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After you finish editing your organisation's data, click the  button.

A confirmation dialogue will list all modified data groups that you wish to submit. To confirm the change, accept the pop-up confirmation window. If your organisation holds a "validated" status, or it is going through a validation process, depending of the fields you are modifying, you could be requested to provide a document to justify the modification.

If a pdf document icon appears close the data group you modified, as it is the case below, click **Select Document** to display the document selection functionality. Submitting a document together with the value change will be compulsory when the icon displays:

You're about to submit your changes

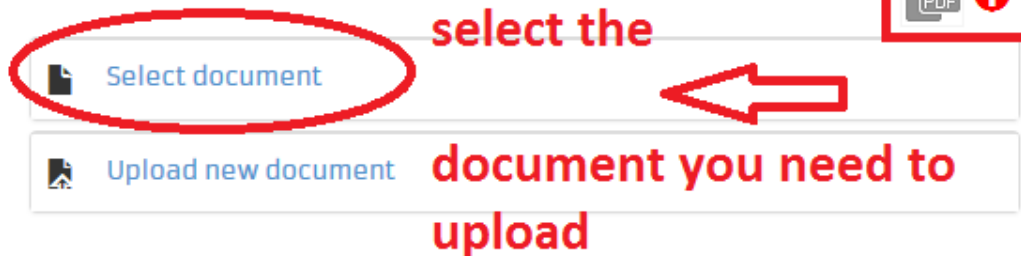
The changes you are making must be validated by the Commission.

Please note that the changes listed below require supporting documents if there is a document icon next to them. You cannot submit the changes without supporting documents.

Document(s) submitted in a non-official language of the European Union must be accompanied by a certified/official/legal translation by an accredited body or translator. Registration or VAT extract must have been issued recently, no more than 6 months ago.

You modified the following information:

- Non profit
 - Non profit*

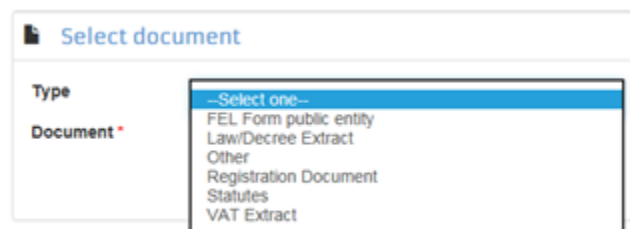


The screenshot shows two buttons: "Select document" and "Upload new document". The "Select document" button is circled in red. A red arrow points from the text "Click on 'Select document' to select the document you need to upload" to the "Select document" button. Another red arrow points from the same text to the "Upload new document" button. A red box highlights a PDF icon with a red exclamation mark in the top right corner.

Submit changes

Cancel

After clicking on "**Select Document**", the document selection functionality will be displayed. Click on the **upload** document to be able to add a new document. If you already uploaded documents via the **Documents** section from the menu on the left, you do not need to upload it again, but click on the **Type** field to select the document type you want to use from your uploaded documents instead.



The screenshot shows a dialog box titled "Select document". It has a "Type" field with a dropdown menu. The dropdown menu is open, showing a list of document types: "--Select one--", "FEL Form public entity", "Law/Decree Extract", "Other", "Registration Document", "Statutes", and "VAT Extract".

Afterwards; click on the **Document** field to display a dropdown list where you can select the documents matching what you previously uploaded to the server for that document type. If no documents are being displayed or the one being displayed is not the current supporting documents to be used, you will need to upload a new one by clicking the **upload** button.

The screenshot shows a 'Select document' dropdown menu. The 'Type' field is set to '--Select one--'. The 'Document' field is also set to '--Select one--', and a dropdown menu is open showing the selected item: 'Registration document.pdf -- 06/04/2017 14:20:45'. Below the dropdown is an 'Upload new document' button.

When selecting an already uploaded document, you will need to click on the **Select** button. The file name will display under the data group being modified.

The screenshot shows a confirmation message: 'You modified the following information:'. Under the 'Organisation' section, the 'Legal name*' field is highlighted with a red oval. Below the oval, the text 'Registration Document: Registration document.pdf -- 04/06/2017 14:20:45' is displayed. Below this is a 'Select document' dropdown menu. The 'Type' field is set to '--Select one--'. The 'Document' field is set to 'Registration document.pdf -- 06/04/2017 14:20:45'.

Note: for validations purposes, only documents not older than 6 months are admitted, so in case your uploaded document is older than 6 months, you will have to upload a newer one.

Only one document type per changed data group can be selected and submitted with the change, but you can add different document types to justify one single change.

You're about to submit your changes

The changes you are making must be validated by the Commission.

The changes listed below require supporting documents if there is a document icon next to them. You cannot submit the changes without supporting documents.

Document(s) submitted in a non-official language of the European Union must be accompanied by a certified/official/legal translation by an accredited body or translator.
Registration or VAT extract must have been issued recently, no more than 6 months ago.

