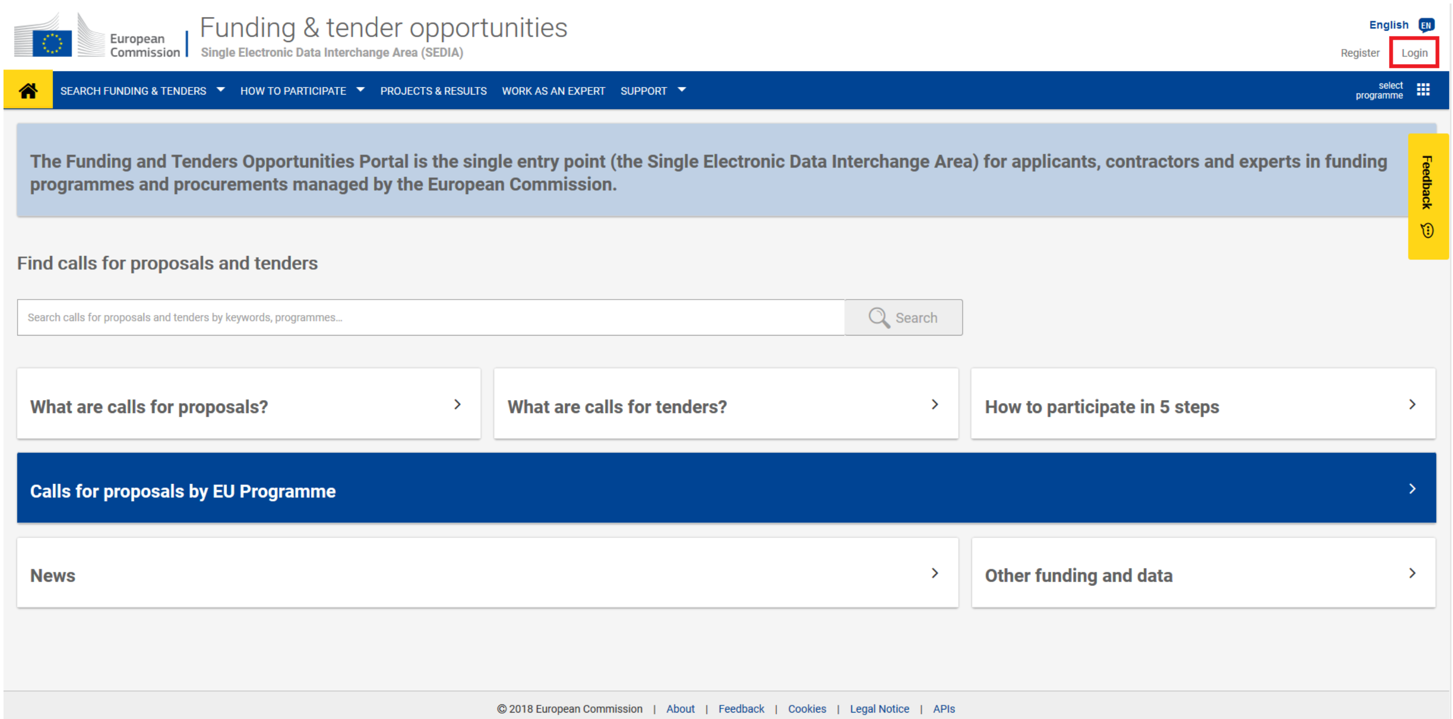
⚠ For support information using the 2-step verification, please click **here**.

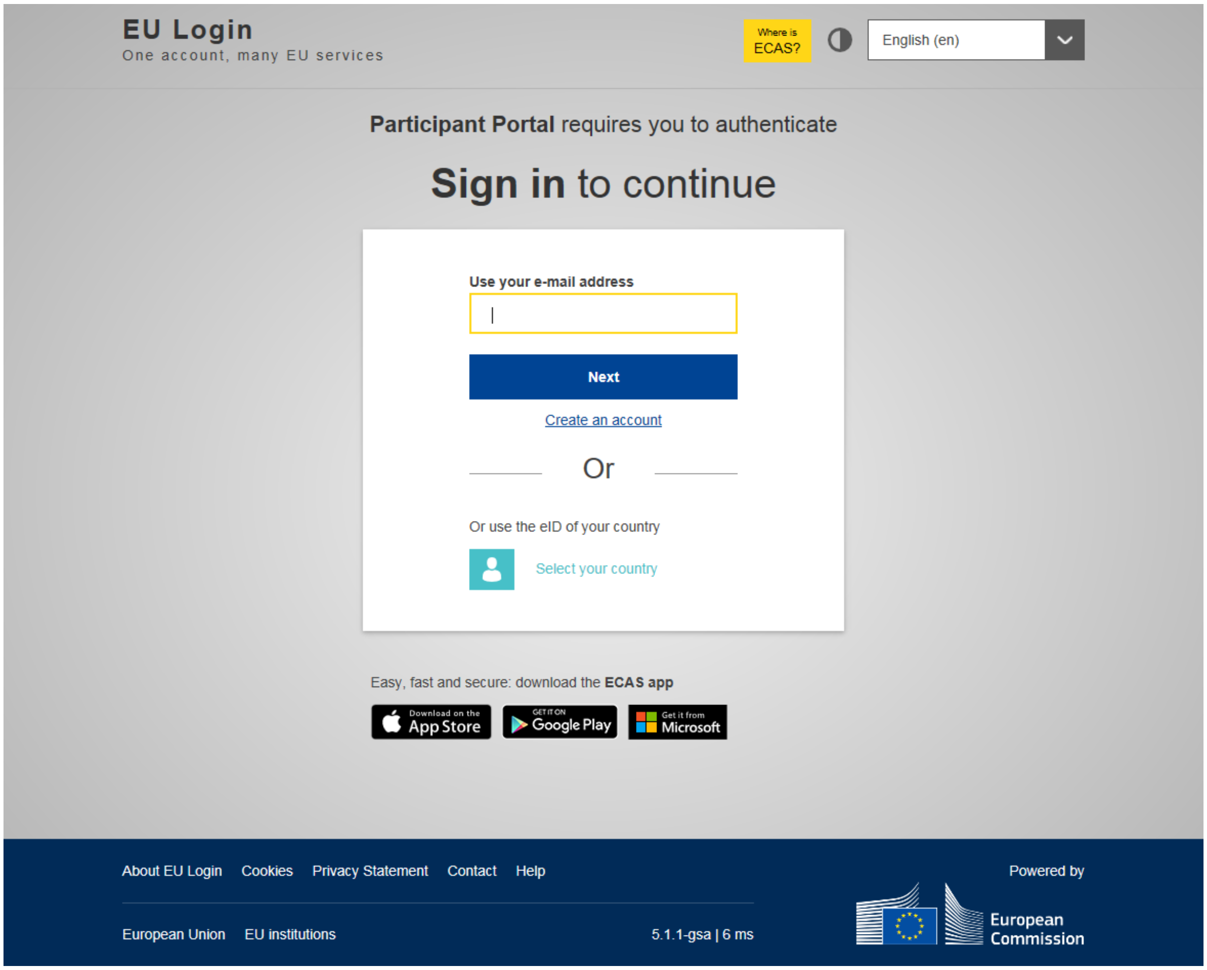
⚠ For support information on roles and access rights, click **here**.

