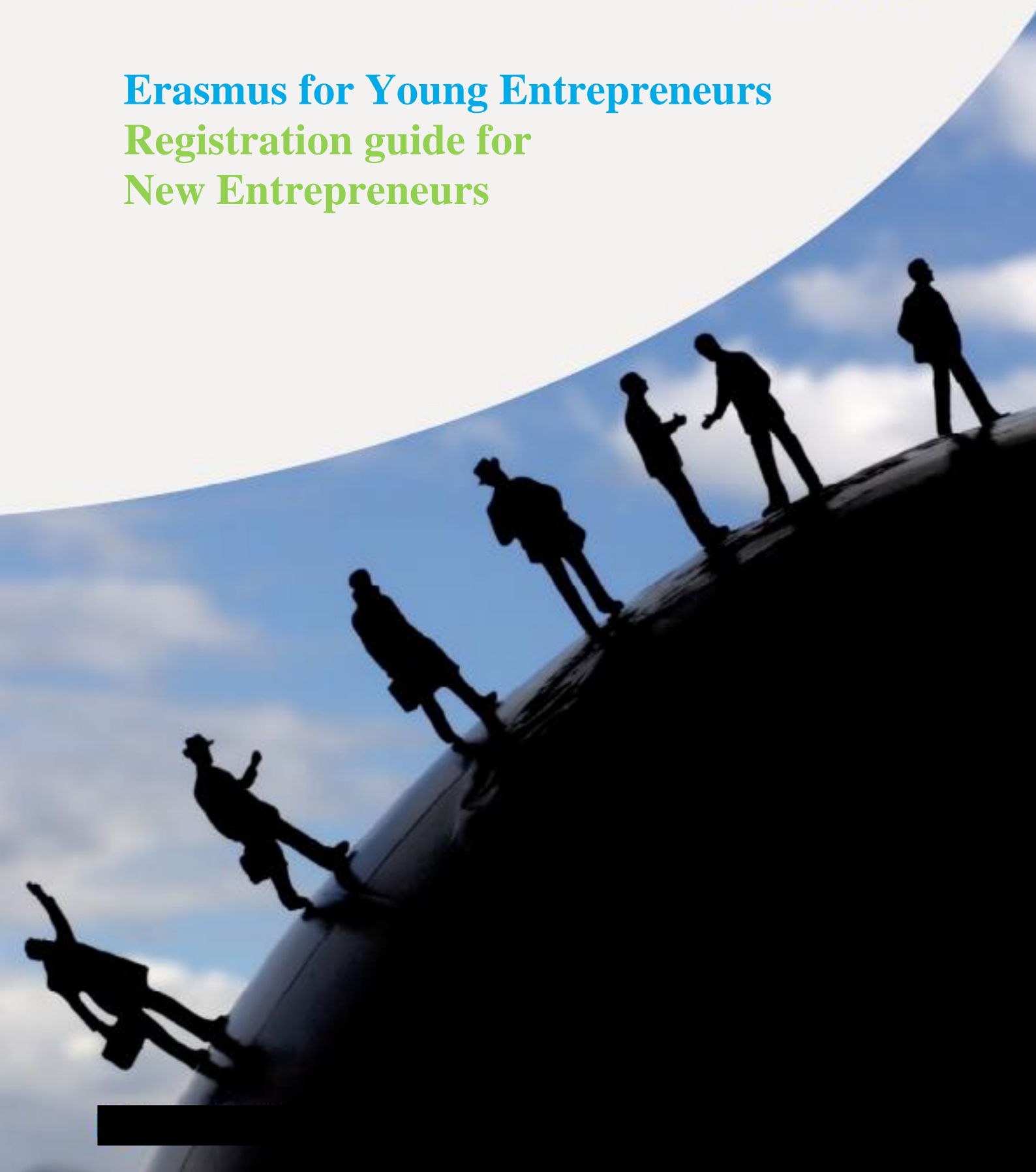




# Erasmus for Young Entrepreneurs

## Registration guide for New Entrepreneurs



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## Background and purpose of the guide

The Erasmus for Young Entrepreneurs aims at helping recently established and would-be entrepreneurs, to acquire relevant experience and skills for managing a small or medium-sized enterprise, by working with an experience from another European country.

The overall objective of the programme is ensuring the transfer of knowledge and experience between European entrepreneurs 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).

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.

## STEP 1 – Preparing your registration

The programme is accessible to all European entrepreneurs (new and host) provided that they are eligible for the programme. Therefore, before registering, please make sure that you fulfill the eligible criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary compulsory information (i.e. business plan, CV, motivations...) to validate your application.

### *Eligibility criteria*

#### **New entrepreneur definition**

- Would-be entrepreneurs who are firmly planning to start their own business based on a viable business plan or a concrete project; or, entrepreneurs who have recently started their own business in the last 3 years<sup>1</sup>;
- Permanent resident<sup>2</sup> in one of the participating countries<sup>3</sup>;
- Have a concrete project or a business idea reflected in a business plan.

Please note that the programme does not require a minimum age to participate in the programme. However, from the definition of the new entrepreneur and the various requirements linked to this definition (in terms of educational background, business experience etc.) it is very unlikely that individuals below the age of 18 can fulfill these requirements.

### *Minimum quality standards*

#### **The motivations and expectations should be clearly expressed**

Host entrepreneurs are looking for motivated new entrepreneurs with clear objectives. Therefore, it is extremely important to clearly describe your expectations and motivations in order to find the suitable business partner corresponding to your needs.

#### **A sound personal and vocational background**

The curriculum vitae should include a summary of your educational & vocational background, your competencies/skills and your work experience.

It should be clear, concise, complete and up-to-date with current employment and educational information.

The [Europass CV format](#) is preferable, but not compulsory<sup>4</sup>. The CV can be **submitted in any language**. However, you should take into consideration the language of the selected Intermediary Organisation. 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

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<sup>1</sup> Whenever planned or already existing the business can be in any sector

<sup>2</sup> 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 one of the countries as permanent residence;
- The place where the applicant has spent 183 days or more in the course of the last 12 months, if the applicant does not have a registered company.

<sup>3</sup> EU Member States, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia, Iceland, Montenegro and Turkey, Albania, Serbia and Israel.

<sup>4</sup> <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

## A well formulated business idea

A business plan is a document that summarises the operational and financial objectives of one's business and contains the detailed schemes and budgets, which show how to realise the objectives.

You are requested to submit a **full business plan** and a **summary** of it.

- The summary of the business plan must be submitted in any EU official language; however English is strongly preferable as it will be available to all accepted users of the online catalogue. You are invited to formulate the summary in a way that avoids misuse and potential damage to yourselves.
- The full business plan is a **confidential document** that can only be read by the chosen new entrepreneur's Intermediary Organisation, Support Office and European Commission. It can be submitted in an official language of the EU or the language of one of the other participating countries that your Intermediary Organisation understands.

The Support Office does not provide a business plan template. You are able to choose the format you prefer. It will be up to your IO to check if the document is of sufficient quality and fulfils the basic requirements, namely that it demonstrates that you are firmly planning to start your own business or have started your own business within the last 3 years and that the business idea is well thought through.

Furthermore, it should contain at least:

- A description of the product or service offered;
- A market analysis including a definition of the target market and a competitor analysis;
- A financial plan including estimated expenses and income in the following 2 years and a break-even analysis.

As previously mentioned, the full business plan is a confidential document and as such, before submitting the full business plan, you may want to sign a non-disclosure agreement (NDA) or a similar confidentiality agreement with your Intermediary Organisation should you consider this useful.

