



# Erasmus for Young Entrepreneurs

## Registration Guide- Host entrepreneurs



Internal Market,  
Industry,  
Entrepreneurship  
and SMEs

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## BACKGROUND AND PURPOSE OF THE GUIDE

The Erasmus for Young Entrepreneurs is a programme initiated by the European Union in 2009. Its overall objective is to ensure the **transfer of knowledge and experience between entrepreneurs** in order 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](http://www.erasmus-entrepreneurs.eu) and complete the registration form.

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.

Please note that once accepted, your profile will **not** be public but will be stored in an online database to allow other accepted new entrepreneurs and Intermediary Organisations officially appointed by the European Commission and responsible for placements to access your data and start matchmakings.

If you do not want to be contacted by the new entrepreneurs and Intermediary Organisations acting on behalf of the new entrepreneurs registered with them, there is an option at the end of the registration form which allows you to choose the degree of visibility of your profile in the online catalogue.

# STEP 1 - Preparing your registration

It is important to ensure that you fulfil [the eligibility criteria and the minimum quality standards](#) set by the programme.

Make sure that you prepared the necessary compulsory information (i.e., brief CV, motivation, etc.) to validate your application.

## Eligibility criteria

### HOST ENTREPRENEUR DEFINITION

Host entrepreneurs are **successful and experienced entrepreneurs** ( owners of a micro or small enterprise) or individuals directly involved in entrepreneurship at SME board level, applying the EU definition of micro, small or medium-sized enterprise **with more than 3 years entrepreneurial experience** (not employee).

Host entrepreneurs want to share their entrepreneurial experience and to benefit from the concrete contribution which a New Entrepreneur (NE) from another country will make to their business. Host entrepreneurs must be committed to work personally with the NE towards developing entrepreneurial skills and know-how.

There is no minimum or maximum age to observe to participate in the programme.

### SME DEFINITION

According to the [European Commission](#), small and medium-sized enterprises (SMEs) are defined as follows:

*“An enterprise is any entity engaged in an economic activity, irrespective of its legal form. Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.”*

Enterprise category	Head count	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 million		≤ € 43 million
Small	< 50	≤ € 10 million		≤ € 10 million
Micro	< 10	≤ € 2 million		≤ € 2 million

## GEOGRAPHICAL CRITERION

Entrepreneurs must have their **'permanent residence'** in an EU Member State or in any of the other participating countries to participate in the programme.

**'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](#) the entrepreneur should choose the country where he/she is based;

Furthermore, host entrepreneurs who are currently residing in a different country from the country where their company is registered are not eligible to participate in the programme. Similarly, new entrepreneurs cannot have an exchange in the country where they are currently living, even if they have spent less than 6 months in that country.

## Minimum quality standards

### THE MOTIVATIONS AND EXPECTATIONS SHOULD BE CLEARLY EXPRESSED

You should explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and what you can offer to a New Entrepreneur.

You should also describe in a concise manner the activities that you would expect from the NE and indicate if any specific skills, including language skills, are required from the NE to perform a particular task – giving the latter the opportunity to decide whether to explore a relationship further. Hosts should also provide a description of their business.

### BRIEF CURRICULUM VITAE

A summary CV specifying your entrepreneurial experience and information about your current business is required. The CV should contain at least a description of the product/service offered, years in the active business as well as a description of the previous experience as entrepreneur.

The [Europass CV format](#) is preferable, but not compulsory<sup>1</sup>. The CV can be **submitted in any EU language**. However, you should take into consideration the language of the selected Intermediary Organization. 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.

### ABILITY TO WORK IN A FOREIGN LANGUAGE

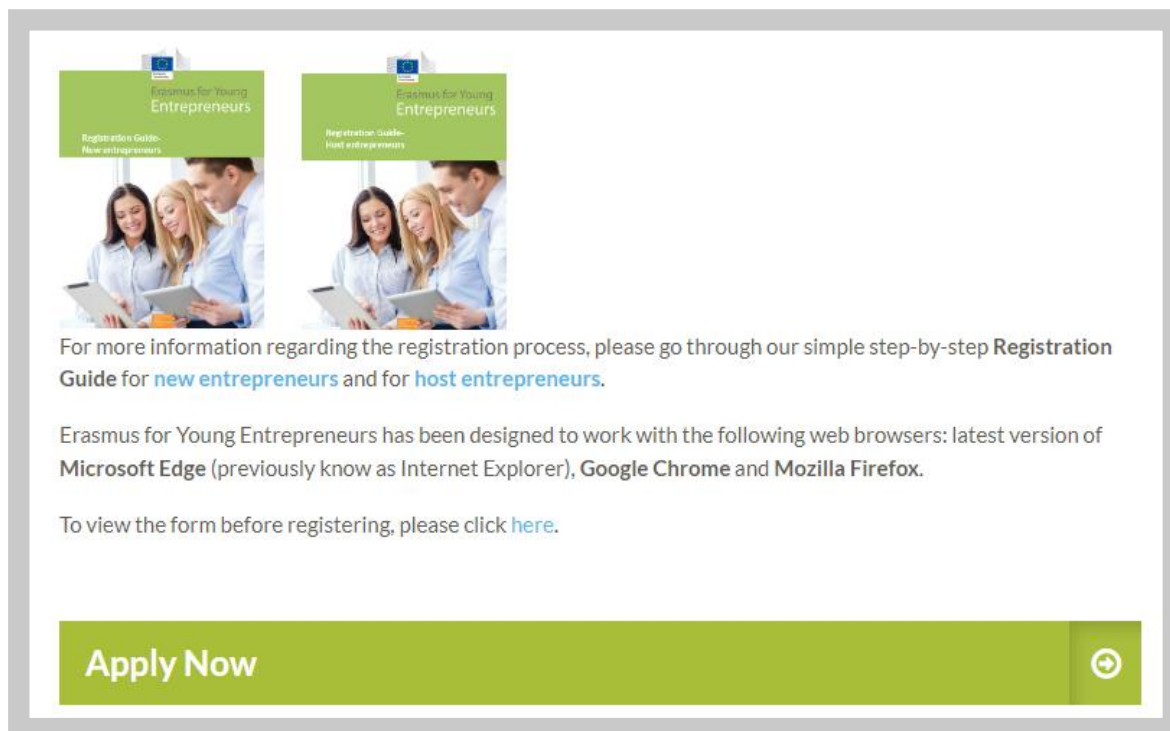
The communication between the New and the Host entrepreneur is crucial for a successful exchange. Given that no language training is provided by the programme and that language skills are one of the main criterion for a suitable matching, it is important to ensure that you have a good command of the 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.

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<sup>1</sup> <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

## STEP 2 - Register

The online registration form is available on the programme website [www.erasmus-entrepreneurs.eu](http://www.erasmus-entrepreneurs.eu) under the section 'Apply now'.



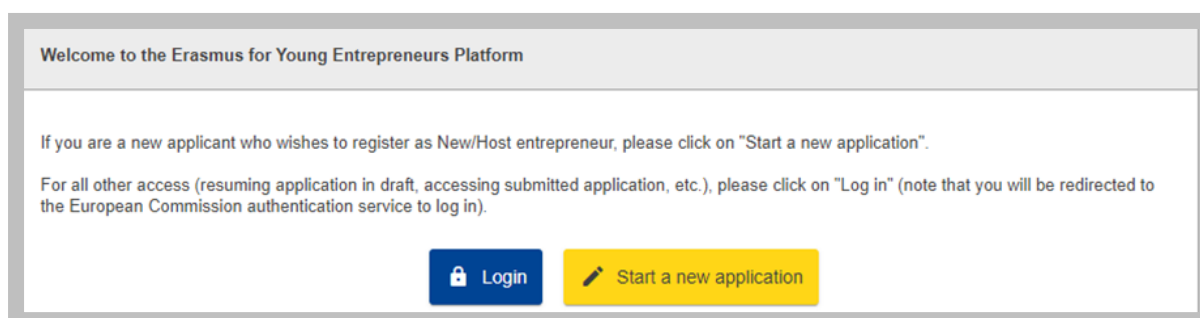
For more information regarding the registration process, please go through our simple step-by-step **Registration Guide** for [new entrepreneurs](#) and for [host entrepreneurs](#).

Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: latest version of **Microsoft Edge** (previously know as Internet Explorer), **Google Chrome** and **Mozilla Firefox**.

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

**Apply Now**

Click on “Apply Now” and follow by selecting “Start a new application”.



Welcome to the Erasmus for Young Entrepreneurs Platform

If you are a new applicant who wishes to register as New/Host entrepreneur, please click on "Start a new application".

For all other access (resuming application in draft, accessing submitted application, etc.), please click on "Log in" (note that you will be redirected to the European Commission authentication service to log in).

[Login](#) [Start a new application](#)



Please note that Erasmus for Young Entrepreneurs works with the latest versions of the following web browsers: **Microsoft Edge** (previously known as Internet Explorer), **Google Chrome** and **Mozilla Firefox**.

Once you register, **you will not be able to change your e-mail address (nor your first and last name)**. Therefore, please make sure that you will not lose access to this account in the future.

## Welcome page of the application form for host entrepreneurs

The first page of the application form explains the registration process.

Choose your **status 'Host entrepreneur'** and click **'Register'**. It is recommended to save as draft your application at least once during the registration process.

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 program, 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 provide will be entered into the online catalogue of accepted entrepreneurs, where you will find possible counterparts.

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 data loss.

**I want to register as a**

New Entrepreneur	Host Entrepreneur
<p style="text-align: center;"></p> <p>I am firmly planning to start a business, based on a viable business plan</p> <p style="text-align: center;"><i>Or</i></p> <p>I have less than 3 years of total entrepreneurial experience</p> <p style="text-align: center;"><a href="#">More Info</a> <a href="#">Next</a></p>	<p style="text-align: center;"></p> <p>I am the owner/manager of a SME for over three years and willing to share your knowledge and experience with a new entrepreneur.</p> <p style="text-align: center;"><a href="#">More Info</a> <a href="#">Register</a></p>



## Your Profile

This section is for **your personal data**. Please indicate your personal and contact details and move to the next section by clicking on its name on the top of the page (the fields with an \* **are mandatory**). It is recommended to save your application as draft during the registration process.

Profile Motivation Languages Business sector Geographical preferences Duration/period IO submission

Title \* -- Select... 75 First name \* First name 75 Last name \* Last name 75

Birth date \* dd-mm-yyyy Nationality -- Select nationality -- Gender \* Male Female

Address \* Address 255

Zipcode \* Zipcode 10 City \* City 75 Country \* -- Select country --

Email \* Email 100 Phone number \* Ex.: +320123456789 20 Skype ID skype ID 50

Company name Company name 75 Website Website 125 e.g. https://example.com

Number of employees in the company (if applicable) \*

Save Draft Submit

**If you do not specify your country of residence, you will not be able to select an Intermediary Organisation on the last step of your registration process.**

Please note that:

To be able to “Save Draft” minimum following information need to be filled in: Title, First name, Last name, gender and the date of birth.

A green point on a section name indicates that the section is fully filled in, a red point indicates that some compulsory information is missing.

Profile ● Motivation ● Languages ● Business sector ●



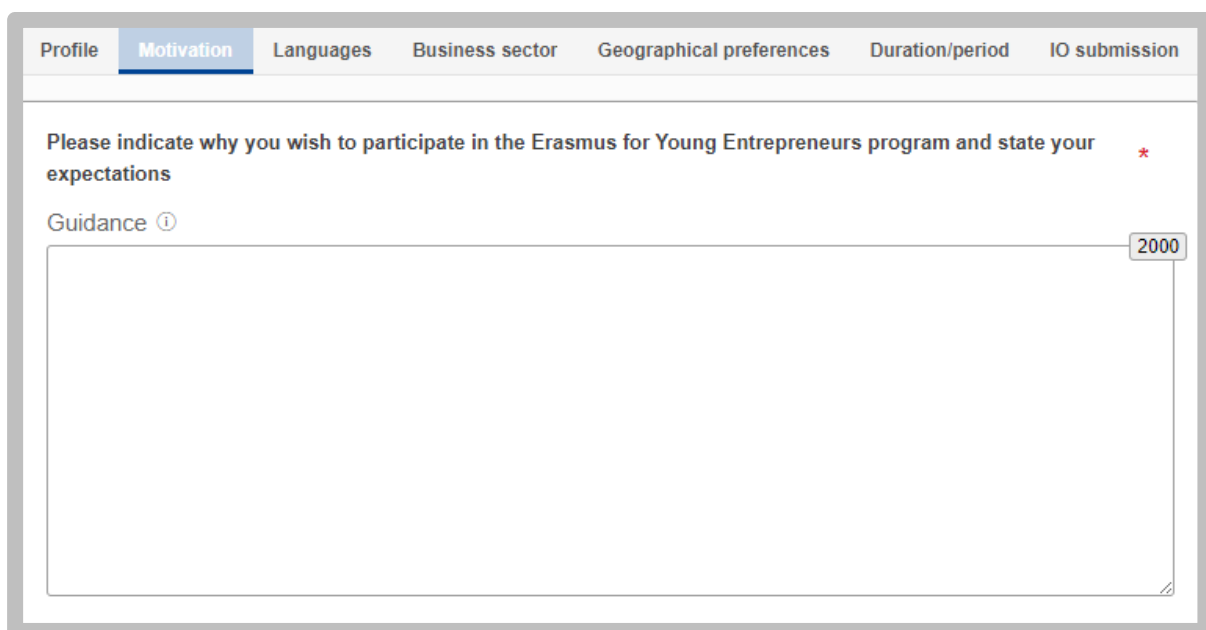
## Motivation

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 New Entrepreneur.

You should demonstrate that:

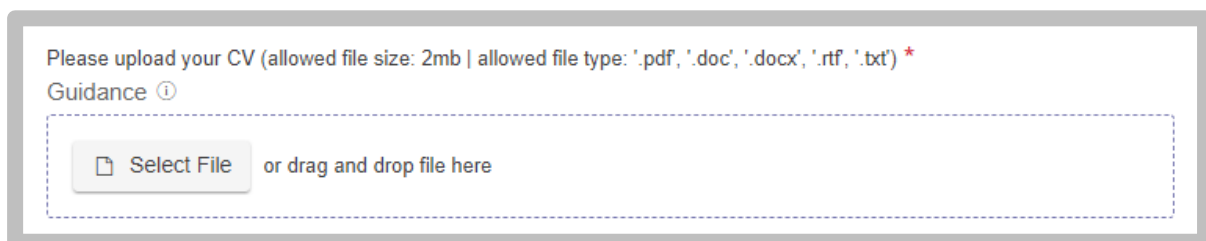
- **You have sufficient experience in running a business;**
- **you are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;**
- **you wish to share your entrepreneurial experience and act as a mentor working personally with the New Entrepreneur. You need to specify how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.**

Please indicate here (in up to 2000 characters) why you wish to participate in the programme as individual and what your company does. Be as concise and concrete as possible as it is an important criterion for your participation.



