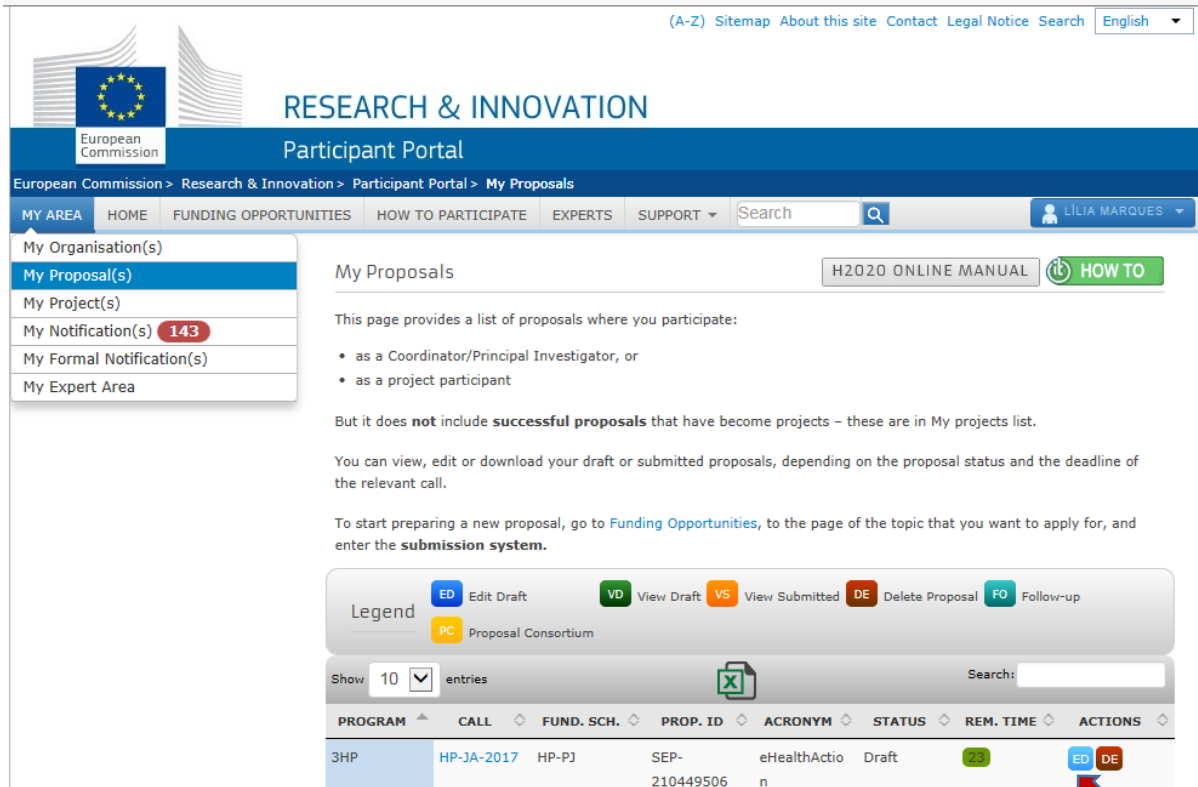
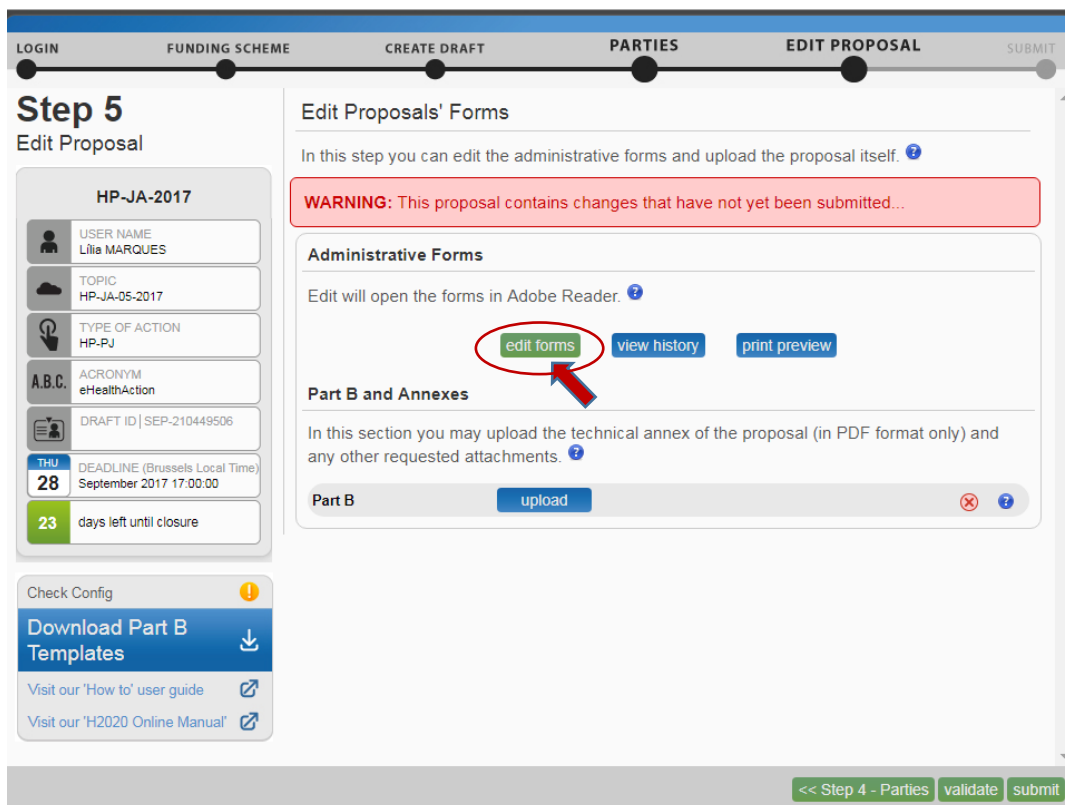