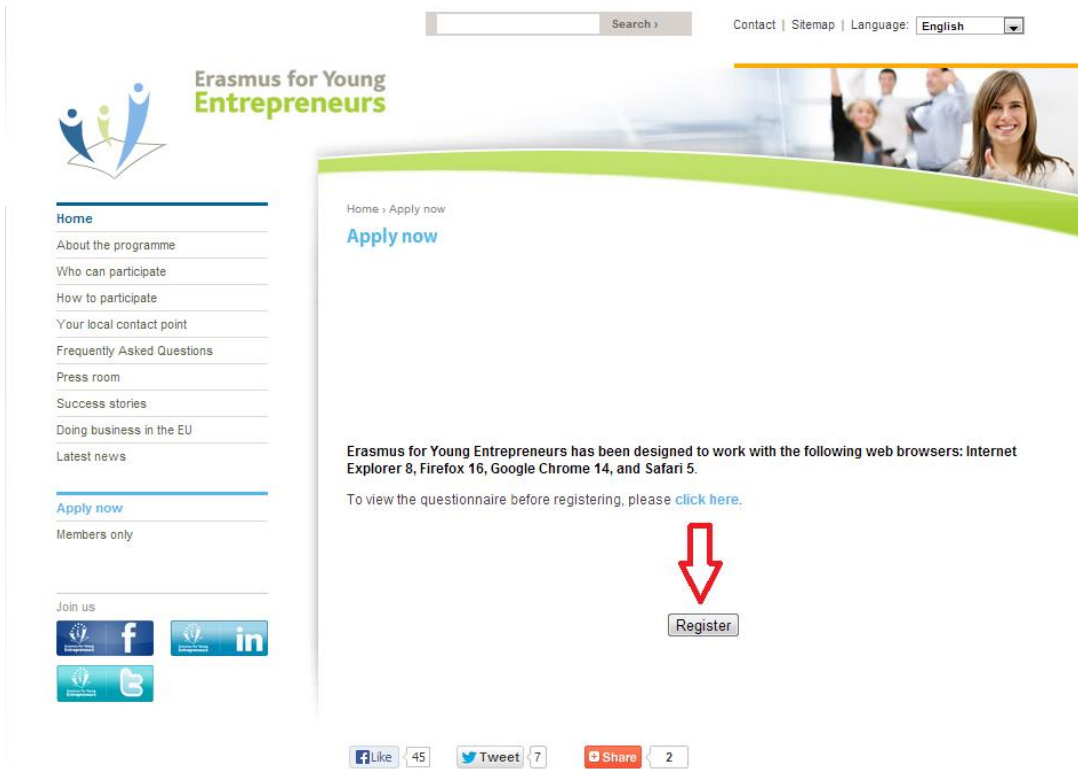
## Ability to work in a foreign language

The communication between you 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 good a 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)).

## 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”.



The screenshot shows the website interface for Erasmus for Young Entrepreneurs. At the top right, there is a search bar and a language dropdown menu set to 'English'. The main header features the program logo and a navigation menu with links: Home, About the programme, Who can participate, How to participate, Your local contact point, Frequently Asked Questions, Press room, Success stories, Doing business in the EU, and Latest news. Below the menu are social media icons for Facebook, LinkedIn, and Twitter. The main content area is titled 'Apply now' and contains the following text: 'Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5. To view the questionnaire before registering, please [click here](#).' A large red arrow points down to a 'Register' button. At the bottom of the page, there are social sharing buttons for Like (45), Tweet (7), and Share (2).

Enter your e-mail address and click on the Register button.

Please note that Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5.

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

## Welcome page of the application form for new entrepreneurs

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

Choose your status 'New entrepreneur' and click on 'Next'. It is recommended to save as draft your application at least once during the registration process.

Registration steps: **Welcome** > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

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 programme, 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 provided will be entered into the on-line catalogue of accepted entrepreneurs, where you will be able to find possible counterparts. The catalogue is accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

Before proceeding to fill out this form, please make sure you have at hand the following documents: updated version of your CV, your business plan (only if you are a new entrepreneur) and other relevant documents you may find useful to accompany your application.

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 loss of data.

**\* Do you want to register as a NEW or a HOST entrepreneur?**

New entrepreneur

Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, [click here](#).

\* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

## Your Profile

This section is about your personal data. Please indicate your contact details and then click 'Next' (the fields with an \* are mandatory).

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

Registration steps: Welcome > **Your profile** > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

**\* Profile information**

Title:

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

Please fill-in your personal information.

**\* Have you already started your own business ?**

Yes  
 No

Please state if you have already started a business.

\* = mandatory fields



## 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 host entrepreneur's company. You should demonstrate:

- A real commitment to invest in a learning experience;
- A clearly identifiable commitment towards being an entrepreneur;
- Clear and well defined learning needs;
- A willingness to contribute to the development of the host entrepreneur's business and to make available your skills and competences;
- Dynamism, seriousness, creativity and initiative.

Please be as concise and precise as possible as the motivation is a very important criterion for selection.

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission
* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations:								
2000 character(s) left			Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.					
* How should your stay abroad help you develop your business?:								
2000 character(s) left			Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.					
* Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur?:								
2000 character(s) left			Please fill-in some comments.					
* Which added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you?:								
2000 character(s) left			Please be as concise and concrete as possible, as your potential Host Entrepreneur is very interested in your answer.					

The CV should be submitted preferably in **English**. If you use another language, please make sure that the selected Intermediary Organisation understands it.

* Please upload your CV (Preferred format: PDF). The <a href="#">Europass CV format</a> in English is preferable, but not compulsory:	
<input type="button" value="No file select..."/> <input type="button" value="Choose File"/>	Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.

You should provide a **summary** of your business plan in **2000 characters**.

This overview will be visible to all accepted entrepreneurs in the online database as well as to all existing Intermediary Organisations, Support Office and European Commission. Therefore, you are required to formulate it in a way that does not disclose confidential information.

**\* Please give short overview of your plans to develop a business (preferably in English):**

2000 character(s) left

The business plan must at least contain:

- a) A clear description of the product or service to be offered;
- b) A market analysis that includes definition and assessment of the target market;
- c) It should also include competitors analysis as well as NEs marketing and sales plan;
- d) A financial plan including estimated expenses and income in the following 2 years and a break-even analysis.

Please formulate the summary in a way that does not disclose confidential information.

Please upload the **full business plan**. The business plan is a confidential document that will only be accessible to you, your Intermediary Organisation (Local Contact Point), the Support Office and the European Commission. It should be submitted in an official language of the EU or the language of one of the other Participating Countries that your Intermediary Organisation understands.

**\* Please upload your business plan (Preferred format: PDF):**

No file select...

This information will only be available to your chosen IO, not to other entrepreneurs. The IO is fully responsible for the confidential treatment of the business plan. If the content needs special protection, you may consider to sign a non-disclosure agreement (NDA) with the IO. Maximum file size of 200KB.

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

**Other supporting document:**

No file select...

If you want to provide some other useful document. Maximum file size of 200KB.

**Description of the document:**

2000 character(s) left

Write a description of the attached document.

Add the information about professional work experience **as entrepreneur in number of years**. Please note that this reflects the entrepreneurial experience and not the professional one in general, mentioned at the next question.

**\* Experience in running a business (number of YEARS):**

Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE. Please note that if you have more than 3 years of entrepreneurial experience, you should register as Host Entrepreneur. If you fail to do so, your application as New Entrepreneur will be automatically removed from our system.

