

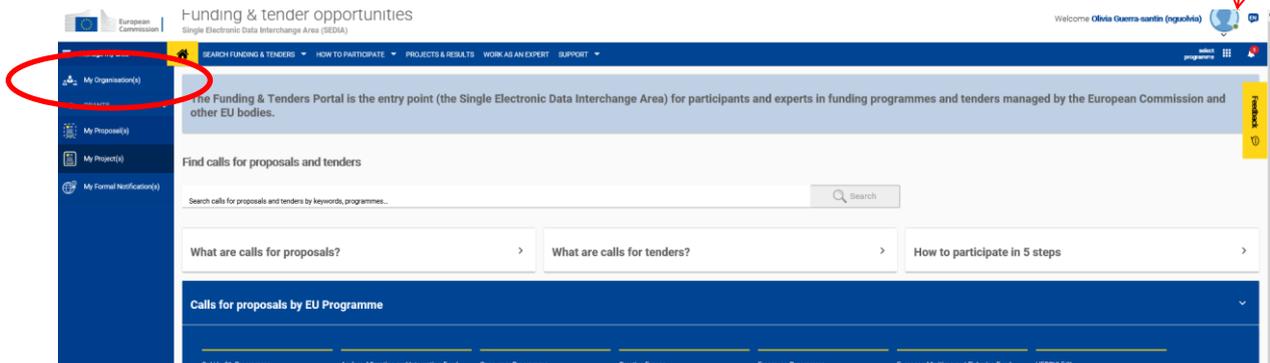
## Assigning a F-sign: Financial Authorised Signatory

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:

Log in



3. Please click 'My Organisation(s)' (left upper corner; see red circle above)

4. Followed by 'view roles'

UNIRESEARCH GMBH	950343048	DE288924482	VALIDATED	<div style="border: 1px solid black; padding: 2px;"> <span>⚙️ Actions</span> <ul style="list-style-type: none"> <li>View Organisation</li> <li>Modify Organisation</li> <li>View Proposals</li> <li><b>View Roles</b></li> <li>View Projects</li> <li>View Partner Search Profile</li> </ul> </div>
UNIVERSIDAD POLITECNICA DE MADRID	999974844	ESQ2818015F	VALIDATED	
UNIVERSITAET ZU KOELN	999852915	DE123486767	VALIDATED	
VAN ECK BEESD BV	952030363	NL801694024B02	VALIDATED	
VOLVO PERSONVAGNAR AB	999945065	SE556074308901	VALIDATED	

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':

Edit Organisation Roles

next screen:

Add 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 and details

Role *	<input type="text"/>
First Name *	Participant Contact
Last Name *	Team Member
Email *	Task Manager
	Project Financial Signatory
	Project Legal Signatory

\* required field

Ok Cancel

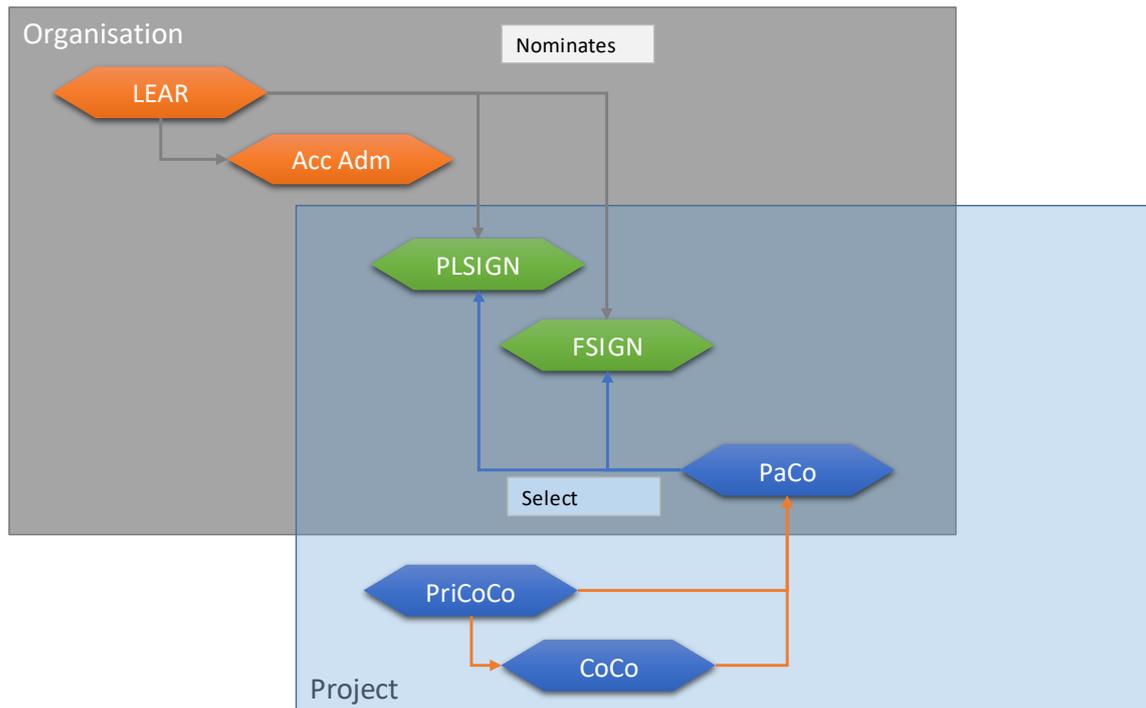
12. Please select the 'Project Financial Signatory': The persons authorised by the LEAR will now show up.

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](mailto:contact@uniresearch.com)



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