



## Registration Guide Host entrepreneurs



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# Background and purpose of the guide

Erasmus for Young Entrepreneurs (EYE) Global is a pilot project is financed by the [European Commission](#) to facilitate the exchange of European new entrepreneur (NE) and experienced host entrepreneurs (HE) in the USA, Singapore and Israel with the help of the local contact points, active the field of business support and entrepreneurship.

To participate in the programme, you should apply online via the website <https://webgate.ec.europa.eu/erasmusentrepreneurs> and complete the registration form.

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.

Please note that once accepted, your profile will be stored in an online database to allow other accepted new entrepreneurs and Intermediary Organisations, officially appointed by the European Commission and responsible for placements to access your data and start matchmakings.

If you do not want to be contacted by the new entrepreneurs and Intermediary Organisations acting on behalf of the new entrepreneurs registered with them, there is an option at the end of the registration form which allows you to choose the degree of visibility of your profile in the online catalogue.

## STEP 1 – Preparing your registration

It is important to make sure that you fulfil the eligibility criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary information (i.e. brief CV, motivations and etc.) to validate your application.

### *Eligibility criteria*

#### Host entrepreneur definition

Host entrepreneurs are successful and experienced entrepreneurs (owners of a micro or small enterprise) or individuals who are directly involved in entrepreneurship at SME board level- applying the EU definition of micro, small or medium-sized enterprise- with more than 3 years entrepreneurial experience (not employee).

Host entrepreneurs want to share their entrepreneurial experience and to benefit from the concrete contribution which a New Entrepreneur (NE) from another country will make to their business. Host entrepreneurs must be committed to work personally with the NE towards developing his/her entrepreneurial skills and know-how.

There is no maximum age to participate in the programme.

#### SME definition

The European Commission Communication defines SMEs as follow: *“An enterprise is any entity engaged in an economic activity, irrespective of its legal form”. “Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.*

| Enterprise category | Head count | Turnover       | or | Balance sheet total |
|---------------------|------------|----------------|----|---------------------|
| medium-sized        | < 250      | ≤ € 50 million |    | ≤ € 43 million      |
| small               | < 50       | ≤ € 10 million |    | ≤ € 10 million      |
| micro               | < 10       | ≤ € 2 million  |    | ≤ € 2 million       |

## Geographical criterion

EYE Global Host Entrepreneurs must have their '**permanent residence**' in the USA, Singapore or Israel.

'**Permanent residence**' is defined as the place where the company of the applicant is registered and where he/she is also residing.

Host entrepreneurs who are currently residing in a different country from the country where the company is registered are not eligible to participate in the programme.

## Minimum quality standards

### The motivations and expectations should be clearly expressed

You should explain why you are interested in participating in the EYE Global programme and what you can offer to a New Entrepreneur.

You should also describe in a concise manner the areas in which you expect to collaborate in with the NE and indicate if any specific skills, including language skills, are required from the NE for the collaboration – giving the latter the opportunity to decide whether to explore a relationship further. Hosts should also provide a description of the business.

### Brief curriculum vitae

A CV specifying your entrepreneurial experience and information about your current business is required. The CV should contain at least a description of the product/service offered, years in the active business, as well as a description of the previous experience as entrepreneur.

The CV can be **submitted in English or another EU language**. However, you should take into consideration the language of the selected Intermediary Organisation.

Note that **English is preferred** as it is understood by almost all users of the online database (New Entrepreneurs, Host Entrepreneurs and Intermediary Organisations) and consequently facilitates the matchmaking.

### Ability to work in a foreign language

The communication between the New 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 a good command English or another common language with the new entrepreneur.

## STEP 2 – Register!

The online registration form is available on the programme website <http://eyeglobal.eu> under the section 'Apply now'.

Click on Join Now! and follow the instruction on the registration form.

Once you have registered, you will not be able to change your e-mail address (nor your first and last name) if you don't have access to the EU Login. Therefore, please make sure that you will not lose access to the email addressed used and this account in the future.

## Welcome page of the application form for host entrepreneurs

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

Choose your status 'Host entrepreneur' and click on 'Next'. It is recommended to save as draft your application at least once during the registration process

The screenshot shows the 'Welcome' page of the Erasmus for Young Entrepreneurs registration form. At the top, there is a header with the European Commission logo and the text 'Erasmus for Young Entrepreneurs'. Below this is a blue navigation bar with the text 'Registration'. A secondary navigation bar contains tabs: 'Welcome', 'Your profile', 'Motivation', 'Languages', 'Business sector', 'Geographical preferences', 'Duration and period of the exchange', and 'Selection of IO and submission'. The main content area contains several paragraphs of text explaining the registration process, including a link to view a list of IOs. Below the text is a section titled '\* Do you want to register as a NEW or a HOST entrepreneur?' with two radio button options: 'New entrepreneur' and 'Host entrepreneur'. A grey box next to the 'Host entrepreneur' option provides a definition: 'Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU.' At the bottom of the form is a blue 'Next' button. Below the form, there is a footnote explaining that '\*' denotes mandatory fields and providing a privacy policy statement.

