

How to obtain a User Account/login

The lead beneficiary is the one that will enter the data of a proposed proposal to any given open Call or submit Progress Reports and Modification Requests for an approved project. In order to access the OPS 2014-2020 (MIS), the Lead Beneficiary must apply for a User Account Access Code with the appropriate rights.

The system has four levels of user access rights:

- Read Only: the user can only read what other users have entered in the system;
- Entry: the user can read and enter data in the system. The user can by default read all proposals entered in the MIS by all users that belong to the same body code;
- Submission of Progress Reports: the user can read, enter data in the system and submit the progress reports for an approved project;
- Submission of a new Proposal: the user can read, enter data in the system, can submit the progress reports, , and submit a new project proposal to the MA.

It is strongly recommended for Lead Beneficiaries to request¹ at least two separate accounts with different levels of access rights:

- one with access right of: "*Submission of a new proposal-Υποβολή αίτησης χρηματοδότησης ΤΔΠ*"; and
- one with access right of: "*Submission of progress reports/Υποβολή δελτίων*" or "*Entry/Καταχώρηση*" in order to guarantee the level of security of the submitted proposals.

In order to achieve the above user structure, at least two users of the same body code apply for two separate account access. The two levels of the users can be described as:

- *Low level ENTRY*. These users can create and work their own proposals without submission rights;
- *High level SUBMISSION*. The user/users of this level have access to all proposals of the body, they supervise and take the final decision and can submit them.

For universities or big scale entities, it is recommended to request multiple Read – Entry rights (Low level ENTRY) users for different internal departments, in order to work on separate proposals and only a few users with “Submission of a new Proposal” (High level SUBMISSION) rights user/s.

Please have in mind that all users that belong to the same body (have the same body code) are able to see all proposals that have been submitted by their body (even if, in the case of Universities, belong to different departments).

In order for the users to have access only to the proposals of their own department, they have to state in the User Account Access Form (in the Remarks section) the following:

- The user must have access only to the proposals that are created by him / her. In that case, the user can only see the proposals that have been created by him / her. Only the high Level user of the body will be able to see all proposals created by all users belonging to his body.

¹ Concerns the form “*Application form for user login*”

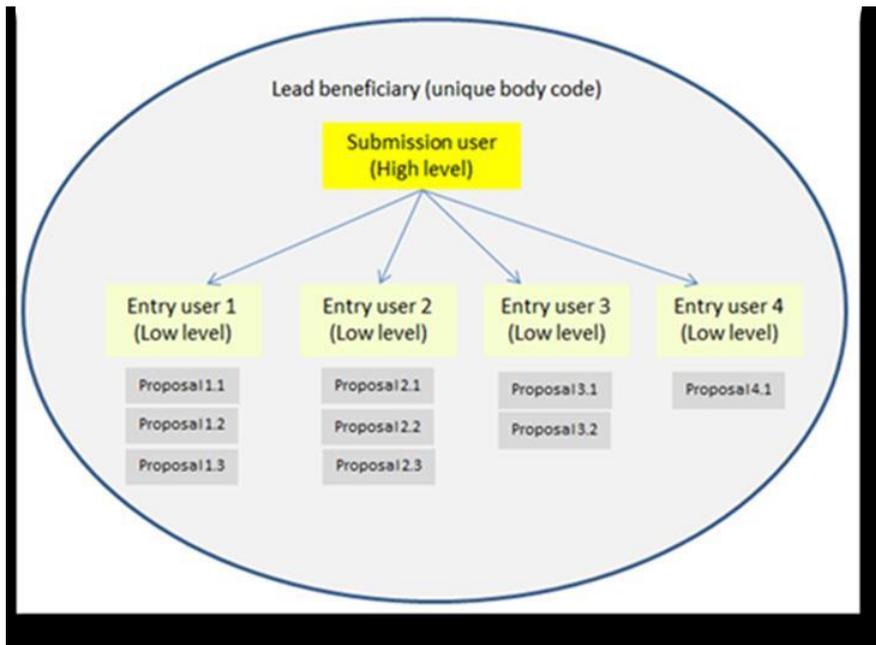


Figure 4

Greek language users

Electronically submitting a proposal is done through the page <http://logon.mnec.gr>.

