



Erasmus for Young Entrepreneurs

Registration Guide- New entrepreneurs



Internal Market,
Industry,
Entrepreneurship
and SMEs

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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.

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 fulfill 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 experience¹;
- Permanent resident² in one of the participating countries³;
- 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 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.

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, the Former Yugoslav Republic of Macedonia, Iceland, Montenegro, Moldova, Serbia, Turkey, 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, the Former Yugoslav Republic of Macedonia, Iceland, Montenegro, Moldova, Serbia, Turkey, and Ukraine

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 compulsory⁴. 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 planning 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.

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

⁴ <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

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”.

The screenshot shows the homepage of the Erasmus for Young Entrepreneurs website. At the top, there is a navigation bar with links for Home, Contact, English (with a dropdown arrow), Intermediary Organisations' Corner, and IT Tool login. Below the navigation bar, the main header features the logo "Erasmus for Young Entrepreneurs" and several menu items: "About the programme -", "Your local contact point", "Frequently Asked Questions", and "Apply now". A large banner image shows a modern building and the European Union flag. Below the banner, there are two registration guide covers: "Registration Guide - New entrepreneurs" and "Registration Guide - Host entrepreneurs". To the right of these covers is a "Join us" section with social media icons for Facebook, LinkedIn, Twitter, and YouTube. Below the covers, there is a paragraph of text providing information about the registration process and browser compatibility. At the bottom of the page, there is a prominent blue "Apply now" button.

Home Contact English - Intermediary Organisations' Corner IT Tool login

Erasmus for Young Entrepreneurs

About the programme - Your local contact point Frequently Asked Questions Apply now

Home Apply now

Erasmus for Young Entrepreneurs Registration Guide - New entrepreneurs

Erasmus for Young Entrepreneurs Registration Guide - Host entrepreneurs

Join us f in t You

For more information regarding the registration process, please go through our simple step-by-step Registration Guide for [new entrepreneurs](#) and for [host entrepreneurs](#).

Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: Internet Explorer 9, Firefox 31, Google Chrome 32 and Safari 5.

To view the questionnaire before registering, please [click here](#).

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.

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

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. For more information, click here.

* = 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 steps: Welcome > **Your profile** > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Profile information**

Title:

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

*** Have you already started your own business ?**

Yes

No

Please fill-in your personal information.

Please state if you have already started a business.

* = mandatory fields

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.

Registration steps: Welcome > Your profile > **Motivation** > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** 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:**

No file select... Choose File

Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.

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 NEs 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):**

No file select...

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 200KB.

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

Other supporting document:

No file select...

If you want to provide some other useful document. Maximum file size of 200KB.

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):**

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).

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.

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

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.

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 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, tobacco 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

Choose up to 4 additional sectors which best correspond to the nature of your future or current business.

Previous Next Save draft

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.

Registration steps: Welcome Your profile Motivation Languages Business sector **Geographical preferences** Duration and period of the exchange Selection of IO and submission

* 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 indicate other possible countries for the exchange:

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

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 Islands	<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.

[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.

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > **Duration and period of the exchange** > Selection of IO and submission

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.

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"/>	February 2017
<input type="checkbox"/>	March 2017
<input type="checkbox"/>	April 2017
<input type="checkbox"/>	May 2017
<input type="checkbox"/>	June 2017
<input type="checkbox"/>	July 2017
<input type="checkbox"/>	August 2017
<input type="checkbox"/>	September 2017
<input type="checkbox"/>	October 2017
<input type="checkbox"/>	November 2017
<input type="checkbox"/>	December 2017
<input type="checkbox"/>	January 2018
<input type="checkbox"/>	February 2018
<input type="checkbox"/>	March 2018
<input type="checkbox"/>	April 2018
<input type="checkbox"/>	May 2018
<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

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

[Previous](#) [Next](#)

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, the Former Yugoslav Republic of Macedonia, Iceland, Montenegro, Moldova, Serbia, Turkey, 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.