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 programme, 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 provided will be entered into the on-line catalogue of accepted entrepreneurs, where you will be able to find possible counterparts. The catalogue is accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

Before proceeding to fill out this form, please make sure you have at hand the following documents: updated version of your CV, your business plan (only if you are a new entrepreneur) and other relevant documents you may find useful to accompany your application.

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 loss of data.

**\* Do you want to register as a NEW or a HOST entrepreneur?**

☐ New entrepreneur

☐ Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU.

**Next**

\* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

## Your Profile

This section is about your personal data. Please indicate your contact details and then click 'Next' (the fields with an \* **are mandatory**).

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

Registration

[Welcome](#)
[Your profile](#)
[Motivation](#)
[Languages](#)
[Business sector](#)
[Geographical preferences](#)
[Duration and period of the exchange](#)
[Selection of IO and submission](#)

\* Profile information

Title:

Please select

Last name:

First name:

Company name:

Address (200 character(s) left):

Zip code(postal code):

City:

Country:

Please select

Phone:

prefix

phone number

Email:

Website (if any):

Birthdate (dd/mm/yyyy):

Skype ID (if any):

Please fill-in your personal information.

\* Number of employees in the company (if applicable):

Please fill-in the total number of employees you currently have (type zero if none).

Previous

Next

Click “Next” or “Save draft”.

## Motivation

In this section, you are required to explain why you are interested in participating in the EYE Global programme and how you wish to contribute to and collaborate with the New Entrepreneur.

You should demonstrate that:

- You have sufficient experience in running a business as an entrepreneur;
- You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
- You wish to share your entrepreneurial experience and act as a mentor working personally with the new entrepreneur. You need to specify how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.

Please indicate here (in up to 2000 characters) why you wish to participate in the programme as individual and what your company does. Be as concise and concrete as possible as it is an important criterion for your participation.

\* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations:

2000 character(s) left

Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.



Upload here a summary of your Curriculum Vitae.

**\* Please upload your CV (Preferred format: PDF). A summary CV is sufficient:**

Browse... No file selected.

Please upload your CV file (.PDF, .DOC, .DOCX, .RTF). Maximum file size of 500KB.

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

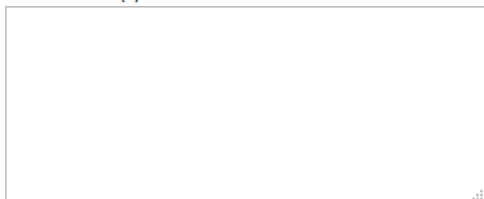
**Other supporting document:**

Browse... No file selected.

If you want to provide some other useful document. Maximum file size of 500KB.

**Description of the document:**

2000 character(s) left



Write a description of the attached document.

Add the information about professional work experience as entrepreneur in number of years.

**\* Experience in running a business (number of YEARS):**

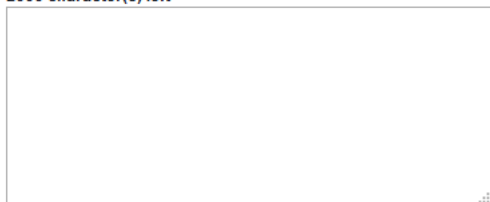


Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE. Please note that if you have more than 3 years of entrepreneurial experience, you should register as Host Entrepreneur. If you fail to do so, your application as New Entrepreneur will be automatically removed from our system.

Specify the profile that the new entrepreneur should have.

**Please indicate any specific skills that the NE should have:**

2000 character(s) left



If you require specific skills, please add them here.

Click 'Next' or 'Save draft'.

## Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your New Entrepreneur to have significant exchanges.

You should therefore be comfortable working in the foreign languages you have selected in your applications in addition to your mother tongue (i.e. at least B2 Level).

Please first select your mother tongue.

\* Please specify your main language:

Please select

Please select your main language.

Select any other language that you have no difficulty in understanding, speaking and writing.

