



## How to designate and confirm an authorised signatory

The authorised signatory is the only person who can submit full applications and reports to the Joint Secretariat. The authorised signatory is assigned and confirmed at the application stage of a full application. The process has two steps:

- A. The lead beneficiary designates the authorised signatory in the online monitoring system
- B. The authorised signatory finalises the process in the online monitoring system

Both steps are described in this document. Step A is also illustrated in a screencast video available [here](http://www.northsearegion.eu/project-information/programme-manual/online-monitoring-system/):

<http://www.northsearegion.eu/project-information/programme-manual/online-monitoring-system/>

Please note that step B includes a pin code being issued and sent by post by the Joint Secretariat. This means you cannot wait until the last minute to complete the process.

### A. The lead beneficiary designates the authorised signatory

- 1) Go to section B of the application form

- 2) Click the “Edit” button and enter the information for the lead beneficiary,

- 3) Once you are done, go to section B.2

B.2 Beneficiaries contacts		
Name	Contact	Address
LB test Beneficiary: TEST LB Legal Rep.: Yes	test@test.dk 004570000000	roldboden, 8800 Viborg, DENMARK



4) Enter the information required (name, surname, address, phone number, etc).

5) Click on “Authorised Signatory” YES.

Edit

Beneficiary	NSRP - test	
First Name *	Christoffer	
Last Name *	Villsen	
Authorised Signatory *	<input type="radio"/> No <input checked="" type="radio"/> Yes	
E-mail *	christoffer.villsen@northsearegion.eu	
Telephone *	78411791	
Address *	Toldboden 3E, st.	
Postal Code *	8800	
City *	Viborg	
Country *	DENMARK	

**Save**

6) Refresh the page or move to another tab.

7) The button “Invite Authorised Signatory” will appear above the tabs of the full application form.

① Your Authorised Signatory is set as **Christoffer Villsen** (christoffer.villsen@northsearegion.eu).

You have not sent an invitation to your Authorised Signatory to join the OMS in order to sign the application. **Invite Authorised Signatory**

<b>A.1 Master data</b>	A.2 Summary	B Partnership	C.1 Rationale	C.2.1 Objectives	C.2.2 Outputs	C.2.3 Results
C.3 Strategies	C.4 Impacts	C.5 Work Packages	C.6 Time plan	C.7 Investments	C.8 External expertise (and services)	
C.9 Equipment	D.1 Budget	D.2 Funding	D.3 Spending plan	D.4 Activities outside (programme) area		E Finalise

Project Type Full Application

Call Call 2 January 2016: Eol and FA

8) Click “Invite Authorised Signatory”. The invitation is sent to the respective authorised signatory.

## B. The authorised signatory finalises the process

Please note that the authorised signatory will need to register as a user, unless already a user of the online monitoring system. In order to register as a new user, please see our tutorial here:

<http://www.northsearegion.eu/project-information/programme-manual/online-monitoring-system/>



1) The authorised signatory logs in to the online monitoring system and accesses the application. He/ she sees a warning that the authorisation process is not complete.

## Project Applications: New Full Application

Home > Project Applications > Full Application > New Full Application

Actions

Before being able to digitally sign any document in the OMS, you must complete the authorization process. Access your user [Profile](#) for details.

2) The authorised signatory accesses his/ her profile and sees the warning about the documents to be signed.

## Profile: Gianis Tadopoulos

Home > Access > Gianis Tadopoulos

Edit details

ⓘ You are set as the Authorised Signatory for the following project applications:

- Full Demo Application

We are missing some of the required documents for the digital signature process, please upload them.

AS form

Main

Contact

Access

First Name Gianis

Last Name Tadopoulos

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3) He/ she downloads the templates provided, signs the documents, scans them and uploads them to the system.

## Authorised Signatory authorisation

Home > Access > Authorised Signatory process

The Lead Beneficiary (LB) of a project application has stated you as the Authorised Signatory.

