Erasmus for Young Entrepreneurs

European Commission

Internal Market, Industry, Entrepreneurship and SMEs

Registration Guide-
New entrepreneurs

Table of contents

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 experience from another European country.

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

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 European 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 experience[1];
- Permanent resident[2] in one of the participating countries[3];
- 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

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[1] Whenever planned or already existing the business can be in any sector
[2] Permanent residence' 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 (**Albania, Armenia, Bosnia-Herzegovina**, **North Macedonia, Iceland, Montenegro, Moldova, Serbia, Türkiye, UK and Ukraine)** 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] EU Member States, Albania, Armenia, Bosnia-Herzegovina, North Macedonia, Iceland, Montenegro, Moldova, Serbia, Türkiye, UK and Ukraine, EU outermost regions, as well as Overseas Countries and Territories (OCTs) linked to France, Netherlands and Denmark

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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 compulsory[4]. 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
.

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 panning 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.

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[4] http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp

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".

Enter your e-mail address and click on the Register button.

Please note that Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 9, Firefox 31, Google Chrome 32 and Safari 5.

Once you register, you will not be able to change your e-mail address (nor your first and last name) if you don't have access to your EU login. 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.

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

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.

* Profile information

Title:

Please select ▼

Last name:

[   ]

First name:

[   ]

Company name:

[   ]

Address (300 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.

* Have you already started your own business?

○ Yes

○ No

Please state if you have already started a business.

[Previous] [Next]

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.

* 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.

* How should your stay abroad help you develop your business?:
2000 character(s) left	Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.

* Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur?:
2000 character(s) left	Please fill-in some comments.

* Which added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you?:
2000 character(s) left	Please be as concise and concrete as possible, as your potential Host Entrepreneur is very interested in your answer.

The CV should be submitted preferably in **English**. If you use another language, please make sure that the selected Intermediary Organisation understands it.

* Please upload your CV (Preferred format: PDF). The Europass CV format in English is preferable, but not compulsory:
Choose File No file chosen	Please upload your CV file (.PDF, .DOC, .DOCX, .RTF). Maximum file size of 2MB.

You should provide a **summary** of your business plan **in 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 short overview of your plans to develop a business (preferably in English):

2000 character(s) left

The business plan must at least contain:

a) A clear description of the product or service to be offered;
b) A market analysis that includes definition and assessment of the target market;
c) It should also include competitors analysis as well as NE's marketing and sales plan;
d) A financial plan including estimated expenses and income in the following 2 years and a break-even analysis.

Please formulate the summary in a way that does not disclose confidential information.

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 (Preferred format: PDF):

Choose File   No file chosen

This information will only be available to your chosen IO, not to other entrepreneurs. The IO is fully responsible for the confidential treatment of the business plan. If the content needs special protection, you may consider to sign a non-disclosure agreement (NDA) with the IO. Maximum file size of 2MB.

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

Other supporting document:

Choose File   No file chosen

If you want to provide some other useful document. Maximum file size of 2MB.

Description of the document:

2000 character(s) left

Write a description of the attached document.

Experience in running a business- add the information about professional work experience **as entrepreneur (running your own business) in number of years**. Please note that this reflects the entrepreneurial experience and not the professional one in general, mentioned at the next question.

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

Please select ▼

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.

And any other professional work than entrepreneur.

* Previous working experience (number of MONTHS):	
	This is for any professional work experience other than as entrepreneur (number only).

Previous **Next**

Click 'Next' or save as 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.

* 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:

☐ Albanian	☐ German	☐ Polish
☐ Armenian	☐ Greek	☐ Portuguese
☐ Bosnian	☐ Hebrew (modern)	☐ Romanian
☐ Bulgarian	☐ Hungarian	☐ Serbian
☐ Croatian	☐ Icelandic	☐ Slovak
☐ Czech	☐ Irish	☐ Slovene
☐ Danish	☐ Italian	☐ Spanish
☐ Dutch	☐ Latvian	☐ Swedish
☐ English	☐ Lithuanian	☐ Turkish
☐ Estonian	☐ Luxembourgish, Letzeburgesch	☐ Ukrainian
☐ Finnish	☐ Macedonian	
☐ French	☐ Maltese	

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

Previous **Next**

Click 'Next' 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 future enterprise.

* Please specify the main business sector of your future or current business activity:	
Please select ▼	This is the primary business sector of your future or recently started company.

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.