In your browser, open the Welcome page of the Funding & Tenders Portal landing page.

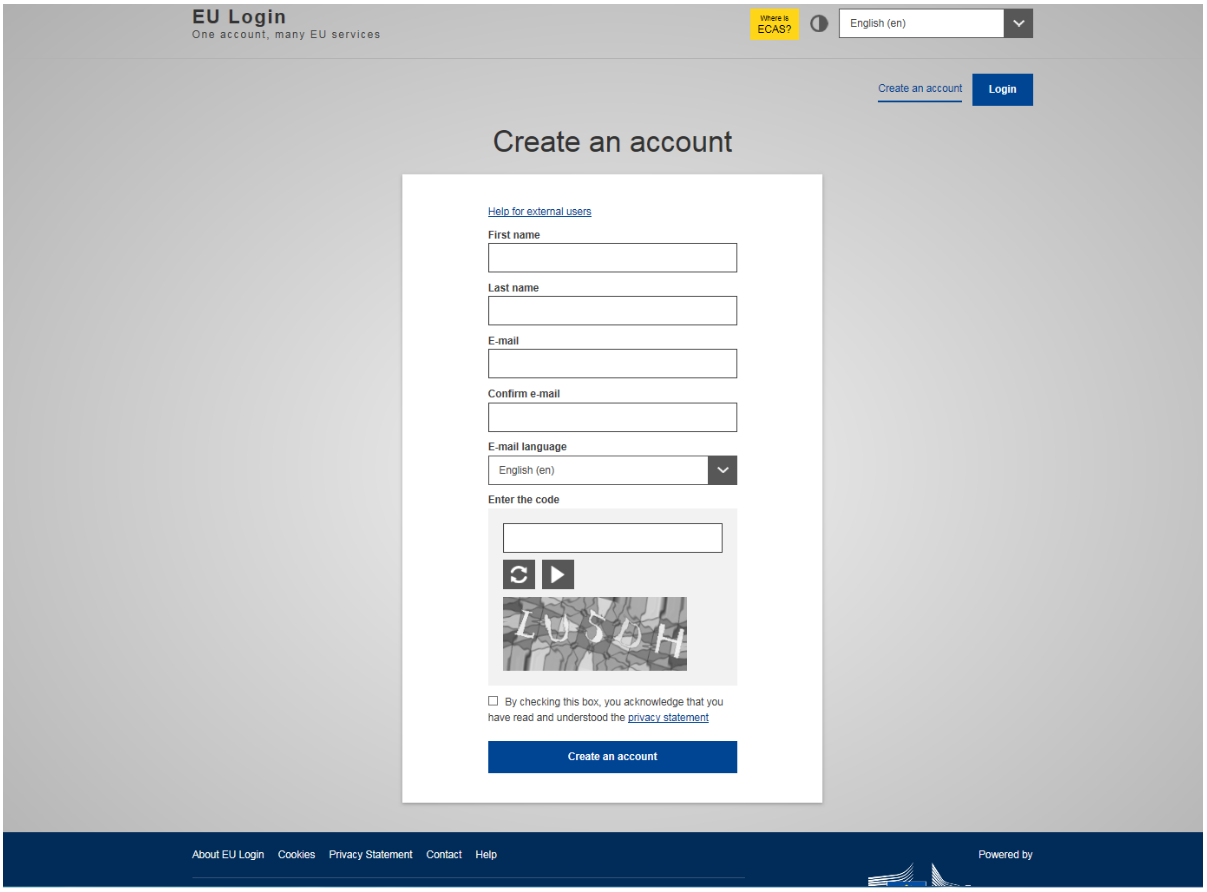
To log in, please click **Login** on the upper-right corner**.**



Please log in using your **EU Login** account.