And any other professional work than entrepreneur.

\* Previous working experience (number of MONTHS):

This is for any professional work experience other than as entrepreneur (number only).

[Previous](#) [Next](#)

[Save draft](#)

Click 'Next' or save as draft.

## Languages

The success of an exchange depends on the ability of both entrepreneurs to communicate properly.

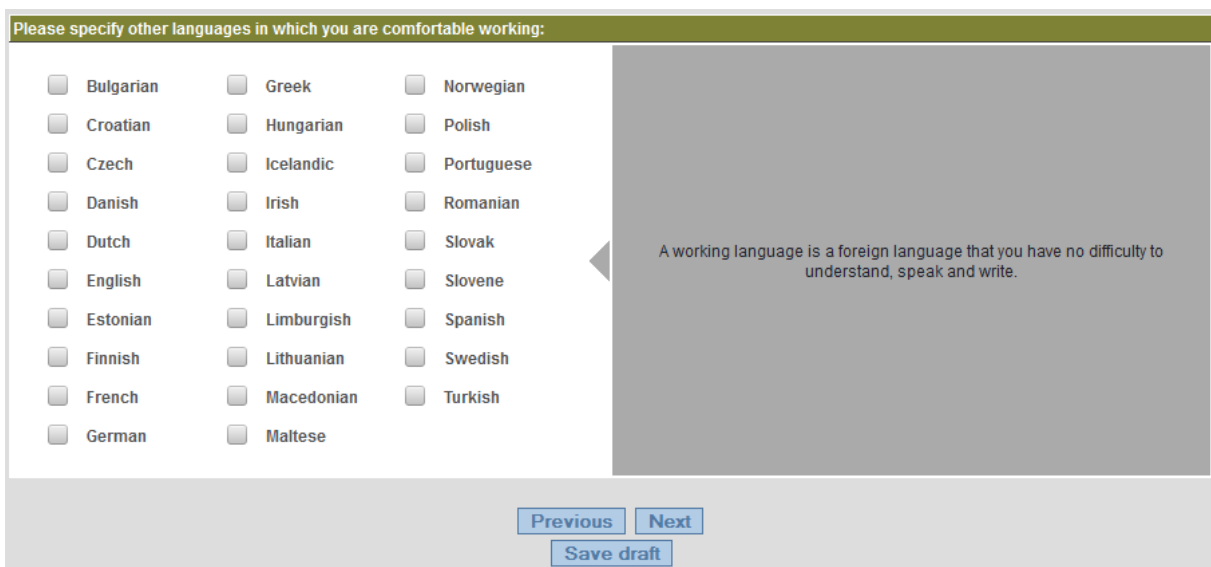
Since language plays a key role in this process, you must be able to communicate in a language your host entrepreneur understands in order to collaborate adequately. Furthermore, the work or project proposed during the placement (e.g. foreign market research), may require some specific language skills. Given that no language training is provided by the programme, you should be comfortable with the languages you have selected in your application (i.e. no difficulty in understanding, speaking or writing the language(s)). Although there are no specific language requirements, a relatively good level of English is encouraged in addition to your mother tongue.

Please first select your mother tongue.



The screenshot shows a registration process flow with steps: Welcome, Your profile, Motivation, Languages, Business sector, Geographical preferences, Duration and period of the exchange, and Selection of IO and submission. The 'Languages' step is highlighted. Below the flow, a green header reads '\* Please specify your mother tongue:'. A dropdown menu is set to 'Please select', and a grey box contains the text 'Please select your mother tongue.'

Select any other language that you have no difficulty in understanding, speaking and writing.



The screenshot shows a section titled 'Please specify other languages in which you are comfortable working:'. It features a list of languages with checkboxes: Bulgarian, Greek, Norwegian, Croatian, Hungarian, Polish, Czech, Icelandic, Portuguese, Danish, Irish, Romanian, Dutch, Italian, Slovak, English, Latvian, Slovene, Estonian, Limburgish, Spanish, Finnish, Lithuanian, Swedish, French, Macedonian, Turkish, and German, Maltese. A grey box on the right contains the text: 'A working language is a foreign language that you have no difficulty to understand, speak and write.' At the bottom, there are buttons for 'Previous', 'Next', and 'Save draft'.

Click 'Next' or 'Save draft'.

## Business sector

The business sector is another important criterion to find a suitable business partner. You need to specify the business sector of your future or recently started company, as well as the other sectors you are interested in.

Specify the business sector of your recently established future enterprise.



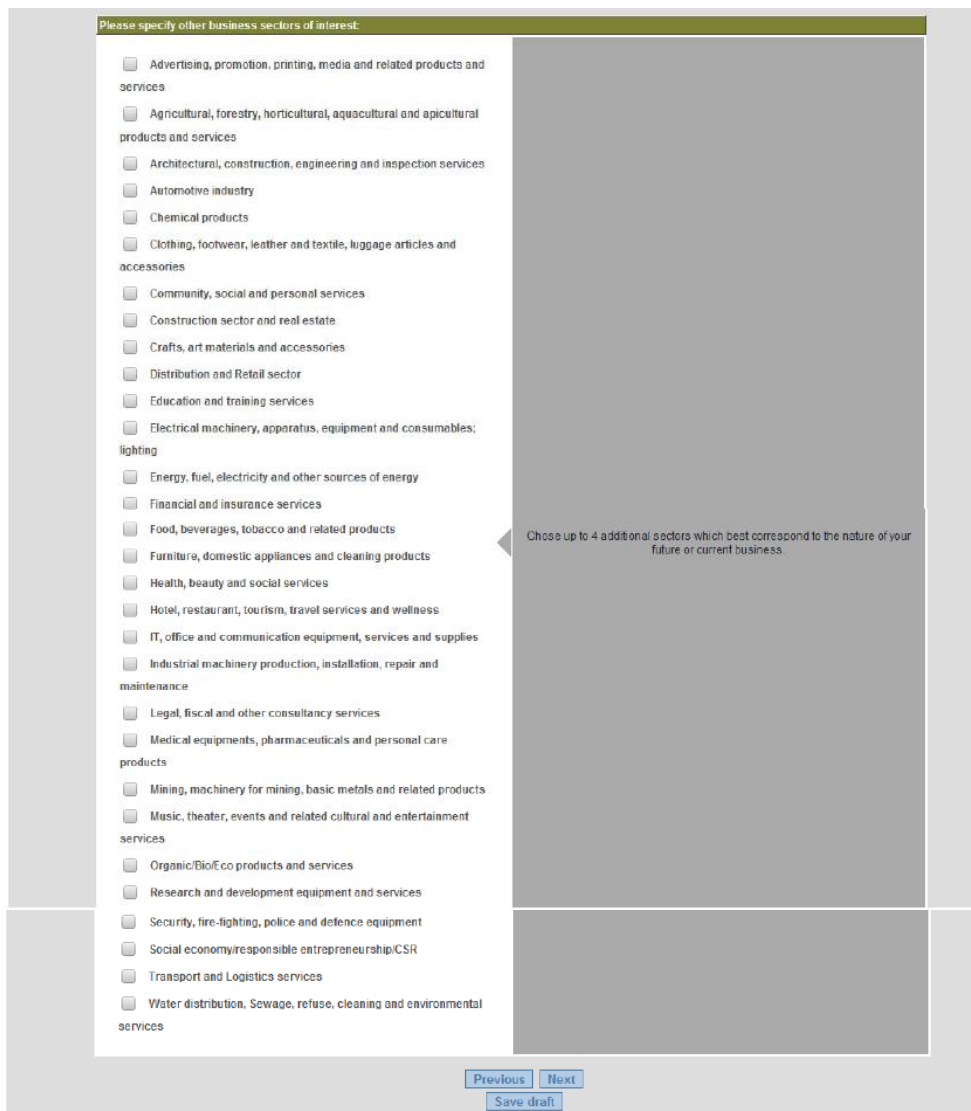
Registration steps: Welcome > Your profile > Motivation > Languages > **Business sector** > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

\* Please specify the main business sector of your future or current business activity:

Please select [dropdown arrow]

This is the primary business sector of your future or recently started company.