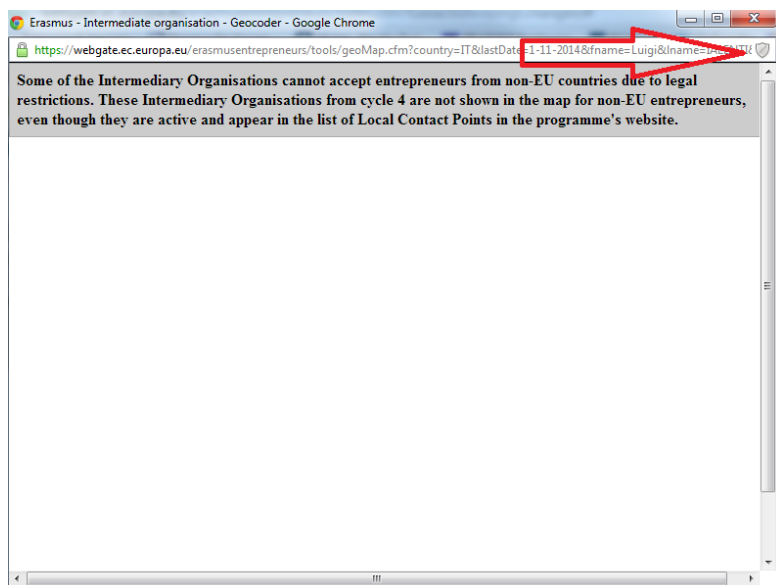
Note that if the applicant is currently living in a non-participating country, he/she will be considered as ineligible even if he/she fulfills the above rules in general.

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.

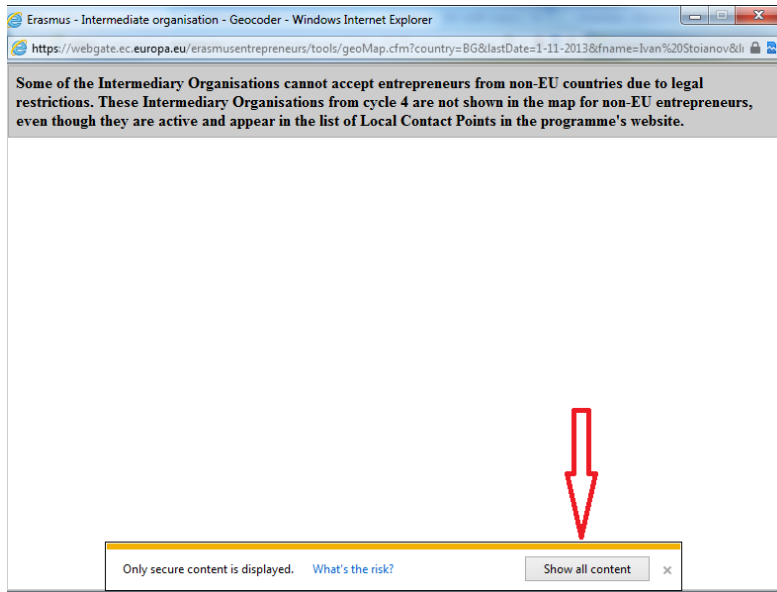
Look carefully at all dialog boxes and questions you may receive and click "Yes" to accept the

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”

