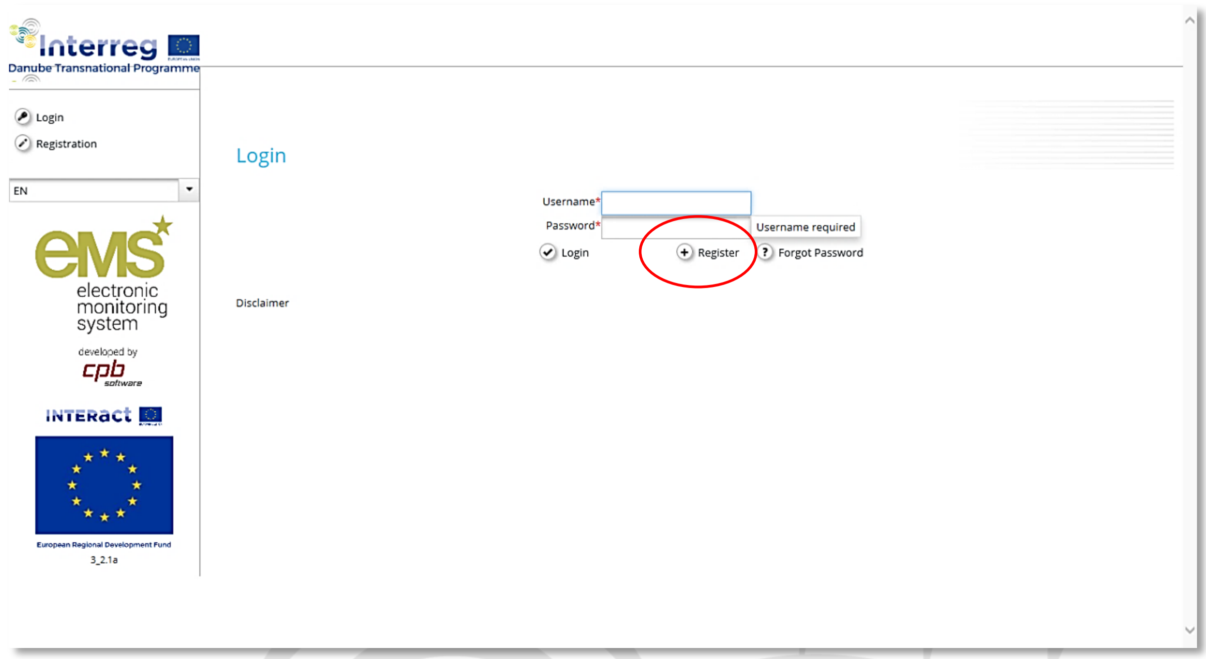
Access and First Steps in eMS

Technical Requirements and Access to eMS

eMS is a web application and can be used with any up-to-date browser like Internet Explorer, Mozilla Firefox, Google Chrome or Safari. For technical reasons, eMS only supports the latest version of these browsers.

The LP can access eMS through the link on DTP website and is requested to register before login.

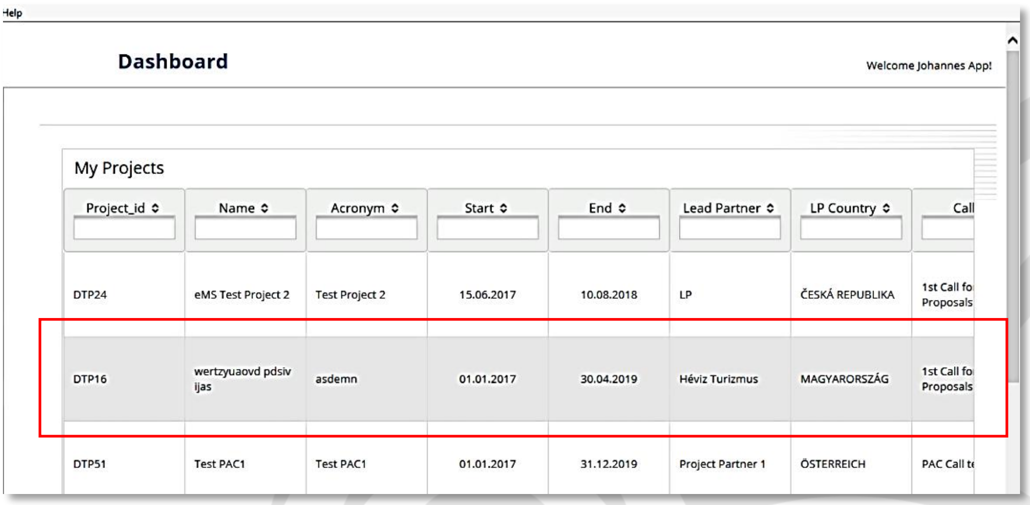


The User has to select a **password with a length of at least 8 characters, containing lower case letters, capital letters and digits.** Please, do not forget to finalise your registration by clicking on the link sent by the system automatically (please, check your spam folder, if necessary).

After successful registration, the LP shall immediately **submit the username to the JS Project Officer by email**, indicating as subject of the email clearly **"LP username eMS "+SOX.Y. + project acronym"** (E.g.: *LP username eMS SO4.1 DRIM*).