Please specify other languages in which you are comfortable working:

- |                                    |   |                                     |
|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Albanian  | <input type="checkbox"/> German                       | <input type="checkbox"/> Polish     |
| <input type="checkbox"/> Armenian  | <input type="checkbox"/> Greek                        | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Bosnian   | <input type="checkbox"/> Hebrew (modern)              | <input type="checkbox"/> Romanian   |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Hungarian                    | <input type="checkbox"/> Serbian    |
| <input type="checkbox"/> Croatian  | <input type="checkbox"/> Icelandic                    | <input type="checkbox"/> Slovak     |
| <input type="checkbox"/> Czech     | <input type="checkbox"/> Irish                        | <input type="checkbox"/> Slovene    |
| <input type="checkbox"/> Danish    | <input type="checkbox"/> Italian                      | <input type="checkbox"/> Spanish    |
| <input type="checkbox"/> Dutch     | <input type="checkbox"/> Latvian                      | <input type="checkbox"/> Swedish    |
| <input type="checkbox"/> English   | <input type="checkbox"/> Lithuanian                   | <input type="checkbox"/> Turkish    |
| <input type="checkbox"/> Estonian  | <input type="checkbox"/> Luxembourgish, Letzeburgesch | <input type="checkbox"/> Ukrainian  |
| <input type="checkbox"/> Finnish   | <input type="checkbox"/> Macedonian                   |                                     |
| <input type="checkbox"/> French    | <input type="checkbox"/> Maltese                      |                                     |

A working language is a foreign language that you have no difficulty to understand, speak and write.

Indicate the specific languages that New Entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).

Specific languages required/desirable from the NE (if any):

- |                                    |   |                                     |
|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Albanian  | <input type="checkbox"/> German                       | <input type="checkbox"/> Polish     |
| <input type="checkbox"/> Armenian  | <input type="checkbox"/> Greek                        | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Bosnian   | <input type="checkbox"/> Hebrew (modern)              | <input type="checkbox"/> Romanian   |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Hungarian                    | <input type="checkbox"/> Serbian    |
| <input type="checkbox"/> Croatian  | <input type="checkbox"/> Icelandic                    | <input type="checkbox"/> Slovak     |
| <input type="checkbox"/> Czech     | <input type="checkbox"/> Irish                        | <input type="checkbox"/> Slovene    |
| <input type="checkbox"/> Danish    | <input type="checkbox"/> Italian                      | <input type="checkbox"/> Spanish    |
| <input type="checkbox"/> Dutch     | <input type="checkbox"/> Latvian                      | <input type="checkbox"/> Swedish    |
| <input type="checkbox"/> English   | <input type="checkbox"/> Lithuanian                   | <input type="checkbox"/> Turkish    |
| <input type="checkbox"/> Estonian  | <input type="checkbox"/> Luxembourgish, Letzeburgesch | <input type="checkbox"/> Ukrainian  |
| <input type="checkbox"/> Finnish   | <input type="checkbox"/> Macedonian                   |                                     |
| <input type="checkbox"/> French    | <input type="checkbox"/> Maltese                      |                                     |

Select the languages you desire an NE to have (if any).

Click 'Next' or 'Save draft'.

## Business sector

The business sector is another important criterion for finding a suitable business partner. Specify the main business sector of your current activity.

\* Please specify the main business sector of your current business activity:

Please select

This is your primary business sector that your company is involved in.

Choose up to 4 additional sectors that best correspond to the nature of your current business.



Please specify other business sectors in which you are currently involved:

- ☐ Advertising, promotion, printing, media and related products and services
- ☐ Agricultural, forestry, horticultural, aquacultural and apicultural products and services
- ☐ Architectural, construction, engineering and inspection services
- ☐ Automotive industry
- ☐ Chemical products
- ☐ Clothing, footwear, leather and textile, luggage articles and accessories
- ☐ Community, social and personal services
- ☐ Construction sector and real estate
- ☐ Crafts, art materials and accessories
- ☐ Distribution and Retail sector
- ☐ Education and training services
- ☐ Electrical machinery, apparatus, equipment and consumables; lighting
- ☐ Energy, fuel, electricity and other sources of energy
- ☐ Financial and insurance services
- ☐ Food, beverages and related products
- ☐ Furniture, domestic appliances and cleaning products
- ☐ Health, beauty and social services
- ☐ Hotel, restaurant, tourism, travel services and wellness
- ☐ IT, office and communication equipment, services and supplies
- ☐ Industrial machinery production, installation, repair and maintenance
- ☐ Legal, fiscal and other consultancy services
- ☐ Medical equipments, pharmaceuticals and personal care products
- ☐ Mining, machinery for mining, basic metals and related products
- ☐ Music, theater, events and related cultural and entertainment services
- ☐ Organic/Bio/Eco products and services
- ☐ Research and development equipment and services
- ☐ Security, fire-fighting, police and defence equipment
- ☐ Social economy/responsible entrepreneurship/CSR
- ☐ Transport and Logistics services
- ☐ Water distribution, Sewage, refuse, cleaning and environmental services

Chose up to 4 additional sectors which best correspond to the nature of your business.