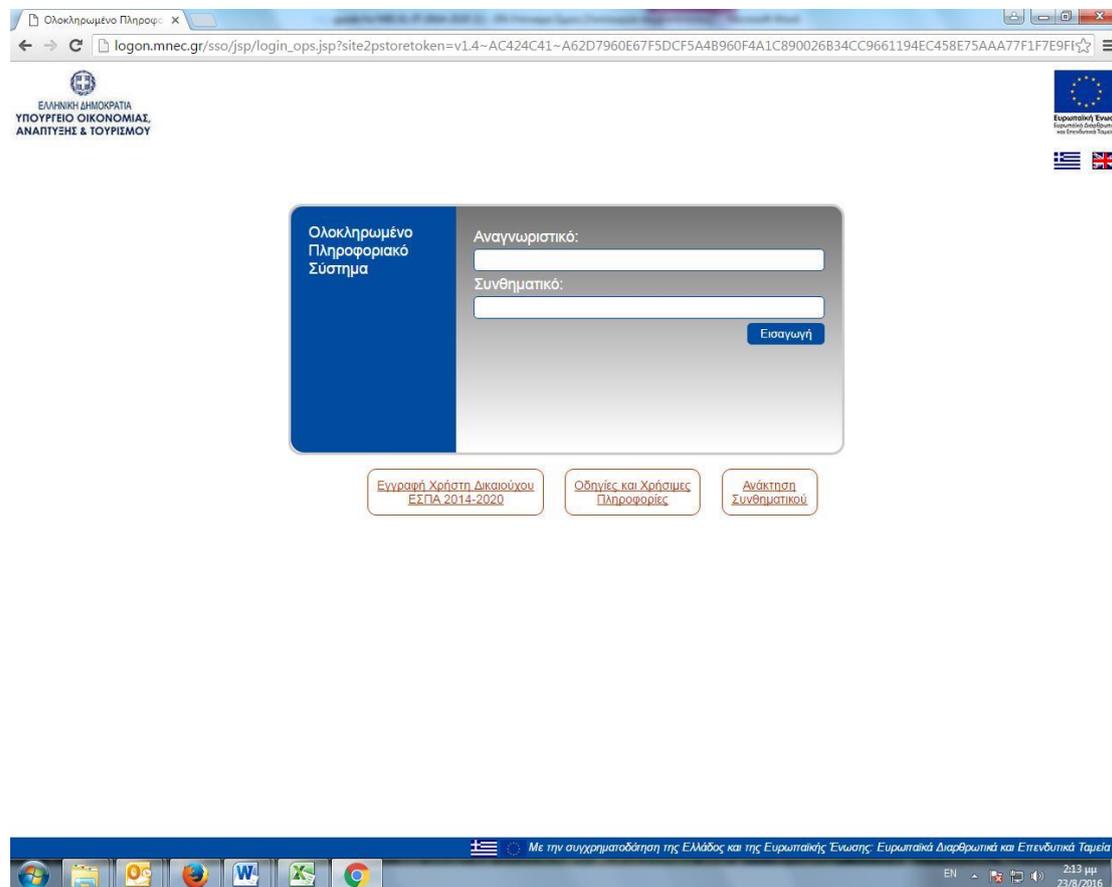


Figure 5

Εγγραφή Χρήστη Δικαιούχου
ΕΣΠΑ 2014-2020

On the displayed screen (Fig. 6) the user selects the key:

