

EEA and Norway Grants Fund for Youth Employment

How to register in EGREG



Fund operated by



Important

Organisations intending to participate in this call for proposals (Unlocking Youth Potential) as a lead or beneficiary or expertise partners must be registered in the EGREG system.

An organisation can have only one account. Multiple registrations, with alias names, shall result in deactivating all accounts.

No documents are requested for the registration in the EGREG system; however, official documents proving the status of the organisation may be requested in later steps.

The registration procedure starts by filling in all the fields of the *Sign up now* box on the call page. (See figure 1)

The screenshot shows a registration form titled "Sign up now" with the instruction "Fill in the form below to get instant access:". A red note states "(All fields are required)". The form includes the following sections:

- Full legal name of the organisation (in English):** A text input field with the placeholder "Full legal name of the organisation (in English)".
- Country of registration:** A dropdown menu with "Please select country" and a radio button for "International organisation".
- Legal Representative:** Fields for Title (dropdown with "Mr"), First name, and Last name.
- Email Address:** A text input field with the placeholder "Email address".
- Username:** A text input field with the placeholder "Username".
- Password:** A text input field with the placeholder "Password" and a red note "(at least 8 characters)".
- Confirm Password:** A text input field with the placeholder "Confirm Password".
- Verification:** A section titled "Please enter the code you see below" showing a CAPTCHA image with the text "wjbxm" and a corresponding "Code" input field.
- Privacy Policy:** A checkbox for "I agree to the updated privacy policy." followed by a red paragraph explaining the EU General Data Protection Regulation (GDPR) and the types of data collected.
- Submit:** A blue button labeled "Sign me up!".

Figure (1): The *Sign up now* box

If the name of the organisation already exists, then the system alerts you as in figure (2). The system will check for the organisation name once you select the *Country of registration*.

The screenshot shows a system alert message at the top: "An account for this organisation already exists. If you forgot your password, please click the *Forgot password* in the login box (left). If you believe the account has been requested by a non-authorized person, please let us know through the helpdesk email (*Contact us*)."

Below the alert, there are two main sections:

- I have an account:** A section with a key icon, containing fields for "Username" and "Password", and a blue "Sign in!" button.
- Sign up now:** A section with a pencil icon, containing the same registration form as in Figure 1, including fields for organisation name, country, legal representative, email, username, password, and confirm password.

Figure (2): System alert if the organisation is already registered

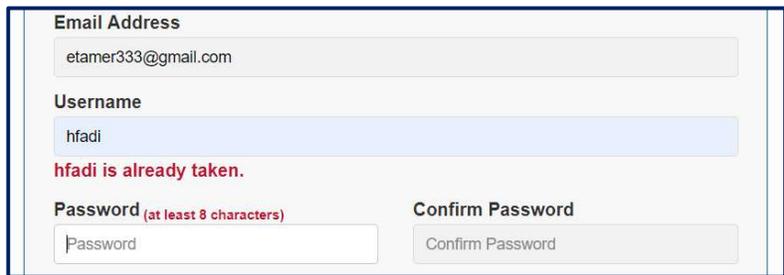
The system also checks if the email address is already used. (See figure 3)



The screenshot shows a registration form titled "Legal Representative". It includes fields for "Title" (Mr), "First name" (Fadi), and "Last name" (Hajjar). The "Email Address" field contains "hfadi@gmail.com" and is highlighted in blue. Below it, a red error message states: "hfadi@gmail.com is already taken. If you forgot your password, please click the 'Forgot password' in the login box (left). If you believe somebody has used your email address to register, please let us know through the helpdesk email (Contact us)." Other fields include "Username", "Password (at least 8 characters)", and "Confirm Password".