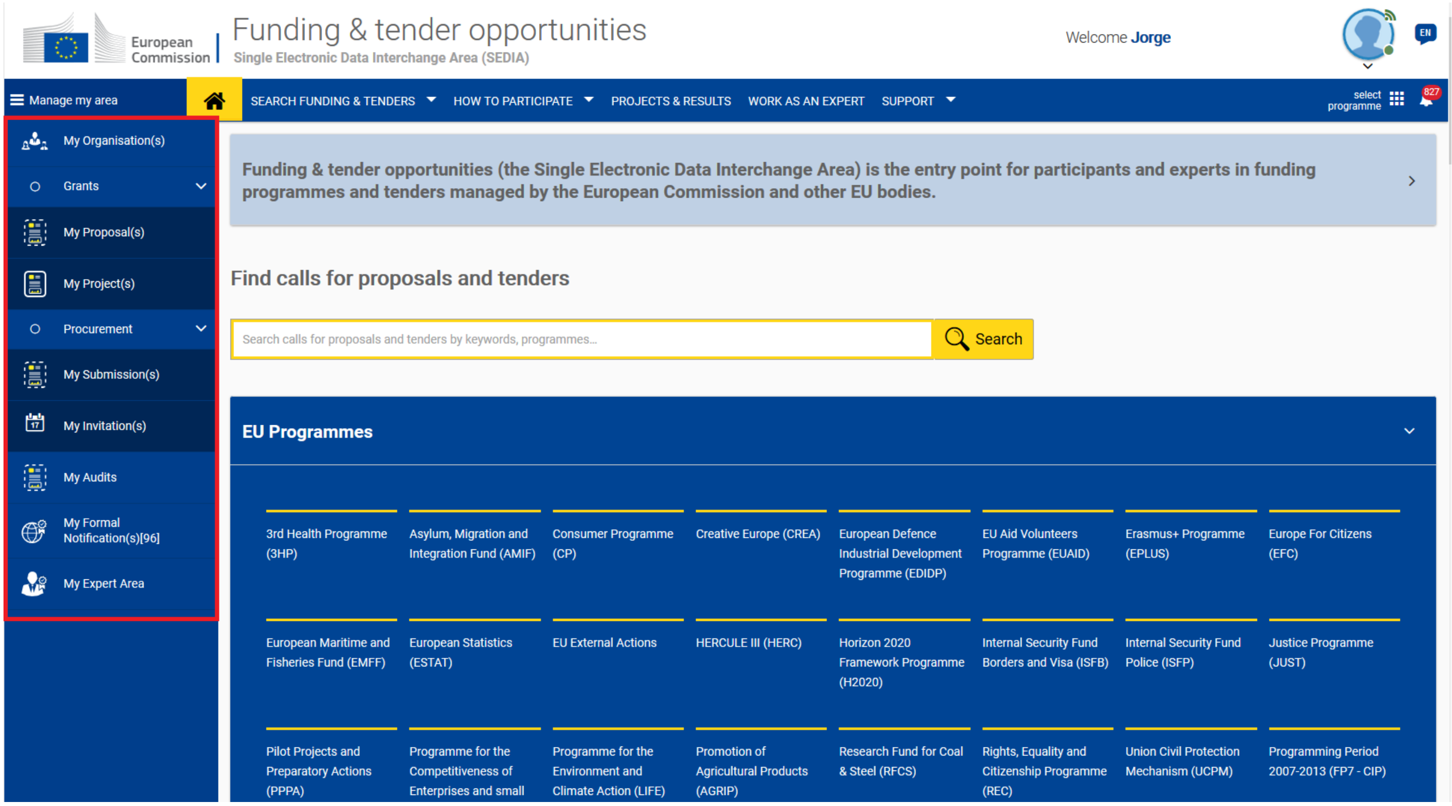


Please tick the box to acknowledge that you have read and understood the privacy statement.

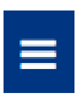


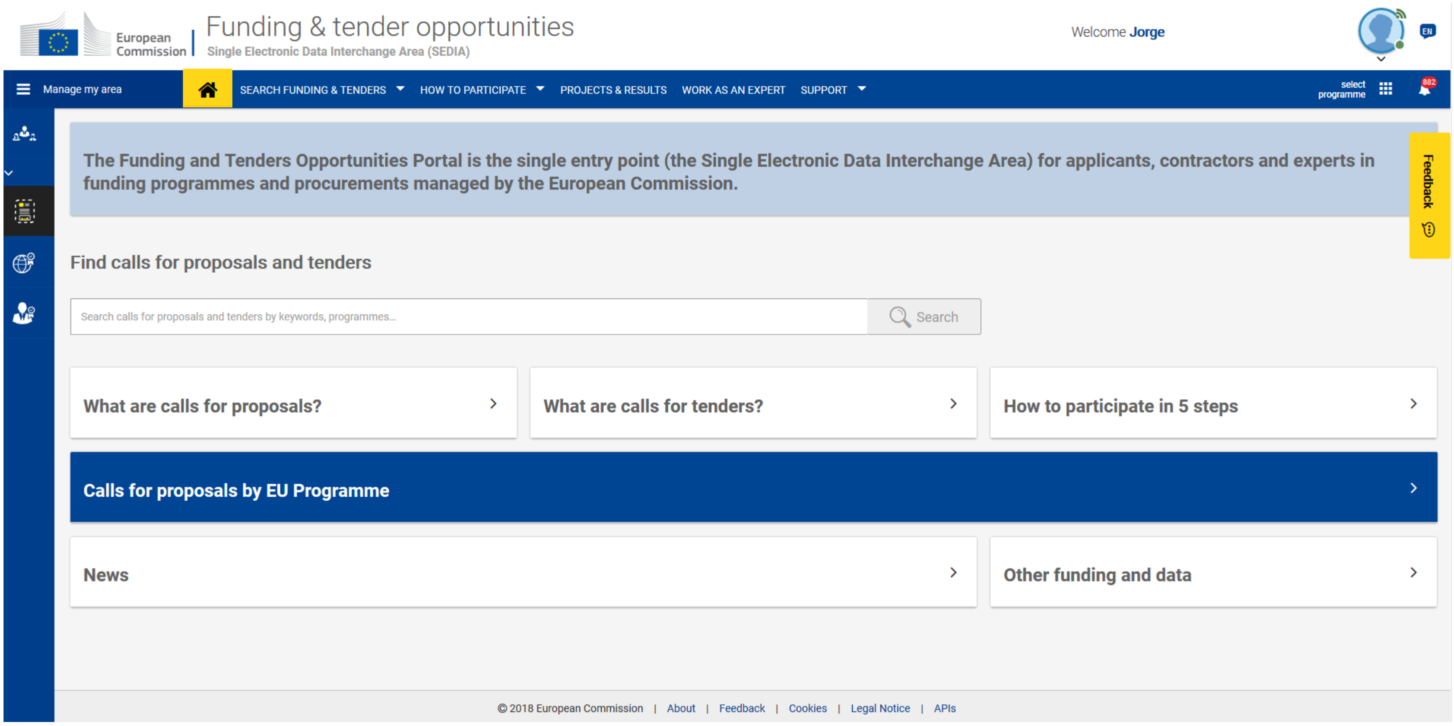
Once logged in, the following information is accessible (the access to the information will vary according to the role assigned to you within the organisation - for more information about identity and access management, please click here):

1. **My Organisation(s)**
2. **Grants**
    a. **My Proposal(s)**
    b. **My Project(s)**
3. **Procurement**
4. **My Audits**
5. **My Proposal(s)**
6. **My Project(s)**
7. **My Formal Notifications**
8. **My Expert Area**



Please note, the **My Area** menu in the left displays only existing data for the user. This means that if you did not register as an expert, you will not see **My expert Area**, if you do not have a role in any proposals, you will not see **My proposals**, if you do have a role in any project, you will not see **My projects**, and so on.