Click 'Next' or 'Save draft'.

## Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

Select your primary choice.

\* Please indicate your preferred source country for the exchange (this has to be different from your country of residence):

Please select

Indicate here the country from which the NE you will host should ideally come from.

Select up to 4 other possible countries for the exchange.

Please indicate other possible countries for the exchange:

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Albania                | <input type="checkbox"/> Germany     | <input type="checkbox"/> Poland                                    |
| <input type="checkbox"/> Armenia                | <input type="checkbox"/> Greece      | <input type="checkbox"/> Portugal                                  |
| <input type="checkbox"/> Austria                | <input type="checkbox"/> Hungary     | <input type="checkbox"/> Republic of Moldova                       |
| <input type="checkbox"/> Belgium                | <input type="checkbox"/> Iceland     | <input type="checkbox"/> Romania                                   |
| <input type="checkbox"/> Bosnia and Herzegovina | <input type="checkbox"/> Ireland     | <input type="checkbox"/> Serbia                                    |
| <input type="checkbox"/> Bulgaria               | <input type="checkbox"/> Israel      | <input type="checkbox"/> Singapore                                 |
| <input type="checkbox"/> Croatia                | <input type="checkbox"/> Italy       | <input type="checkbox"/> Slovakia                                  |
| <input type="checkbox"/> Cyprus                 | <input type="checkbox"/> Latvia      | <input type="checkbox"/> Slovenia                                  |
| <input type="checkbox"/> Czech Republic         | <input type="checkbox"/> Lithuania   | <input type="checkbox"/> Spain                                     |
| <input type="checkbox"/> Denmark                | <input type="checkbox"/> Luxembourg  | <input type="checkbox"/> Sweden                                    |
| <input type="checkbox"/> Estonia                | <input type="checkbox"/> Malta       | <input type="checkbox"/> The Former Yugoslav Republic of Macedonia |
| <input type="checkbox"/> Finland                | <input type="checkbox"/> Montenegro  | <input type="checkbox"/> Turkey                                    |
| <input type="checkbox"/> France                 | <input type="checkbox"/> Netherlands | <input type="checkbox"/> Ukraine                                   |
|   |                                      | <input type="checkbox"/> United Kingdom                            |
|   |                                      | <input type="checkbox"/> United States                             |

#### Overseas Countries & Territories

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Anguilla               | <input type="checkbox"/> Falkland Islands (Malvinas) | <input type="checkbox"/> Saint Barthelemy          |
| <input type="checkbox"/> Aruba                  | <input type="checkbox"/> French Polynesia            | <input type="checkbox"/> Saint Helena              |
| <input type="checkbox"/> Bermuda                | <input type="checkbox"/> Greenland                   | <input type="checkbox"/> Saint Pierre and Miquelon |
| <input type="checkbox"/> Bonaire                | <input type="checkbox"/> Montserrat                  | <input type="checkbox"/> Sint Eustatius            |
| <input type="checkbox"/> British Virgin Islands | <input type="checkbox"/> New Caledonia               | <input type="checkbox"/> Sint Marteen              |
| <input type="checkbox"/> Cayman Islands         | <input type="checkbox"/> Pitcairn                    | <input type="checkbox"/> Turks and Caicos Islands  |
| <input type="checkbox"/> Curacao                | <input type="checkbox"/> Saba                        | <input type="checkbox"/> Wallis and Futuna         |

Select up to 4 further countries as secondary choice.

Click 'Next' or 'Save draft'.

## Duration and period of the exchange period

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

### Specify the length of your exchange

In EYE Global, the exchange can last **between one and three months**, and should be completed within an overall time span of twelve months.

\* Please specify your preferred length of the exchange (in months):

Please select

Duration of the stay abroad: 1-6 months, with the possibility to spread the stay over a maximum of 12 months.

Notice: for NEs visiting non-European countries, the maximum stay period is 3 months.

Please note that if your application is accepted for 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.

**\* Please specify the months in which you will be available for the exchange:**

|   |   |
|---|---|
| <input type="checkbox"/> May 2018       | <p>The more flexible you can be, the more chance there is to find a good match.</p> |
| <input type="checkbox"/> June 2018      |   |
| <input type="checkbox"/> July 2018      |   |
| <input type="checkbox"/> August 2018    |   |
| <input type="checkbox"/> September 2018 |   |
| <input type="checkbox"/> October 2018   |   |
| <input type="checkbox"/> November 2018  |   |
| <input type="checkbox"/> December 2018  |   |
| <input type="checkbox"/> January 2019   |   |
| <input type="checkbox"/> February 2019  |   |
| <input type="checkbox"/> March 2019     |   |
| <input type="checkbox"/> April 2019     |   |
| <input type="checkbox"/> May 2019       |   |
| <input type="checkbox"/> June 2019      |   |
| <input type="checkbox"/> July 2019      |   |
| <input type="checkbox"/> August 2019    |   |
| <input type="checkbox"/> September 2019 |   |
| <input type="checkbox"/> October 2019   |   |
| <input type="checkbox"/> November 2019  |   |
| <input type="checkbox"/> December 2019  |   |

## ***Selection of an Intermediary Organisation, visibility options, 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 the place where the company of the applicant is registered and where he/she is also residing.

