is a "Guidance" link with an information icon. Below this is a dropdown menu with the text "-- Select available months --". At the bottom of the form, there are two buttons: "Save Draft" and "Submit".

Note that the selection of months done at this step will have an influence on the range of Intermediary Organisations among which you will have to choose one at the last step. Should you like to register with a specific Intermediary Organisation, please make sure that the months selected do not exceed the contract end date of that organisation. Please contact the IO you would like to register with and request this date upfront to know which months you can select.

Selection of an Intermediary Organisation and submission

A number of Intermediary Organisations/Local contact points have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs. The selected Intermediary Organisation should be active in your country of “**permanent residence**” defined by the programme as:

‘**Permanent residence**’ is defined as:

- The place where the company of the applicant is registered, if the applicant has a registered company;
- If a company has several establishments in different EU Member States or other [participating countries](#) the entrepreneur should choose the country where he/she is based;
- The place where the applicant has spent 183 days or more in the course of the last 12 months, if the applicant does not have a registered company.

Note that if the applicant is currently living in a non-participating country, he/she will be considered as ineligible even if he/she fulfills the above rules in general.

If you live in a participating country without an active Intermediary Organisation, you may choose another one close to your country.

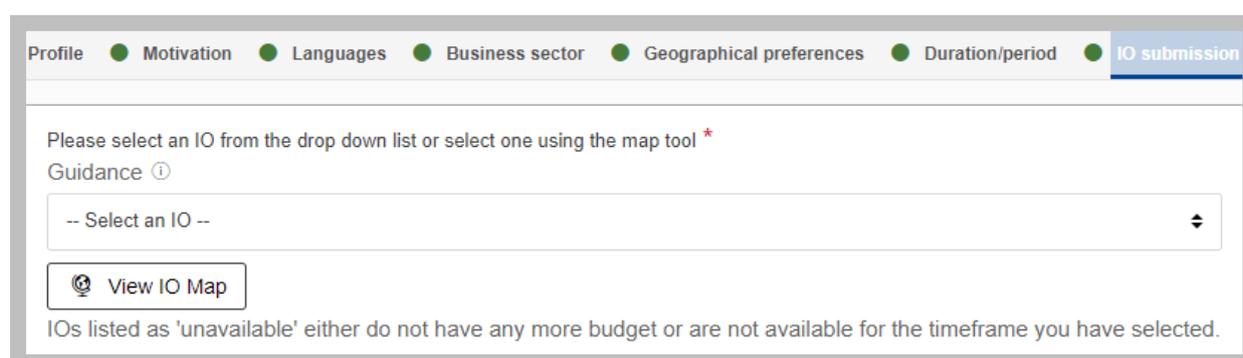
The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred host entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

The list of Intermediary Organisations is available on the programme website www.erasmus-entrepreneurs.eu under the section “[Your local contact point](#)”.

CHOOSE YOUR INTERMEDIARY ORGANISATION

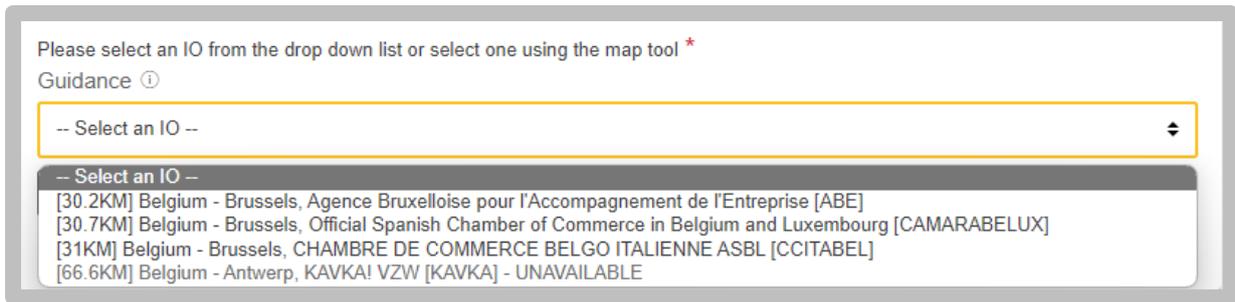
The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred host entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

You may select your intermediary organisation either using the drop-down menu, or by clicking a button ‘View IO Map’.