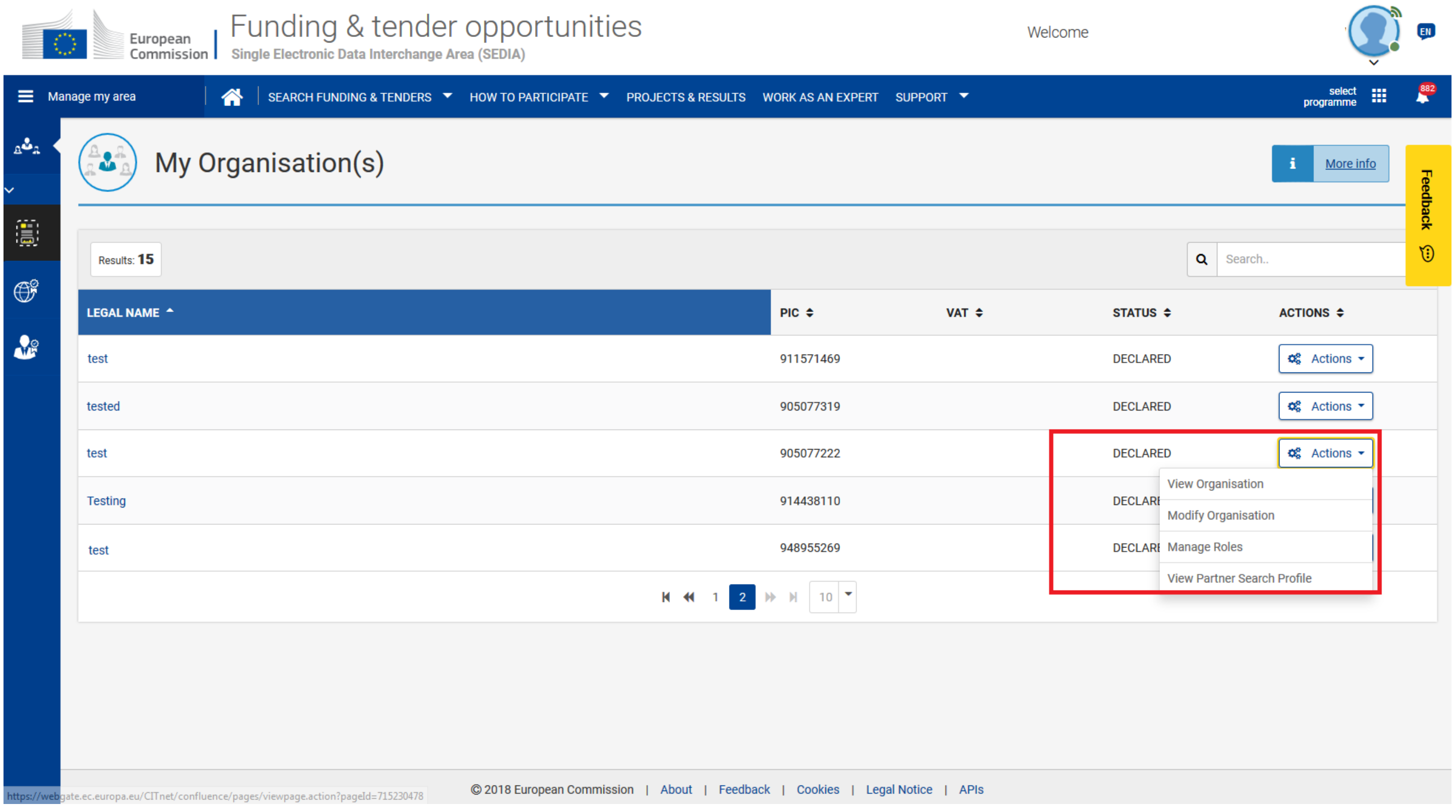
Use the  Icon on the left expand or collapse the information available under my Area.



It is possible to set up a extra layer of security when accessing the information available under **My Area**, which is called 2-step verification. Please check **here** how it works.

To access and manage your organisation data online (for Legal Entity Appointed Representatives (LEARs) and Account Administrators), to manage your audits (for LEARs and Audit Contacts (AUCOs)) or to view it (for Financial Statement Authorised Signatories (FSIGNs)), select **My Organisations** from your area. Then click the button **Actions** on the right side of your organisation. Depending on your role for that organisation and the status of the organisation, different actions will be available for you to chose. Please be aware, there are no action icons, everything is managed via the Actions drop down list.

In this example, the organisation has been just registered, and I hold a Self-registrant Role:

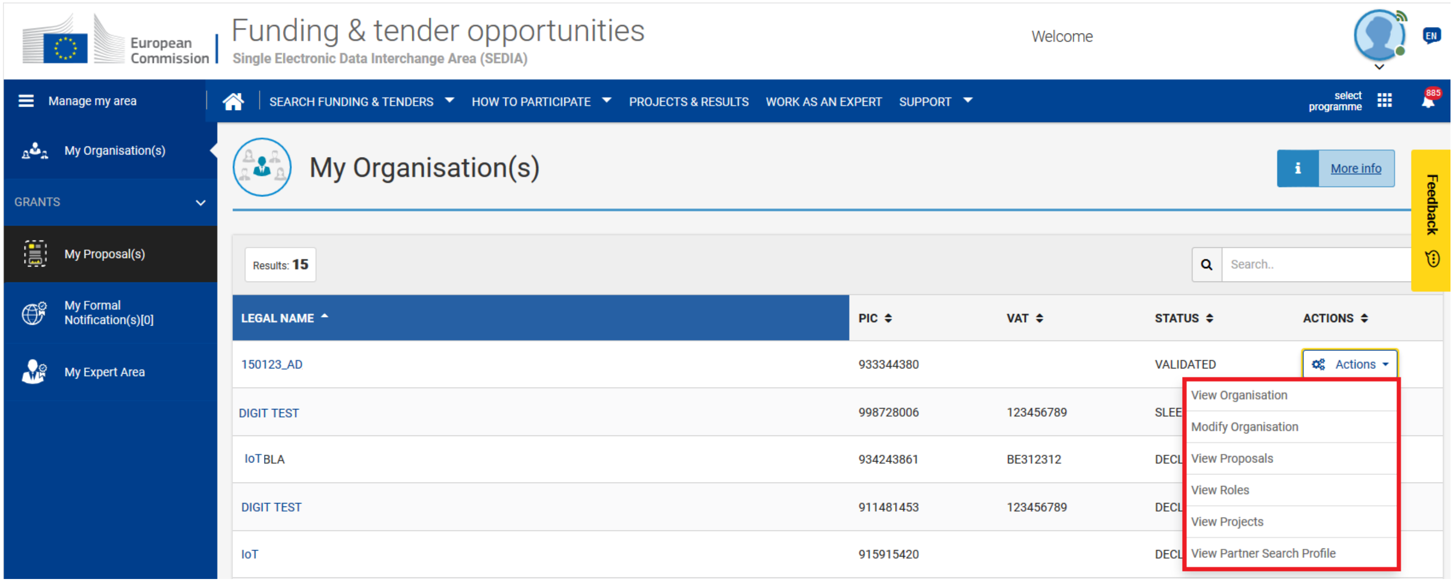


The available options are:

- **View Organisation**. It takes you to the Participant Register where you can view the data of your organisation.
- **Modify Organisation**. It takes you to the Participant Register where you can update the data of your organisation.
- **Manage Roles**. It allows Self-Registrants to appoint additional Self-Registrants.
- **View Partner Search Profile**. I allows you to manage the Partner Search for your organisation.

⚠ If your organisation holds the declared status and you want to check your existing proposals, you can access via the **My Proposals** icon under **My area**, you will not have the option under the **Actions** button.