How to update admin information at Participant Portal – on-line

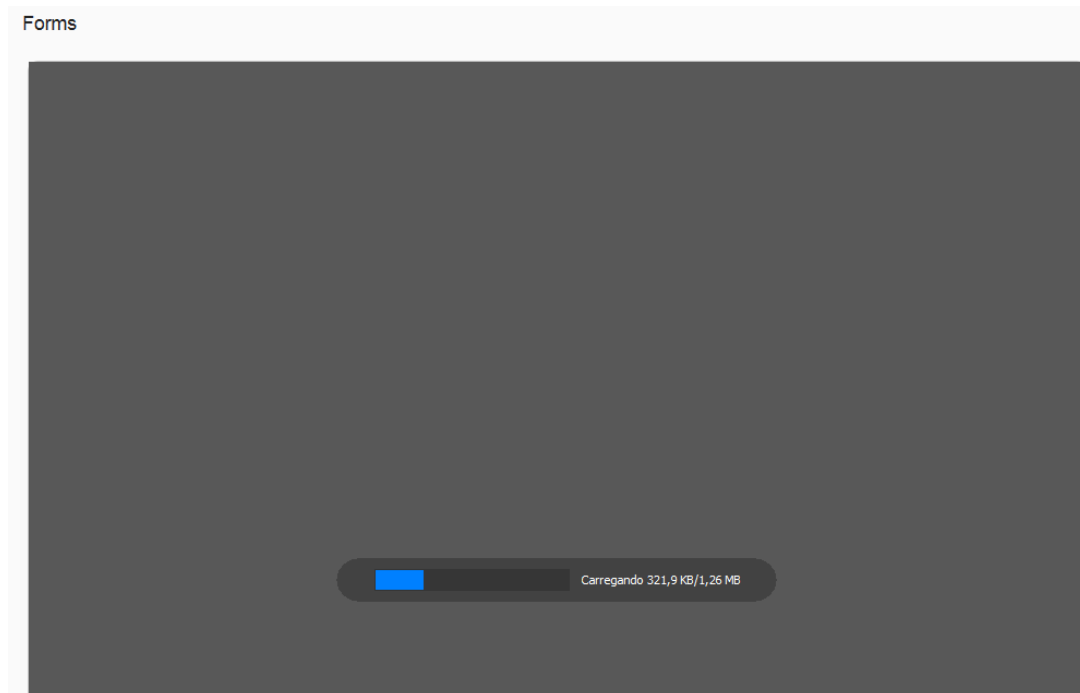
1. Enter Participant portal (<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>) with your credentials
2. Click on “My proposals”
3. Click on ED (Edit) bottom related to eHealthAction