Choose up to 4 additional sectors that best correspond to the nature of your future or current business. Note that the more sectors you select the higher chances to find a partner.



Please specify other business sectors of interest:

- Advertising, promotion, printing, media and related products and services
- Agricultural, forestry, horticultural, aquacultural and apicultural products and services
- Architectural, construction, engineering and inspection services
- Automotive industry
- Chemical products
- Clothing, footwear, leather and textile, luggage articles and accessories
- Community, social and personal services
- Construction sector and real estate
- Crafts, art materials and accessories
- Distribution and Retail sector
- Education and training services
- Electrical machinery, apparatus, equipment and consumables; lighting
- Energy, fuel, electricity and other sources of energy
- Financial and insurance services
- Food, beverages, tobacco and related products
- Furniture, domestic appliances and cleaning products
- Health, beauty and social services
- Hotel, restaurant, tourism, travel services and wellness
- IT, office and communication equipment, services and supplies
- Industrial machinery production, installation, repair and maintenance
- Legal, fiscal and other consultancy services
- Medical equipments, pharmaceuticals and personal care products
- Mining, machinery for mining, basic metals and related products
- Music, theater, events and related cultural and entertainment services
- Organic/Bio/Eco products and services
- Research and development equipment and services
- Security, fire-fighting, police and defence equipment
- Social economy/responsible entrepreneurship/CSR
- Transport and Logistics services
- Water distribution, Sewage, refuse, cleaning and environmental services

Chose up to 4 additional sectors which best correspond to the nature of your future or current business


Previous Next Save draft

Click 'Next' or save as draft.

## Geographical preferences

In this section you should indicate your preferred countries for your stay abroad. You cannot do the exchange in your country of residence.

Select your primary choice for the county of exchange.



Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > **Geographical preferences** > Duration and period of the exchange > Selection of IO and submission

Please indicate your preferred target country for the exchange (this has to be different from your country of residence):

Please select  Indicate here the country you would like to go to for the stay abroad.

Select up to 4 other possible countries for the exchange.

Please indicate other possible countries for the exchange:

<input type="checkbox"/> Albania	<input type="checkbox"/> Greece	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Austria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Norway
<input type="checkbox"/> Belgium	<input type="checkbox"/> Iceland	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Ireland	<input type="checkbox"/> Portugal
<input type="checkbox"/> Croatia	<input type="checkbox"/> Israel	<input type="checkbox"/> Romania
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Italy	<input type="checkbox"/> Serbia
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Denmark	<input type="checkbox"/> Liechtenstein	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Malta	<input type="checkbox"/> The Former
<input type="checkbox"/> Germany	<input type="checkbox"/> Montenegro	Yugoslav Republic of
		Macedonia
		<input type="checkbox"/> Turkey
		<input type="checkbox"/> United Kingdom

Select up to 4 further countries as secondary choice.

[Previous](#) [Next](#)  
[Save draft](#)

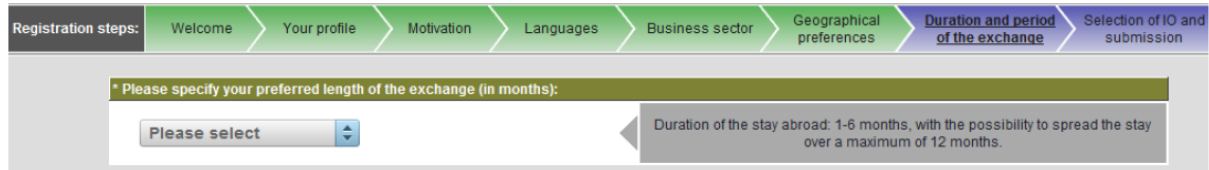
Click 'Next' or save as draft.

## ***Duration and period of the exchange period***

In this section, you should mention the number of months you wish to spend abroad and the periods when you are available for the exchange. This information is of utmost importance in the search for a suitable host entrepreneur.

### *Specify the length of your exchange*

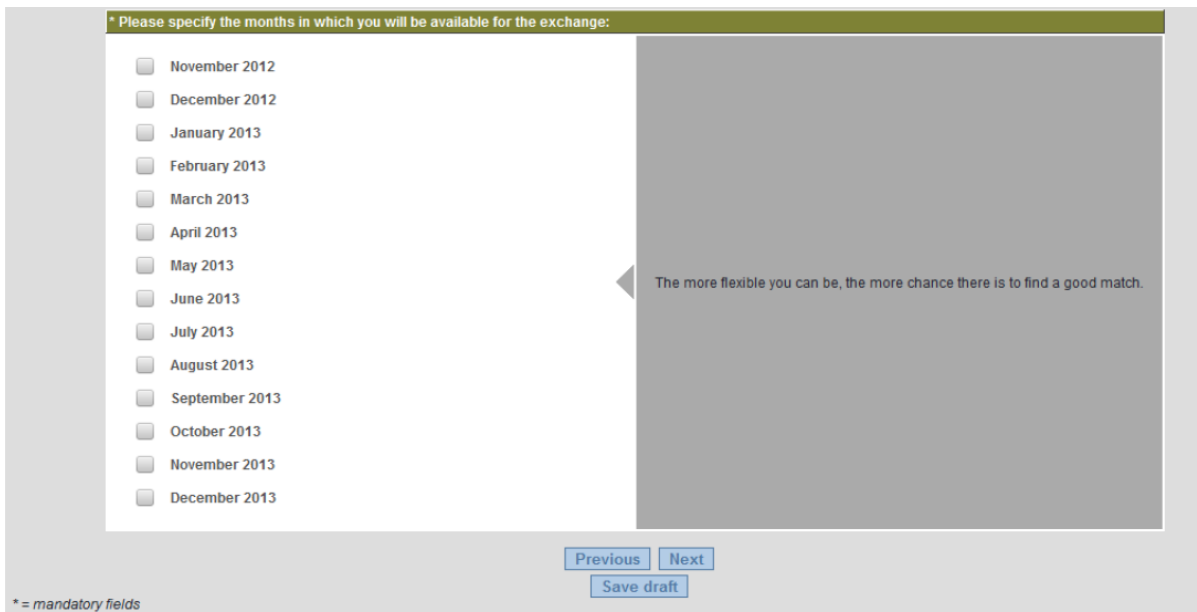
The exchange should last between one and six months and should be completed within an overall time span of twelve months.



Please note that if your application is accepted for 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 host entrepreneur.



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 and submission***

More than 150 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 one of the countries as permanent residence;
- The place where the applicant has spent **183 days** or more in the course of the last **12 months**, if the applicant does not have a registered company.