In this second example, the organisation is valid, and I am the LEAR/Account Administrator of the organisation:

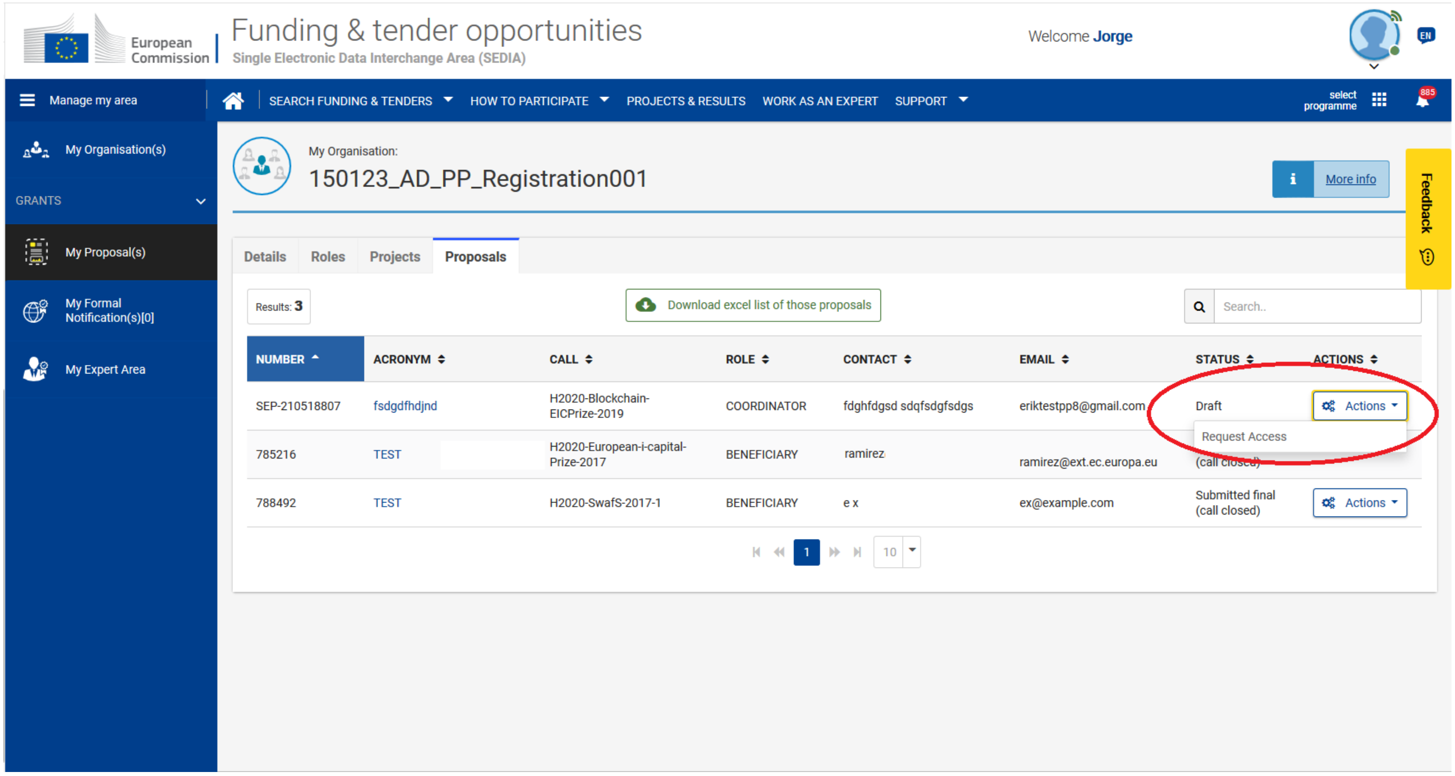


The available options in this case are:

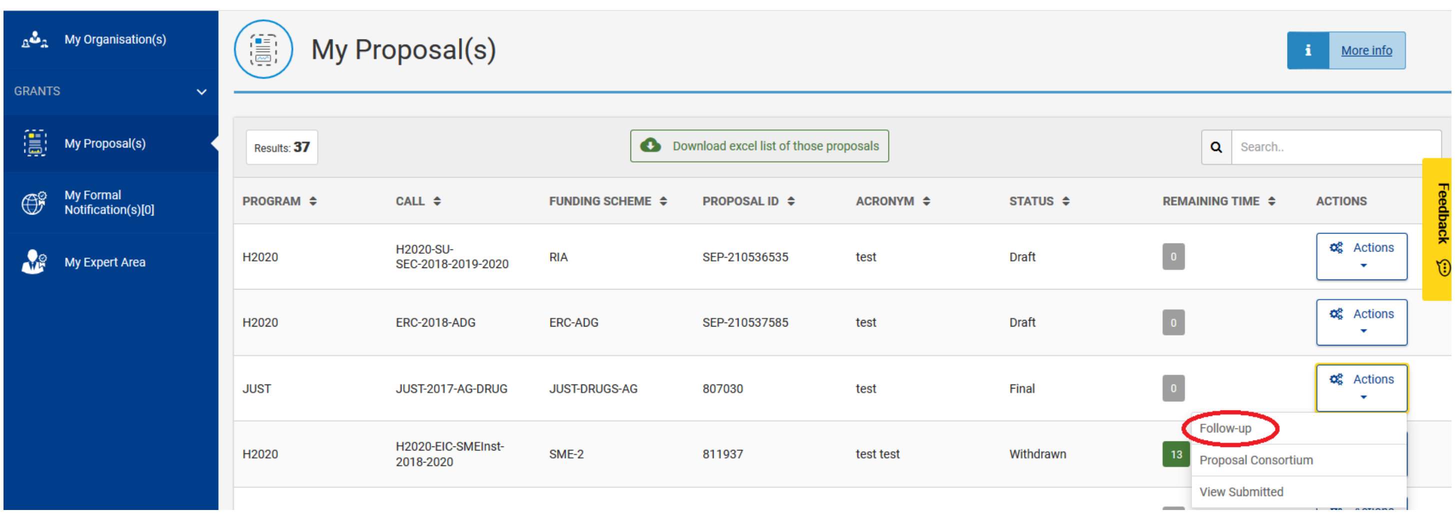
- **View Organisation**. It takes you to the Participant Register where you can view the data of your organisation.
- **Modify Organisation**. It takes you to the Participant Register where you can update the data of your organisation.
- **View Proposals.** It takes you to the proposals in which your organisation is involved.
- **View Roles**. It list the roles for your organisation and allows you to add new roles, such as appoint an Account Administrator, a Legal/Financial signatory, etc.
- **View Projects.** It lists the projects in which your organisation is involved.
- **View Partner Search Profile**. I allows you to manage the Partner Search for your organisation.

