

## Assigning a F-sign: Financial Authorised Signatory

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

European Commission	Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)			Welcome Olivia Guerra-santin (nguoMa)	0
-	🗱 SEARCH FUNDING & TENDERS 👻 HOW TO PARTICIPATE 👻 PROJECTS & RESULTS WORK AS AN EX	PERT SUPPORT -		adast programma	II 👂
م My Organisation(s)	The Funding & Tenders Portal is the entry point (the Single Electron other EU bodies.	nic Data Interchange Area) for participants and exper	ts in funding programn	mes and tenders managed by the European Commission and	Freedba
My Proposel(s)					<b>8</b> 10
My Project(s)	Find calls for proposals and tenders				Ŭ
Wy Formal Notification(s)	Search calls for proposals and tenders by keywords, programmes		Q Search		
	What are calls for proposals?	What are calls for tenders?	> F	How to participate in 5 steps	>
	Calls for proposals by EU Programme				~

- 3. Please click 'My Organisation(s)' (left upper corner; see red circle above)
- 4. Followed by 'view roles'

UNIRESEARCH GMBH	950343048	DE288924482	VALIDATI	ED	😋 Actions 🕶
UNIVERSIDAD POLITECNICA DE MADRID	999974844	ESQ2818015F	VALIDATI	View Organisation Modify Organisation	
UNIVERSITAET ZU KOELN	999852915	DE123486767	VALIDATI	View Proposals	
VAN ECK BEESD BV	952030363	NL801694024B02	VALIDAN	View Roles	
VOLVO PERSONVAGNAR AB	999945065	SE556074308901	VALIDATI	View Partner Search I	Profile

- 5. You now see an overview of the different roles in your organisation, including the LEAR
- 6. NOTE: Only the LEAR can select the financial signatory

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':





## 7. The following screen appears:

Please enter the contact name and details				
Role*	\$			
First Name *	Please choose Legal Signatory Financial Signatory			
Last Name *		j		
Email *				
* required field				
	Ok	Cancel		

- Complete the required fields and confirm with OK. The F-sign (Financial Signatory) must be assigned by the LEAR.
  NOTE: To make the signatories <u>project specific</u>, another process needs to be followed (you don't need to be the LEAR to follow the next steps, but you need to be a participant contact in the project):
- 9. Select 'My project(s)':

2 <sup>4</sup>	My Organisation(s) GRANTS ~	My Project(s	5)		i <u>More info</u>	Online ma "Grant manage	ruai rement Grant ma	w to nagem Feedback
	My Project(s)	Results: 44		Download excel list of those	projects		Q Search.	1
		ACRONYM +	CALL ¢	PROGRAM ¢	PROJECT \$	PHASE ¢	ACTIONS \$	
		ADAPTIWALL	FP7-2013-NMP-ENV-EeB	FP7	608808	Active	O <sup>o</sup> Actions ▼	]

10. Go to the project you need and click the tab: 'Consortium':

Detais Consortium			Ū
Project ID: 824295	Programme: <b>H2020</b>	Rdg: INEA	Edit roles
COORDINATOR Organisation - FEV EUROPE GMBH			EDIT ROUES >
BENEFICIARY Organisation - ROBERT BOSCH GMBH			EDIT RCLES >
BENEFICIARY Organisation - FORD-WERKE GMBH			EDIT ROLES



11. Go to your organisation and click on the button on the right 'Edit Roles' The names of colleagues in the project appear. Click 'add roles'

Please enter the contact name a	nd details	
Role*	\$	
	Please choose	
First Name *	Participant Contact	
	Team Member	
Last Name*	Task Manager	
	Project Financial Signatory	
Email*	Project Legal Signatory	
Linai		
* required field		
	Ok	Cancel

- 12. Please select the 'Project Financial Signatory': The persons authorised by the LEAR will now show up.
- 13. Please select the right person and click the 'ok'-button.

Now all Form C's can be electronically signed by your company. Thank you for your contribution.

Kind regards,

Uniresearch +31 15 275 4000 contact@uniresearch.com





LEAR	=	Legal Entity Authorised Representative
AccAdm	=	Account Administrator (has delegated rights as LEAR)
PLSIGN	=	Legal Authorised Signature
FSIGN	=	Financial Signature
PaCo	=	Participant Contact
PriCoCo	=	Primary Coordinator Contact
СоСо	=	Coordinator Contact
ТМ	=	Team Member ( read access)