Manual: Assigning Signatories (P)L-sign / (P)F-sign

- L-sign: Legal Authorised Signatory
- PL-sign: Project specific Legal Authorised Signatory
- F-sign: Financial Signatory
- PF-sign: Project specific Financial Signatory

1. Go to the Participant Portal by using the following link:
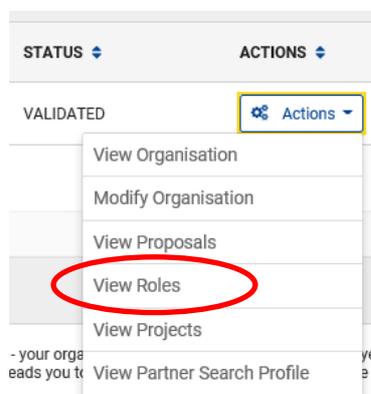   https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

2. Log in as LEAR
   NOTE: If you are not the LEAR or you don't know who the LEAR is, please log in with your own credentials. The following screen appears:
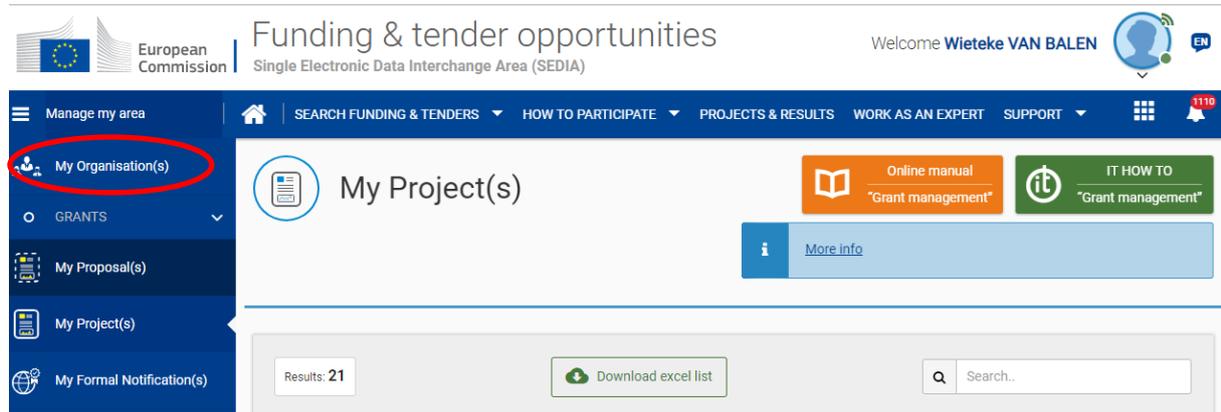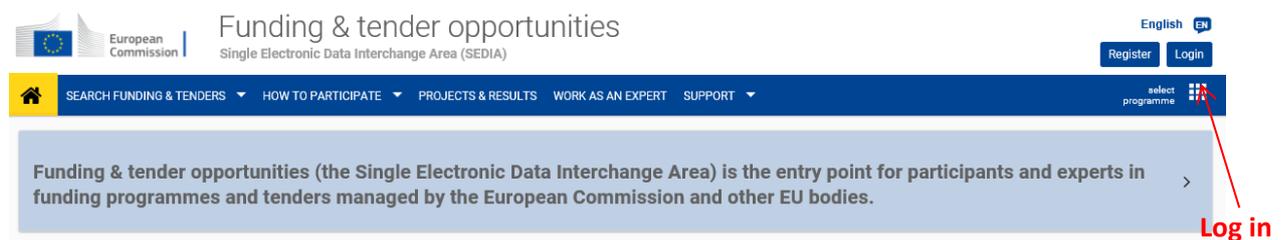
3. Please click 'My Organisation(s)' (left upper corner; see red circle on the left above)
   Click at 'Actions' behind your company name and choose 'View Roles'.
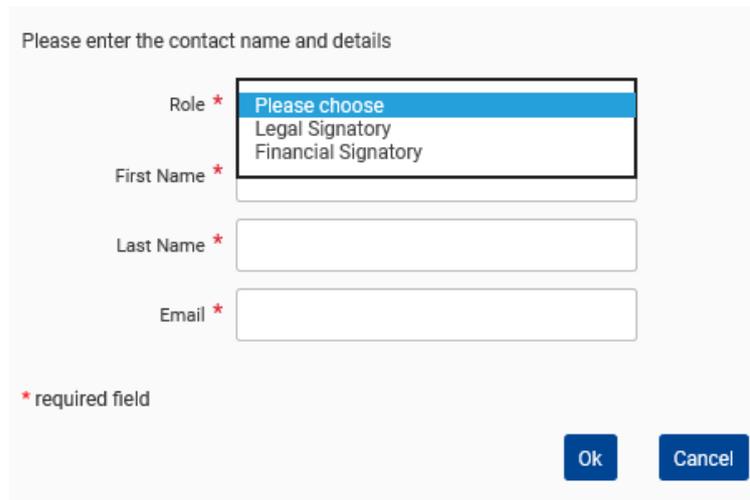