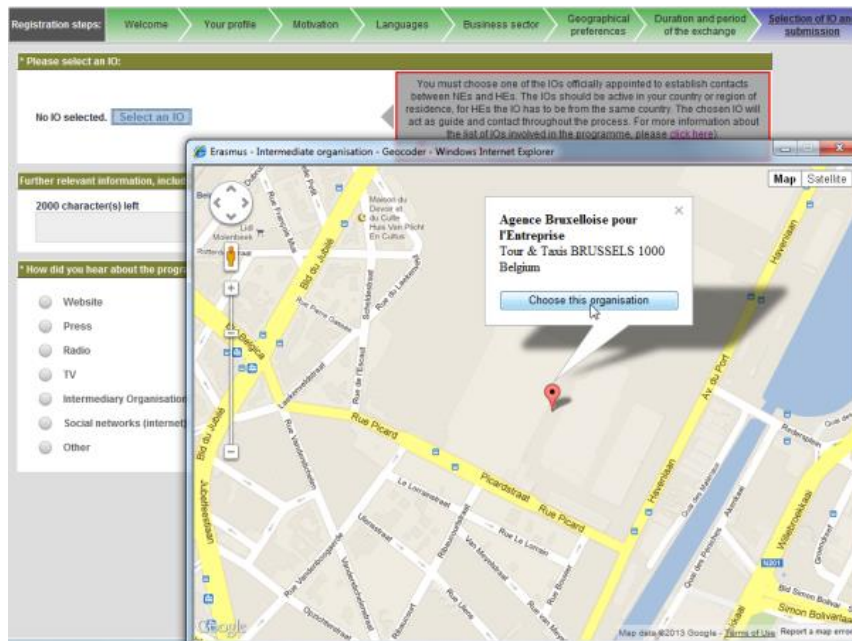
Please verify that your address and country are correctly selected on the second tab.




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



The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.

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.

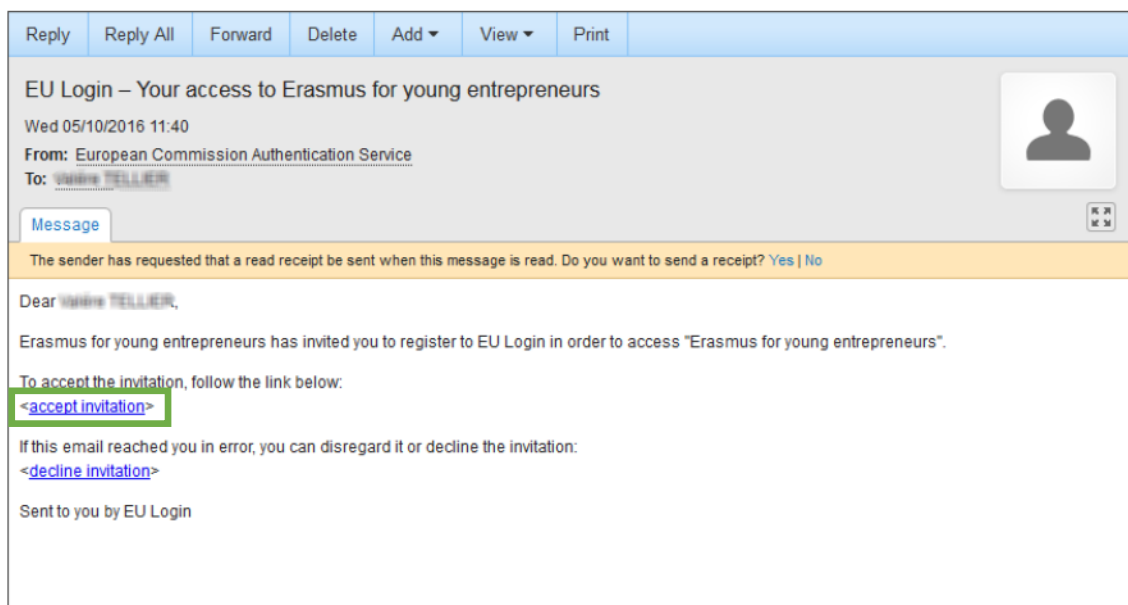
STEP 3 – Confirm your registration

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 :

