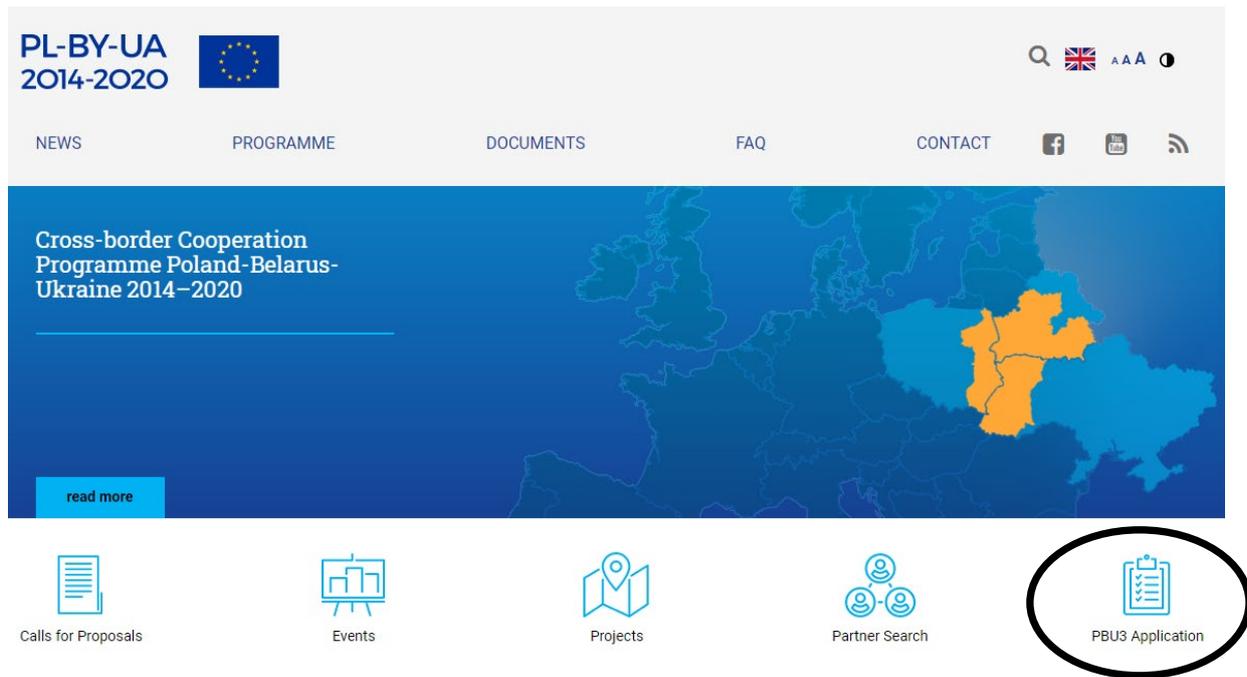
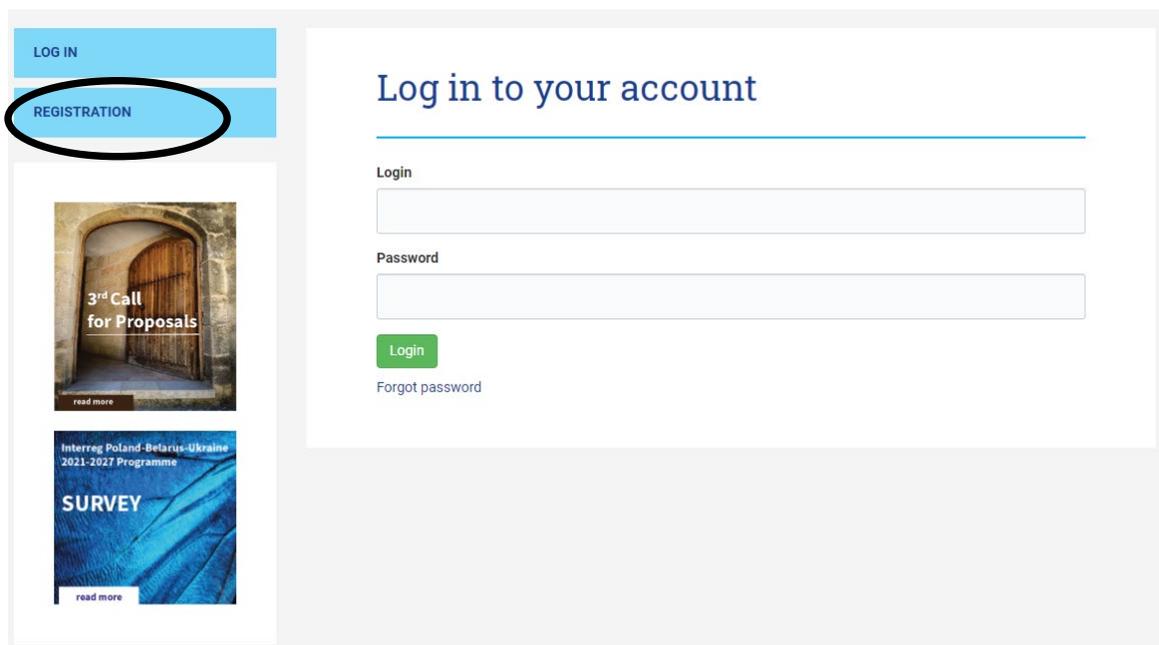


INSTRUCTION ON HOW TO CREATE LEAD BENEFICIARY'S ACCOUNT IN ORDER TO SUBMIT APPLICATION FORM TO THE JOINT TECHNICAL SECRETARIAT

Before the submission of the Application Form to the Joint Technical Secretariat the Lead Beneficiary is obliged to create an account on the Programme website. To do so, please click the icon “PBU3 Application” on the Programme main webpage:



On the left side of the opened page please click “REGISTRATION” in order to fill in the Lead Beneficiary registration form:



Please fill in all fields and check relevant options in the opened registration form. The Lead Beneficiary must have the full access to the e-mail provided here. To send registration form to the Joint Technical Secretariat, please click the green "Registration" button.