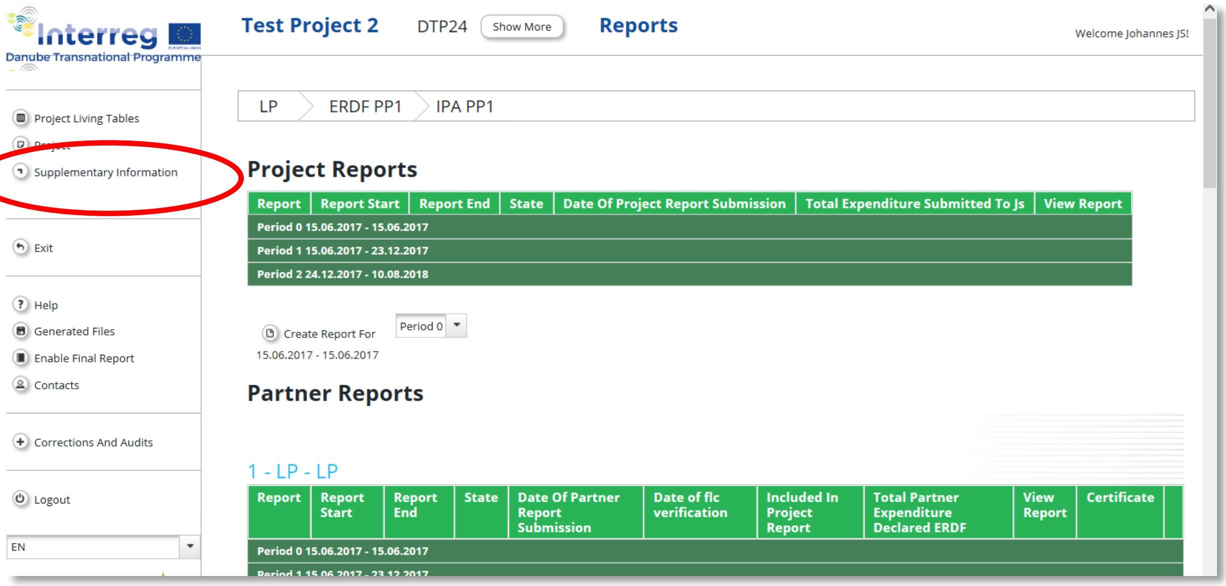
Provision of Supplementary Information

Once the LP did notify the JS about the username, the JS will assign in eMS all LP-related functionalities to this username. After logging in, the LP enters the eMS through the "Dashboard" section, containing - amongst other features - a listing of the project for which the respective user is assigned.



Clicking on a project listed on the Dashboard leads the LP to the "Reports" section.

The LP can fill out the Supplementary Information section by selecting "Supplementary Information" under the left side menu.



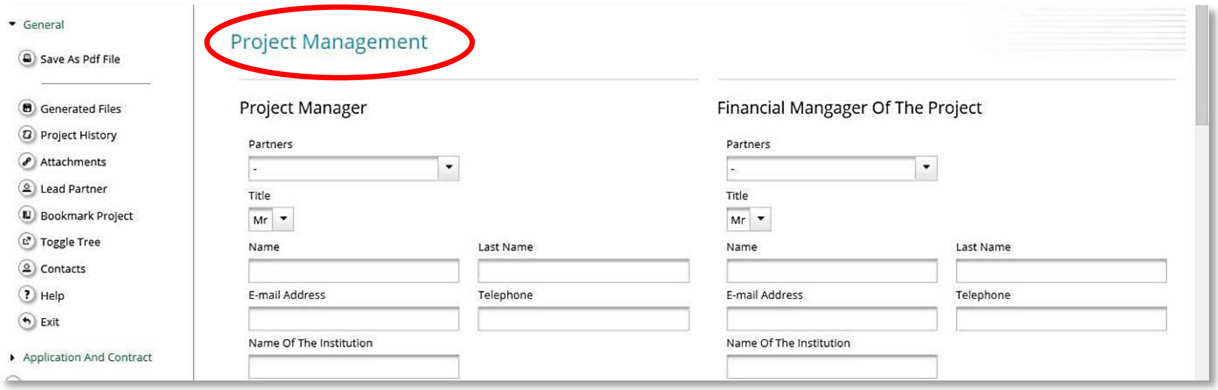
The supplementary information comprises the following sections to be filled in:

- Project management
- Bank information
- User assignment
- Partnership agreement

As soon as all the required information is completed, the LP should inform the responsible JS project officer accordingly. The same applies if at a later stage the supplementary information needs to be changed/updated.