The screenshot shows a web form with a navigation bar at the top containing tabs: Profile, Motivation (selected), Languages, Business sector, Geographical preferences, Duration/period, and IO submission. Below the navigation bar, the main heading reads: "Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs program and state your expectations \*". Underneath is a "Guidance" link with an information icon. A large text input area is provided, with a character count of "2000" in the top right corner. A small cursor icon is visible in the bottom right corner of the text area.

Upload here a summary of your Curriculum Vitae.




The screenshot shows a file upload section with the heading: "Please upload your CV (allowed file size: 2mb | allowed file type: '.pdf', '.doc', '.docx', '.rtf', '.txt') \*". Below this is a "Guidance" link with an information icon. A dashed blue box contains a "Select File" button with a folder icon and the text "or drag and drop file here".

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

Optional supporting documents (allowed file size: 2mb | allowed file type: '.pdf', '.doc', '.docx', '.rtf', '.txt')

Guidance ⓘ

 or drag and drop file here

Short overview of the optional supporting documents

Guidance ⓘ

2000

Add the information about professional work experience as an entrepreneur in number of years.

Experience running a business (number of years) \*

Experience in years

3

Guidance ⓘ

And finally specify the profile that the entrepreneur to match with should have together with any additional important info.

Please indicate any specific skills the NE should have

Guidance ⓘ

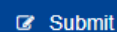
2000

Please specify any additional important information about your offer

Guidance ⓘ

2000



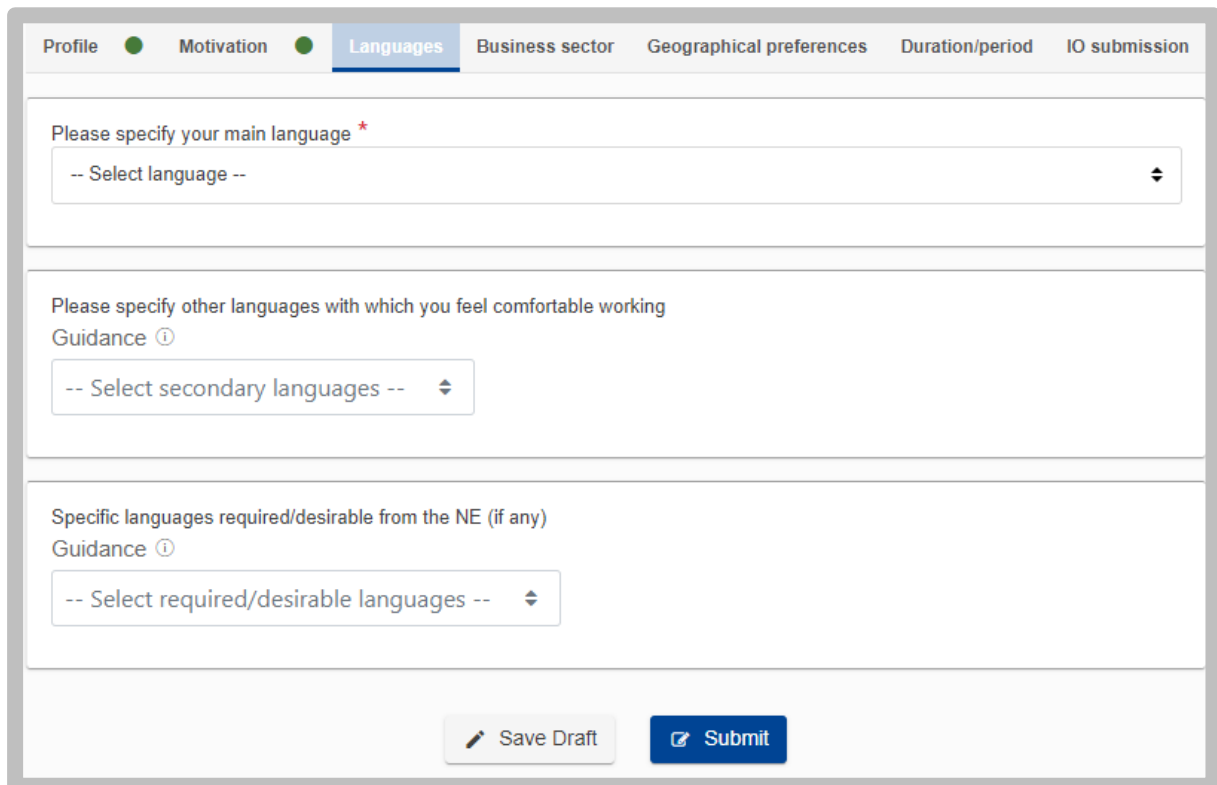


## Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your New Entrepreneur to have significant exchange.

You should therefore be comfortable working in the foreign languages you have selected in your application in addition to your mother tongue (i.e. at least B2 Level).

Please first select your mother tongue. Then select any other language that you have no difficulty in understanding, speaking and writing. Finally indicate the specific languages that New Entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).



The screenshot shows a web form with a navigation bar at the top containing the following tabs: Profile (with a green dot), Motivation (with a green dot), Languages (highlighted in blue), Business sector, Geographical preferences, Duration/period, and IO submission. The main content area is divided into three sections, each with a dropdown menu:

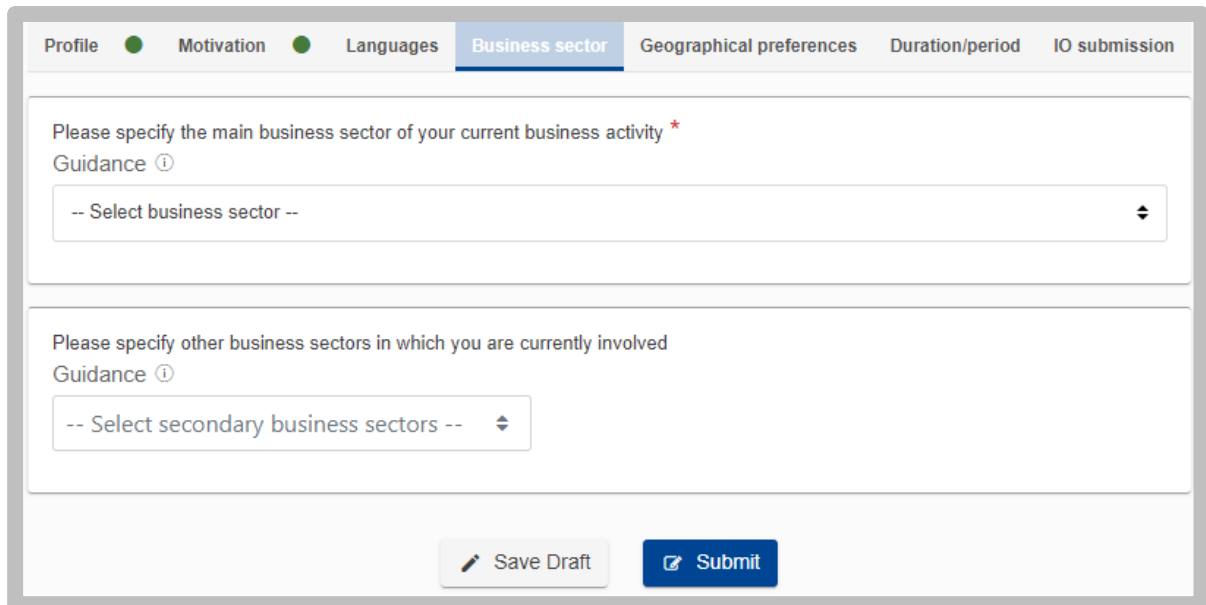
- Section 1:** "Please specify your main language \*". Below the text is a dropdown menu with the placeholder "-- Select language --".
- Section 2:** "Please specify other languages with which you feel comfortable working". Below this is a "Guidance" link (represented by an 'i' in a circle) and a dropdown menu with the placeholder "-- Select secondary languages --".
- Section 3:** "Specific languages required/desirable from the NE (if any)". Below this is another "Guidance" link and a dropdown menu with the placeholder "-- Select required/desirable languages --".