Furthermore, host entrepreneurs who are currently residing in a different country from the country where their company is registered are not eligible to participate in the programme.

The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred new 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 <http://eyeglobal.eu> under the section “Your local contact point”.

## Choose your Intermediary Organisation

**\* Please select an IO from the drop down list, or push the button "Select an IO" to select it from google maps**

No IO selected.

Select an IO from the map

The chosen IO will act as a guide and contact throughout the programme.

The list and the geomap will show all IOs in your country. Non-available IOs will be shown in grey and cannot be selected. This may happen because either they have no further budget available, or because your period of exchange goes beyond their activity period.

Please note that IOs from other countries will show if there is no available IO in your own country.

If you receive an error "Intermediary Organization not found", please verify that your address and country are correctly selected in the second tab.

Please note that you need to have pop-ups enabled to open the geomap.

## Select a visibility option for the on-line catalogue

You can decide to be contacted only through your IO, if you choose visibility options 2. Furthermore, you can choose not to show your profile to other NEs until you reach the draft relationship status (in which case it will only be shown to the parties involved in the relationship) via Privacy Option 3 but you will not have any access to the Search/Match tool and you will not appear in the catalogue, so all matching will need to be done by your IO only.

**\* Visibility of your data in the online catalog:**

☐ Option 1=All my profile information is generally available

☐ Option 2=My profile should be generally available but contacts should be made through my IO

☐ Option 3=My profile should not be generally available; however, once I enter into a draft relationship, all my profile information should become available to all parties involved in the relationship (counterpart entrepreneur, NIO)

Your profile will not be public but only available to those NEs, that have been accepted in the programme. If you do not wish to be contacted directly by an NE or do not want to have your profile included in the on-line catalog available to NEs, please select options 2 or 3.

## Submit or Save a Draft of your application

After completing the last page of the registration form:

Either:

⇒ **Submit** your form directly: click 'Confirm my registration' button at the bottom of the page.

Or:

⇒ **Save the form as draft** without submitting it yet (i.e. if you want to review your information first): click the 'Save as draft' hyperlink at the bottom of the page.

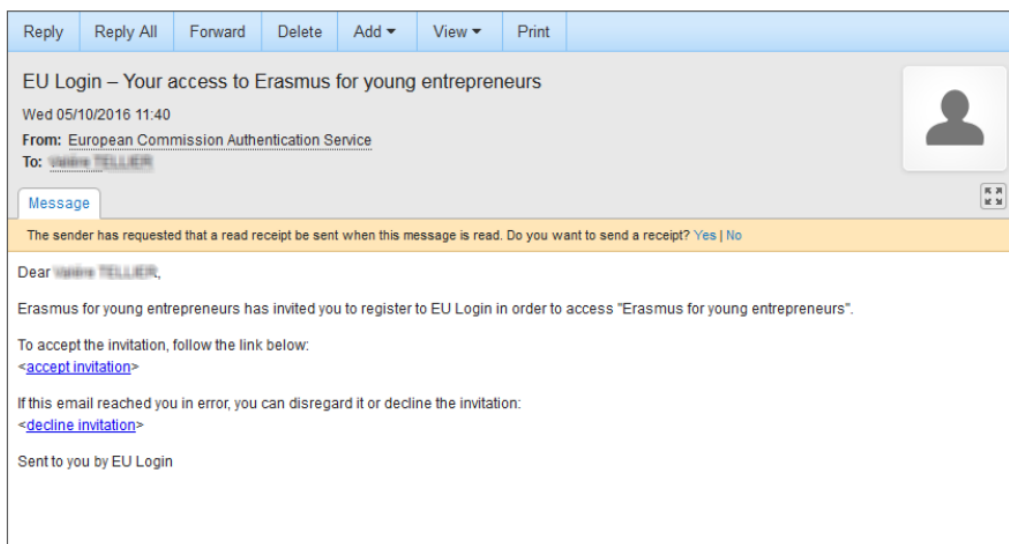
## STEP 3 – Confirm your registration

Once you have **submitted/saved as draft your application**, you will receive an automatic email from European Commission's user authentication service (EU Login) through which you are invited to set-up a password (this is ONLY for users who didn't have a previous EU Login account):

**Note:** If you do not receive an email from EU Login to set up your password, please go to <https://webgate.ec.europa.eu/cas/init/passwordResetRequest.cgi?> and request a new email. Please make sure that the domain on the screen says External and NOT European Commission.