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4. You will see an overview of the different roles in your organisation, including the LEAR.
    NOTE: Only the LEAR can select the signatories
    If you are the LEAR or logged in as the LEAR, please click the button 'Edit Organisation Roles'
    (bottom of screen) and in the next screen click the button 'Add roles':

    Edit Organisation Roles , next screen: **Add roles**

5. The following screen appears:

    Please enter the contact name and details

    Role * | Please choose
           | Legal Signatory
           | Financial Signatory

    First Name *

    Last Name *

    Email *

    * required field

    Ok   Cancel

6. The following two roles must be assigned by the LEAR *for the organisation*:
   L-sign: Legal Authorised Signatory
    F-sign: Financial Signatory
    Account Administrator (optional): we recommend to assign one. The Account Administrator
    has (almost) the same authorisation as the LEAR, which can be useful if the LEAR (in course of
   the 3/4/5 year project) e.g. resigns their work.
    **NOTE: To make the signatories project specific, another process needs to be followed, please
    continue with [7].**

You don't need to be the LEAR to follow the next steps, but you need to be a participant contact in the project.

7. Go back to the start screen and select 'My project(s)':
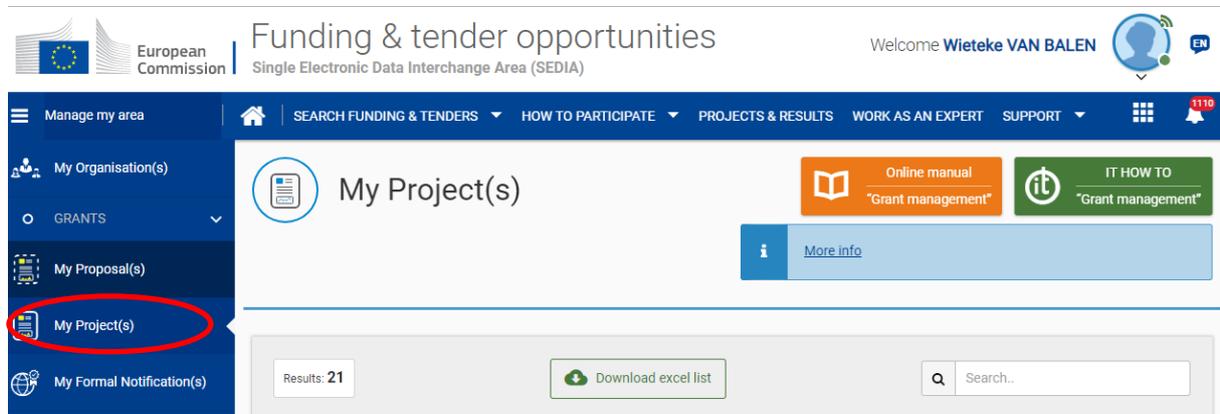
8. Go to the project you need and select the 'Action' button at the end of the line and choose 'Manage Consortium'.
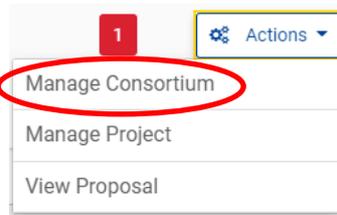
9. Go to your 'Beneficiary Organisation' and click on the button on the right 'Edit Roles'
    In the following screen you will see the overview of all assigned users.
    Check if all involved persons are mentioned.