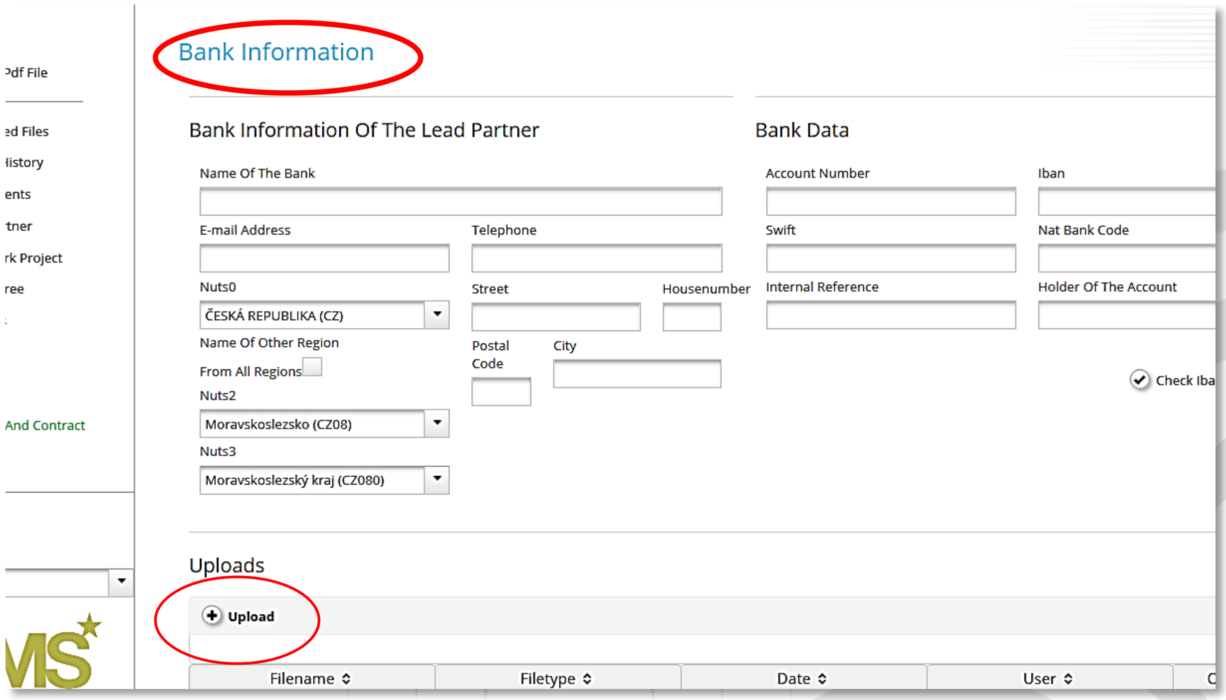
Project Management

In this section information on the *project management team* is required. Please provide names and contact data of the *project manager*, *finance manager* and *communication manager*. If these functions are fulfilled by one single manager, respective information shall be provided only under *project manager*.



Bank information

In this section details on the bank account of the LP are required for the reimbursement of the ERDF, IPA and ENI amounts, as applicable. In case of changes of bank data during project implementation, please inform immediately the JS.



In addition to the information to be inserted, the following documents should be uploaded:

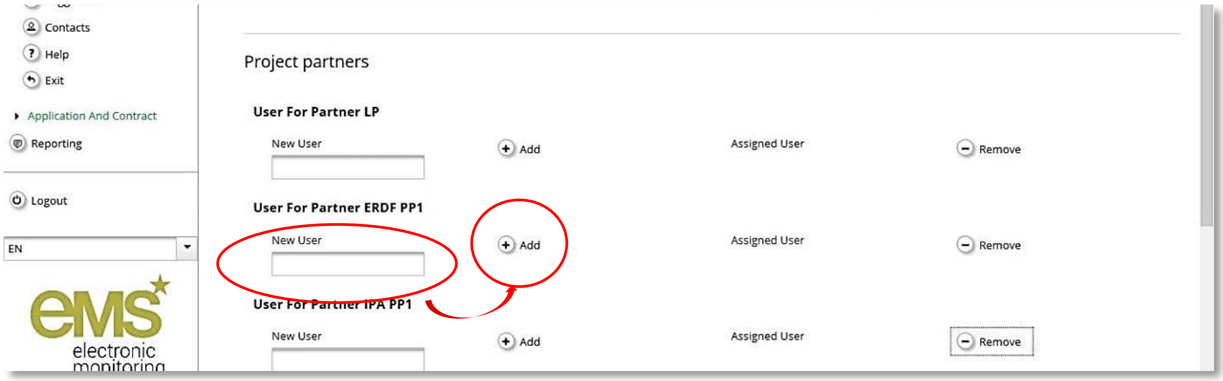
- Bank Account Statement
- Proof of Signature of the project's legal representative

User assignment

In this section the LP can assign one or more users per project partner by inserting the user name in the field "new user" and then clicking on the "+ "Add" button. These users will then have read access to the Application Form and write access to their Partner Reports.

Please note that each user has to first register in the eMS and then provide the LP with the user name in order to be assigned.

Not valid users can be removed by the LP any time.



Partnership Agreement

In this section information on signature of the partnership agreement by all PPs has to be provided and the partnership agreement including eventual annexes (i.e. in case the project had one or more partnership changes) should be uploaded.

Note, that under "Partnership Agreement Signature Date" the date of signature of the party signing last shall be inserted.