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 host entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

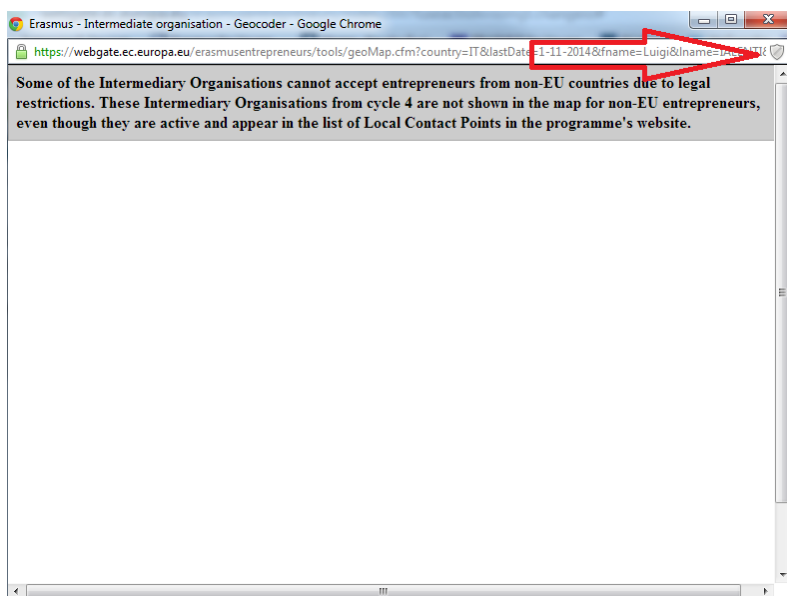
The list of Intermediary Organisations is available on the programme website [www.erasmus-entrepreneurs.eu](http://www.erasmus-entrepreneurs.eu) under the section “Your local contact point”.

### **Tips and tricks for the selection of the Intermediary Organisation**

Please verify first that your browser is a compatible one, and the pop-ups are enabled. Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 8, Firefox 16, Google Chrome 14, and Safari 5.

Look carefully at all dialog boxes and questions you may receive and click “Yes” to accept the display of all contents.

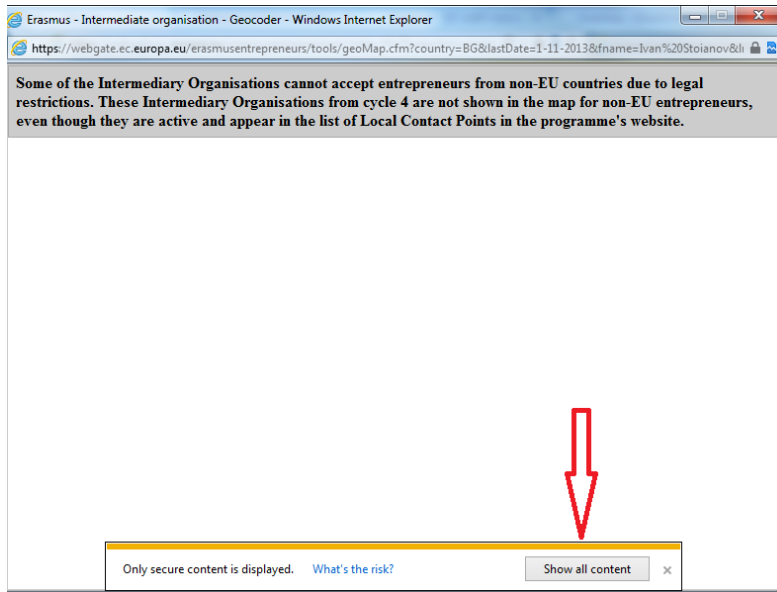
E.g. Google Chrome



Click on the small shield icon and select the option which permits the download of the unsafe script. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.



E.g. Internet Explorer



Click on the “Show all content”. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

If despite this, you cannot complete the step “Select your IO”, it may be due to one of the following situations:

#### *Situation 1*

*You receive the message “No Intermediary Organisation found”*

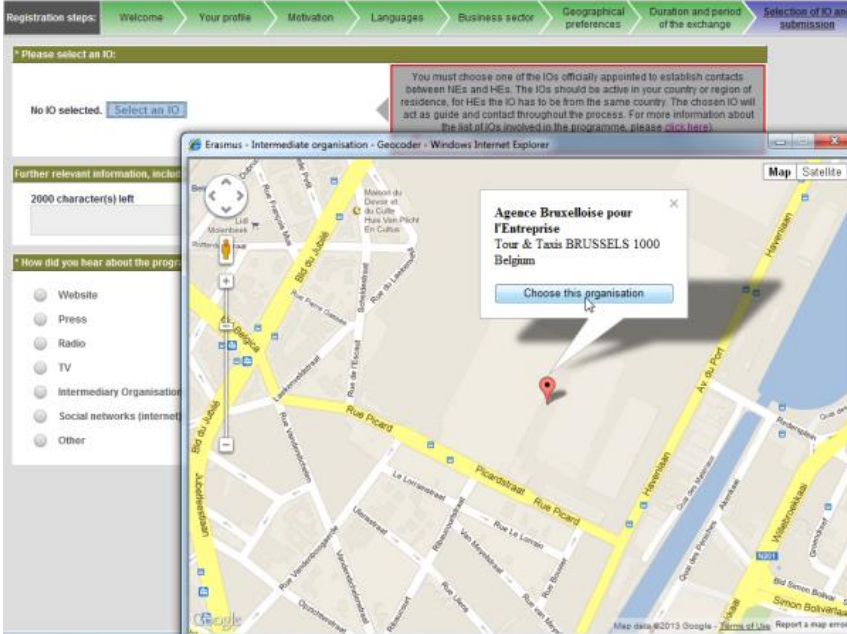
Please verify that your address and country are correctly selected on the second tab.




#### *Situation 2*


*If you click on the field “Select an IO”, the geomap is displaying correctly but you can see only part of the IOs and not the one you want to select.*

The reason for this is that the exchange months you selected at a previous step exceed the period during which the respective IO will be visible to the public. 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.

## Choose your Intermediary Organisation



The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.

## Submit or Save a Draft of your application

After completing the last page of the registration form:

Either:

⇒ **Submit** your form directly: click 'Confirm my registration' button at the bottom of the page.

Or:

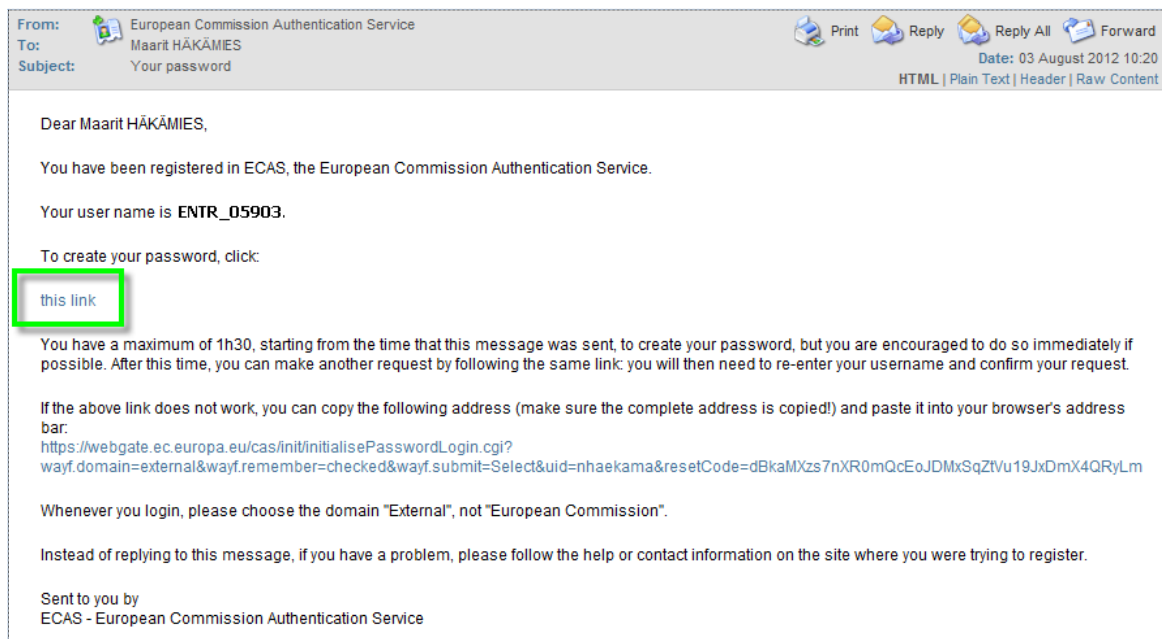
⇒ **Save the form as draft** without submitting it yet (i.e. if you want to review your information first): click the 'Save as draft' hyperlink at the bottom of the page.

