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⚠ If you did not do it yet, please grant access to others in your organisation to the organisation data in Participant Register. Read more [here](#).

It is through this page that you can access the data of your organisation; either right after completing the registration or later. Simply access the Participant Register via the Funding and tenders opportunities and select **Organisations** on the left.

Select the organisation and click on the  button. Depending on whether you used the organisation in the past or you registered it, different options will be available. For organisations you registered, a modify option will be available. Click on it to access the update page.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme

My Organisation(s) | More info

Results: 22

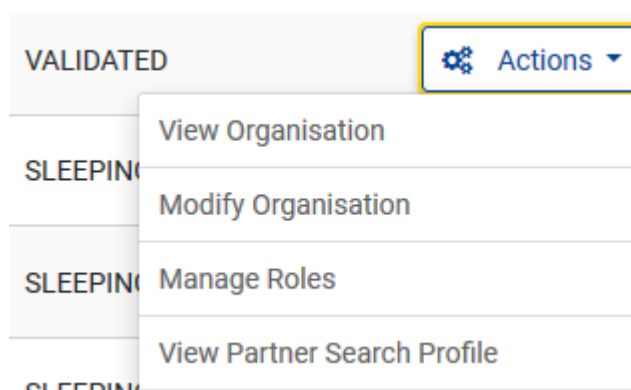
LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Test	949640574		DECLARED	Actions
SEDIA LEAR Demo	922603376		SUSPENDED	Actions
Test	996323279		VALIDATED	Actions
Test	922615210	66666666666	VALIDATED	Actions
Test	947344002		SLEEPING	View Organisation Modify Organisation Manage Roles View Partner Search Profile
Test 03	922545273		SLEEPING	
TEST	922537222	6969798798798	SLEEPING	

Who can edit/view the data of a non-validated organisation

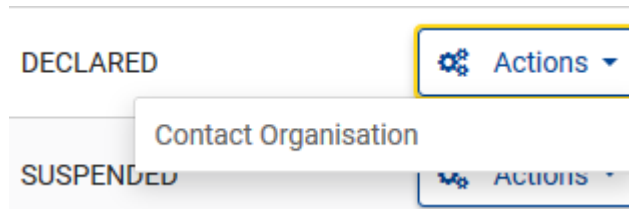
For organisations which are not validated yet, i.e. cases before a LEAR role has been identified, a contact person (**Self-Registrant** role in the system) is appointed to edit/view the data of the organisation.

The person registering an organisation for first time, being granted a **Self-Registrant** role by default, will be able to manage the existing or assign additional Self-Registrant roles. Select the **Manage roles** option from the list when clicking in the **Action** button to do so, and follow the instructions as provided in the [Access Management and your organisation](#) page.

You modify the data of the organisation by selecting **Modify organisation** from the **Action** button. Other actions will be also available such as manage the [partner search](#) of the organisation in the Funding & tenders portal.

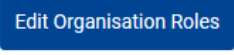


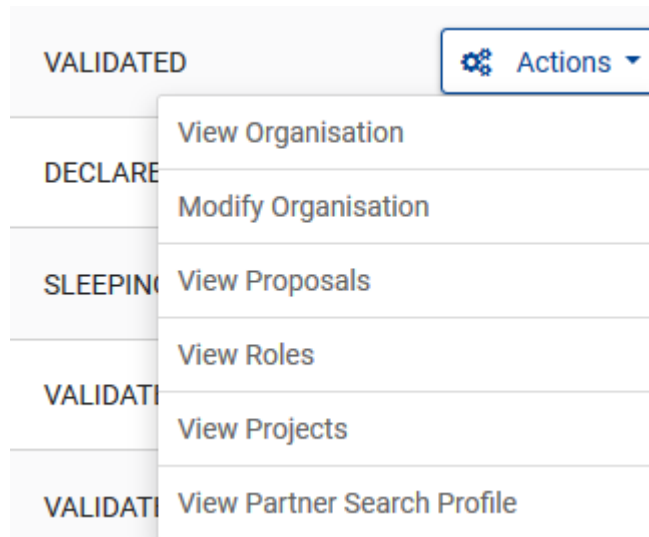
If you do not have the Self-Registrant Role, the options in the list, when clicking the Actions button, will be limited to contacting the organisation.



Please, also bear in mind that:

You can appoint up to a maximum of nine Self-registrants for the organisation. Once the LEAR of the organisation has been validated, all Self-registrant roles are automatically revoked and there are no possibility to assign that type of role any more. Other roles will be available, though, such as the Account Administrator role, which will be able to access and maintain the data of the organisation in the Participant Register. The Lear/Account Administrator will be able to assign new roles by selecting the View roles option from the actions button, and

then clicking on the  button. See more instructions in the [Access Management and your organisation](#) page.



Download the whole Participant Register User Guide as an Adobe PDF file.



Next step 