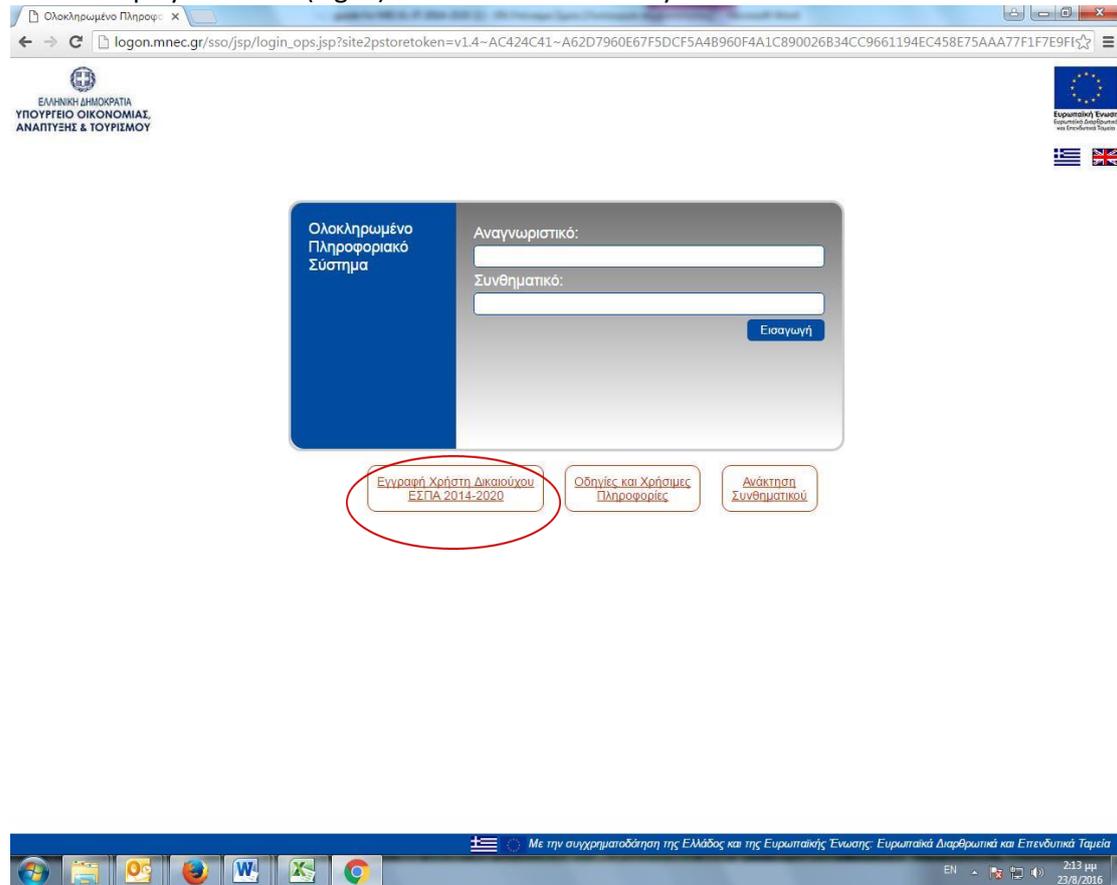


Figure 6

On the screen that appears (fig.7), the user selects "ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ" MANAGING AUTHORITY OF THE OPERATIONAL PROGRAMMES OF THE OBJECTIVE 'EUROPEAN TERRITORIAL COOPERATION

Figure 7



The user completes the remaining data. The user needs to complete at least the fields marked with the red asterisk, but is strongly advised to complete all information. *If the Body Code/ Κωδικός Φορέα is not filled in, a user account can be created but not activated.* A print out of the form shown in

Figure 8 should be signed and stamped. Then, the scanned file (in .pdf) must be sent to the Managing Authority/Joint Secretariat via email to the following account jts-ipa-cbc@mou.gr

The body/beneficiary code is selected from the system or can be easily found on the attached list of bodies/beneficiaries. If not, it is necessary to obtain a body/beneficiary code according to the guidelines published on the Programme's website at http://www.ipa-cbc-programme.eu/article/42_Information-on-how-to-obtain-an-MIS-Body-Code

English language users

To acquire a User Account code, it is necessary to complete the following form in a word document.

ΕΣΠΑ
2014-2020
ΠΡΟΓΡΑΜΜΑ ΚΟΙΝΩΝΙΑΣ ΚΑΙ ΕΚΣΤΡΑΤΕΙΑΣ

NEW PASSWORD APPLICATION FOR BENEFICIARIES

TO MANAGEMENT BODY: 1100104 Managing Authority of European Territorial Cooperation Programmes

PASSWORD APPLICANT DATA

APPLICATION S/N	To be filled by the MA
APPLICATION DATE	
USERNAME	
SURNAME	
NAME	
ADDRESS	
CITY	
POSTAL CODE	
TELEPHONE	
FAX	
E-MAIL	
POSITION (UNIT)	
ID/PASSPORT NO.	
ISSUING AUTHORITY/ISSUANCE DATE	
BENEFICIARY NAME	
BENEFICIARY CODE	

ACCESS RIGHTS

READ ONLY	<input type="checkbox"/>	ENTRY	<input type="checkbox"/>	SUBMISSION OF PROGRESS REPORTS	<input type="checkbox"/>	SUBMISSION OF A NEW PROPOSAL	<input type="checkbox"/>
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REMARKS/COMMENTS

It is hereby authorized to..... to have access to the NISRF Applications Management 2014-2020 according to the aforementioned access rights. I hereby declare that I am aware that the password is strictly personal and I bear responsibility for its use.

DATE: _____ DATE: _____

FOR THE MANAGEMENT BODY THE APPLICANT

Figure 8



The user completes the remaining data. A print out of the word document shown in Figure 8 should be signed and stamped. Then, the scanned file (in .pdf) along with the word file must be both sent to the Managing Authority/Joint Secretariat via email to the following account jts-ipa-cbc@mou.gr.

Particular attention should be given to the following points:

- If the proposed 5-8 digit username is already taken, it may be partly modified.
- User logins are strictly personal.
- Special attention is required for filling the correct email address in the document “Application form for user login”
- In the same document, pay attention to complete it correctly (i.e on the down-left part, enter the legal representative’s, signature and stamp of the LB entity and on the down-right, enter the proposed user’s name and signature.
- In case users forget their password they can retrieve it using visiting the following link: <http://esub.mnec.gr/services/pages/resetpwd.html>



In case a Call for project proposals is open, applicants should submit their application for user login at least fifteen (15) calendar days before the Call’s deadline, so that there is enough time to complete all procedures successfully.



The required files (word and scanned pdf) shall be sent by e-mail to: jts-ipa-cbc@mou.gr.