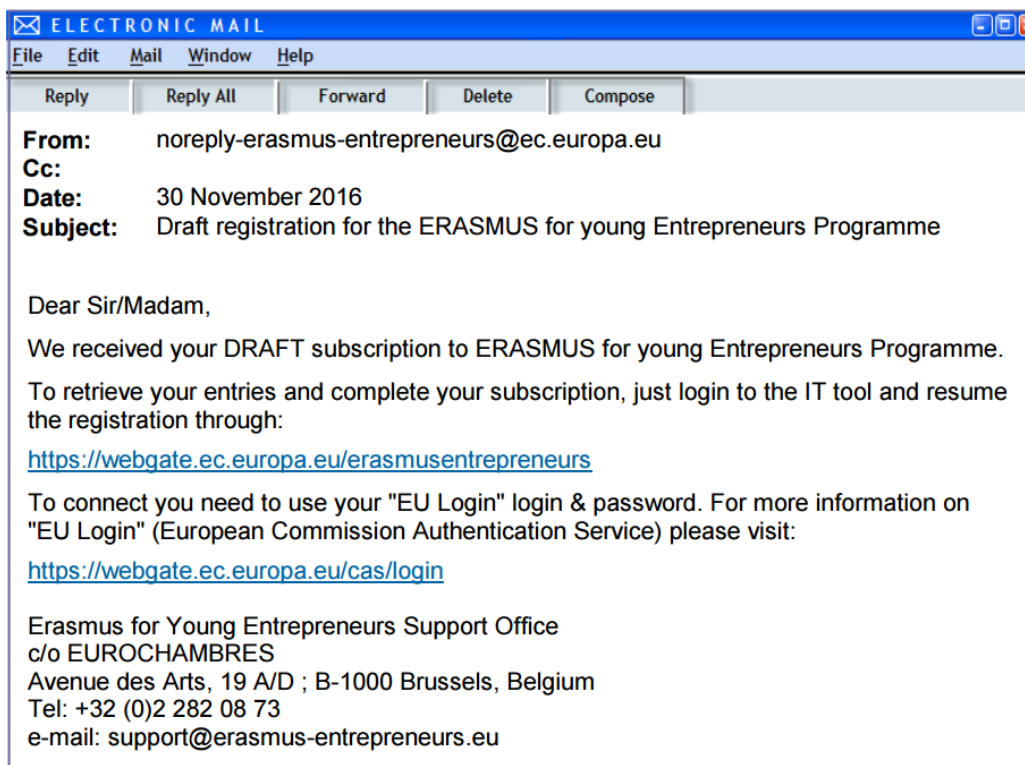
On the New password page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click Submit.

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.