4. Click on “edit forms” bottom



5. Form will be download



6. Click on “Show” bottom of “Participants and contacts”

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Validate Form
Save and Close

3rd Health Programme

Call: HP-JA-2017 (Joint Actions 2017)

Topic: HP-JA-05-2017

Type of action: HP-PJ (Project)

Proposal number: SEP-210449506

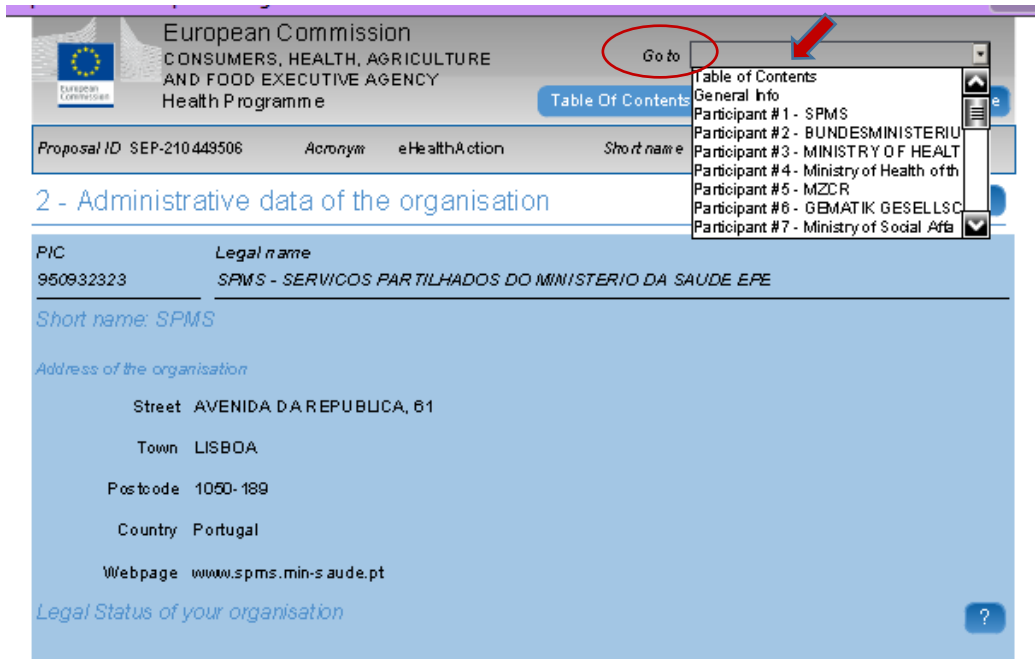
Proposal acronym: eHealthAction

Deadline Id: HP-JA-2017

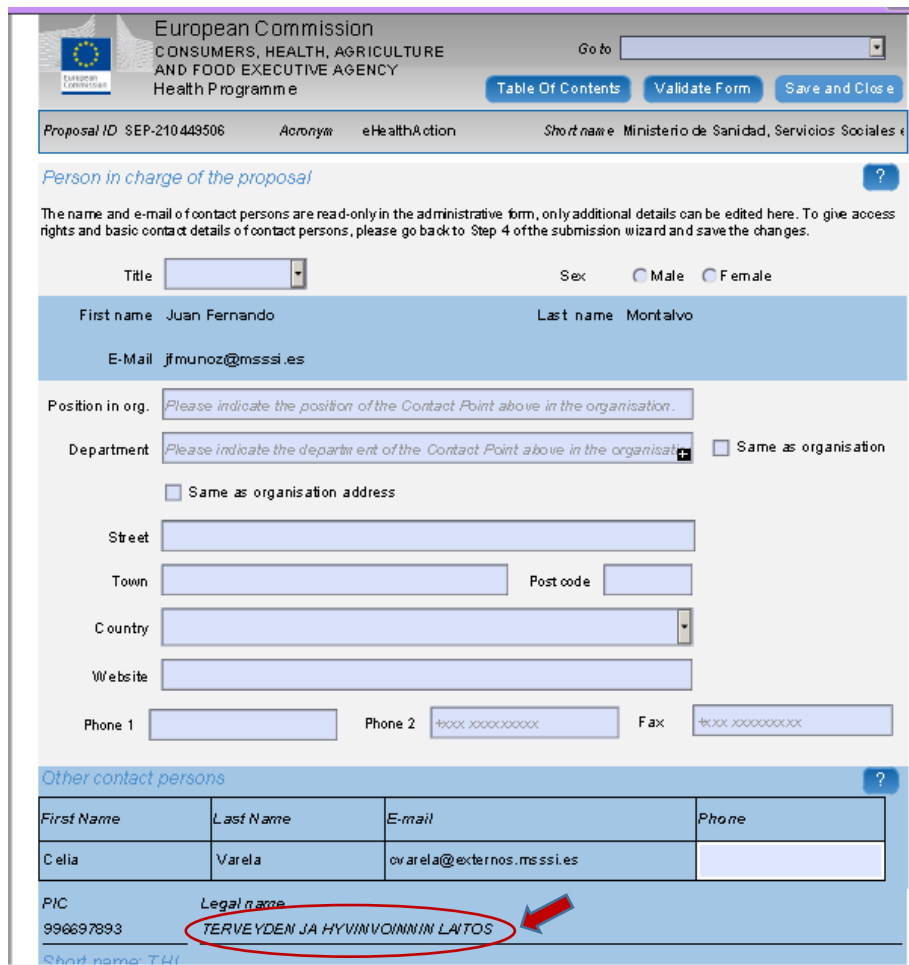
Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show