At the bottom of the form, there are two buttons: "Save Draft" (with a pencil icon) and "Submit" (with a checkmark icon).

You may now move to another section or 'save draft'.

## Business sector

The business sector is another important criterion for finding a suitable business partner. Specify the main business sector of your current activity. Choose up to 4 additional sectors that best correspond to the nature of your current business.



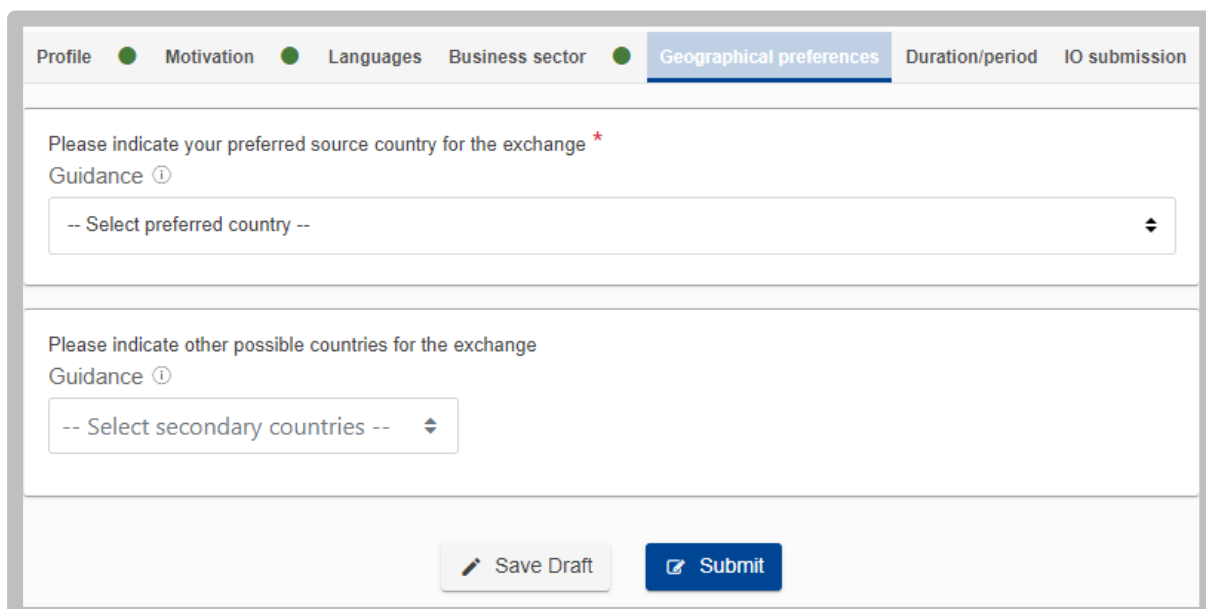
The screenshot shows a web application interface with a navigation bar at the top containing tabs: Profile, Motivation, Languages, Business sector (highlighted), Geographical preferences, Duration/period, and IO submission. Below the navigation bar, there are two main sections. The first section is titled 'Please specify the main business sector of your current business activity \*' and includes a 'Guidance' link and a dropdown menu with the text '-- Select business sector --'. The second section is titled 'Please specify other business sectors in which you are currently involved' and includes a 'Guidance' link and a dropdown menu with the text '-- Select secondary business sectors --'. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'.

You may now move to another section or 'save draft'.

## Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

Select your primary choice and up to 4 other possible countries for the exchange.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Profile, Motivation, Languages, Business sector, Geographical preferences (highlighted), Duration/period, and IO submission. Below the navigation bar, there are two main sections. The first section is titled 'Please indicate your preferred source country for the exchange \*' and includes a 'Guidance' link and a dropdown menu with the text '-- Select preferred country --'. The second section is titled 'Please indicate other possible countries for the exchange' and includes a 'Guidance' link and a dropdown menu with the text '-- Select secondary countries --'. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'.

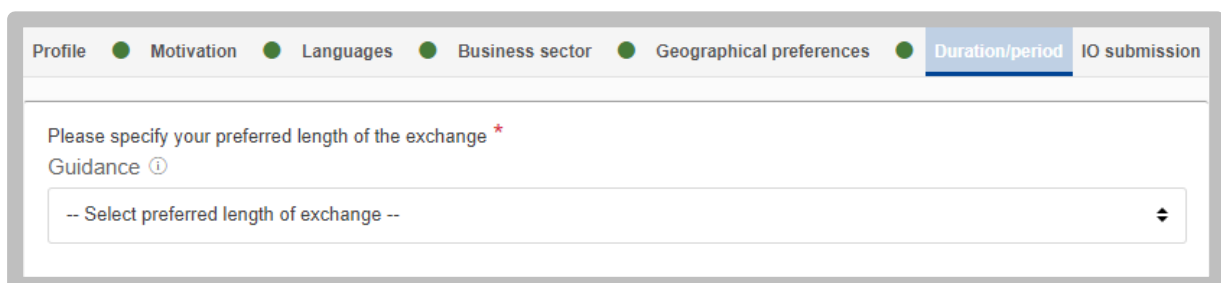
You may now move to another section or 'save draft'.

## Duration and period of the exchange

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

### SPECIFY THE LENGTH OF YOUR EXCHANGE

The exchange should last in principle **between one and six months** and should be completed within an overall time span of twelve months.

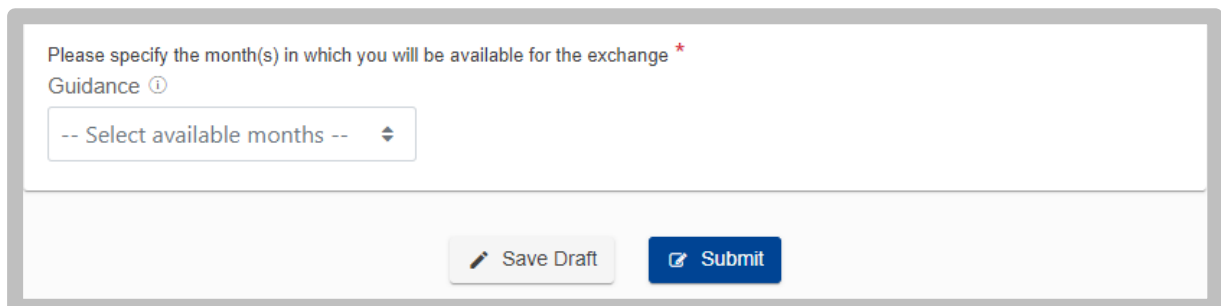


The screenshot shows a navigation bar with tabs: Profile, Motivation, Languages, Business sector, Geographical preferences, Duration/period (selected), and IO submission. Below the navigation bar, the text reads: "Please specify your preferred length of the exchange \*". There is a "Guidance" link with an information icon. Below this is a dropdown menu with the text "-- Select preferred length of exchange --" and a downward arrow icon.

Please note that if your application is accepted with 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 new entrepreneur.



