

## **PADOR registration has 3 phases:**

### **1. Identification/authentication**

**1.1.** For accessing PADOR you need a username (login). This username is unique per person and can be used for accessing various databases at the European Commission.

You can use your username for creating not only one organisation account, but as many as you wish.

**1.2.** Your username is linked to the email address that you provide on the "Identification" screen. Emails concerning access to PADOR will be sent only to this mailbox! Make sure you will remember this email address and the username for accessing PADOR in the future!

#### **1.3. If you already have a username:**

**1.3.1.** Go to the PADOR homepage and click on "**You have an ECAS username**"

**1.3.2.** You can **update/consult** an organisation: continue at point 3

**1.3.3.** You can **create** an organisation: continue at point 1.4.2.

#### **1.4. You have never had a username at the European Commission:**

**1.4.1.** Go to the PADOR homepage and click on "**You do not have an ECAS username**"

**1.4.2.** Introduce the data that identifies your organisation and submit it

**1.4.3.** If a list of organisations appears

- either you select, if possible, the one whose data matches with your own organisation, uppermost the "Type 6"

- or you click on "My organisation is not on the list"

**1.4.4.** Confirm your registration

### **2. Obtaining the ECAS username and password**

**2.1.** Check the mail account that you provided previously as Personal login on the "Identification" screen (see point 1.4.2.)

**2.2.** Read the email with the subject **Availability of your account in the European Commission Authentication Service** (check your spambox as well)

**2.3.** Click on "this link" in order to obtain your username and password

**2.4.** Write down your username, create your password and click on "Submit"

**2.5.** Continue at point 3.2.

### **3. Filling in the PADOR screens in order to obtain the EuropeAid ID / Updating information in PADOR**

**3.1.** Start on the PADOR homepage and click on "You have an ECAS username". On the next screen, click on "You want to update/consult the account of your organisation"

**3.2.** Introduce your username (or login email) and password

**3.3.** Click on the name of your organisation (written with blue letters)

**3.4.** Fill in and save the "Administrative data" screen first. The "Profile" screen (option in the menu on the left side of the screen) will be activated afterwards.

**3.5.** Click on each of the "Screens to be filled in" (menu on the left hand side of the screens) and fill in ALL the obligatory fields (written with orange characters)

**3.6.** Sign your data, with the option SIGN (in the menu on the left side of the screen)

**3.7.** Once you have signed your data, the EuropeAid ID appears automatically on each PADOR screen, just under the title of the screen.

**3.8. AFTER HAVING UPDATED YOUR DATA: SIGN AGAIN to confirm the modifications!**

### **If you have forgotten your password**

**1.** Start on the PADOR homepage and click on "You have forgotten your ECAS password"

**2.** Click on « Don't yet have a password » or « Forgot your password »

The domain for accessing PADOR is always "EXTERNAL"

**3.** Introduce your username or "login email" (that you have provided previously as Personal login on the "Identification" screen (see point 1.4.2.)

**4.** Click on "Request ECAS password"

**5.** Consult your "login email" address (also check your spambox) and continue at point 2.4.