## STEP 3 – Confirm your registration

Once you have **submitted/saved as draft your application**, you will receive an automatic email from European Commission Authentication Service (ECAS) through which you are invited to set-up a password (this is **ONLY** for users who didn't have a previous ECAS account):

To initialize your ECAS account:

1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by European Commission Authentication Service.
2. Click the 'this link' hyperlink in the email:

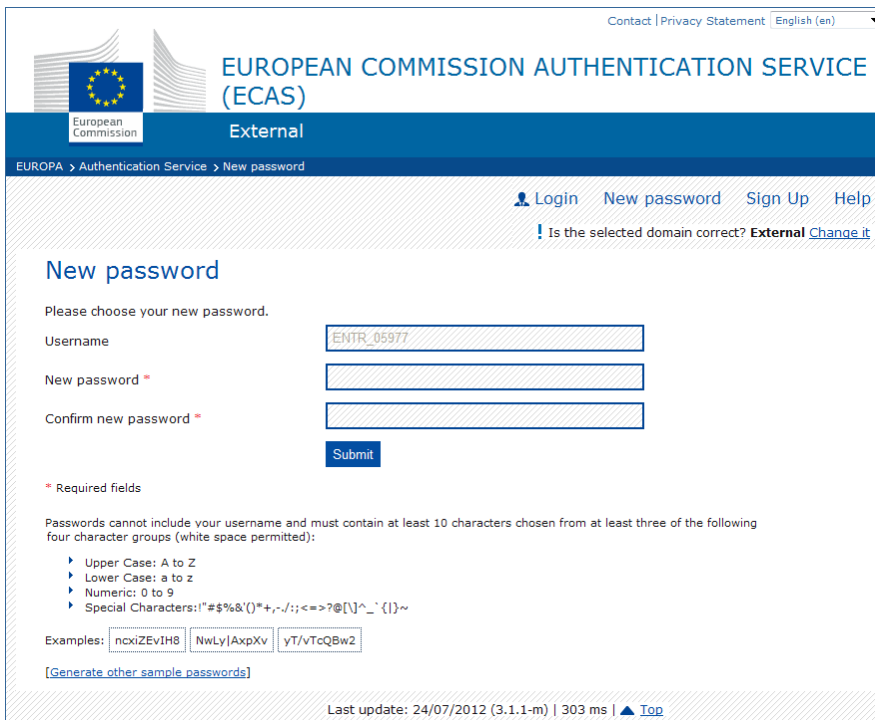


### 1h30 restriction

*Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions email will then be sent to you, with a new link to press in order to set your password.*

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.

You are prompted to set a password:



Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

### New password

Please choose your new password.

Username

New password \*

Confirm new password \*

\* Required fields

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:

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

Last update: 24/07/2012 (3.1.1-m) | 303 ms | [▲ Top](#)

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'.

The system informs you that your password has been successfully initialized. You now have a valid ECAS 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

If you **saved your application form as draft**, you will also receive an email informing that you have to login to the application to resume and complete the registration.

Dear Sir/Madam,

We received your DRAFT subscription to ERASMUS for young Entrepreneurs Programme.

To retrieve your entries and complete your subscription, just login to the IT tool and resume the registration through:

<https://webgate.ec.europa.eu/erasmusentrepreneurs>

To connect you need to use your ECAS login & password. For more information on ECAS (European Commission Authentication Service) please visit:

<https://webgate.ec.europa.eu/cas/login>

Erasmus for Young Entrepreneurs Support Office  
c/o EUROCHAMBRES  
Avenue des Arts, 19 A/D ; B-1000 Brussels, Belgium  
Tel: +32 (0)2 282 08 73  
e-mail: [support@erasmus-entrepreneurs.eu](mailto:support@erasmus-entrepreneurs.eu)

Use your email address and ECAS password to login to the page containing your draft application details, complete the form as necessary and then click 'Submit' when you are ready.



If/when you **have submitted your application**, you will receive an email asking you to LOG IN to the application in order to confirm your registration to the Erasmus for Young Entrepreneurs 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],

After confirmation of your ECAS account, you can now complete your registration for the ERASMUS for young Entrepreneurs Programme by connecting to the application via the following link (THIS IS A COMPULSORY STEP TO COMPLETE YOUR APPLICATION):

<https://webgate.ec.europa.eu/erasmusentrepreneurs>

To connect you need to use your ECAS login & password:

<https://webgate.ec.europa.eu/cas/login>

Your application will now be processed by your Intermediary Organisation (IO) for validation. Your IO will contact you in the coming days.

Erasmus for Young Entrepreneurs Support Office  
c/o EUROCHAMBRES  
Avenue des Arts, 19 A/D ; B-1000 Brussels, Belgium  
Tel: +32 (0)2 282 08 73  
e-mail: support@erasmus-entrepreneurs.eu

**LOG IN to the application via the respective link. Failing 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 Intermediary Organisation.

An IT user's manual is available in the "**Help**" section of the online database to help using the tool.

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 statuses:

- **Accepted** → your application fulfils all programme requirements and you should be granted to the online catalogue;
- **On Hold** → important information is missing or application is unclear;
- **Back to Applicant** → your selected IO is not in a position to accept entrepreneurs or the IO is terminating its contract;
- **Refused** → your application is inappropriate or irrelevant.



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 ECAS 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 – Starting the Erasmus IT Management Tool

To start the Erasmus IT Management Tool:

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




- Enter your email address and ECAS password, and click **Login!**



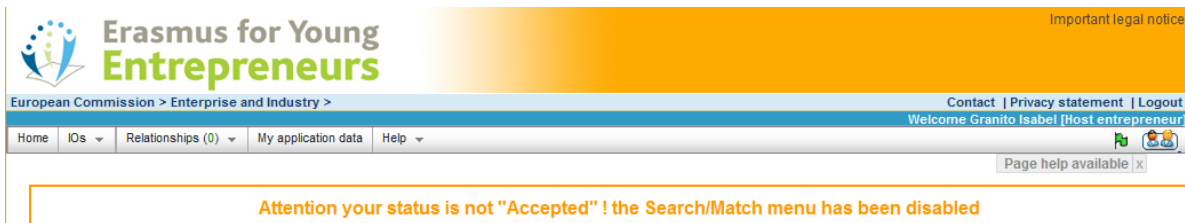
Please check that the correct 'domain' is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click **Change it** hyperlink and select the appropriate domain. Login will fail if you do not select the correct domain.





The home page of the Erasmus IT Management Tool appears. Please refer to the Erasmus IT Tool User Manual for detailed information about how to use IT Tool.