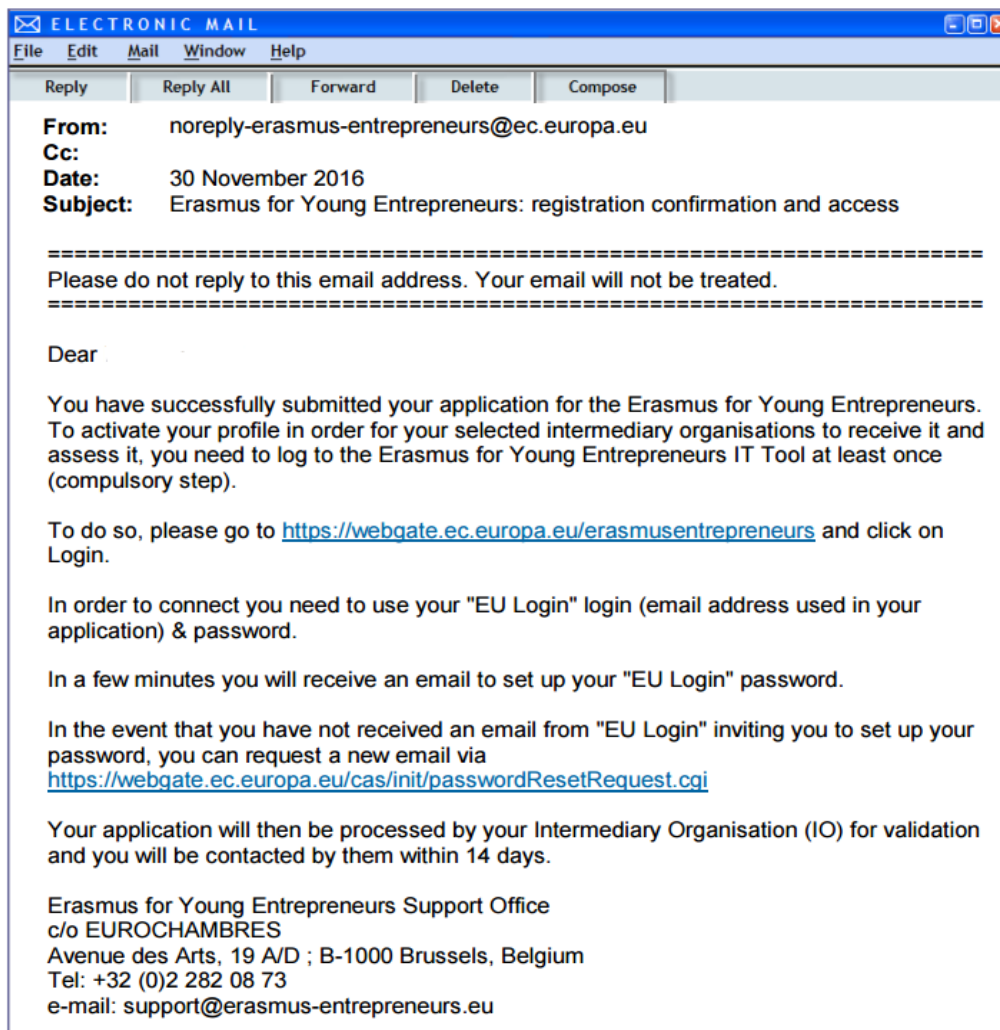


At this stage:

- 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:



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.

=====
=====
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 & password will be required.

Please refer to the IT user's guide available in the HELP menu for further help and assistance.

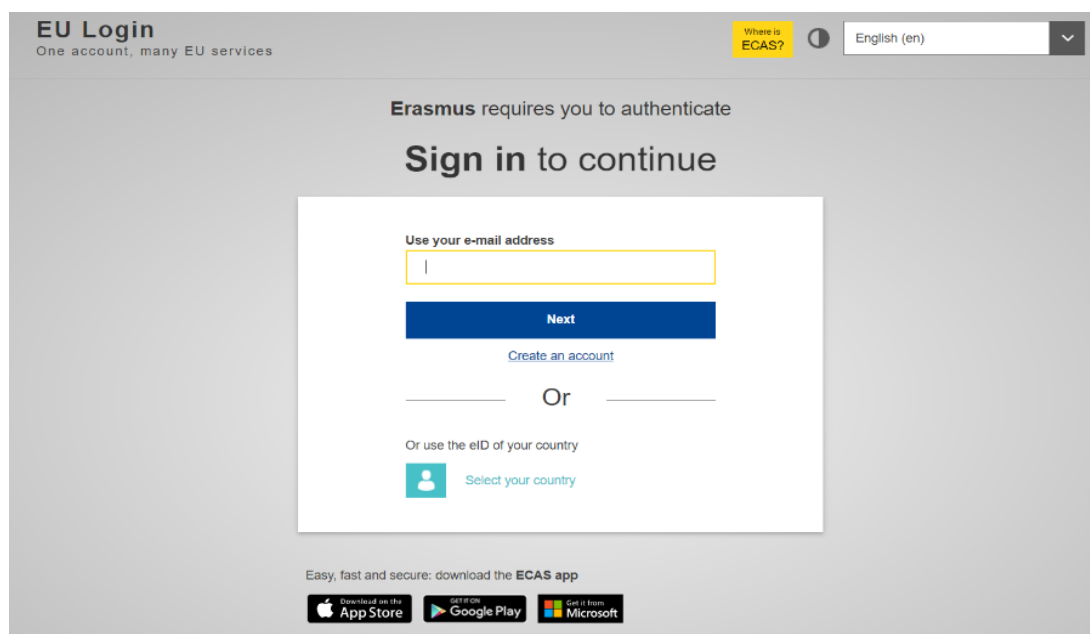
STEP 4 – Starting the Erasmus IT Management Tool