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

| Please select ▼ | Indicate here the country you would like to go to for the stay abroad. |

Please specify other business sectors of interest:

- ☐ 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 future or current business.

[Previous] [Next]

Click 'Next' 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 county of exchange.

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

| Please select ▼ | Indicate here the country you would like to go to for the stay abroad. |

Select up to 4 other possible countries for the exchange.

* 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 indicate other possible countries for the exchange:

☐ Albania   ☐ Greece   ☐ Poland
☐ Armenia   ☐ Hungary   ☐ Portugal
☐ Austria   ☐ Iceland   ☐ Republic of Moldova
☐ Belgium   ☐ Ireland   ☐ Romania
☐ Bosnia and   ☐ Israel   ☐ Serbia
   Herzegovina   ☐ Italy   ☐ Singapore
☐ Bulgaria   ☐ Kosovo   ☐ Slovakia
☐ Croatia   ☐ Latvia   ☐ Slovenia
☐ Cyprus   ☐ Lithuania   ☐ Spain
☐ Czech Republic   ☐ Luxembourg   ☐ Sweden
☐ Denmark   ☐ Malta   ☐ Turkey
☐ Estonia   ☐ Montenegro   ☐ Ukraine
☐ Finland   ☐ Netherlands   ☐ United Kingdom
☐ France   ☐ North Macedonia   ☐ United States
☐ Germany

Select up to 4 further countries as secondary choice.

Overseas Countries & Territories

☐ Anguilla   ☐ Falkland Islands   ☐ Saint Barthelemy
☐ Aruba   (Malvinas)   ☐ Saint Helena
☐ Bermuda   ☐ French Polynesia   ☐ Saint Pierre and
☐ Bonaire   ☐ Greenland   Miquelon
☐ British Virgin   ☐ Montserrat   ☐ Sint Eustatius
   Islands   ☐ New Caledonia   ☐ Sint Marteen
☐ Cayman Islands   ☐ Pitcairn   ☐ Turks and Caicos
☐ Curacao   ☐ Saba   Islands
                                              ☐ Wallis and Futuna

[Previous] [Next]

Click 'Next' or save as draft.

Duration and period of the exchange period

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 last between one and six 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:

- ☐ February 2020
- ☐ March 2020
- ☐ April 2020
- ☐ May 2020
- ☐ June 2020
- ☐ July 2020
- ☐ August 2020
- ☐ September 2020
- ☐ October 2020
- ☐ November 2020
- ☐ December 2020
- ☐ January 2021
- ☐ February 2021
- ☐ March 2021
- ☐ April 2021
- ☐ May 2021
- ☐ June 2021
- ☐ July 2021
- ☐ August 2021
- ☐ September 2021
- ☐ October 2021
- ☐ November 2021
- ☐ December 2021

The more flexible you can be, the more chance there is to find a good match.

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 (**Albania, Armenia, Bosnia-Herzegovina, North Macedonia, Iceland, Montenegro, Moldova, Serbia, Türkiye, the UK and Ukraine**) 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 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".

Tips and tricks for the selection of the Intermediary Organisation
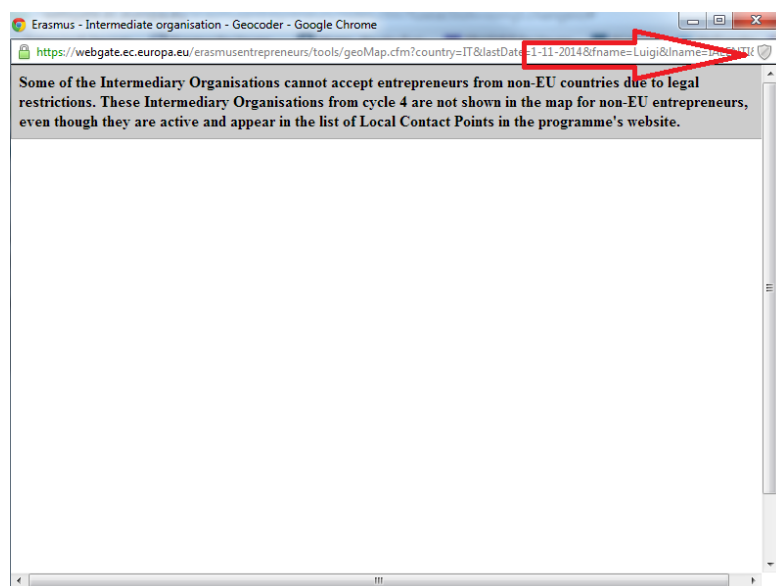
Note: the list of organisations available to be selected will depend on the preferred periods for the exchange that you have selected in the previous step. If you select dates too far in the future, the Intermediary Organisation that you might wish to choose could be unavailable for selection as they might not be active during that period.