To initialize your EU Login account:

1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by European Commission Authentication Service.
2. Click the '**accept invitation**' hyperlink in the email:



### 1h30 restriction

Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions email will then be sent to you, with a new link to press in order to set your password.

Result: This will bring you to the following page:

A screenshot of the EU Login 'Invitation' page. At the top, there is a yellow banner with the text 'This website uses cookies. Learn more about the European Commission's cookie policy' and a 'Close this message' button. Below the banner, the 'EU Login' logo is on the left, and 'Wants ECAS?' and 'English (en)' are on the right. The main heading is 'Invitation'. Below it, there is a form titled 'You have been invited to register the following account:'. The form contains fields for 'Choose a username' (with 'marchand' entered), 'First name' (with 'Charlotte' entered), 'Last name' (with 'ACHARD' entered), 'E-mail' (with 'Charlotte.Achard@ec.europa.eu' entered), and 'E-mail language' (with 'en' entered). Below the form, there is a question: 'Do you really want an account with the European Commission Authentication Service (EU Login)?' and two buttons: 'Confirm' and 'Decline'. At the bottom, there is a footer with links: 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help'. On the right, it says 'Powered by' with the European Commission logo. At the very bottom, it says 'European Union EU institutions' and '5.0.5-gna | 175 ms'.

3. Check your account information and click 'Confirm'.

**New password**

Please choose your new password.

E-mail

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: TfEeNoLwkj xLxk65[TPq YNkIKt4nf

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

Result: You are prompted to set a password :

On the New password page, 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.

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 instead of the one generated by the system.

## LOG IN TO THE APPLICATION

If you **saved your application form as draft**, you will also receive an email informing that you have to login to the application to resume and complete the registration.

**ELECTRONIC MAIL**

File Edit Mail Window Help

Reply Reply All Forward Delete Compose

**From:** noreply-erasmus-entrepreneurs@ec.europa.eu  
**Cc:**  
**Date:** 30 November 2016  
**Subject:** Draft registration for the ERASMUS for young Entrepreneurs Programme

Dear Sir/Madam,

We received your DRAFT subscription to ERASMUS for young Entrepreneurs Programme.

To retrieve your entries and complete your subscription, just login to the IT tool and resume the registration through:

<https://webgate.ec.europa.eu/erasmusentrepreneurs>

To connect you need to use your "EU Login" login & password. For more information on "EU Login" (European Commission Authentication Service) please visit:

<https://webgate.ec.europa.eu/cas/login>

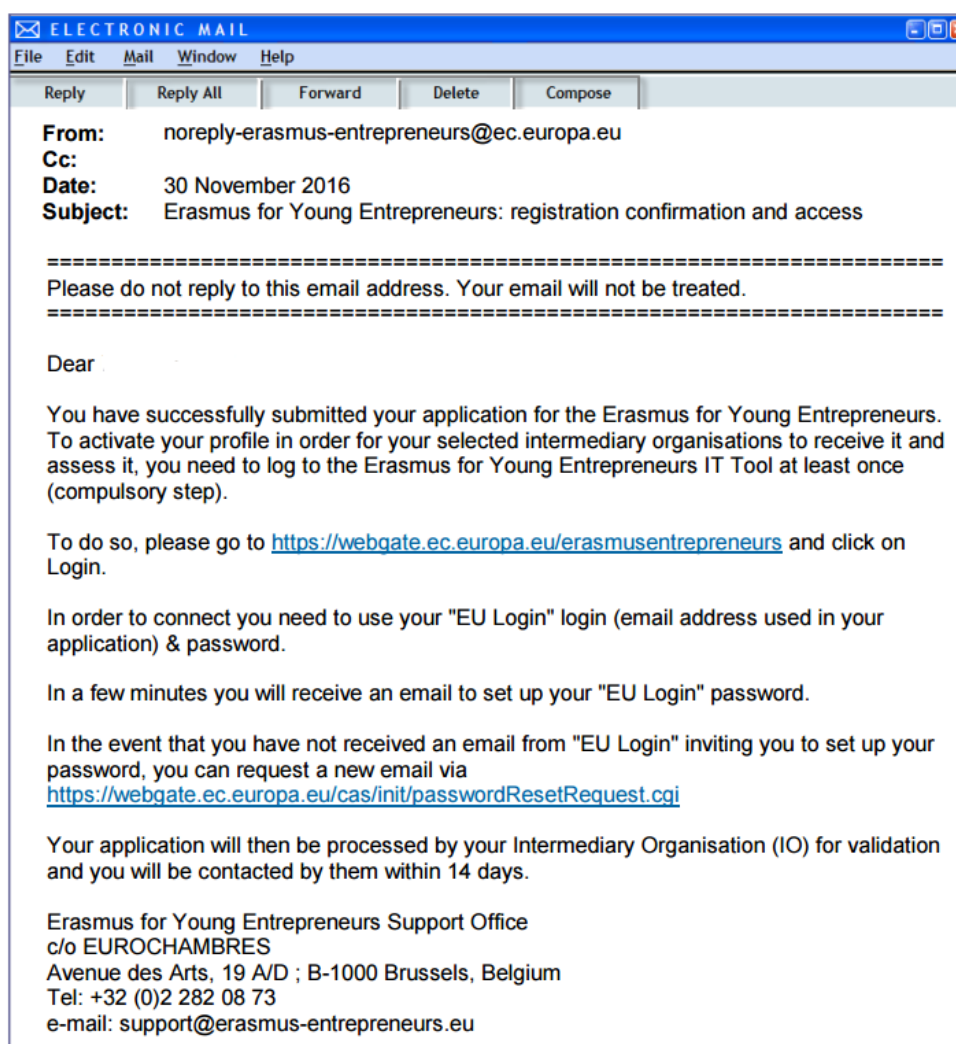
Erasmus for Young Entrepreneurs Support Office  
c/o EUROCHAMBRES  
Avenue des Arts, 19 A/D ; B-1000 Brussels, Belgium  
Tel: +32 (0)2 282 08 73  
e-mail: support@erasmus-entrepreneurs.eu