Figure (3): System alert if the email address is already used

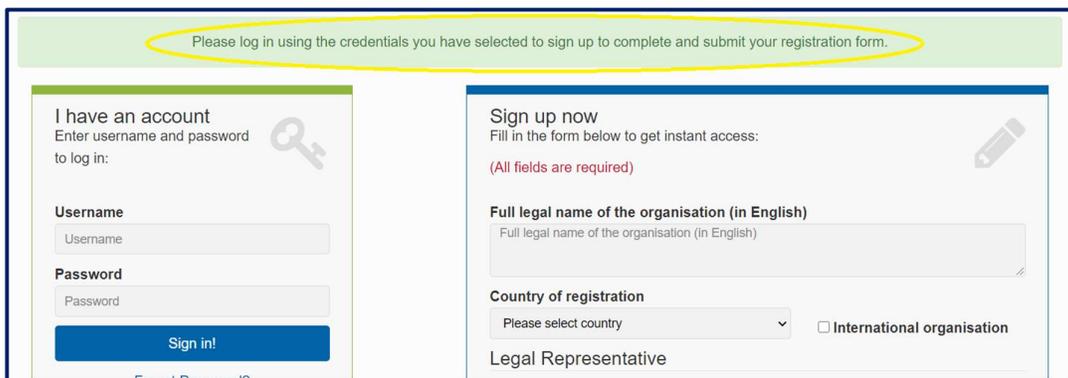
In the sign up, you have to select a user name and a password for your account. If the user name you select is already taken, then the system alerts you as in figure (4).



The screenshot shows a registration form with the "Email Address" field containing "etamer333@gmail.com". The "Username" field contains "hfadi" and is highlighted in blue. Below it, a red error message states: "hfadi is already taken." Other fields include "Password (at least 8 characters)" and "Confirm Password".

Figure (4): System alert if the user name is already used

When all fields are correctly filled in (with the code entered and the privacy policy agreement checkbox selected), click the button *Sign me up* at the bottom of the box. The system informs you then about success signing up through a notification above the Sign up box as shown in figure (5).



The screenshot shows a notification banner at the top: "Please log in using the credentials you have selected to sign up to complete and submit your registration form." Below the banner are two panels. The left panel, titled "I have an account", has a key icon and fields for "Username" and "Password", with a "Sign in!" button. The right panel, titled "Sign up now", has a pencil icon and fields for "Full legal name of the organisation (in English)", "Country of registration" (with a dropdown menu), and "Legal Representative". There is also a checkbox for "International organisation".

Figure (5): Successful sign up on-screen notification

In addition to the on-screen notification, the system sends an email to the address you used to sign up. (See figure 6)



Figure (6): Successful sign up email notification

If you do not receive the activation email, please check your spam/junk folder as some email service providers may classify automatic emails as spam.

You have then to log into your account, using the user name and password you have selected, to complete and submit your registration form.

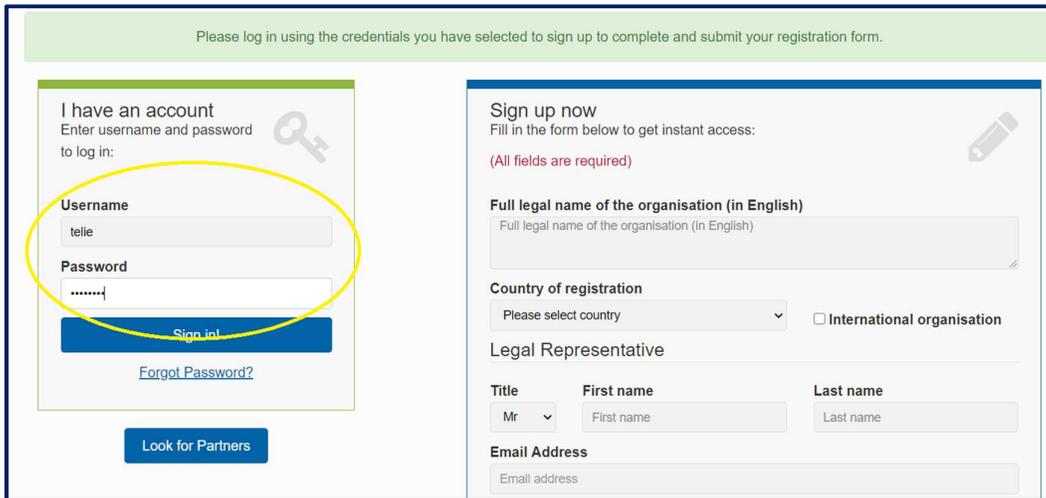


Figure (7): Sign in box

Once you are logged into your account, you will see the registration form that is composed of two parts as shown in figure (8).

