

*User guide for completing the electronic
Application form*

**Interreg
Greece-Italy**

European Regional Development Fund



EUROPEAN UNION



Vesion 1.0 July 2018

Περιεχόμενα

1. Introduction.....	2
2. How to obtain a User Account	3
2.1 Personal Data	4
2.2 To Managing Authority.....	5
2.3 User's role.....	6
2.4 Credentials.....	6
3. Submit and Print.....	7

1. Introduction

This guide concerns only Greek and Italian beneficiaries, who have not obtained yet any MIS user login credentials,

except from the following categories:

- Applicants of any electronic proposal in Territorial Cooperation Programmes approved or rejected (they have already acquired user-login in MIS, since they used it for the electronic submission) and
- Observers (they don't need it)

Some control checks before you start:

1. *Please enter to the following URL logon.ops.gr/ if you do not you have user-login account, continue with the following instructions of the guide and*
2. *then try to create a table of expenditures at submenu 3.2. If you cannot , it means you need to upgrade your rights in the existing user login in MIS. In this case please contact [JS Branch GRIT@mou.gr](mailto:JS_Branch_GRIT@mou.gr)*

2. How to obtain a User Account

N.B. During the electronic submission it is recommended to use CHROME browser and compulsorily and exclusively the English Language Option, which is the official language of the Programme.

Access to the application is possible through the link https://logon.ops.gr/ops_sec/register/. Once you enter, the following image will appear in your screen

The screenshot displays the 'New Account Application Form (Beneficiaries)' on the ERGORAMA platform. The page header includes the ERGORAMA logo, the ESPA 2014-2020 logo, and the logos of the Hellenic Republic and the Ministry of Economic Development and Competitiveness. The page title is 'New Account Application Form (Beneficiaries)' and the language is set to 'English'. A navigation bar contains a 'Clear data' button and a 'Submit & Print' button. Below the navigation bar, there is a warning message: '- This application is intended for potential Beneficiaries for projects financed by EU Funds. * - Before applying please read carefully the instructions. *'. The form is divided into several sections: 'Personal Data' with fields for Surname, Address, Town, Phone No, e-mail, E-mail verification, Body Code, Name, Postal Code, Fax, Position, and Body Description; 'To Managing Authority' with a search bar and a list of 39 records; 'User's Role' with checkboxes for 'Read only', 'Edit', 'Forms Submission(except Application Form)', 'Application Form Submission', and 'Participant Record'; and 'User Name Information' with fields for 'Username' and 'TAXIS username', and a 'Username availability check' button. The footer of the page states 'With the co-financing of Greece and the European Union European Structural and Investment Funds'.

2.1 Personal Data

In section “Personal Data” fill in your personal data only on compulsory fields (Fields with the red asterix). Please, use in categories Surname, name and Address preferably CAPITAL letters. Concerning Body code, use the same body code as used in the proposals you are already participating. The body code is selected from the system or can be easily found on the attached list of bodies/beneficiaries. Although the filed body code is not noted with a red asterix, it is absolutely required in order for your application to be approved by the MA.

The screenshot shows the 'New Account Application Form (Beneficiaries)' interface. At the top, there are logos for ERGORAMA, ΕΣΠΑ 2014-2020 (ανάπτυξη - εργασία - αλληλεγγύη), ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ & ΑΝΑΠΤΥΞΗΣ, and Ευρωπαϊκή Ένωση. The form title is 'New Account Application Form (Beneficiaries)' with a language dropdown set to 'English' and a 'Help' link. Below the title are 'Clear data' and 'Submit & Print' buttons. Two instructions are listed: '- This application is intended for potential Beneficiaries for projects financed by EU Funds.*' and '- Before applying please read carefully the instructions.*'. The 'Personal Data' section contains the following fields: Surname:*, Address (Street, Number):*, Town:*, Phone No:*, e-mail:*, E-mail verification:*, Body Code: (with a search icon), Name:*, Postal Code:*, Fax:*, Position:*, and Body Description:*. At the bottom, it says 'To Managing Authority' and 'With the co-financing of Greece and the European Union European Structural and Investment Funds' with the Greek and EU flags.