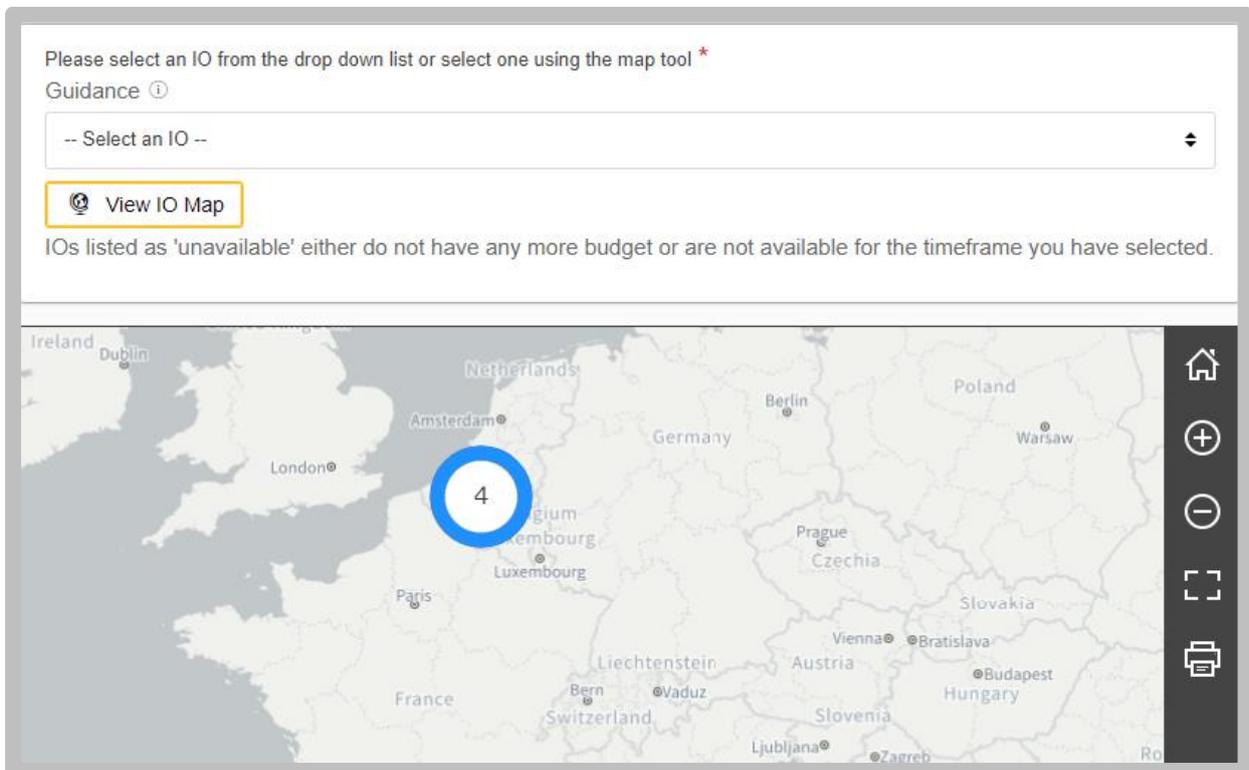
Note: the list of organisations available to be selected will depend on the preferred periods for the exchange that you have selected in the previous step. If you select dates too far in the future, the Intermediary Organisation that you might wish to choose could be unavailable for selection as they might not be active during that period (see last example in the image below – KAVKA Intermediary Organisation is unavailable). In this case you have to contact your IO and ask for the “activity end date” of their organisation and then fill in the availability period again with months until the one specified by your IO.

DROP DOWN MENU OPTION



IO MAP OPTION

A blue bubble with a number  would appear on the map once the map is zoomed out. Zoom in or click on the bubble with the number to be able to see the available IOs. Number in the bubble identifies number of the IOs.