The screenshot shows a form with the text: "Please specify the month(s) in which you will be available for the exchange \*". There is a "Guidance" link with an information icon. Below this is a dropdown menu with the text "-- Select available months --" and a downward arrow icon. At the bottom of the form, there are two buttons: "Save Draft" (with a pencil icon) and "Submit" (with a checkmark icon).

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, visibility options, 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:

- 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](#) the entrepreneur should choose the country where he/she is based;

Furthermore, **Host Entrepreneurs who are currently residing in a different country from the country where their company is registered are not eligible to participate in the programme.** Similarly, New Entrepreneurs cannot have an exchange in the country where they are currently living, even if they have spent less than 6 months in that country<sup>2</sup>.

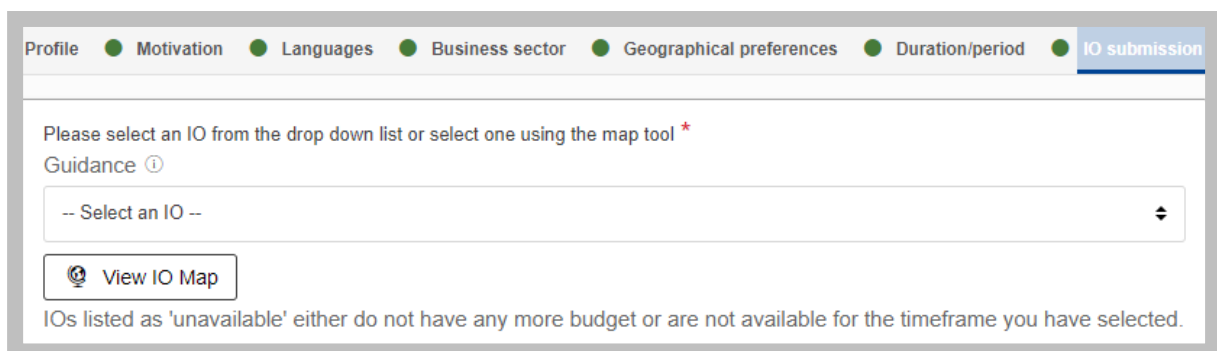
**If you live in a country without an active Intermediary Organisation, you may choose another one close to your country.**

The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred New 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](http://www.erasmus-entrepreneurs.eu) under the section “[Your local contact point](#)”.

## CHOOSE YOUR INTERMEDIARY ORGANISATION

You may select your intermediary organisation either using the drop-down menu, or by clicking a button ‘**View IO Map**’.

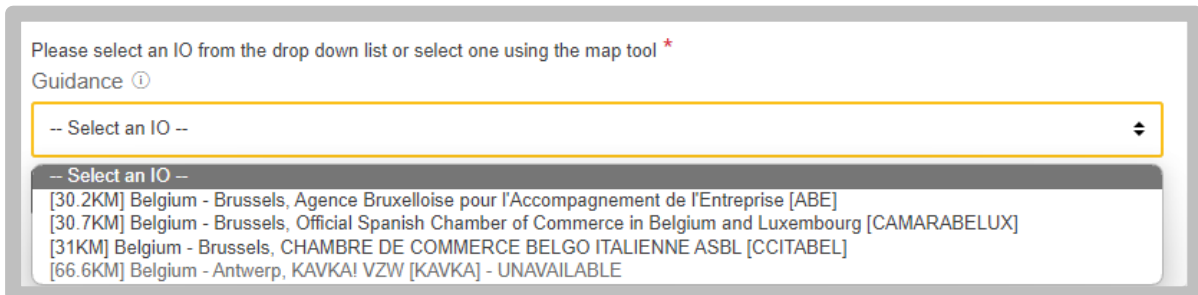


**Note:** the list of organisations available to be selected will depend on the preferred periods for the exchange that you have selected in the previous step. If you select dates too far in the future, the Intermediary Organisation that you might wish to choose could be unavailable for selection as they might not be active during that period (see last example in the image below – KAVKA Intermediary Organisation is unavailable). In this case 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.


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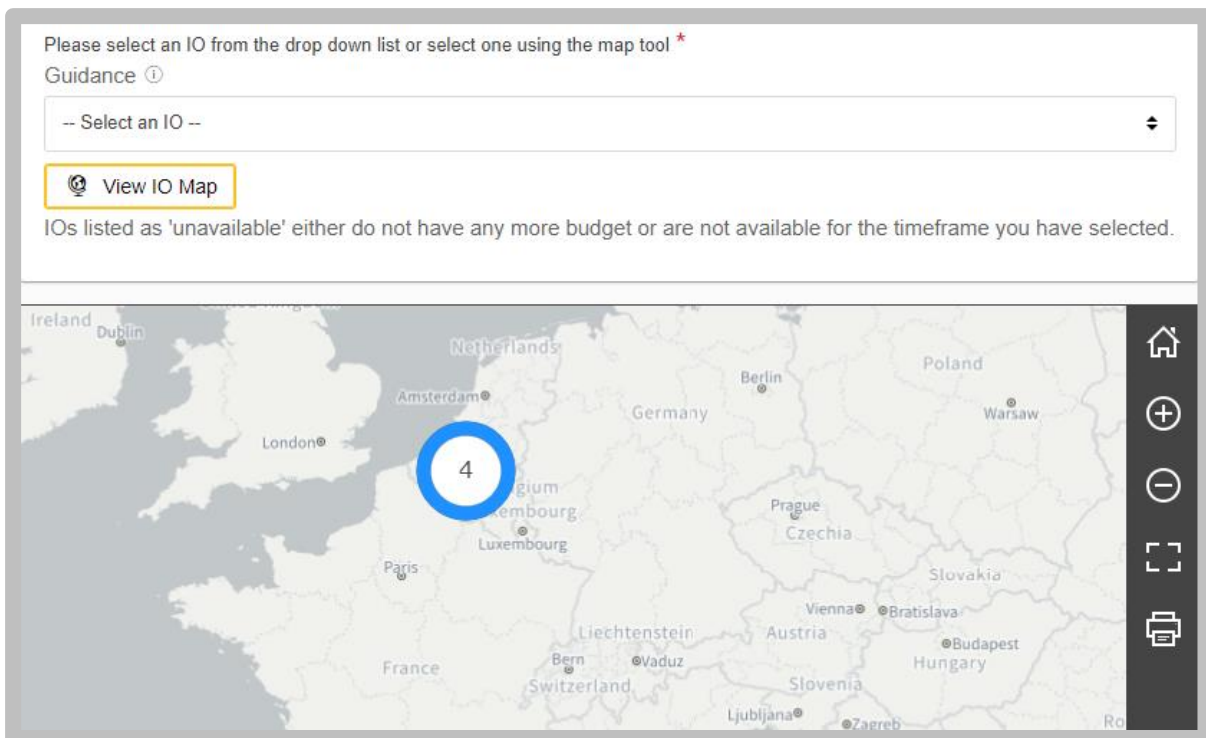
<sup>2</sup> Exceptions may apply.

## DROP DOWN MENU OPTION



## IO MAP OPTION

A blue bubble with a number  would appear on the map once the map is zoomed out. Zoom in or click on the bubble with the number to be able to see the available IOs. Number in the bubble identifies number of available IOs.



If you cannot complete the step “Select an IO”, please verify that your address and country are correctly selected on the first tab of the application.

## SELECT A VISIBILITY OPTION FOR THE ON-LINE CATALOGUE

You have 3 profile visibility options to choose from as depicted in the screenshot below. If you choose third option please note that you will not have any access to the Search/Match tool and you will not appear in the catalogue, so all matching will need to be done by your IO only.