The screenshot shows a web interface for 'COMPLETE REGISTRATION REQUEST'. At the top, there are navigation tabs: Home, User Manual, Informational resources, Tutorial, and Q&A. Below the tabs, a progress bar indicates two parts: '1' (Contact Info) and '2' (Registration Info). A yellow arrow points to 'Part 1', which is currently active. The form fields for Part 1 are: Name of organisation in English (MT Group), Full legal address, Phone Number, Website, Legal Representative (Full Name: Mr Elle Tamer, Email Address: etamer333@gmail.com). At the bottom, there are 'Save' and 'Submit' buttons.

Figure (8): The registration form with part 1 activated

In the first part, you have to provide your *Full legal address*, *Phone number* and your organisation's *Website* if exists.

Move to the part 2 by clicking its label and provide the requested information as shown in figure (9).

You cannot change the name of the organisation neither the country of registration. In case such a change is necessary, you can contact the help desk service.

To allow the Fund Operator expert accepting your registration request, you are advised to fill in all the fields.

The screenshot shows the 'COMPLETE REGISTRATION REQUEST' form with 'Part 2' (Registration Info) activated. The progress bar shows '1' (Contact Info) and '2' (Registration Info). The form fields for Part 2 are: Country of Registration (Croatia), Legal status * (Please Select), Identification number, ID number type (Please Select), Registration place, and Registration date. Red arrows point to the 'Legal status *' and 'ID number type' fields, with text boxes explaining: 'If the legal status of your organisation is not listed, select 'Other' and fill in the legal status here.' and 'If your organisation ID number type is not listed, select 'Other' and fill in the number type here.' At the bottom, there are 'Save' and 'Submit' buttons.

Figure (9): The registration form with part 2 activated

You can save any changes by clicking the button *Save*; however, your registration request will not be validated until you press the button *Submit*, and then the system will request your confirmation as below:

The screenshot shows a dialog box titled 'Confirm Submit Registration'. The text inside reads: 'By submitting this form, you will not be able to change its contents until it is validated by the FO expert. Are you sure you want to proceed?'. At the bottom, there are 'Yes' and 'No' buttons.

Figure (10): Submission confirmation

Upon submission of the registration request, the buttons *Save* and *Submit* disappear from the registration form.

EEA and Norway Grants Fund for Youth Employment

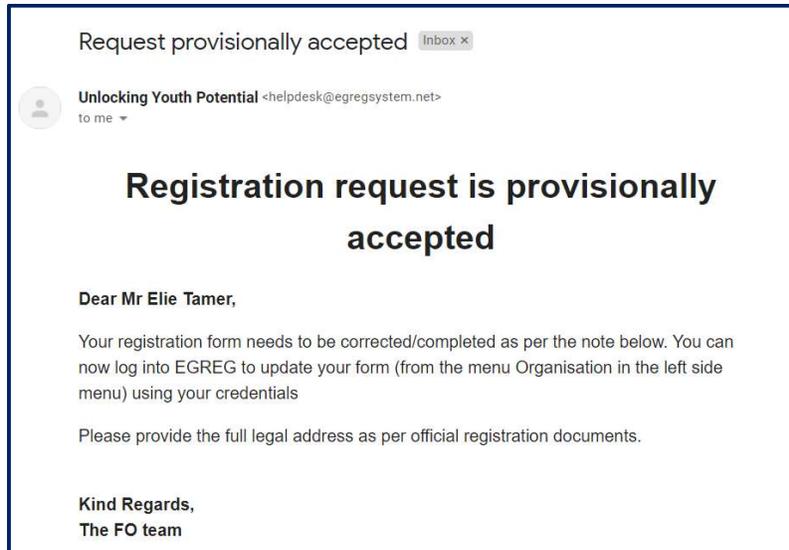
Once your request is checked by the Fund Operator expert, you will be informed by email, and through the section *Notifications* accessible from your account.