If you cannot complete the step “Select an IO”, please verify that your address and country are correctly selected on the first tab of the application.

After having selected your IO you can also provide some supplementary information about yourself and how have you heard about the programme.

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

Guidance ⓘ

2000

How did you hear about the program? *

Guidance ⓘ

-- Select how you heard --

✎ Save Draft
✉ Submit

SUBMIT OR SAVE A DRAFT OF YOUR APPLICATION

After completing the last page of the registration form you can choose one of the two actions:

Submit	Save as draft
<p>Submit your form directly. Click ‘Submit’ button at the bottom of the page.</p>	<p>Save the form as draft without submitting it yet (i.e. if you want to review your information first): click the ‘Save draft’ button at the bottom of the page.</p>

Before being able to submit your application you

will be prompted to agree on some basic roles of the programme and give consent to use of your personal data within the programme implementation.

Privacy and Eligibility ✕

Privacy Policy

I agree with the EU Login privacy policy regarding the use of your data. (Please note that by submitting we will create your European Commission Authentication Service (ECAS) account.)

I authorize the treatment of my personal data by the relevant programme stakeholders (European Commission/The Executive Agency for Small and Medium-sized Enterprises/the Support Office/the programme Intermediary Organisations) and its use in line with the programme privacy statement, which is in line with the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

I authorize the treatment and use of my personal data by relevant programme stakeholders based in participating countries outside the European Union, in line with the programme privacy statement.

Not complying with the above will result in my application being rejected from the programme.
The European Commission reserves the right to exclude applicants that are not eligible or not in line with the aims of the programme.

Eligibility

I declare that all information provided in my application is true, correct and accurate and that I fulfill the eligibility criteria and minimum quality standards of the programme.

I am aware that the submitted information will be verified prior to the application approval and any false information or not fulfilment of the eligibility criteria and minimum quality standards of the programme will lead to my application being rejected to the programme.

I confirm that once accepted I will not misuse the info available in the EYE database beyond for purposes other than establishing an entrepreneurial collaboration within the programme.

✕ Cancel
✉ Submit

STEP 3 – Confirmation of your registration

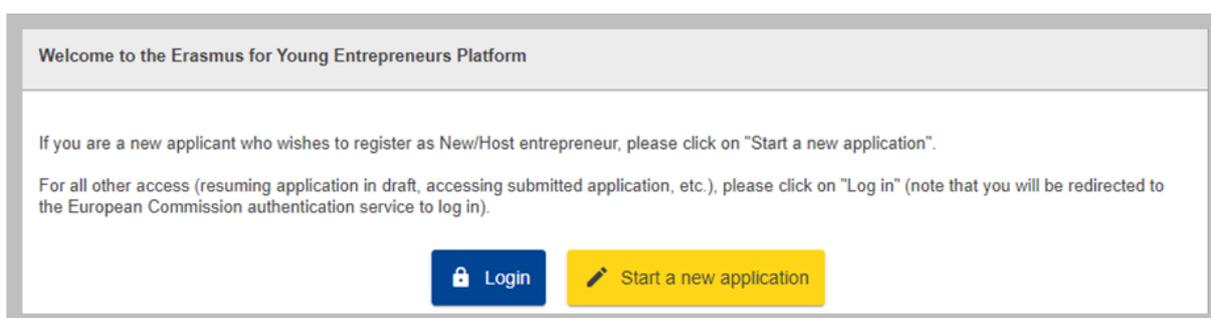
Registration saved as draft

If you **saved your application form as draft**, you will receive following email informing you what to do to login to the application and resume and/or complete the registration.

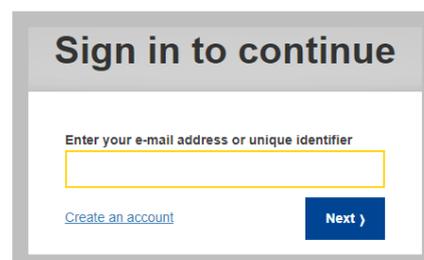


To initialize your EU Login account:

1. Click the registration submission hyperlink in the email and select 'login':
<https://webgate.ec.europa.eu/erasmus-entrepreneurs>



2. This will bring you to the following page. Enter your e-mail address used for registration and click 'Next'. If you already have an existing EU login at this stage you will be prompted to enter your password as well. If you do not have an account, follow the steps below.