Visibility of Your Data in the Online Catalog \*

Guidance ⓘ

All of my profile information is generally available to NEs accepted in the programme and all IOs and NEs can contact me

My profile should be generally available but contacts should be made only through my IO

My profile should not be generally available; however, once I enter into a draft relationship, all of my profile information should become available to all parties involved in the relationship (counterpart entrepreneur, NIO)

To let us know how you learned about the EYE programme, select one of the options from a drop-down menu.

How did you hear about the program? \*

Guidance ⓘ

-- Select how you heard --

SUBMIT OR SAVE A DRAFT OF YOUR APPLICATION

After completing the last page of the registration form you can choose one of the two actions:

Submit	Save as draft
<b>Submit your form directly. Click 'Submit' button at the bottom of the page.</b>	Save the form as draft without submitting it yet (i.e. if you want to review your information first): click the 'Save draft' button at the bottom of the page.

Before being able to submit your application you will be prompted to agree with some basic rules of the programme and give a consent to use your personal data within the programme implementation.

## Privacy and Eligibility



### Privacy Policy

I agree with the EU Login privacy policy regarding the use of your data. (Please note that by submitting we will create your European Commission Authentication Service (ECAS) account.)

I authorize the treatment of my personal data by the relevant programme stakeholders (European Commission/The Executive Agency for Small and Medium-sized Enterprises/the Support Office/the programme Intermediary Organisations) and its use in line with the programme privacy statement, which is in line with the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

I authorize the treatment and use of my personal data by relevant programme stakeholders based in participating countries outside the European Union, in line with the programme privacy statement.

Not complying with the above will result in my application being rejected from the programme.  
The European Commission reserves the right to exclude applicants that are not eligible or not in line with the aims of the programme.

### Eligibility

I declare that all information provided in my application is true, correct and accurate and that I fulfill the eligibility criteria and minimum quality standards of the programme.

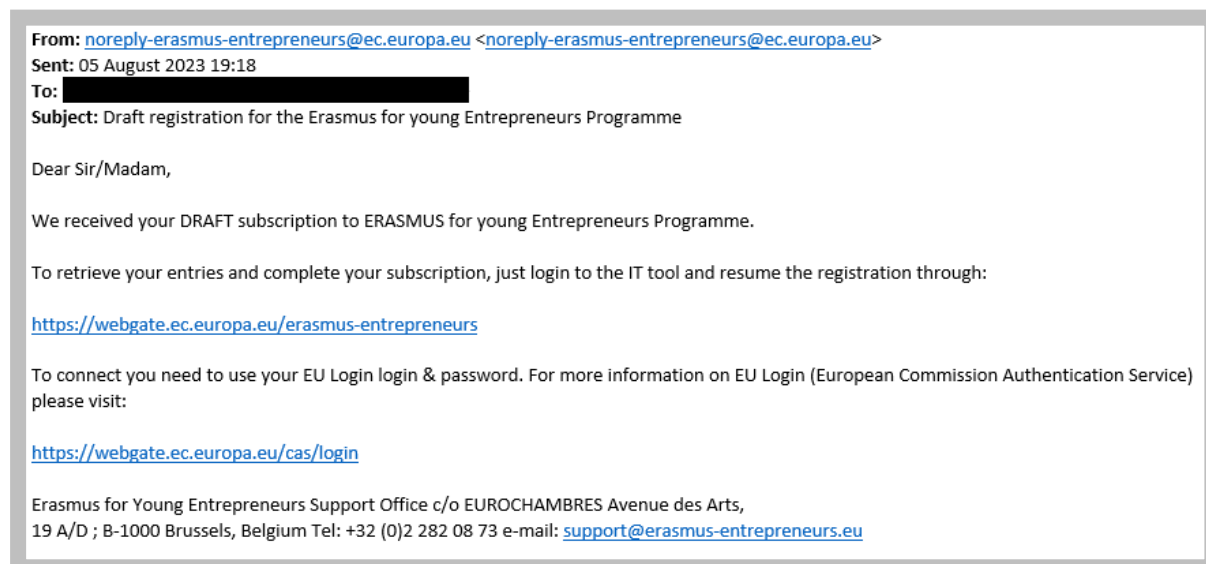
I am aware that the submitted information will be verified prior to the application approval and any false information or not fulfilment of the eligibility criteria and minimum quality standards of the programme will lead to my application being rejected to the programme.

I confirm that once accepted I will not misuse the info available in the EYE database beyond for purposes other than establishing an entrepreneurial collaboration within the programme.

# STEP 3 – Confirm your registration

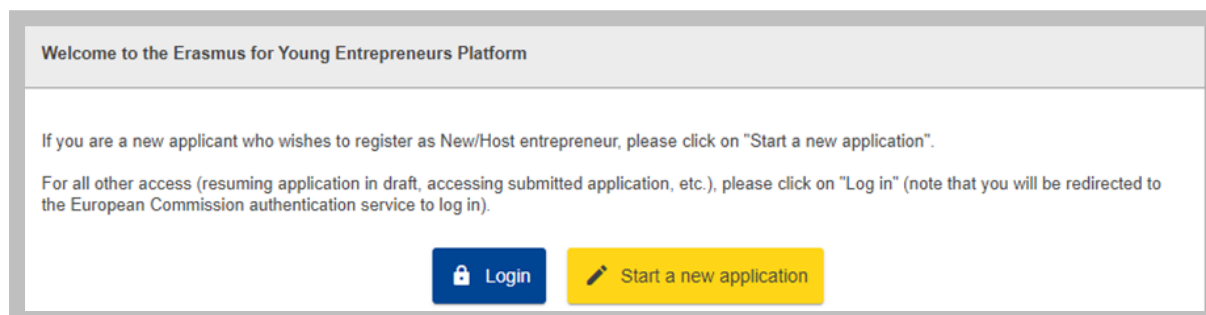
## Registration saved as draft

If you **saved your application form as draft**, you will receive a following email informing you what to do to login to the application and resume and/or complete the registration.

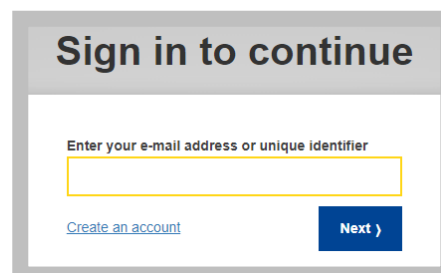


### To initialize your EU Login account:

1. Click the registration submission hyperlink in the email received and select 'login':  
<https://webgate.ec.europa.eu/erasmus-entrepreneurs>



2. This will bring you to the following page. Enter your e-mail address used for registration and click 'Next'. If you already have an existing EU login at this stage you will be prompted to enter your password as well. If you do not have an account, follow the further steps.



3. The following window will open. Complete all the information and click 'Create an account'.
4. You will then be prompted to set a password.

**Create an account**

[Help for external users](#)

**First name**

**Last name**

**E-mail**

**Confirm e-mail**

**E-mail language**

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**New password**

Please choose your new password.