2.2 To Managing Authority

On the section “To Managing Authority”, the user selects “MANAGING AUTHORITY OF EUROPEAN TERRITRIAL COOPERATION PROGRAMMES”.

The screenshot shows a web browser window with the URL https://logon.ops.gr/ops_sec/register/. The page contains several input fields for registration: "e-mail: *", "E-mail verification: *", "Body Code:", "Position: *", and "Body Description: *". Below these fields is a section titled "To Managing Authority".

In the "To Managing Authority" section, there is a "Show" dropdown menu set to "10 records" and a "Search:" input field. Below this is a list of managing authorities with checkboxes:

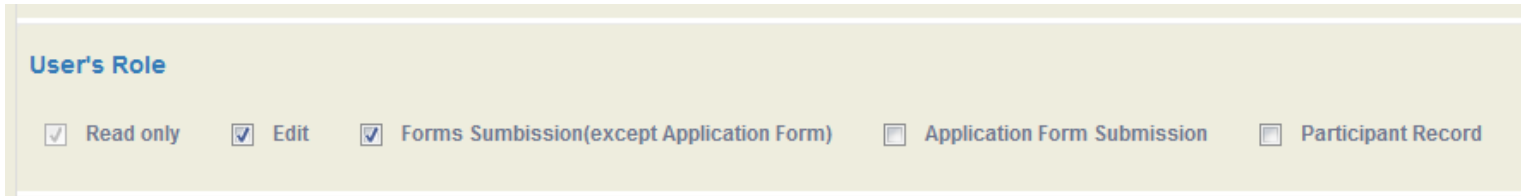
- MINISTRY OF ECONOMICS AND SOCIAL SOLIDARITY, EMPLOYMENT AND SOCIAL ECONOMY
- MANAGING AUTHORITY OF EUROPEAN TERRITRIAL COOPERATION PROGRAMMES
- ASYLUM SERVICE
- REGIONAL DEVELOPMENT DIRECTORATE FOR NORTHEN AEGEAN
- MANAGING AUTHORITY OF EASTERN MACEDONIA AND THRACE REGION
- MANAGING AUTHORITY OF CENTRAL MACEDONIA REGION
- MANAGING AUTHORITY OF WESTERN MACEDONIA REGION
- MANAGING AUTHORITY OF EPIRUS REGION
- MANAGING AUTHORITY OF THESSALY REGION
- MANAGING AUTHORITY OF IONIAN ISLANDS REGION

At the bottom of the list, it says "Show 11 to 20 from 39 records". To the right of this text is a pagination control with buttons for "First", "Previous", "1", "2", "3", "4", "Next", and "Last". The number "2" is highlighted, indicating the current page.

At the very bottom of the page, there is a blue banner with the text "With the co-financing of Greece and the European Union European Structural and Investment Funds" and the logos of Greece and the European Union.

2.3 User's role

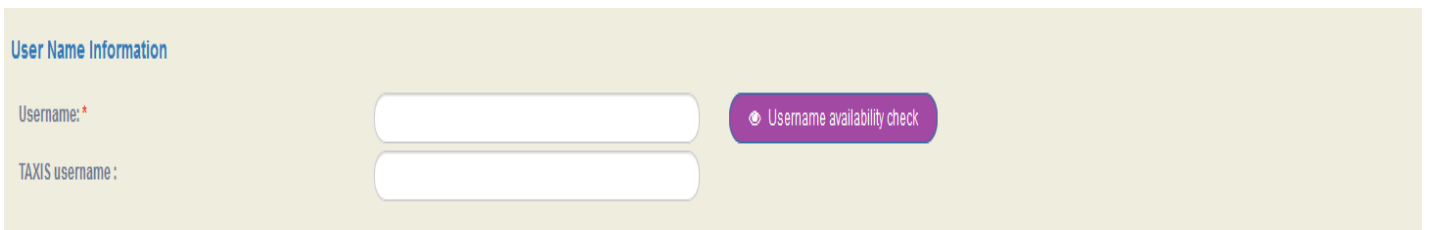
The user chooses the first 3 right' levels.