3. The following window will open. Complete all the information and click 'Create an account'.

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

4. You will then be prompted to set a password.

New password

Please choose your new password.

E-mail

New password

Confirm new password

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[!*_`{}~

Examples: TEeiNoLwk] xLxk65(TPq YNKIK4nf

[\[Generate other sample passwords\]](#)

Enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click 'Submit'.

The system informs you that your password has been successfully initialized. You now have a valid EU Login account, with a login name and a password of your choice. You can always use your email address as user ID instead of the one generated by the system.

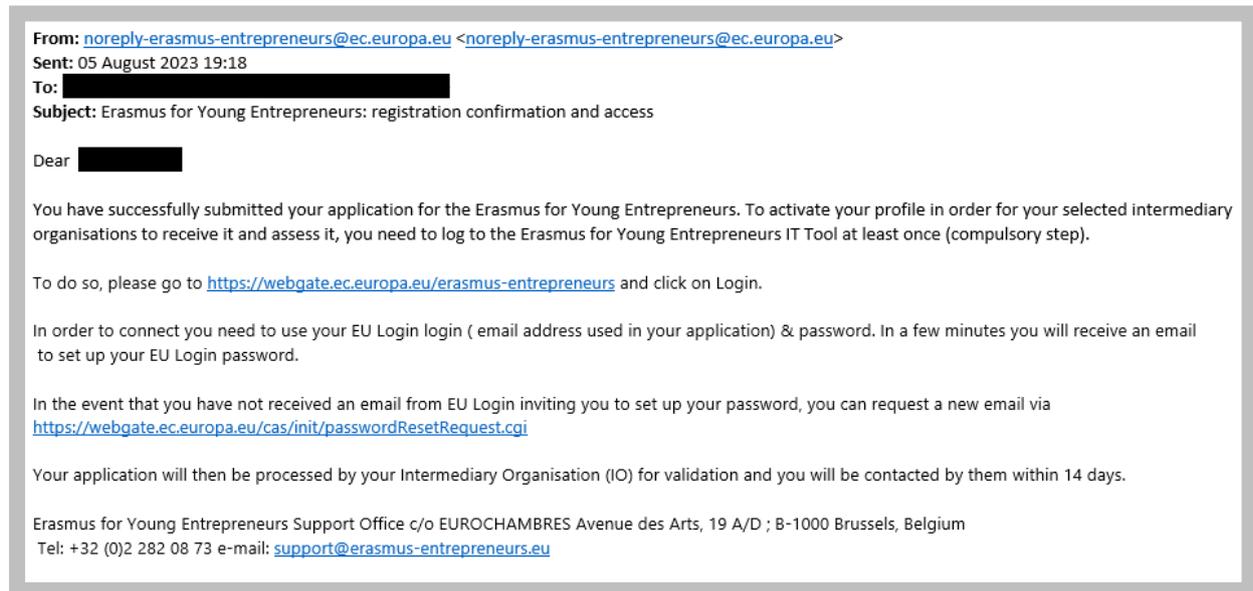
LOG IN TO THE APPLICATION

At this stage:

- Return to the Erasmus for Young Entrepreneurs registration page at <https://webgate.ec.europa.eu/erasmus-entrepreneurs>
- Click '**Login**'
- Enter your EU Login credentials, and click 'Sign in'
- Click the '**Resume registration (draft)**' button
- Complete your registration form as necessary and then click '**Submit**' when you are ready.

Registration submitted

Once you have **submitted your application**, you will receive the following automatic confirmation email informing you that one final confirmation is required from you for the application form to be actually sent to your IO.



In the email click the <https://webgate.ec.europa.eu/erasmus-entrepreneurs> link and log in using your EU Login credentials.