Please verify first that your browser is a compatible one, and the pop-ups are enabled.

Look carefully at all dialog boxes and questions you may receive and click "Yes" to accept the display of all contents.

E.g. Google Chrome

Click on the small shield icon and select the option which permits the download of the unsafe script. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

E.g. Internet Explorer
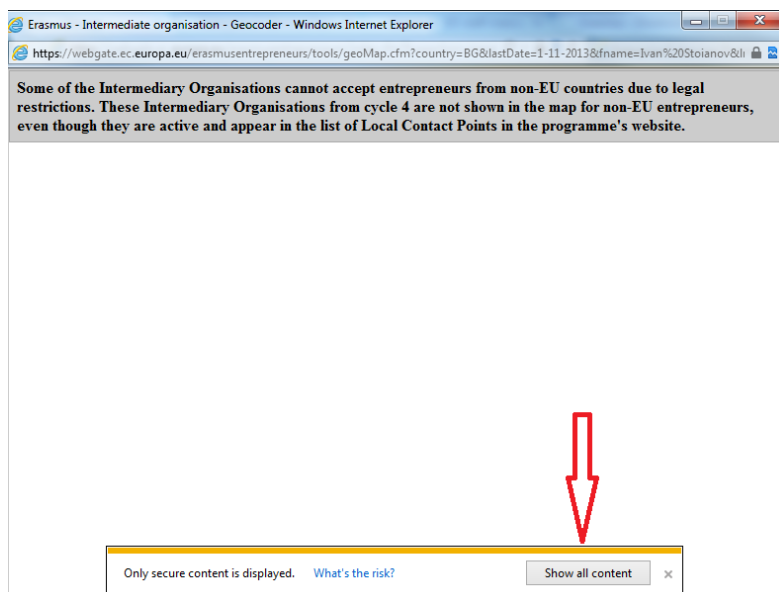
Click on the "Show all content". A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

If despite this, you cannot complete the step "Select your IO", it may be due to one of the following situations:

Situation 1

You receive the message "No Intermediary Organisation found"

Please verify that your address and country are correctly selected on the second tab.

Situation 2

If you click on the field "Select an IO", the geomap is displaying correctly but you can see only part of the IOs and not the one you want to select.

The reason for this is that the exchange months you selected at a previous step exceed the period during which the respective IO will be visible to the public. 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.

Choose your Intermediary Organisation

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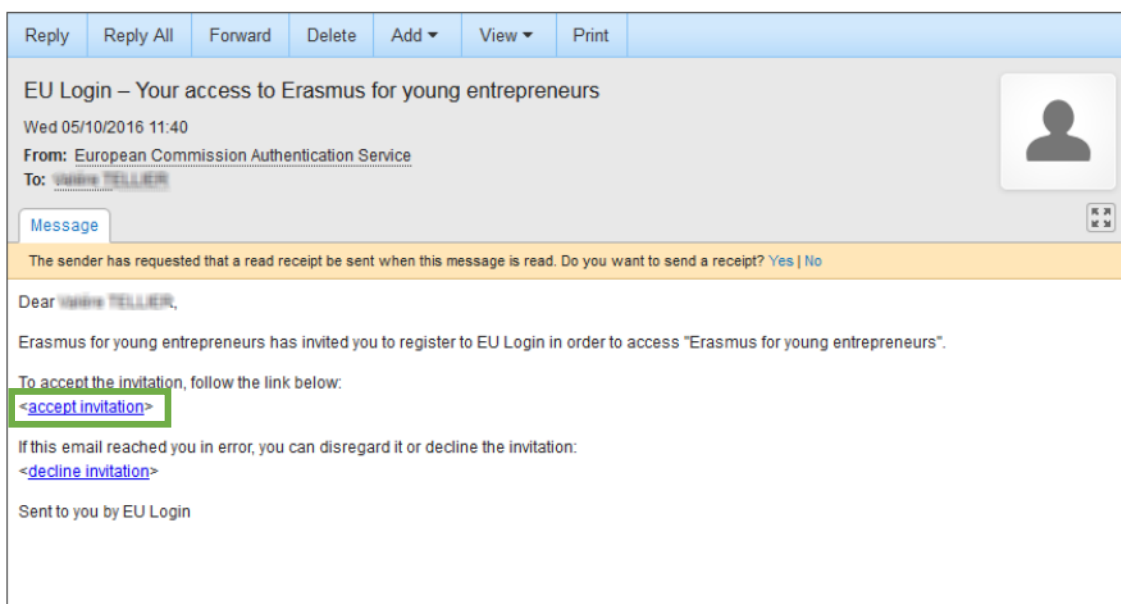
1h30 restriction
Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions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