The first time you log in a message saying that you have no access to the Search/Match menu will appear. This will happen until your IO has accepted you. In the meantime, you can edit your application data and change your IO if needed.





## How to review your application?

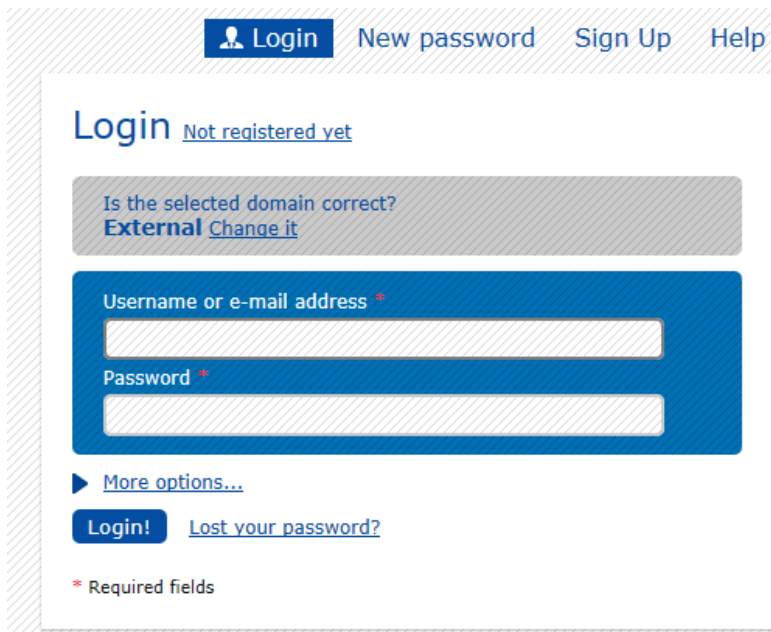
Status and possible actions with the application:

**Accepted** – if the entrepreneur wishes to modify his personal data (except name and email) and CV or business plan he has to do so by contacting his Intermediary Organisation. No other actions can be done.

**Applied, On Hold, Back to Applicant, Floating** – the entrepreneur has limited access to the IT tool, where he can change his personal application details (except name and email).

**Refused** – the entrepreneur has no access and can only ask for deletion of his data after the usual period of audit.


1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click on “**Login**”
3. You will be redirected to ECAS, enter username or e-mail address and password. Click on ‘Login!’



4. Click on ‘**My application data**’:



5. This will display a copy of the multiple page application form.



## Erasmus for Young Entrepreneurs

Erasmus for Young Entrepreneurs Print

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Welcome

Welcome to the registration form to participate. The information you enter into this multi-page form will be processed and accepted by your IO, the IO catalog available to all IOs and the accepted HIO indicated otherwise.

Do you want to register as a NEW or a HOST entrepreneur?:

New entrepreneur?

---

Your profile

Title:	Mrs
Last name:	GUÉBEL
First name:	Martine
Organisation name:	EcoLinguae
Address:	Clos des néruip
Postal code:	B-1341
City:	Céroux-Mousty
Country:	Belgium
Phone:	+32 10402709
Fax:	+32 10402709
Email:	contact@ecolinguae.com
Website:	www.ecolinguae.com

Motivation

Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations. (Up to 200 words):

My intention is to start a business in the field of hydraulic technology. I wish to find an established company manufacturing certain highly specialised components for use under heavy load conditions. Interested partners would be willing to consider integrating these components into our hydraulic check valves.

Please upload your CV (Europass CV format):

or.pdf View file

Please give a short overview of your plans to start a business: (a) check innovative design an envisaged customer target group (c) activities planned for the first 12 months after the start-up. (Up to 400 words):

Please upload your business plan. (This information will only be available to your chosen IO, not to other entrepreneurs.):

Experience in running a business (in years):

Previous working experience (number of months):

Please specify your mother tongue:

Please specify other languages in which you are comfortable working:

Business sector

Please specify your main business sector:

Please specify your secondary business sectors, if any:

Industrial machinery production, installation, repair and maintenance

Agricultural, forestry, horticultural, aquacultural and apicultural products and services

Industrial machinery production, installation, repair and maintenance Water distribution, Sewage, refuse, cleaning and environmental services

---

Geographical preferences

Please indicate your preferred country for the exchange:

Please indicate other possible countries for the exchange:

France

France Greece Italy Malta Portugal Spain

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Duration and period of the exchange

Please specify your preferred length of the exchange (in months):

Please specify the months in which you will be available for the exchange:

2

August 2009 September 2009 October 2009 November 2009 December 2009

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Selection of IO and submission

Please select your intermediate organisation (IO):

Further relevant information, including special requirements or wishes, hobbies, etc.:

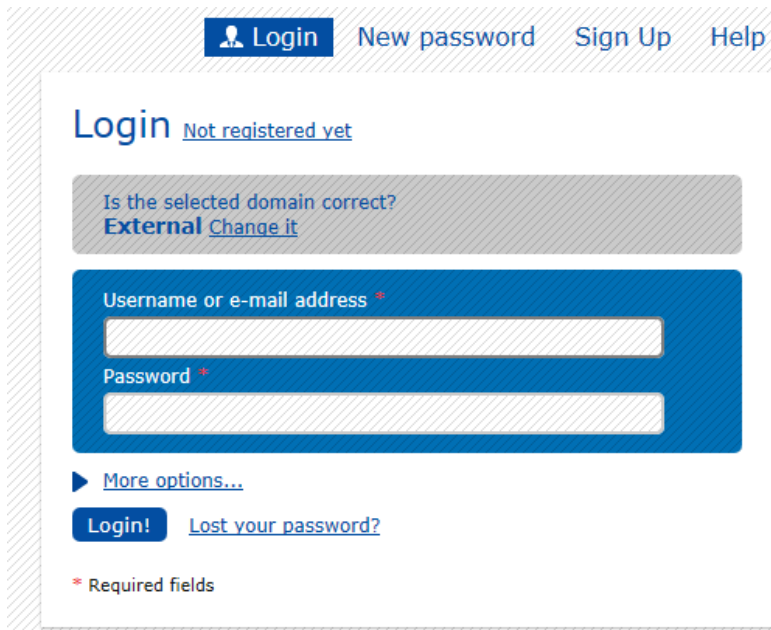
[France] 10011 Chambre de Commerce et d'Industrie de Paris

Preferably a company with experience in selling components to African or South American countries

The collected personal data (name, address, e-mail) is intended for the express purpose of organising the event. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to [data privacy rules](#) and is executed in compliance with Regulation (EC) 402001 on the data protection of personal data and the processing thereof. A [privacy policy statement](#) specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

## How to change your Intermediary Organisation?

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click on “**Login**”
3. You will be redirected to ECAS, enter username or e-mail address and password. Click on ‘Login!’