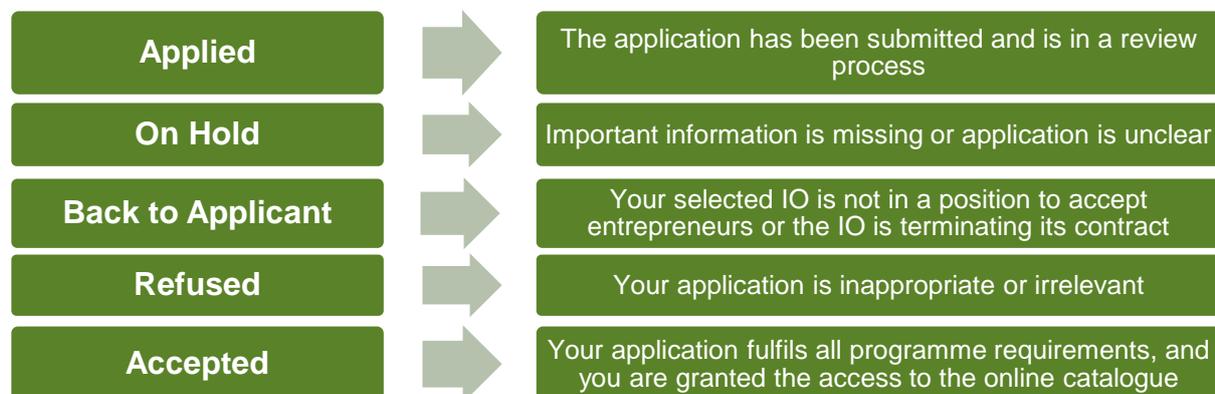
Please note that failing to Log In, your registration will not be complete.

After you submit your application and you log in, your application will automatically receive the status '**Applied**'. At this stage, you do not have access to the online catalogue of profiles to search for a business partner. This status means that your application has been received and is currently being treated by your Intermediary Organisation.

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

Within a maximum of 2 weeks of receipt of your application, your IO has to perform an initial check and take action accordingly. You will be automatically informed by email about any change of your application status.

Possible status:



If your Intermediary 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 Intermediary 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.

If the responsible Intermediary Organization considers that your application is of quality and that it fulfils all the necessary programme criteria , you will be notified by email that you are successfully accepted in the programme.

=====
=====
Please do not reply to this email address. This is a no-reply address and your email will not be treated.
Instead, please address your email to the contact detailed below
=====
=====

Dear [Title] [Last name],

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

Your Intermediary Organisation will contact you shortly to organise your ERASMUS exchange.

Meanwhile, you can already search in the online catalogue for a partner entrepreneur at <https://webgate.ec.europa.eu/erasmusentrepreneurs>

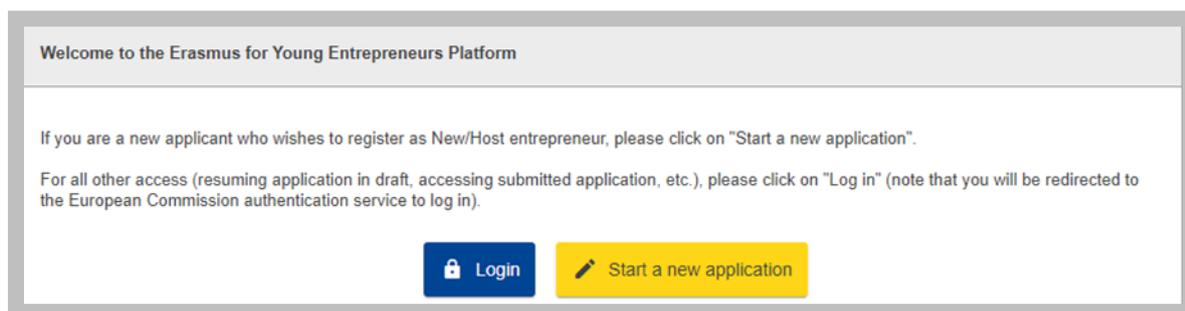
Your EU login & password will be required.

Please refer to the IT user's guide available in the HELP menu for further help and assistance.