At this stage:

- Return to the Erasmus for Young Entrepreneurs registration page at <https://webgate.ec.europa.eu/erasmusentrepreneurs>
- 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.

Upon submitting your form, you will receive an email confirming that your registration has been successfully received. The email also informs you that one final confirmation is still required from you for the form to be actually sent to your IO.

In the email click the <https://webgate.ec.europa.eu/erasmusentrepreneurs> link and log in using your EU Login credential:



**Please note that failing to Login in your registration will not be complete.**

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

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



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

Possible statuses:

- **Accepted** → your application fulfils all programme requirements and you should be granted to the online catalogue;
- **On Hold** → important information is missing or application is unclear;
- **Back to Applicant** → your selected IO is not in a position to accept entrepreneurs or the IO is terminating its contract;
- **Refused** → your application is inappropriate or irrelevant.

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 programme criteria necessary, 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 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 – Starting 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/erasmusentrepreneurs/>
- Click ‘Login’



Welcome

In order to access the "Erasmus for young entrepreneurs application", please login (you will be redirected to the European Commission authentication service).

If you want to register as a New/Host entrepreneur, please register.

[Login](#) [Register as an entrepreneur](#)

- Enter your email address and click “Next”.

The image shows the 'EU Login' authentication page. At the top, it says 'EU Login' and 'One account, many EU services'. There are links for 'Where is ECAS?' and a language selector set to 'English (en)'. The main heading is 'Erasmus requires you to authenticate' followed by 'Sign in to continue'. Below this is a white box containing a form. The form has a label 'Use your e-mail address' above a text input field. Below the input field is a blue 'Next' button. Under the button is a link 'Create an account'. Below that is a horizontal line with the word 'Or' in the center. Under the line is the text 'Or use the eID of your country' and a button with a person icon and the text 'Select your country'. At the bottom of the page, it says 'Easy, fast and secure: download the ECAS app' and provides links to download the app from the 'App Store', 'Google Play', and 'Microsoft'.

- 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 IT Tool.

The first time you log in a message saying:

*Your status is not “Accepted” yet, so you cannot access the Search and Match menu.*

*If you have applied recently, you need to wait for your Intermediate Organisation (IO) to process your application.*

*Otherwise, please review your application (under the menu My application) following the comments received by email from your IO.*

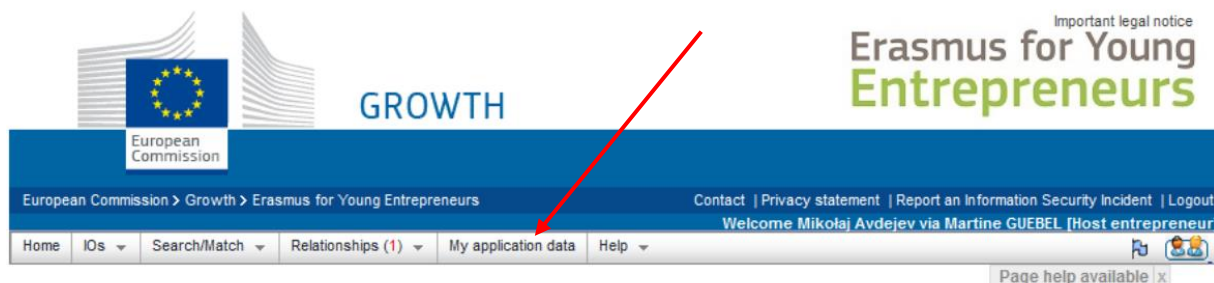
In the meantime, you can edit your application data and change your IO if needed.