To start the Erasmus IT Management Tool:

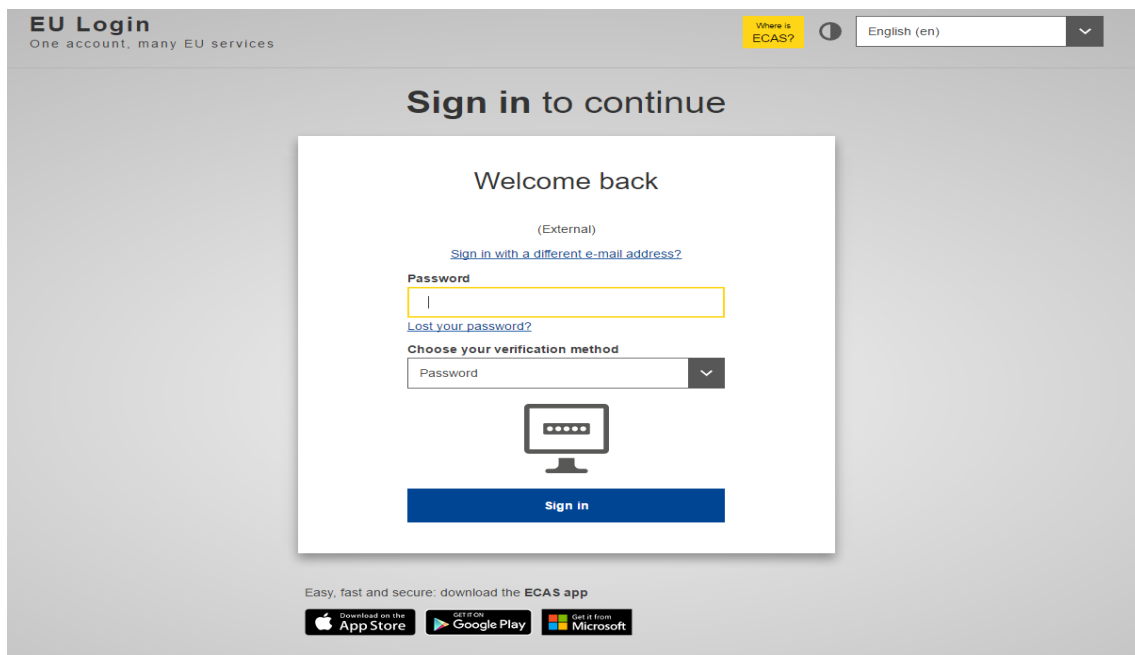
- Open the Erasmus IT Management Tool login page (as specified in the email notification):
<https://webgate.ec.europa.eu/erasmusentrepreneurs/>
- Click “**Login**”



- 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.

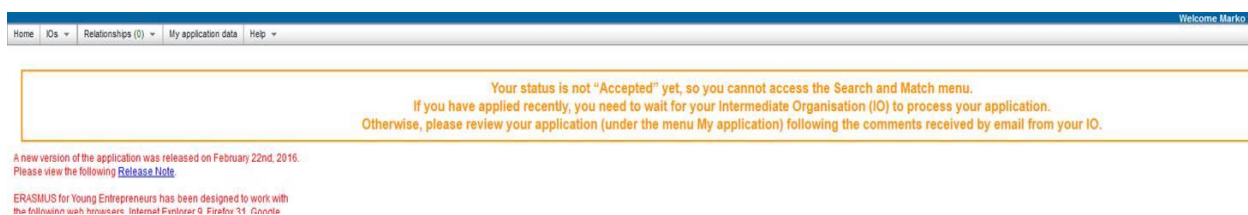
The home page of the Erasmus IT Management Tool appears. Please refer to the Erasmus IT Tool User Manual (under section Help in the IT Tool) for detailed information about how to use IT Tool.

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?