Applicants registration form

Registration e-mail e-mail (login)

Organisation ID *

Name of the organisation in English

Registration country

Organisation type

Registration area

Password

Repeat password

Type of organisation

- institutions of national, regional, local governments or association of such institutions
- bodies governed by public law or by private law established for the specific purpose of meeting needs in the general interest, not having industrial or commercial character, and having legal personality and financed for the most part by the state, regional or local authorities or other bodies governed by public law or that are subject to management supervision by those bodies or having an administrative, managerial or supervisory board with more than half of whose members are appointed by the state, regional or local authorities or other bodies governed by public law
- non-governmental organization with legal personality

I agree to process my personal data by the Joint Technical Secretariat Cross Border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Center of European Projects Domaniewska 39a 02-672 Warsaw, in order to use the service PBU Back Office. I read/have read the instruction on the right of access to my data and their possible correction contained in the regulations. I am aware that my consent may be revoked at any time, which will result in termination of my account.

* Organisation ID (REGON for Polish applicants, УНП for Belarusian applicants, ЄДРПОУ for Ukrainian applicants)

Registration

In the next step, please check the e-mail inbox (or spam folder) in order to confirm the e-mail provided and complete registration process. You should receive the following e-mail from the sender: form@mail.pbu2020.eu:

*Dear Applicant,
Thank you for registering in the PBU .
To confirm account registration, please click the link below or copy to your browser window:
[the link to activate your account]*

*Regards,
Joint Technical Secretariat Team
Cross-border Cooperation Programme
Poland - Belarus - Ukraine 2014-2020
Center of European Projects
39a Domaniewska street
02-672 Warsaw, Poland
<http://www.pbu2020.eu>*

Next log in to your applicant's account with the registration e-mail and password.

The account page is divided into three sections:

1. Information on the generator (the link to download the newest version and the instruction how to use it) and on the detailed contact information of the person in charge from the Joint Technical Secretariat in case of technical issues during works with the generator or with submission process.
2. The time remaining to the end of the Call for Proposals.
3. The upload section with the list of sent Application Forms.

The screenshot shows a web interface with a left sidebar containing 'LOG OUT' and 'ACCOUNT INFORMATION' buttons. The main content area includes:

- Text: 'The link to download the generator for filling in the Application Form (AF) is presented below. The generator is not connected to the database of Applications Forms in the Joint Technical Secretariat in any way. This is an off-line tool working locally on the user's computer.'
- Text: 'Please be reminded that there might be updates of the generator, so before finalising and uploading the Application Form, it is necessary to make sure you are using the newest version!'
- Text: 'In case of any problems with the generator or files upload, please do not hesitate to contact Mr Andrzej Świerbut (tel: +48 22 378 31 38, e-mail: andrzej.swierbut@pbu2020.eu)'
- Text: 'Application Form generator (v 3.1)' and 'Instruction of filling in the Application Form'
- Section header: 'REMAINING TIME FOR SUBMISSION APPLICATION FORMS' with a timer showing '54d 12h 30m 37s'
- Section header: 'UPLOADED APPLICATION FORMS' with a table containing columns: '#', 'File', 'Upload Date', and 'Delete file'. Below the table, it says 'No file(s) found.....'
- Section header: 'UPLOAD APPLICATION FORM' with a 'File' input field, a 'Choose file' button, and an 'Upload File' button.

In order to submit your Application Form to the Joint Technical Secretariat please click the "Choose file" button and then the "Upload File" button. You can see all your submitted Application Forms in the list "Uploaded Application Forms".

After the successful submission you should receive the following confirmation e-mail:

Dear Applicant,
*You have uploaded Application form **[name of the Application form]** to your account.*
Regards,
Joint Technical Secretariat Team
Cross-border Cooperation Programme
Poland - Belarus - Ukraine 2014-2020
Center of European Projects
39a Domaniewska street
02-672 Warsaw, Poland
<http://www.pbu2020.eu>

Please be reminded that you can submit only three Application Forms.

During the whole time of the Call for Proposals you can freely delete uploaded Application Forms and submit new ones. To do so, please click the “Delete this file” button and repeat upload process. You should receive proper confirmation messages.

The link to download the generator for filling in the Application Form (AF) is presented below. The generator is not connected to the database of Applications Forms in the Joint Technical Secretariat in any way. This is an off-line tool working locally on the user's computer.

Please be reminded that there might be updates of the generator, so before finalising and uploading the Application Form, it is necessary to make sure you are using the newest version!

In case of any problems with the generator or files upload, please do not hesitate to contact Mr Andrzej Świerbut (tel: +48 22 378 31 38, e-mail: andrzej.swierbut@pbu2020.eu)

Application Form generator (v 3.1)

REMAINING TIME FOR SUBMISSION APPLICATION FORMS

54d 12h 49m 37s

UPLOADED APPLICATION FORMS

#	File	Upload Date	Delete file
1	test_PBU3.zip	2019-11-22 11:04:00	Delete this file

UPLOAD APPLICATION FORM

File has been uploaded and inserted successfully.

File

In the midnight of 16th January 2020, i.e. after the closure of Call for Proposals, the upload or removal Application Forms from your account will not be possible.