Note about the "**View Proposals**" and "**View Project**" options: Even if you are the LEAR or the account administrator of the organisation, you cannot display the details of proposals and projects in which your organisation is participating, but for which you do not have a role within the proposal /project. However, you can ask to be granted read access both to projects and to proposals:

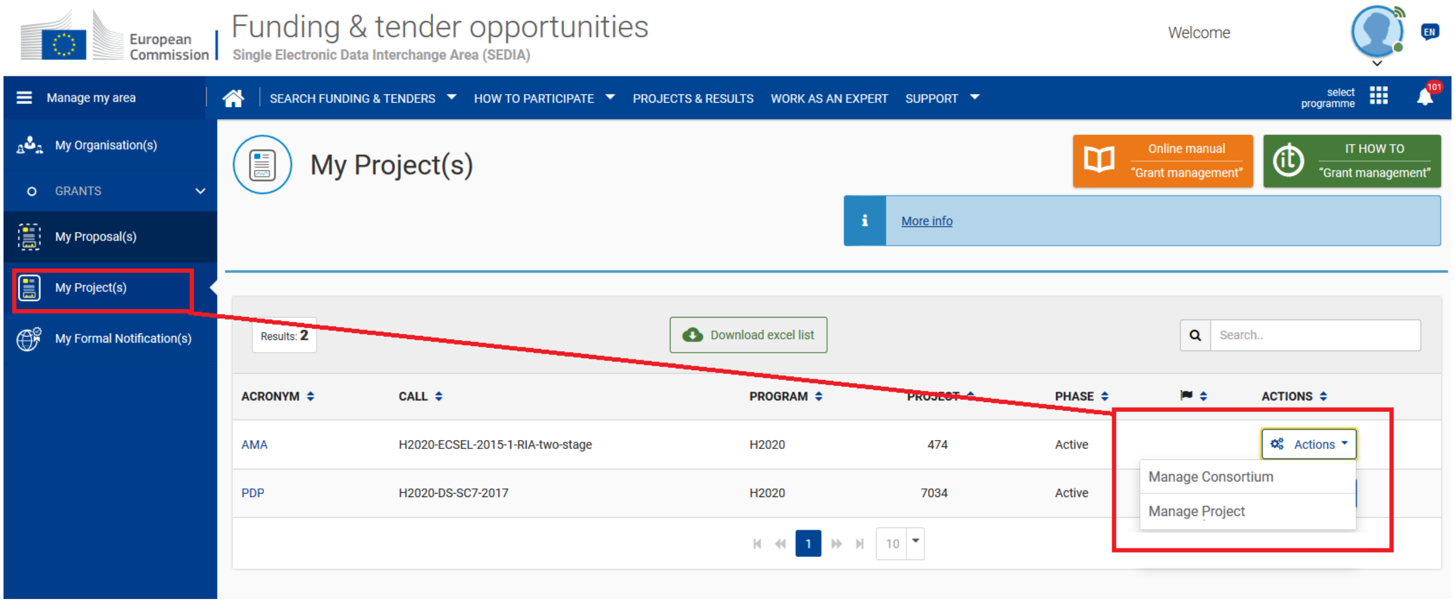
- Check **here** to learn how roles and access rights are managed both at the level of the organisation and the project.
- Check **here** to learn LEARS/account administrators request read only access to proposals and projects.



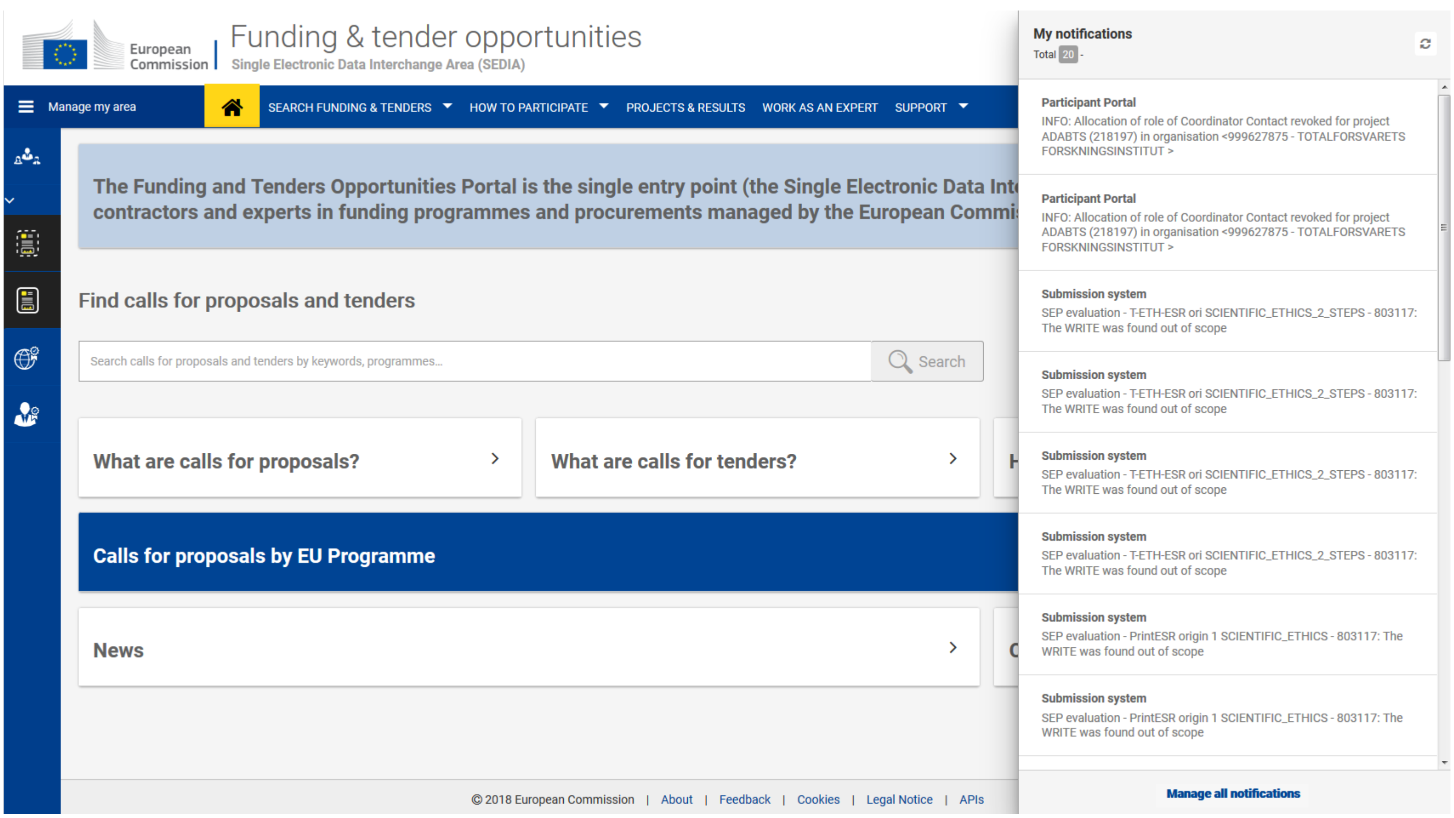
To view your proposals, select **My Proposals** from My area on the left, then click on **Actions** button. if the proposal is in Final status, i.e. has been submitted and the call is closed, you will have to select **Follow-up**, which will launch the **Grant Management Services** (GMS).