The screenshot shows the user interface for the EEA and Norway Grants Fund for Youth Employment. At the top, there are logos for Iceland, Liechtenstein, and Norway grants, and the EEA and Norway Grants Fund for Youth Employment logo. Below the logos, there is a navigation menu with buttons for Home, User Manual, Informational resources, Tutorial, and Q&A. The main content area is titled 'My NOTIFICATIONS' and contains a table with the following data:

No	Date	From	Subject	Actions
1	24/08/2020 00:10:20	Registrar	Registration request is provisionally accepted	View Delete

Figure (11): Notifications from the Fund Operator registrar (registration request provisionally accepted)



The screenshot shows an email from 'Unlocking Youth Potential <helpdesk@egregsystem.net>' to the user. The subject of the email is 'Request provisionally accepted'. The main body of the email contains the following text:

Registration request is provisionally accepted

Dear Mr Elie Tamer,

Your registration form needs to be corrected/completed as per the note below. You can now log into EGREG to update your form (from the menu Organisation in the left side menu) using your credentials

Please provide the full legal address as per official registration documents.

Kind Regards,
The FO team

Figure (12): Email from the Fund Operator registrar (registration request provisionally accepted)

If your request is provisionally accepted (as in the example above), then complete and/or correct your registration form (as per the instructions in the email you received) by selecting the menu item *Organisation* from the left side menu and re-submit your registration form.



The screenshot shows the user interface with the 'Organisation' menu item selected in the left sidebar. The main content area is titled 'Notifications' and contains a table with the following data:

From	Subject	Actions
Registrar	Registration request is provisionally accepted	View Delete

Figure (13): Complete or update the organisation information

If your request is accepted, you will receive a notification into your account and an email in your inbox (See figure 14).

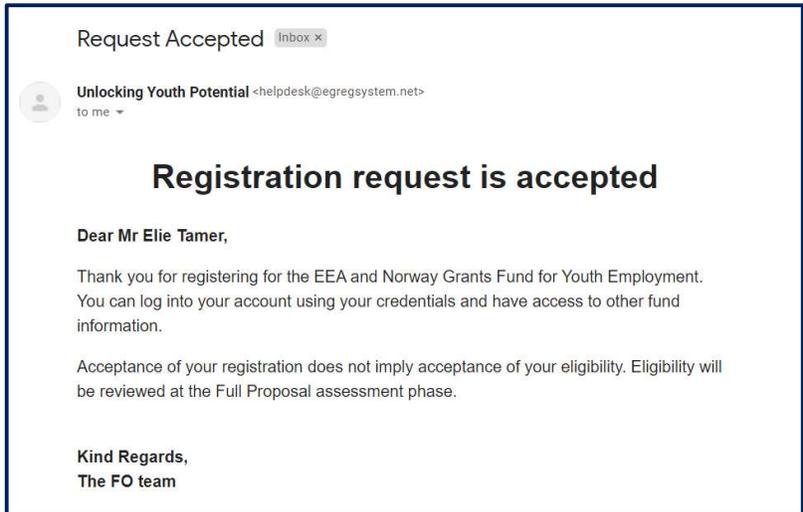


Figure (14): Email from the Fund Operator registrar (registration request accepted)

Your registration request shall be validated by the Fund Operator expert within 48 hours following the registration submission time.

Once your registration request is accepted by the Fund Operator expert, you will have access to other system functionalities and you can start filling in the proposal by expanding the section *List of calls* in your account and clicking the link *Apply*.



Figure (15): User home page after having the registration accepted



Figure (16): Access to open calls through the section List of calls

For any problem in registration or in logging into your account, please contact the Help desk by clicking the link [Contact Us](#) in the home page (or by writing to help.ye@egregsystem.info)