You modified the following information:

- Organisation

- Legal name*



Registration Document: Registration document.pdf -- 04/06/2017 14:20:45 X

VAT Extract: VAT_extract.pdf -- 04/19/2017 12:13:56 X



Select document



Upload new document

Submit changes

Cancel

You can unselect a document by clicking on the **X** icon; then proceed to upload a new one by clicking on the **upload** document button. If you select another document for the same document type, or upload a new one, the previous selected document will be substituted by the new selected one.

You modified the following information:

- Organisation

- Legal name*



Registration Document: Registration document.pdf -- 04/06/2017 14:20:45 X

VAT Extract: VAT_extract - Document2.pdf -- 04/19/2017 12:17:02 X



Select document

Type

Document

Select one

--Select one--

Registration document.pdf -- 06/04/2017 14:20:45

unselected_document.PNG -- 03/04/2017 10:54:19

VAT_extract - Document2.pdf -- 19/04/2017 12:17:02

VAT_extract.pdf -- 19/04/2017 12:13:56

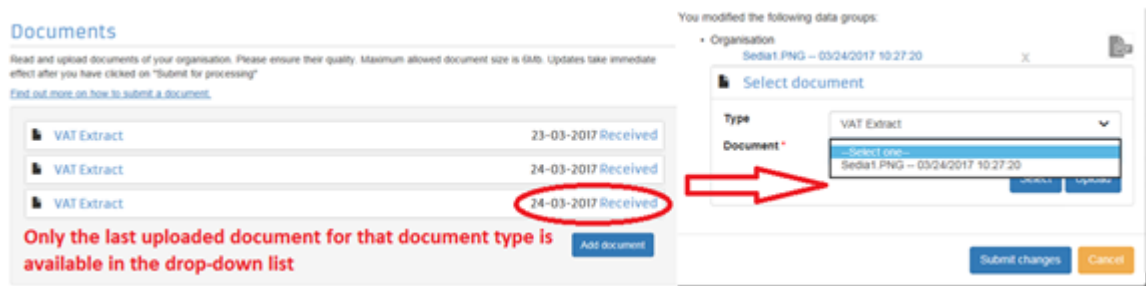


Upload new document

Submit changes

Cancel

Note: when you select a type of document via the drop down menu, only the last uploaded one for that document type is being displayed, even if you have different documents available for the same type. If you do not select any value in the **type** drop down list, you will display all documents uploaded, including all documents matching a same document type:



If you are adding a new document, once you click on the **upload** button and get the **upload a new document** window, select the file by clicking the **browse** button, pick up the correct document type from the drop-down list and enter a description about the document. Do not forget to click the **Original language** field if the document is in the original language from the organisation.

Upload a new document

Select a file *

H:\My Documents\My Pic

Browse...

Document Type *

VAT Extract

Description

This is the VAT extract dated

Original language

☒

Cancel

Submit for processing

Click on **Submit for processing**, you will see the system will upload the document for this record in the Documents section:

Upload a new document

Uploading

Once uploaded, you will see the uploaded document listed under the data group changed. You will be able to submit your change at this point by clicking on the **Submit changes** button.

You're about to submit your changes

The changes you are making must be validated by the Commission.

The changes listed below require supporting documents if there is a document icon next to them. You cannot submit the changes without supporting documents.

Document(s) submitted in a non-official language of the European Union must be accompanied by a certified/official/legal translation by an accredited body or translator.

Registration or VAT extract must have been issued recently, no more than 6 months ago.

You modified the following information:

- Organisation
 - Legal name*

VAT Extract: VAT_extract - Document2.pdf -- 04/19/2017 12:17:02 X

Select document

Upload new document

Submit changes Cancel

Once submitted, your data on the Update page will be in "read-only" mode (View Organisation). Moreover, you will see a yellow pencil icon close to the field modified, indicating that validation is pending for this data update.

Legal name *

ⓘ

Name registration for testing2

✎

You can neither modify data nor access specific tools such as the SME Self-Assessment Wizard in "**View Organisation**" mode. All data fields will be greyed out and the **Submit changes** button will be replaced by **New update request**

Activity log

There are no recorded actions in the Beneficiary Register

Organisation

Organisation data

Legal name *	<input type="text" value="test"/>
Business name	<input type="text" value="Business name"/>
<i>Describe the legal status of your organisation by selecting the appropriate options</i>	
Legal status	<input type="radio"/> a natural person <input checked="" type="radio"/> a legal person
	<input type="radio"/> non-profit <input checked="" type="radio"/> for profit
	<input checked="" type="radio"/> private entity <input type="radio"/> public body
	<input type="checkbox"/> NGO
Official language *	<input type="text" value="Aymara (ay)"/>
Establishment/Registration country *	<input type="text" value="Denmark (DK)"/>
Legal form *	<input type="text" value=""/>

Click [New update request](#) if you wish to continue modifying your organisation's data.

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