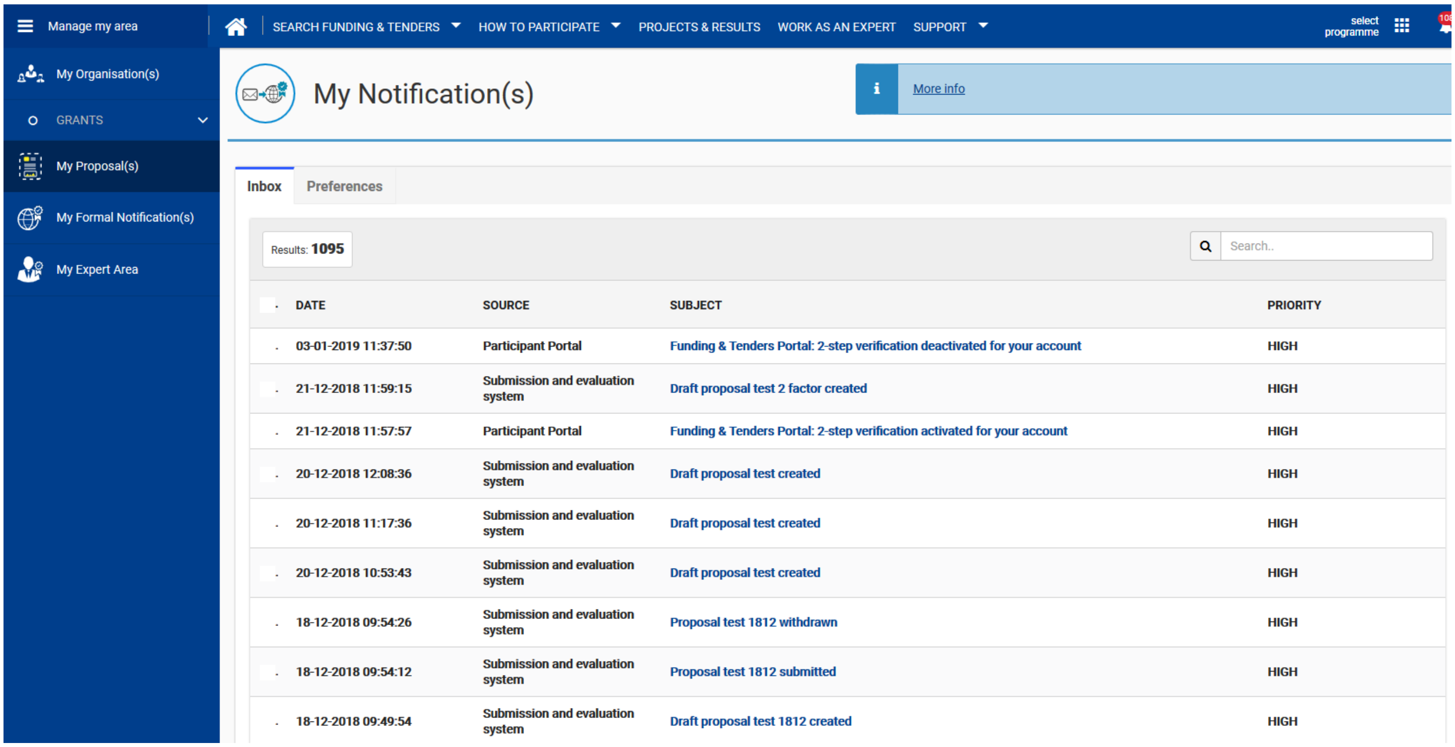
To view your projects, select **My Projects** from the My Area and select the **Manage Projects** option under the **Actions** button beside the relevant project.



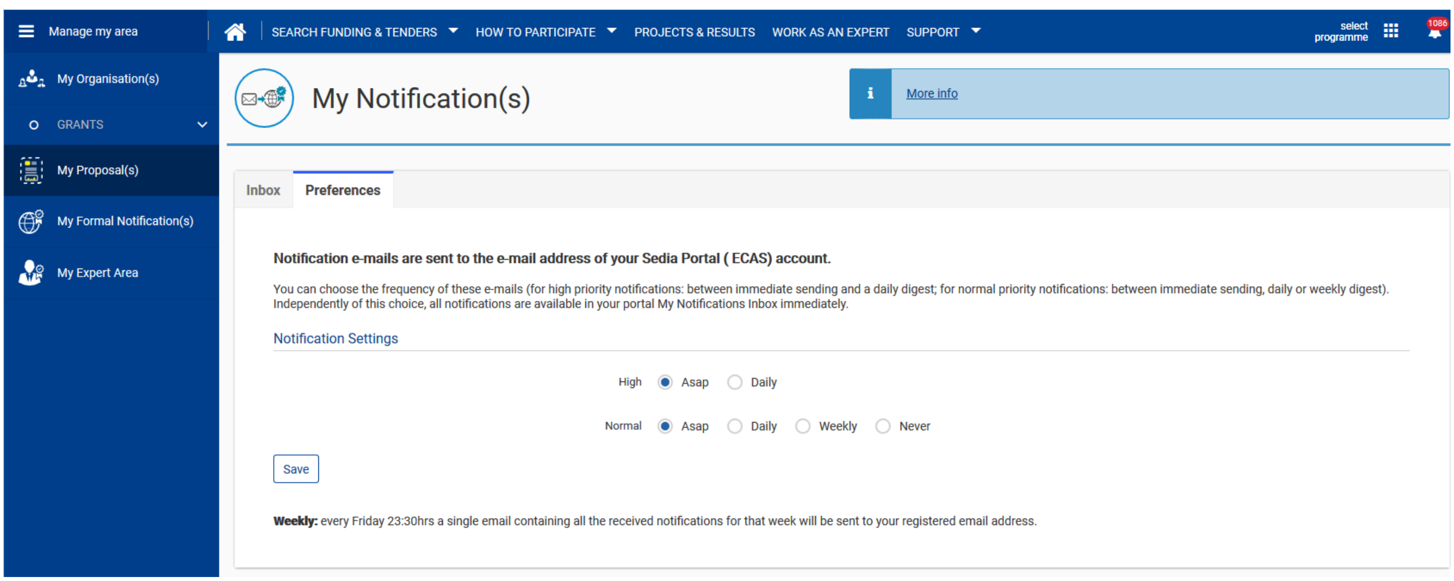
To view your notifications, click on the bell  icon on the right. The red number is the amount of unread notifications. When clicking on the icon, a panel will open on the right, where you can click on an item to open a specific notification.