10. Click 'Enable LEAR access', the LEAR will then have access to the project.

11. Click 'Add roles' at the bottom of the page to add a new person/role.
    Choose a role in the pulldown menu:

12. In case you select the F-sign or L-sign, the persons authorised by the LEAR will show up.

13. Please select the correct person for the project and click the 'ok'-button.
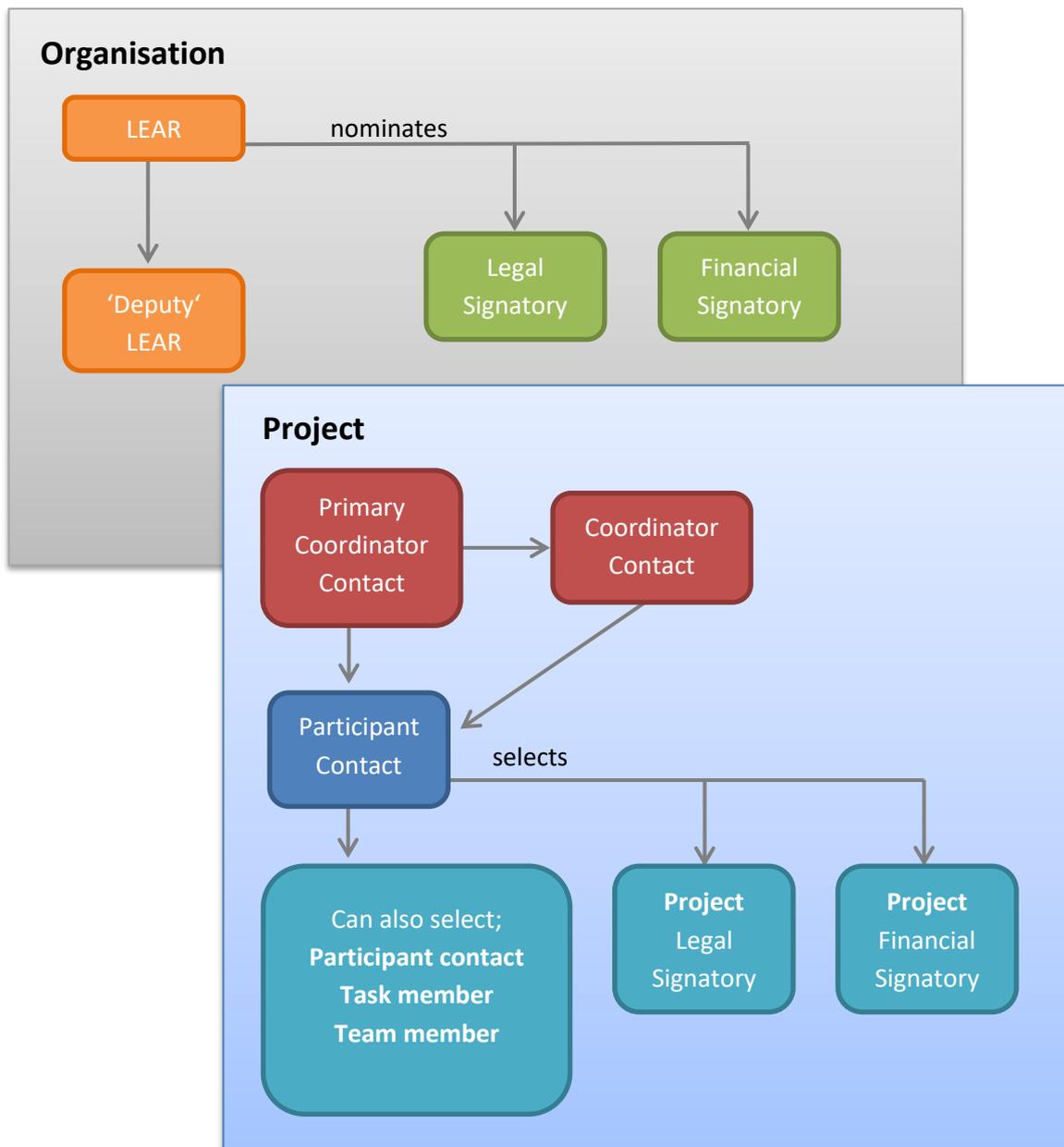
   NOTE: Repeat this for all two signatories:
   - PL-sign: Project specific Legal Authorised Signatory
   - PF-sign: Project specific Financial Signatory

Now all signatories have been assigned to the project.
Thank you for your contribution.

Kind regards,

Uniresearch
+31 15 275 4000 / contact@uniresearch.com

Organisation

LEAR — nominates →

'Deputy' LEAR

Legal Signatory

Financial Signatory

Project

Primary Coordinator Contact → Coordinator Contact

Participant Contact — selects →

Can also select;
Participant contact
Task member
Team member

Project Legal Signatory

Project Financial Signatory

LEAR	=	Legal Entity Authorised Representative
Deputy LEAR	=	Account Administrator (has delegated rights as LEAR)
(P)LSIGN	=	(Project Specific) Legal Authorised Signature
(P)FSIGN	=	(Project Specific) Financial Signature
PriCoCo	=	Primary Coordinator Contact
CoCo	=	Coordinator Contact
PaCo	=	Participant Contact
TM	=	Team/Task Member (read access)