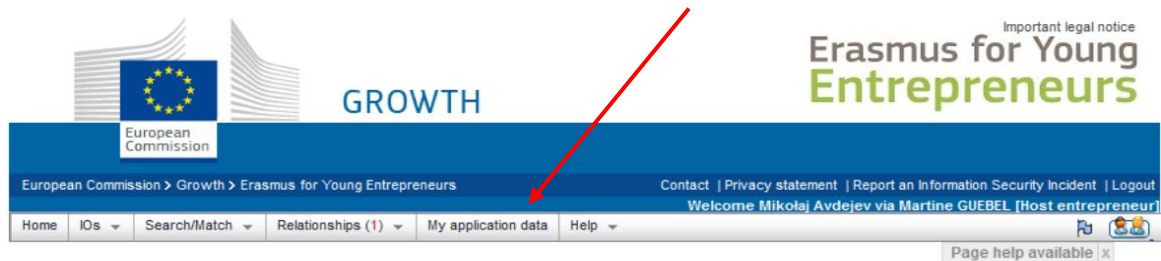
Status and possible actions with the application:

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.

Erasmus for Young Entrepreneurs
[Print]

Welcome

Welcome to the registration form to participate in the Erasmus for Young Entrepreneurs programme. The information you enter into this multi-page registration form will be processed and accepted by your IO, the Intermediary Organisation (on the last page of the questionnaire, you will be asked to store half completed questionnaires, so be sure to save them regularly). The information you enter into this multi-page registration form will be processed and accepted by your IO, the Intermediary Organisation (on the last page of the questionnaire, you will be asked to store half completed questionnaires, so be sure to save them regularly).

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

Your personal data

Title: Mr
 Last name: David
 First name: Lisardo
 Organisation name: Archies Studio
 Address: C/Doctor Plera nº1
 Postal code: 00144
 City: Roma
 Country: Italy
 Phone: +39 606764945
 Fax: +39
 Email: lisardo@gmail.com
 Website:
 Gender: f
 Birthdate: 05/05/1981

Have you already started your own business?
 No
 Yes

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):
 CV

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

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

Experience in running a business (in years):
 Business

Previous working experience (number of months):
 Business

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

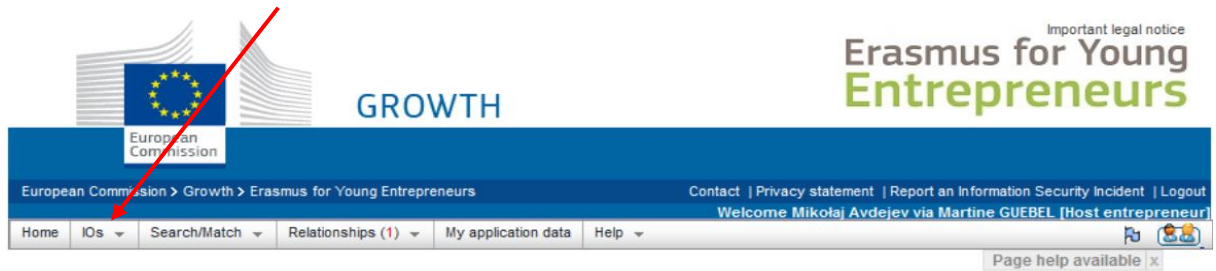
You must choose one of the IOs officially appointed to establish contacts between NEs and HEs. The IOs should be active in your country or region of residence, for HEs the IO has to be from the same country. The chosen IO will act as guide and contact throughout the process. For more information about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

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':

Change your IO

Current IO: Tellus Limited
New IO: [click here to choose another IO](#)
IO change motivation:

Erasmus - Intermediate organisation - Geocoder - Mozilla Firefox
<https://webgate.test.ec.europa.eu/erasmusentrepreneurs/tools/geoMap.cfm?country=UK&lastDate=1-5-2012&fname=Donna&lname=LEE&entraddr>

Euclid Network
1 New Oxford Street
LONDON WC1A 1NU United Kingdom

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.

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 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 :

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 the Erasmus Support Office at:

Email: support@erasmus-entrepreneurs.eu

Tel: +32 2 282 0873