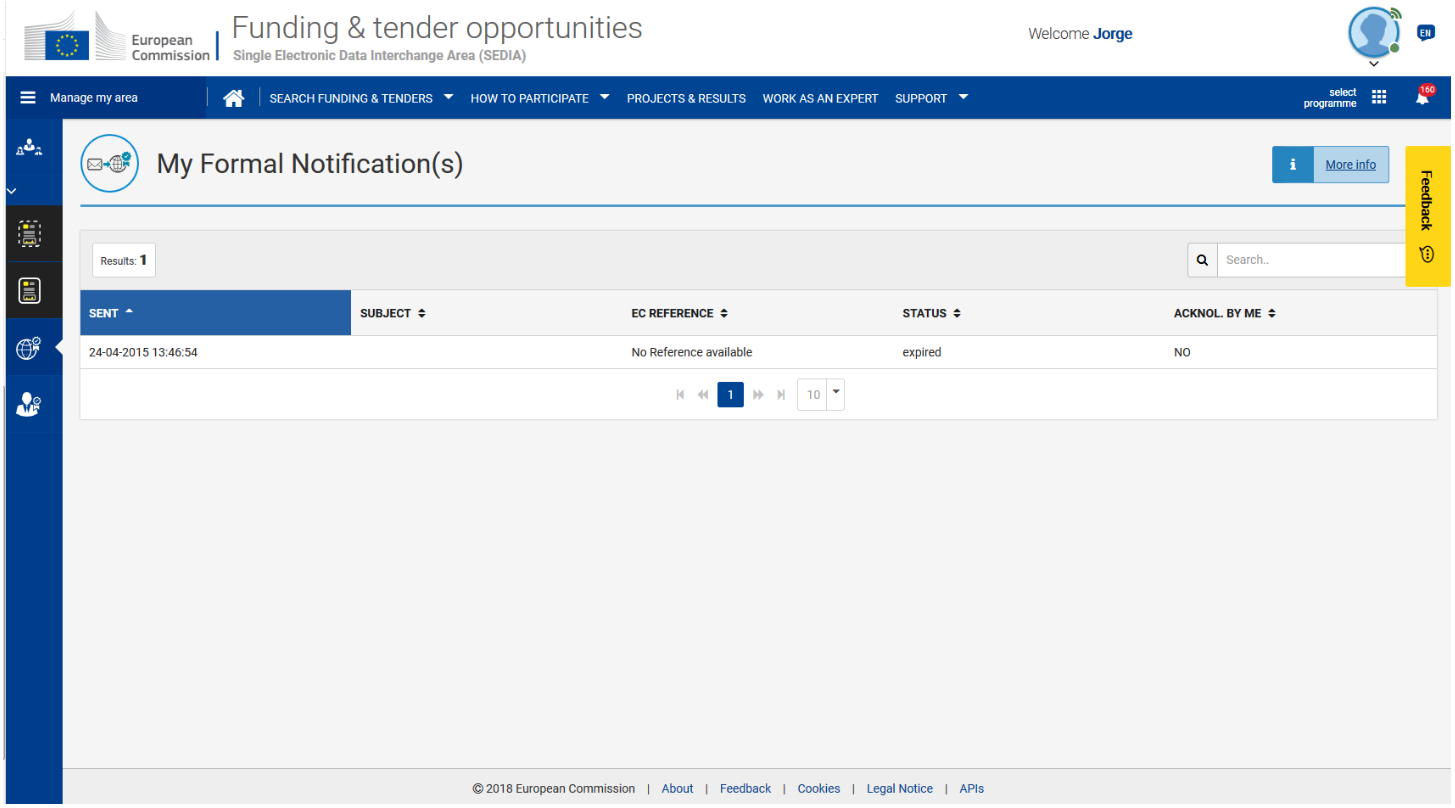
If you want to see all the received notifications, then click on **View all notifications** at the bottom of the list of notifications and your inbox with all the notifications will be displayed.



You can also update your preferences for both high and normal priority notifications from the **My Notifications** screen. Click on the **Preferences** tab, and set up your preferences accordingly. Click on **Save** to confirm your notification settings.

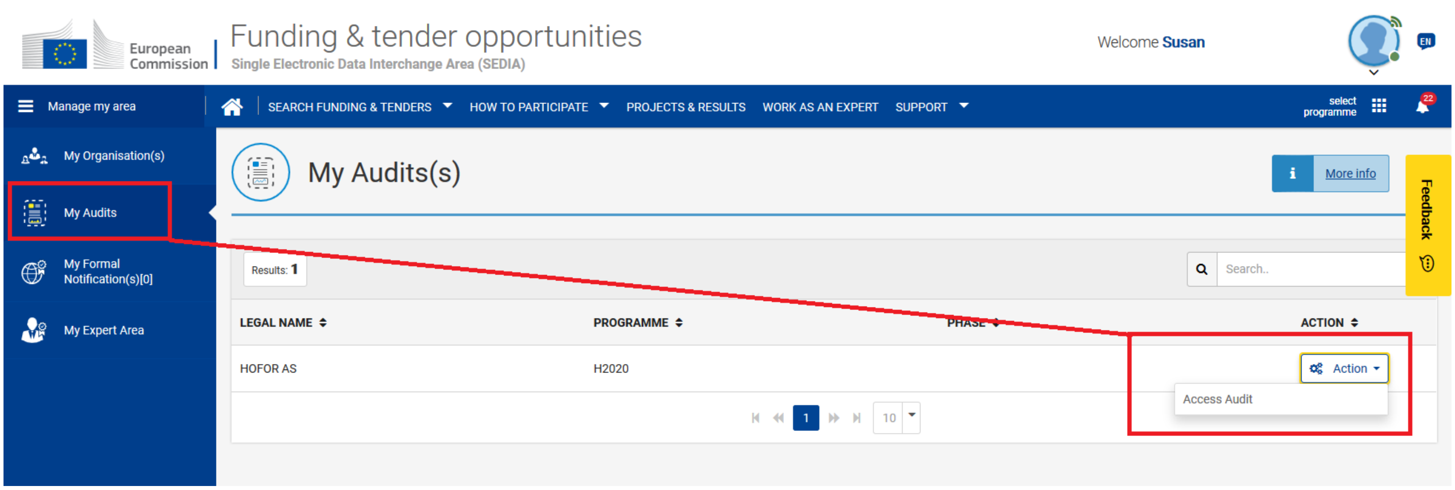


To view your formal notifications, select **My Formal Notifications** from the **My Area** on the left and you will arrive to a page displaying all your formal notifications. For more information about how to manage your formal notifications, please click here.



To view your audits, select **My Audits** from the left and you will arrive to a page displaying all your audits.

Then click the Action button and select **Access Audit** to access your audit processes in the **Audit Management Services** (AMS).



⚠ If your organisation is being audited and you are either the LEAR of the organisation or an Audit Contact, you can also access and manage the **audit** processes in the **Audit Management Services** (AMS) via **My organisations** and the **Audit Management** option under **Actions**.