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

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.
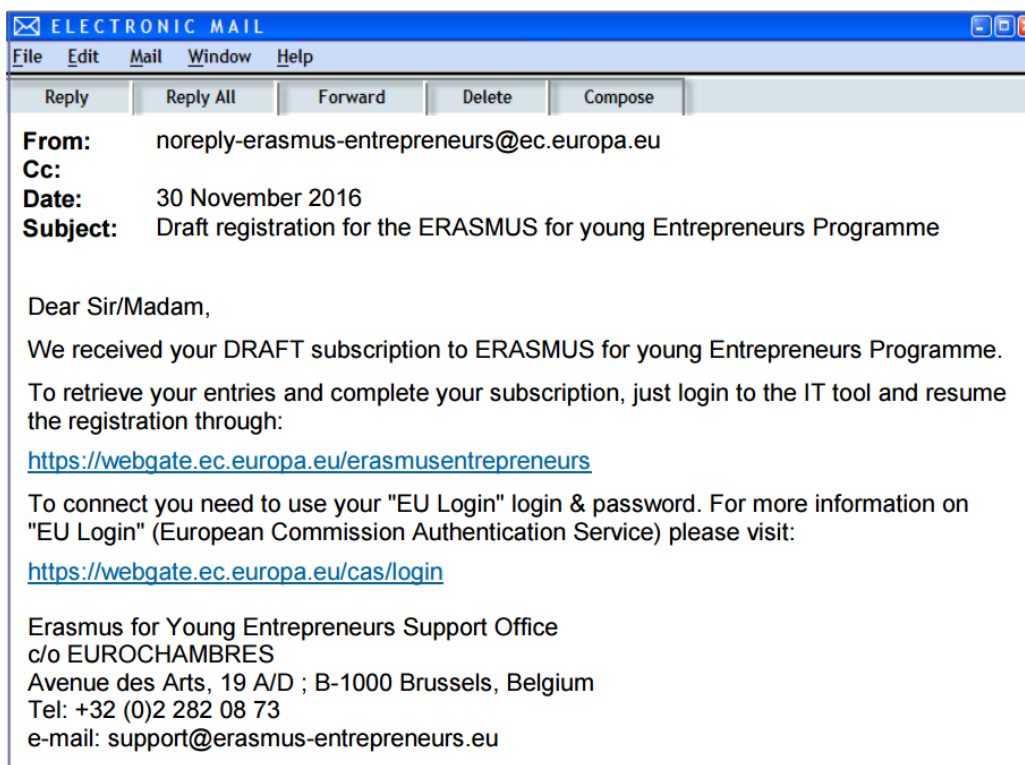
At this stage:

– 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:

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┌─────────────────────────────────────────────────────────────────────────┐
│ ⊠ E L E C T R O N I C   M A I L                              _ □ ⊠     │
├─────────────────────────────────────────────────────────────────────────┤
│ File   Edit   Mail   Window   Help                                        │
├─────────────────────────────────────────────────────────────────────────┤
│  Reply   │   Reply All   │   Forward   │   Delete   │   Compose           │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│  From:      noreply-erasmus-entrepreneurs@ec.europa.eu                    │
│  Cc:                                                                      │
│  Date:      30 November 2016                                              │
│  Subject:   Erasmus for Young Entrepreneurs: registration confirmation    │
│             and access                                                    │
│                                                                           │
│  ====================================================================     │
│  Please do not reply to this email address. Your email will not be        │
│  treated.                                                                 │
│  ====================================================================     │
│                                                                           │
│  Dear                                                                     │
│                                                                           │
│  You have successfully submitted your application for the Erasmus for     │
│  Young Entrepreneurs. To activate your profile in order for your selected │
│  intermediary organisations to receive it and assess it, you need to log  │
│  to the Erasmus for Young Entrepreneurs IT Tool at least once             │
│  (compulsory step).                                                       │
│                                                                           │
│  To do so, please go to https://webgate.ec.europa.eu/erasmusentrepreneurs │
│  and click on Login.                                                      │
│                                                                           │
│  In order to connect you need to use your "EU Login" login (email address │
│  used in your application) & password.                                    │
│                                                                           │
│  In a few minutes you will receive an email to set up your "EU Login"     │
│  password.                                                                │
│                                                                           │
│  In the event that you have not received an email from "EU Login"         │
│  inviting you to set up your password, you can request a new email via    │
│  https://webgate.ec.europa.eu/cas/init/passwordResetRequest.cgi           │
│                                                                           │
│  Your application will then be processed by your Intermediary             │
│  Organisation (IO) for validation and you will be contacted by them       │
│  within 14 days.                                                          │
│                                                                           │
│  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                                 │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
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Please note that failing to Log 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 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 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 take action 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.