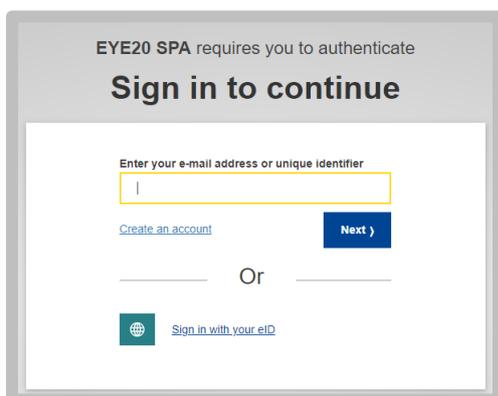
STEP 4 – Signing in to the Erasmus IT Management Tool

To start the Erasmus IT Management Tool:

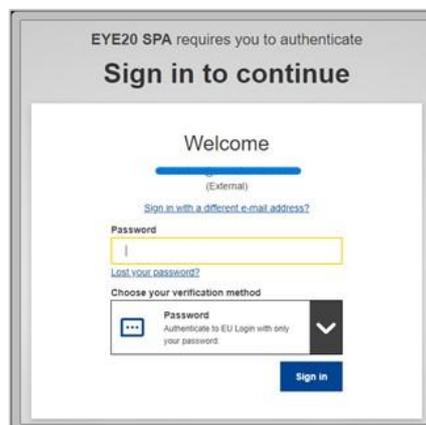
- Open the Erasmus IT Management Tool login page (as specified in the email notification): <https://webgate.ec.europa.eu/erasmus-entrepreneurs>
- Click “**Login**”



Enter your email address or unique identifier received by the system when creating the EU Login account and click “**Next**”



Enter your password and click “**Sign in**”



Please check that the correct ‘domain’ is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click **Change it** hyperlink and select the appropriate domain. Login will fail if you do not select the correct domain.

The home page of the Erasmus IT Management Tool appears. Please refer to the Erasmus IT Tool User Manual (under section Help in the IT Tool) for detailed information about how to use the IT Tool.



How to review/modify your application?

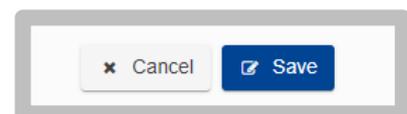
Depending on the status of your application you can modify your application data.

You are able to change your application details (except your name and e-mail) in the following statuses: **applied, on hold, back to applicant, floating**. Changes in other statuses (**accepted**) can only be made upon request by your IO.

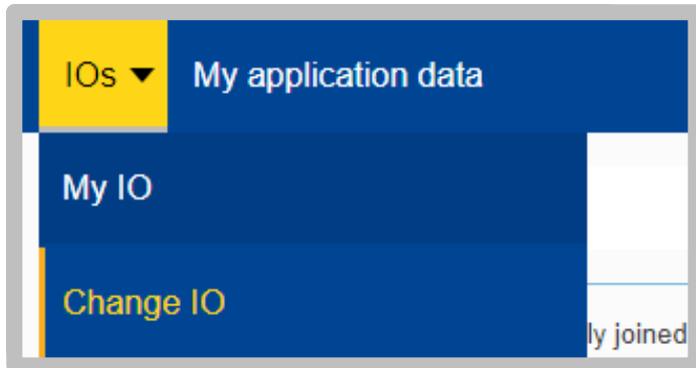
To change the application details select 'My application data' and then 'Enable edit mode'



You will be able to amend all the data submitted in your application, except for your name and surname. Once done, click 'Save' button appearing at the bottom of the page.



How to change your Intermediary Organisation (IO)?



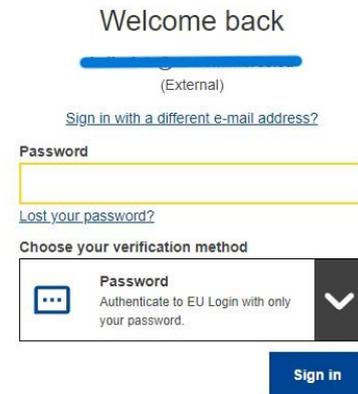
To change your IO from the Erasmus for Young Entrepreneurs menu, select **IOs** > **Change IO**.