- On “Go To” drop list, select your organization to go directly to the page of your organization



- e.g. THL – in this case THL appears on the bottom of the page



- Go down and Fill in the missing data (department, contacts, address, phone number, ...) – if the department address is the same of the organization, just tick on the “square” – “same as the organization”.

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Proposal ID SEP-210449506 Acronym eHealthAction Short name THL

Department(s) carrying out the proposed work Add a Department ?

Department 1

Department name not applicable

Same as organisation address

Street *Please enter street name and number.*

Town

Postcode

Country

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Proposal ID SEP-210449506 Acronym eHealthAction Short name THL

Person in charge of the proposal ?

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title Sex Male Female

First name Päivi Last name Hämäläinen

E-Mail paivi.hamalainen@thl.fi

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

Department *Please indicate the department of the Contact Point above in the organisation.* Same as organisation

Same as organisation address

Street

Town Post code

Country

Website

Phone 1 Phone 2 Fax

Other contact persons ?

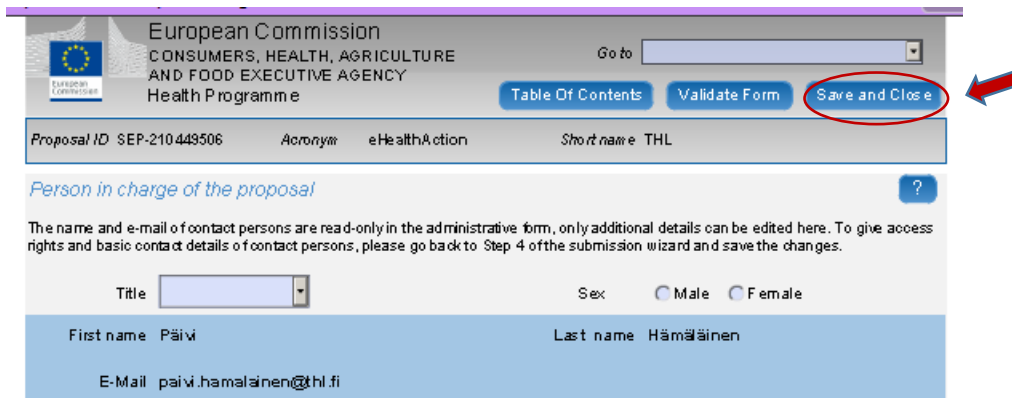
First Name	Last Name	E-mail	Phone
Viveca	Bergman	viveca.bergman@thl.fi	
Sangita	Kulathinal	sangita.kulathinal@thl.fi	

PIC 998887377 Legal name MINISTERE DES AFFAIRES SOCIALES ET DE LA SANTE

Short name: MINISTERE DES AFFAIRES SOCIALES ET DE LA SANTE

Address of the organisation

10. After filling in the data, click on the “Save and close” bottom and the data entered will be automatically saved.



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Health Programme

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Title

Sex Male Female

First name Päivi Last name Hämäläinen

E-Mail paivi.hamalainen@thl.fi