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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
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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.
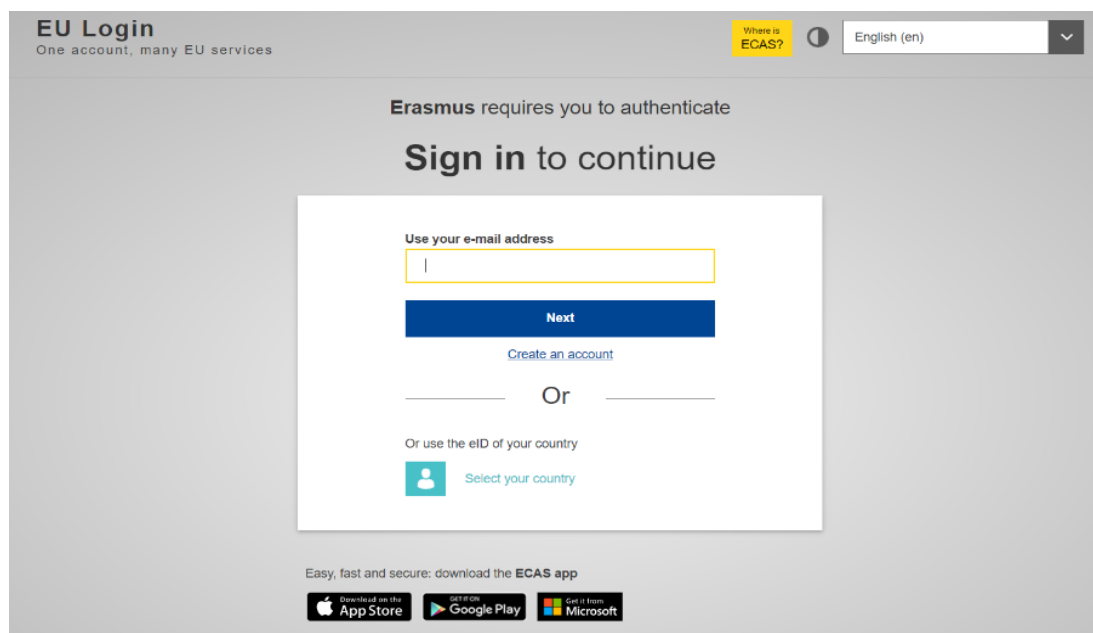