**E-mail**

**New password**

**Confirm new password**

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: TEeiNoLwk} xLx65{TPq YNKIK4nf

[\[Generate other sample passwords\]](#)

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'. S

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

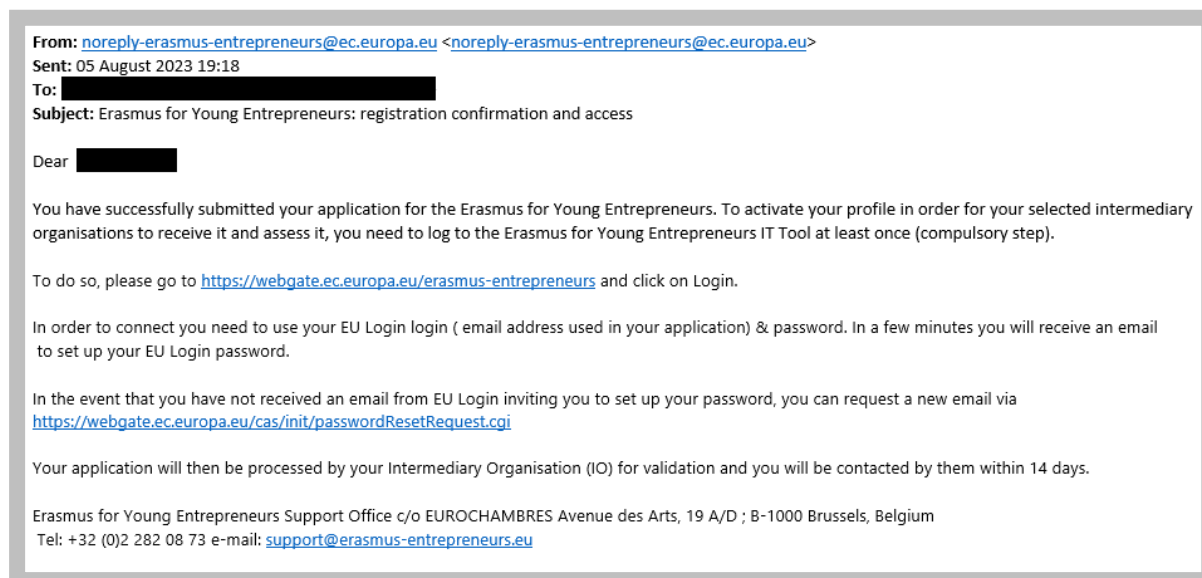
At this stage:

- Return to the Erasmus for Young Entrepreneurs registration page at <https://webgate.ec.europa.eu/erasmus-entrepreneurs>
- 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. Follow further steps described below to finalise your application.

## Registration submitted

Once you have **submitted your application**, you will receive the following automatic confirmation email informing you that one final confirmation is required from you for the application form to be actually sent to your IO.



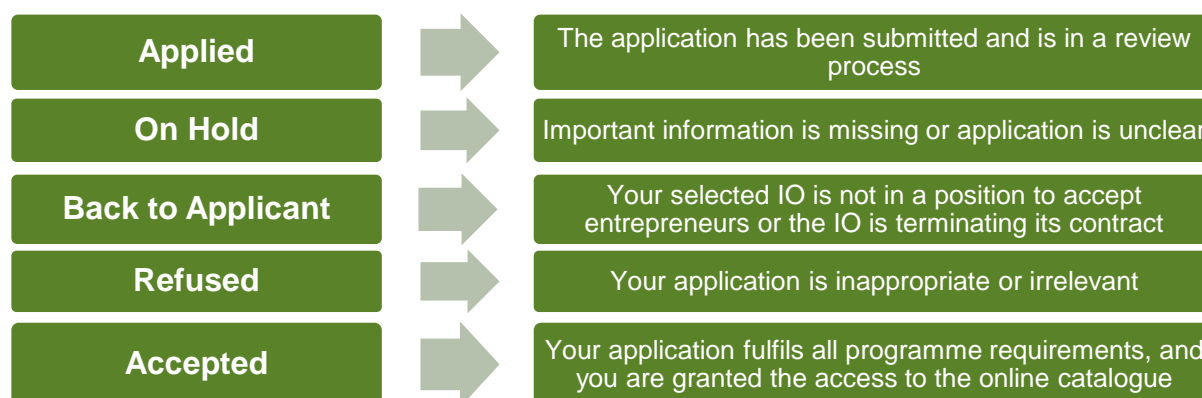
In the email click the <https://webgate.ec.europa.eu/erasmus-entrepreneurs> link and log in using your EU Login credentials.

**Please note that if you fail 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 selected Intermediary Organisation.

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 status:



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.

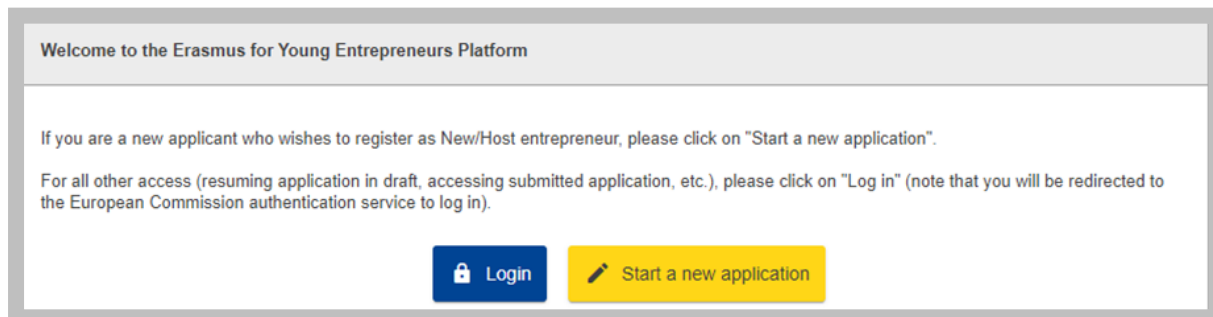
If the responsible Intermediary Organization considers that your application is of quality and that it fulfils all the programme criteria necessary, you will be notified by email that you are successfully accepted in the programme.

=====  
=====  
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.

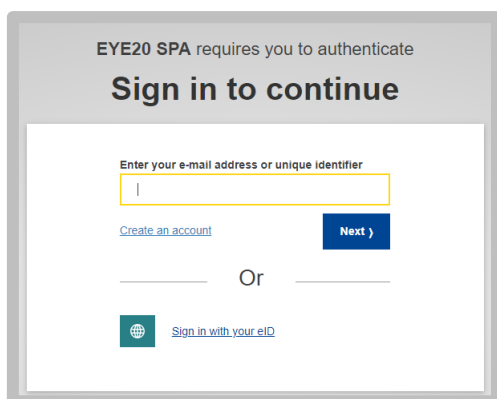
# STEP 4 – Signing in to the Erasmus IT Management Tool

To sign in to the Erasmus IT Management Tool:

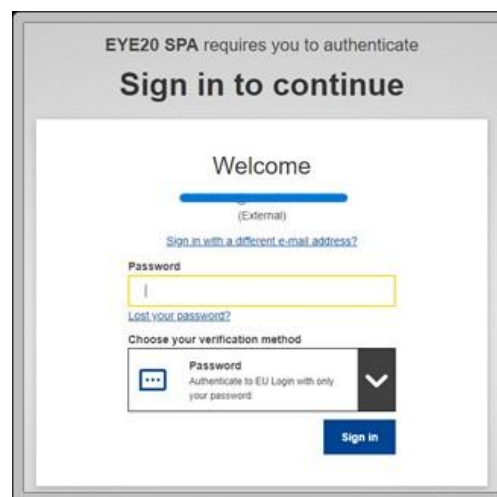
- Open the Erasmus IT Management Tool login page (as specified in the email notification): <https://webgate.ec.europa.eu/erasmus-entrepreneurs/>
- Click 'Login'



Enter your email address and click "Next"