The full declaration process is done through a mix of traditional contact (an agreement is signed on paper and sent via post along with identification papers) and digital (an authorisation PIN code is sent via post from the JS which allows the Authorised Signatory to fully enable his/her's account.)

**Step (A):** To start, please download, print and sign the following documents

- 1) Verification of Agreement between Lead Beneficiary organization of the project and the Authorised Signatory [DOC](#)
- 2) Roles and Duties of Authorised Signatory document [DOC](#)

**Step (B):** Send by post the original signed papers to this address:

INTERREG VB NORTH SEA REGION PROGRAMME  
Toldboden 3 st E  
DK-8800 VIBORG  
DENMARK

**Step (C):** Upload your scanned documents through this form.

Signed Agreement	<a href="#">20160220213154_Howtobecomeanauthorisedsignatory.docx</a> <input type="checkbox"/> Delete file? Upload a file <input type="button" value="Choose File"/> no file selected
Signed Roles&Duties document	<a href="#">20160220213154_Howtobecomeanauthorisedsignatory.docx</a> <input type="checkbox"/> Delete file? Upload a file <input type="button" value="Choose File"/> no file selected

**Step (D):** Upon receipt of your documents, the JS will approve your account and send you via post your PIN code which you can enter through the system to activate your account as a Authorised Signatory.

4) He/ she returns to the profile to see that the files are uploaded. Changes can be made by going back to the form. Once done, click "Inform JS". If this is not done, the process will not be completed.

## Profile: Gianis Tadopoulos

Home > Access > Gianis Tadopoulos

[Edit details](#)

① You are set as the Authorised Signatory for the following project applications:

- Full Demo Application

You have uploaded the following needed documents:

2016022...ory.docx  
2016022...ory.docx

If you need to make changes, access the [AS form](#)

① In order to proceed with the process, please send your legal documents via regular post and please inform the Joint Secretariat (JS) when you have done so.

[Inform JS](#)

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5) After informing the Joint Secretariat, changes can no longer be made.

## Profile: Gianis Tadopoulos

Home > Access > Gianis Tadopoulos

Edit details

① You are set as the Authorised Signatory for the following project applications:

- Full Demo Application

You have uploaded the following needed documents:

2016022...ory.docx  
2016022...ory.docx

① The JS has been informed that you have mailed your legal documents. As soon as they are received, they will be validated and a PIN code will be send to your physical address.

6) The authorised signatory sees that the PIN code is on its way by post.

## Profile: Gianis Tadopoulos

Home > Access > Gianis Tadopoulos

Edit details

① You are set as the Authorised Signatory for the following project applications:

- Full Demo Application

You have uploaded the following needed documents:

2016022...ory.docx  
2016022...ory.docx

① Your PIN code has been issued and sent via regular post. If you have recieved it, please enter it to conclude the process and activate your account.

Enter PIN Code

7) Once received, the authorised signatory enters the PIN code.

## Authorised Signatory authorisation: PIN code

Home > Access > Authorised Signatory process

The Lead Beneficiary (LB) of a project application has stated you as the Authorised Signatory.

The full declaration process is done through a mix of traditional contact (an agreement is signed on paper and sent via post along with identification papers) and digital (an authorisation PIN code is sent via post from the JS which allows the LEAR to fully enable his/her's account.)

Please enter the PIN code you have received by post.

PIN Code

Save



8) The status of the authorised signatory is now set and confirmed.

## Profile: Gianis Tadopoulos

[Home](#) > [Access](#) > [Gianis Tadopoulos](#)
[Edit details](#)

① You are set as the Authorised Signatory for the following project applications:

- Full Demo Application

You have uploaded the following needed documents:

2016022...ory.docx  
2016022...ory.docx

① Your account has been approved as Legal Representative and you can now digitally sign project applications and reports.

9) The authorised signatory can now submit the full application, as well as any future applications and reports.

## Project Applications: New Full Application

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