# How to review your application?

Status and possible actions with the application:

- **Accepted** – if the entrepreneur wishes to modify his personal data (except name and email) and CV or business plan he has to do so by contacting his Intermediary Organisation. No other actions can be done.
- **Applied, On Hold, Back to Applicant, Floating** – the entrepreneur has limited access to the IT tool, where he can change his personal application details (except name and email).
- **Refused** – the entrepreneur has no access and can only ask for deletion of his data after the usual period of audit.

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click **“Login”**
3. Enter your email address and click **“Next”**
4. Enter your password and click **“Sign in”**
5. Click on **‘My application data’**:



6. This will display a copy of the multiple page application form.

Erasmus for Young Entrepreneurs

Welcome

Welcome to the registration form to participate in the Erasmus for Young Entrepreneurs exchange. The information you enter into this multi-page form will be used to create your profile and to match you with a host entrepreneur. You will receive a confirmation email once your application has been received. You will be able to track the progress of your application and receive updates on the status of your application.

Do you want to register as a NEW or a HOST entrepreneur?

☐ NEW entrepreneur

☐ HOST entrepreneur

Your profile

Title: Mr  
Last name: David  
First name: Lisardo  
Organisation name: Archies Studio  
Address: C/Doctor Pina nº1  
Postal code: 00144  
City: Roma  
Country: Italy  
Phone: +39 006764945  
Fax: +39  
Email: lisardo@gmail.com  
Website:  
Gender: f  
Birthdate: 05/05/1981  
Have you already started your own business?: No

Motivation

Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations. (Up to 200 words):

My intention is to start a business in the field of hydraulic technology. I wish to find an established company manufacturing certain highly specialised components for use under heavy load conditions. Interested partners would be willing to consider integrating these components into our hydraulic check valves.

Please upload your CV (Europass CV format):

Please give a short overview of your plans to start a business: (a) product or service (b) envisaged customer target group (c) activities planned for the first 12 months after the start-up. (Up to 400 words):

Please upload your business plan. (This information will only be available to your chosen IO, not to other entrepreneurs.):

Experience in running a business (in years): 0

Previous working experience (number of months): 0.5

Please specify your mother tongue: French

Please specify other languages in which you are comfortable working: English

Business sector

Please specify your main business sector: IT, office and communication equipment, services and supplies

Please specify your secondary business sectors, if any: Education and training services

Geographical preferences

Please indicate your preferred country for the exchange: United Kingdom

Please indicate other possible countries for the exchange: France, Malta, Spain

Duration and period of the exchange

Please specify your preferred length of the exchange (in months): 1

Please specify the months in which you will be available for the exchange: October 2013, November 2013, December 2013

Selection of IO and submission

You must choose one of the IOs officially appointed to establish contacts between NEs and HEs. The IOs should be active in your country or region of residence, for HEs the IO has to be from the same country. The chosen IO will act as guide and contact throughout the process. For more information about the list of IOs involved in the programme, please [click here](#).

Please select an IO: BF

Visibility of your data in the online catalog: option 1=All my profile information is generally available

How did you hear about the programme?: radio

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 43/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

# How to change or recover your password?

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

EU Login  
One account, many EU services

Where is ECAS? English (en)

## Sign in to continue

Welcome back

(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password

Sign in

Easy, fast and secure: download the ECAS app

Download on the App Store | GET IT ON Google Play | Get it from Microsoft

4. Enter the CAPTCHA code and click **“Get a password”**

EU Login  
One account, many EU services

Where is ECAS? English (en)

[New password](#) [Login](#)

## New password

(External)

Enter the code

Get a password

5. You will then receive a new email with a link to change your password. Please note that you have a maximum of 1.5h to click the link after the message is sent. Please click on the link:
6. 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

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

7. You will receive a confirmation message. If you click on “**Proceed**” you will be redirected to Erasmus:

**EU Login**  
One account, many EU services

Where is ECAS?

English (en) ▼

New password Login

## 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 [eyeglobal@eurochambres.eu](mailto:eyeglobal@eurochambres.eu)