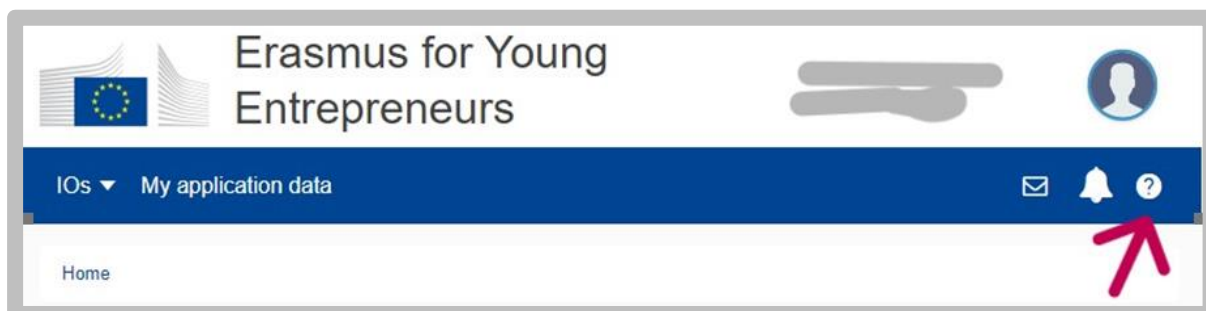


Enter your password and click "Sign in"



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.





# How to review/modify your application

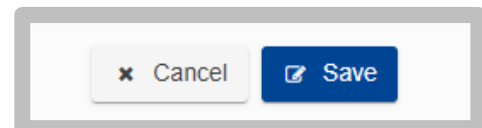
Depending on the status of your application you can modify your application data.

You are able to change your application details (except your name and e-mail) in the following statuses: **applied, on hold, back to applicant, floating**. Changes in other statuses (**accepted**) can only be made upon request by your IO.

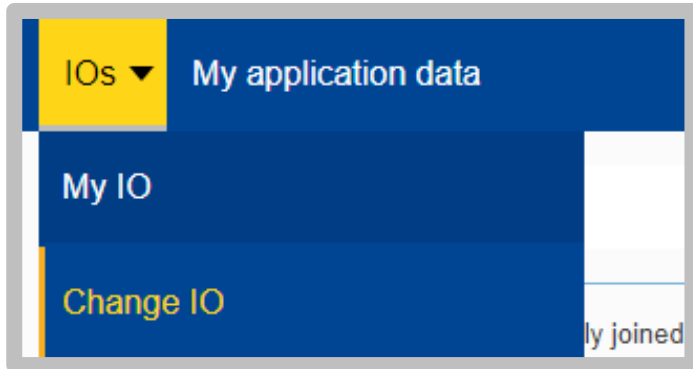
To change the application, select 'my application data' and then 'Enable edit mode'.



You will be able to amend all the data submitted in your application, except for your name, surname, and e-mail. Once done, click 'Save' button appearing at the bottom of the page.



# How to change your Intermediary Organisation (IO)



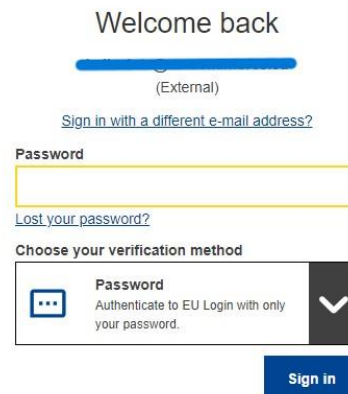
To change your IO from the Erasmus for Young Entrepreneurs menu, select **IOs > Change IO**.

Click on the dropdown menu or IO map to select another IO available in your country of residence. Provide short motivation of the IO change (i.e. *your IO stops its' activity soon and you would like to start your exchange after their stop date*) and click 'save'.

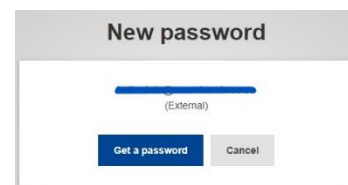
A screenshot of the 'Change IO' form. The form is white with a grey border. At the top, it says 'Current IO: [redacted]'. Below that, it says 'Please select an IO from the drop down list or select one using the map tool \*'. There is a 'Guidance ⓘ' link. Below that is a dropdown menu with '[?KM]' and a blue bar. There is a 'View IO Map' button. Below that, it says 'IOs listed as 'unavailable' either do not have any more budget or are not available for the timeframe you have selected.' There is a text area for 'IO Change Motivation \*' with the text 'IO stops its' activity in 3 months and I would like to start my exchange later than that.' and a character count '935'. At the bottom, there are 'Cancel' and 'Save' buttons.

# How to change or recover your password

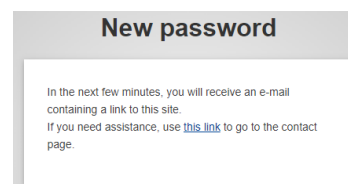
1. Go to the web gate:  
<https://webgate.ec.europa.eu/erasmus-entrepreneurs>
2. Click on "Login".
3. On the EU Login Sign in page, click "Lost your password?" Hyperlink under the "Password" box.



4. In the new window which opens click "Get a password"



5. A confirmation will appear on your screen



6. You will receive a new email with a link to change your password. Click on the link. Please note that you have a maximum of 1 day to click the link after the message is sent.

**From:** Authentication Service <automated-notifications@nomail.ec.europa.eu>  
**Sent:** 05 August 2023 15:14  
**To:** [REDACTED]  
**Subject:** EU Login Password Initialisation  
**Sensitivity:** Private

Dear [REDACTED]

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 1 day after this message was sent. You should therefore follow the link before 06/08/2023 15:14 GMT+02:00.

[https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=n00b3ujr&resetCode=mL3vZlHJ83pL27ZiiU3d4KsdYwd4jnRy9jUaqOBryAC&loginRequestId=ECAS\\_LR-34805734-S1fd2OKBvLIC0fGcshzvEuFVwzzVGPUCzXBvLODp5X4PIReNDxmE4QjPnWAAoQg1VzSnebYwwMfEiu67Vtb9hN0-rS0vSrmBGYCX2y4RJWaHEi-PJRN3Qn0m7JPn9H5zGwvqAQMxNgxKzPsbs38E9T1kGfRQzUQudzy3jUr7wRv79gTUxnbwRy9sWwEMeNpJqkTK&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Ferasmus-entrepreneurs](https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=n00b3ujr&resetCode=mL3vZlHJ83pL27ZiiU3d4KsdYwd4jnRy9jUaqOBryAC&loginRequestId=ECAS_LR-34805734-S1fd2OKBvLIC0fGcshzvEuFVwzzVGPUCzXBvLODp5X4PIReNDxmE4QjPnWAAoQg1VzSnebYwwMfEiu67Vtb9hN0-rS0vSrmBGYCX2y4RJWaHEi-PJRN3Qn0m7JPn9H5zGwvqAQMxNgxKzPsbs38E9T1kGfRQzUQudzy3jUr7wRv79gTUxnbwRy9sWwEMeNpJqkTK&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Ferasmus-entrepreneurs)

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 the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.  
If this message was delayed or for some other reason you are unable to complete the rest of the process within 1 day, 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.

Sent to you by EU Login automated password reset service

7. 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

[\[Generate other sample passwords\]](#)

8. You will receive a confirmation message. If you click on ‘**Proceed**’ you will be redirected to Erasmus for Young Entrepreneurs IT tool login page:

### 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](mailto:support@erasmus-entrepreneurs.eu)

Tel: +32 2 282 0873