The screenshot shows a section titled "User's Role" with five options, each with a checkbox:

- Read only
- Edit
- Forms Submission(except Application Form)
- Application Form Submission
- Participant Record

2.4 Credentials



The screenshot shows a section titled "User Name Information" with two input fields and a button:

- Username: * (input field)
- TAXIS username: (input field)
- Username availability check (button)

Particular attention should be given to the following points.

By default, the system will propose as username your email. If you wish you can fill in another 5-8 digit username and check if it is available.

If the proposed username is already taken, it may be partly modified. Your credentials will be sent automatically to the email address that you have filled in the section "Personal data", so keep in mind to state the account that you have regular access.

The user completes the remaining data

3. Submit and Print

The screenshot shows the 'New Account Application Form (Beneficiaries)' page on the ERGORAMA website. The page includes a header with logos for ERGORAMA, ΕΣΠΑ 2014-2020, and the Ministry of Economy and Development. Below the header, there are instructions and a 'Submit & Print' button, which is circled in red. The form is divided into two main sections: 'Personal Data' and 'To Managing Authority'. The 'Personal Data' section contains fields for Surname, Name, Address, Town, Phone No., e-mail, E-mail verification, Body Code, and Body Description. The 'To Managing Authority' section includes a search bar and a list of managing authorities with checkboxes.

Personal Data			
Surname: *	<input type="text"/>	Name: *	<input type="text"/>
Address (Street, Number): *	<input type="text"/>		
Town: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Phone No: *	<input type="text"/>	Fax:	<input type="text"/>
e-mail: *	<input type="text"/>	Position: *	<input type="text"/>
E-mail verification: *	<input type="text"/>		
Body Code:	<input type="text"/>	Body Description: *	<input type="text"/>

To Managing Authority	
Show 10 records	Search: <input type="text"/>
<input type="checkbox"/>	MINISTRY OF ECONOMICS AND SOCIAL SOLIDARITY, EMPLOYMENT AND SOCIAL ECONOMY
<input type="checkbox"/>	MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES
<input type="checkbox"/>	ASYLUM SERVICE
<input type="checkbox"/>	REGIONAL DEVELOPMENT DIRECTORATE FOR NORTHERN AEGEAN
<input type="checkbox"/>	MANAGING AUTHORITY OF EASTERN MACEDONIA AND THRACE REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF CENTRAL MACEDONIA REGION
<input type="checkbox"/>	MANAGING AUTHORITY OF WESTERN MACEDONIA REGION

Once you click the button “Submit & Print” a pdf archive of the user’s application will be generated. Be sure that your pop-up windows are enabled / allowed. When pop-ups are blocked, the application form will not be generated. The system will send also the archive to the stated email address if the applicant answers YES to the relevant question. The form must be printed, stamped and signed properly, both by the legal Representative of the Body and the Applicant and send scanned as a pdf file via e-mail (**scanned in pdf forma is required, photos will be not accepted**) to [JS Branch GRIT@mou.gr](mailto:JS_Branch_GRIT@mou.gr) and info@greece-italy.eu. Once submitted any changes on the user account may occur concerning the applicant’s rights and contact details. The changes must be done via a formal request sent to JS/MA signed by the Legal

Representative of the Body stating clearly the username for with the changes are to take place.

Summaring up all of the above, for an application to be correct the following must appear:

At the left hand side of the application

1. Date
2. Signature of the legal representative of your body
3. Name of the legal representative of your body
4. Official Stamp of your body

At the right hand side of the application:

1. Signature of the person requesting the username and password.

Managing Authority Cooperation Programme

Interreg V-A Greece-Italy 2014-2020

Zeda Building, 2nd Floor – 65 Georgikis Scholis Av.,

57001 – Pylaia, Thessaloniki Ph. + 30 2310469688

www.greece-italy.eu – [JS Branch GRIT@mou.gr](mailto:JS_Branch_GRIT@mou.gr)

Joint Secretariat

Puglia Region Coordination of International

Policies – Territorial Cooperation Section

Lungomare Nazario Sauro, 30-31 – 70121 Bari

Ph. + 39 080 5406441 Ph. 080 5406578

www.greece-italy.eu- info@greece-italy.eu

www.greece-italy.eu