Click on the dropdown menu or IO map to select another IO available in your country of residence. Provide short motivation of the IO change (i.e. *your IO stops its' activity soon and you would like to start your exchange after their end date*) and click 'save'.

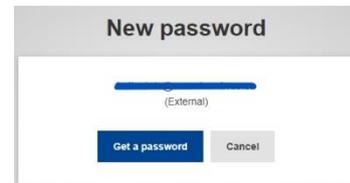
A screenshot of the 'Change IO' form. At the top, it shows 'Current IO: [redacted]'. Below this is the instruction 'Please select an IO from the drop down list or select one using the map tool *'. There is a 'Guidance ⓘ' link and a dropdown menu with '[?KM] [redacted]'. A 'View IO Map' button is present. A note states: 'IOs listed as 'unavailable' either do not have any more budget or are not available for the timeframe you have selected.' The 'IO Change Motivation *' field contains the text: 'IO stops its' activity in 3 months and I would like to start my exchange later than that.' The number '935' is in the top right corner of the text area. At the bottom are 'Cancel' and 'Save' buttons.

How to change or recover your password?

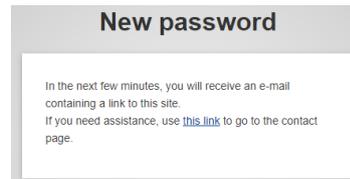
1. Go to the web gate:
<https://webgate.ec.europa.eu/erasmus-entrepreneurs>
2. Click on “Login”.
3. On the EU Login Sign in page, click “Lost your password?” Hyperlink under the “Password” box.



4. In the new window click “Get a password”



5. A confirmation will appear on your screen



6. You will receive a new email with a link to change your password. Click on the link. Please note that you have a maximum of 1 day to click the link after the message is sent.

From: Authentication Service <automated-notifications@nomail.ec.europa.eu>
Sent: 05 August 2023 15:14
To: [REDACTED]
Subject: EU Login Password Initialisation
Sensitivity: Private

Dear [REDACTED]

You have requested a reset of your EU Login password. You can do this by following the link below, preferably immediately - but a maximum of 1 day after this message was sent. You should therefore follow the link before 06/08/2023 15:14 GMT+02:00.

https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=n00b3ujr&resetCode=ml3vZIHJ83pL27ZiiU3d4KsdYwd4jnRy9jUaqOBryAC&loginRequestId=ECAS_LR-34805734-S1fd2OKBvLJCOfGcshzvEuFVwzzVGPUCzXByLODp5X4PIReNDxmE4QjPnWAOq1VzSnebYwwMfeiu67Vtb9hN0-rS0vSrmBGYCX2y4RJWaHEI-PJRnN3Qn0m7JPn9H5zGvvqAQMxNgxKzPsbs38E9T1kGfRQzUQudzy3jUr7wRv79gTUxnbwRyi9sWwEMeNpJqkTK&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Ferasmus-entrepreneurs

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click [here](#).

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.
If this message was delayed or for some other reason you are unable to complete the rest of the process within 1 day, please return [here](#) to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

Sent to you by EU Login automated password reset service

7. You will be prompted to enter a new password. Click on “**Submit**” when finished:

New password

Please choose your new password.

(External)

New password

|

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>@[]^_`{|}~

Examples: qhoQ3HUkgZ sBHfGUmGP# gOGFZ*qYNT

[\[Generate other sample passwords\]](#)

8. You will receive a confirmation message. If you click on ‘**Proceed**’ you will be redirected to Erasmus for Young Entrepreneurs IT tool login page:

New password

Your EU Login password was successfully changed.

Click **Proceed** below to continue to **Erasmus**

Proceed

Advice and assistance

Please contact your Intermediary Organisation for any further information you may have about the registration process.

For issues regarding **functioning of the Erasmus IT Management Tool**, please contact the Erasmus Support Office at:

Email: support@erasmus-entrepreneurs.eu

Tel: +32 2 282 0873