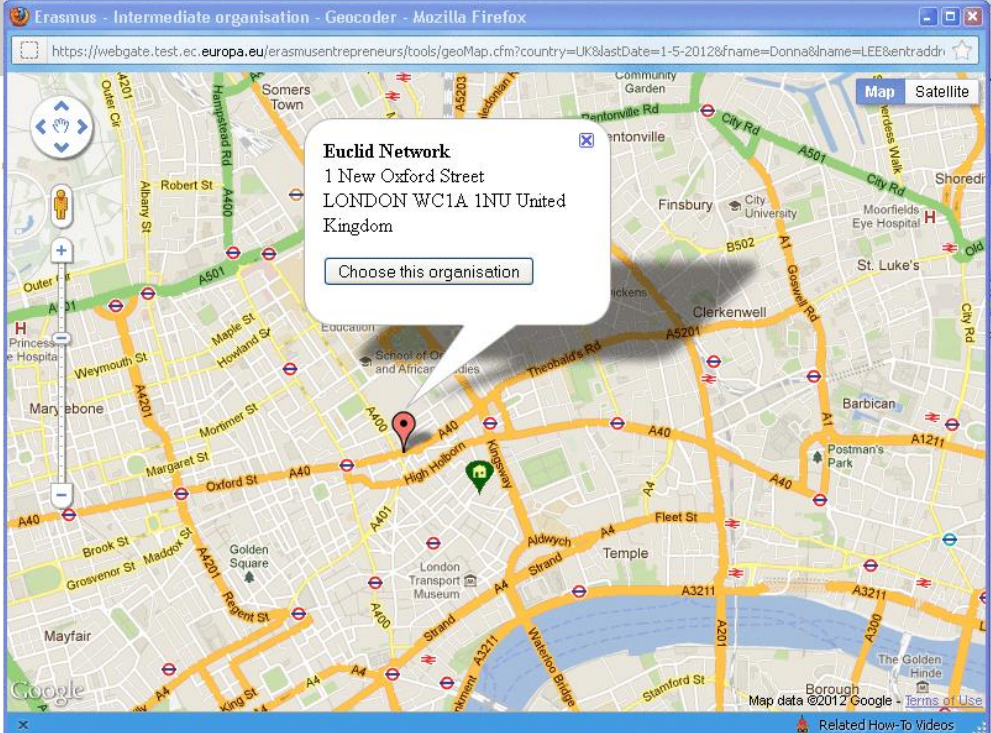
4. From the Erasmus for Young Entrepreneurs menu, select IOs > Change IO.



5. Click the ‘Click here to choose another IO’ hyperlink on the *Change your IO page*.
6. Select the desired IO on the online map and click ‘Choose this organisation’:

## Change your IO

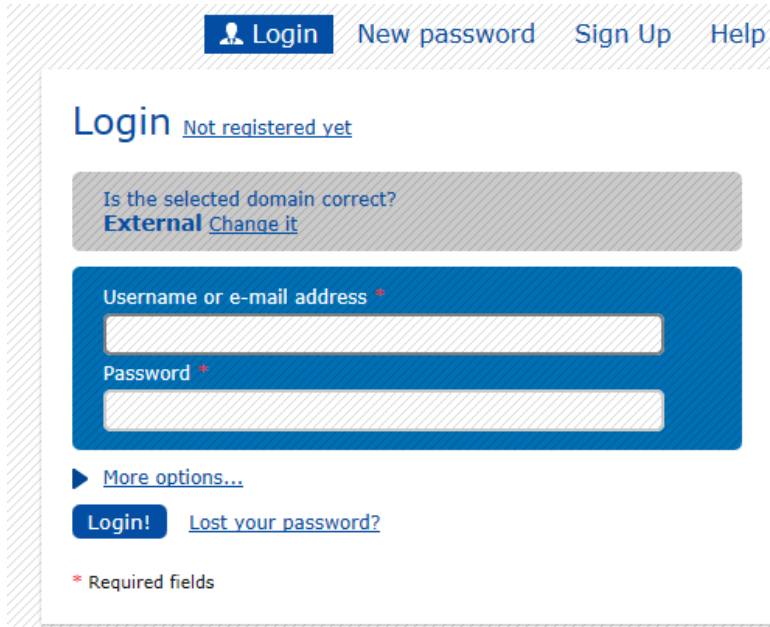
Current IO: Tellus Limited  
New IO: [\[click here to choose another IO\]](#)  
IO change motivation:



7. Click 'Save'.


## How to change or recover your password?

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click on “**Login**”. You will be redirected to ECAS. Please click on “**Lost your password?**”



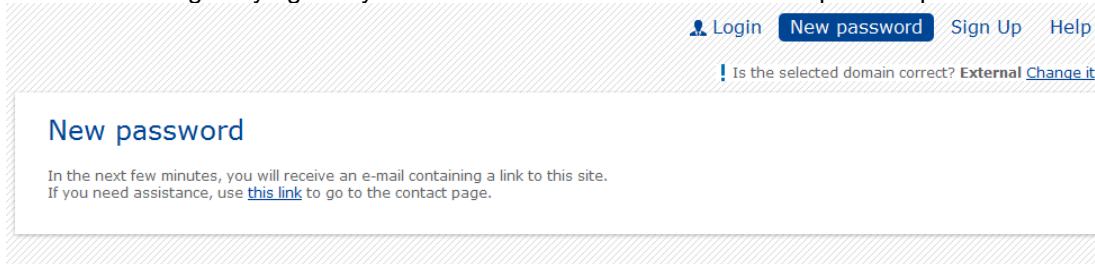
The screenshot shows the 'Login' page with a navigation bar containing 'Login', 'New password', 'Sign Up', and 'Help'. The main heading is 'Login' with a sub-link 'Not registered yet'. A grey box asks 'Is the selected domain correct?' with a link 'External Change it'. Below are two input fields: 'Username or e-mail address' and 'Password', both marked as required. A 'More options...' link is present, followed by 'Login!' and 'Lost your password?' buttons. A legend indicates '\* Required fields'.

3. You will be prompted to enter your e-mail and a verification code



The screenshot shows the 'New password' page with a navigation bar containing 'Login', 'New password', 'Sign Up', and 'Help'. A warning message asks 'Is the selected domain correct?' with a link 'External Change it'. The main heading is 'New password'. There are two input fields for 'Username or e-mail address' and 'Confirm username or e-mail address', both marked as required. Below is a CAPTCHA image with a refresh button and a speaker icon. An 'Enter the code' input field is also marked as required. A 'Get a password' button is at the bottom. A legend indicates '\* Required fields'.

5. A message saying that you will soon receive an e-mail to set up a new password is shown:



The screenshot shows the 'New password' page with a navigation bar containing 'Login', 'New password', 'Sign Up', and 'Help'. A warning message asks 'Is the selected domain correct?' with a link 'External Change it'. The main heading is 'New password'. The message reads: 'In the next few minutes, you will receive an e-mail containing a link to this site. If you need assistance, use [this link](#) to go to the contact page.'



6. You will receive an e-mail with a link to set up a new password. Please click on the link:

Dear [First name] [Last name],

You have requested a reset of your ECAS password. You can do this by following the link below, preferably immediately - but a maximum of 5m after this message was sent. You should therefore follow the link before 12/07/2013 11:47 GMT+02:00.

<link>

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

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 this message was delayed or for some other reason you are unable to complete the rest of the process within 5m, 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  
The ECAS automated password reset service

7. You will be prompted to enter a new password. Click on “Submit” when finished:

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? [External](#) [Change it](#)

## New password

Please choose your new password.

Username

New password \*

Confirm new password \*

\* Required fields

Passwords cannot include your username and must contain at least 8 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:

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

8. You will receive a confirmation message. If you click on “Proceed” you will be redirected to Erasmus:

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? [External](#) [Change it](#)

## New password

Your ECAS password was successfully changed.

Click **Proceed** below to continue to **erasmusentrepreneurs**



## 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

For issue concerning **authentication through ECAS**, please contact Enterprise & Industry Help Desk at:

Email: [Entr-helpdesk@ec.europa.eu](mailto:Entr-helpdesk@ec.europa.eu)

Tel: +32 22965531