STEP 4 – Starting the Erasmus IT Management Tool
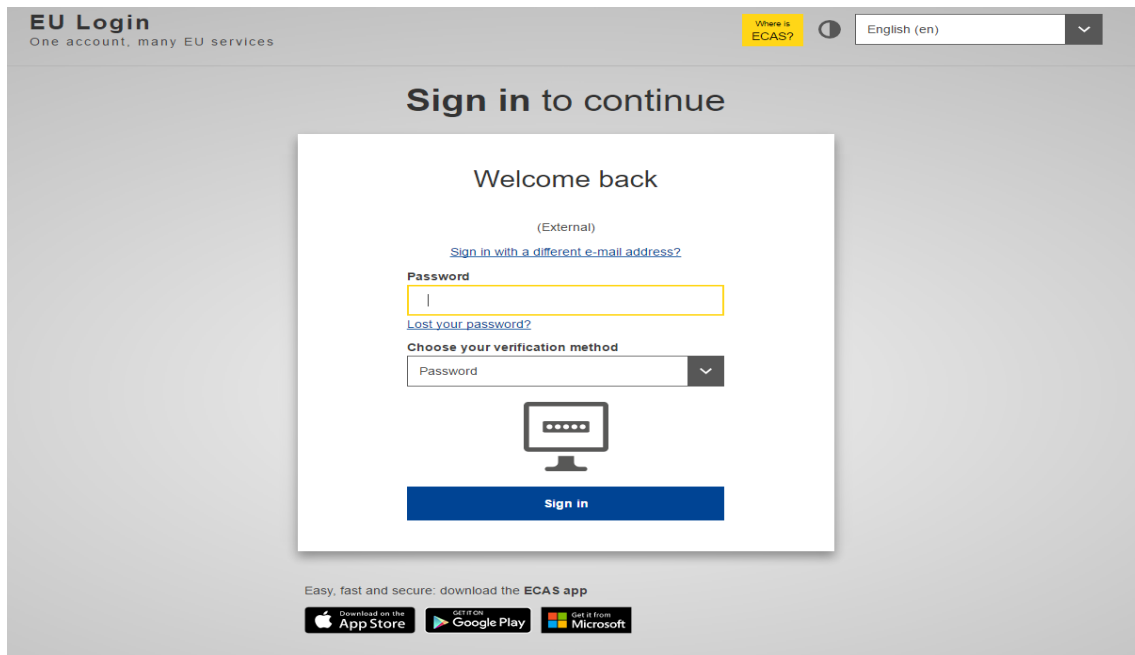
To start the Erasmus IT Management Tool:
- Open the Erasmus IT Management Tool login page (as specified in the email notification): https://webgate.ec.europa.eu/erasmusentrepreneurs/

- Click "**Login**"

- Enter your email address 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 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.*
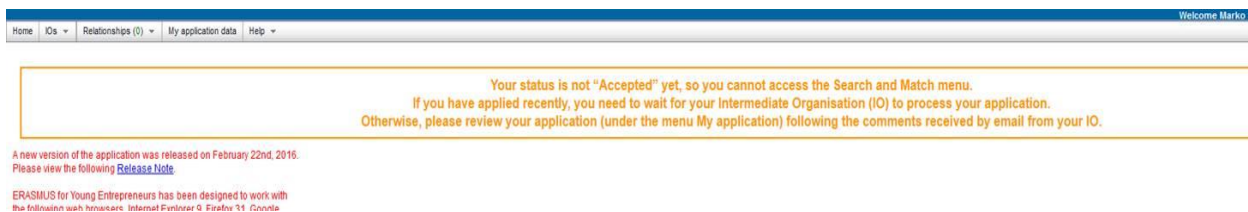
In the meantime, you can edit your application data and change your IO if needed.

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.

How to change your Intermediary Organisation?

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. From the Erasmus for Young Entrepreneurs menu, select **IOs** > **Change IO**.
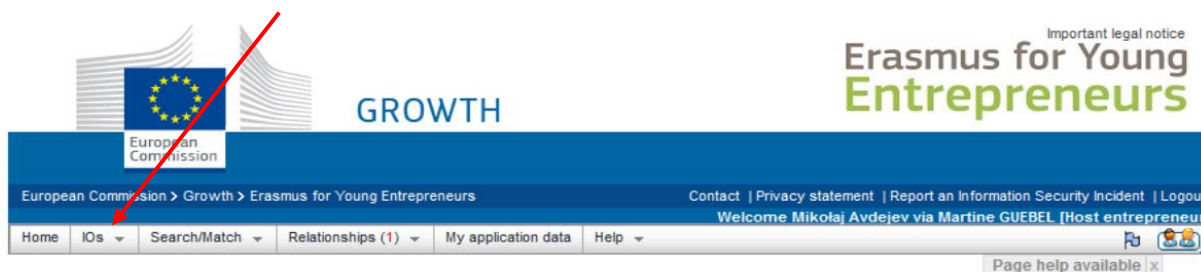
1. Click the 'Click here to choose another IO' hyperlink on the *Change your IO page.*
2. Select the desired IO on the online map and click 'Choose this organisation':

3. Click 'Save'.

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.

4. Enter the CAPTCHA code and click "**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 5 min to click the link after the message is sent. Please click on the link:

Dear [First name] [Last name],

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 5m after this message was sent. You should therefore follow the link before 12/07/2013 11:47 GMT+02:00.

<link>

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

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 this message was delayed or for some other reason you are unable to complete the rest of the process within 5m, 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.

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 :

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