APPLICANT GUIDANCE

Adding a partner manager

Version 1.0

NOTE: This guidance is only relevant for the lead partner/applicant.

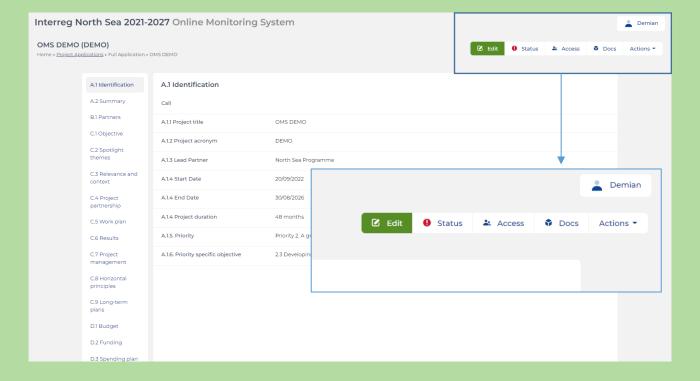
STEP 1

Go to your full application. You should not be in edit mode for this procedure.

STEP 2

When viewing the application form you can add contact details of the partners outlined in the application form. By adding the contact details for a partner a user account in the OMS is created based on these credentials and an invitation is sent.

You add the partner contact details and send the invitation by clicking the button "Access".

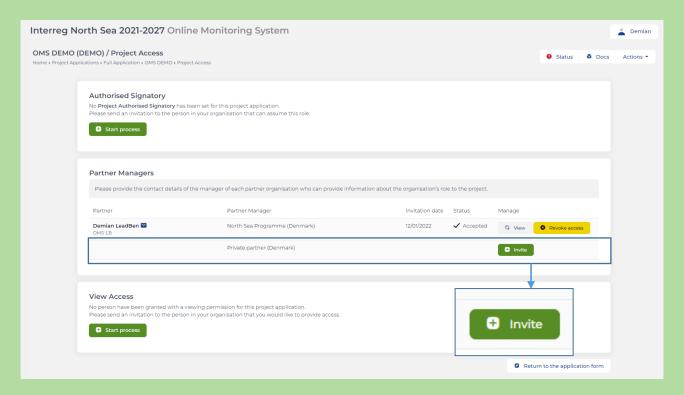




STEP 3

In the Access overview you can start the authorised signatory procedure, add partner managers and grant view access to your application. For this procedures you will focus on the "Partner Managers" section.

Find the partner to which you want to define the manager, and click the button "Invite".

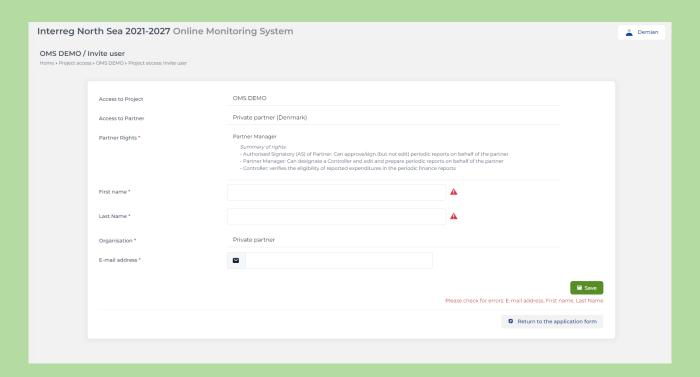


STEP 4

Now you have to insert the first- and last name, followed by direct email address of the person. Please double check that you invite the correct individual for the correct organisation. You can in the overview clearly see which organisation you are about to invite a partner manager for.

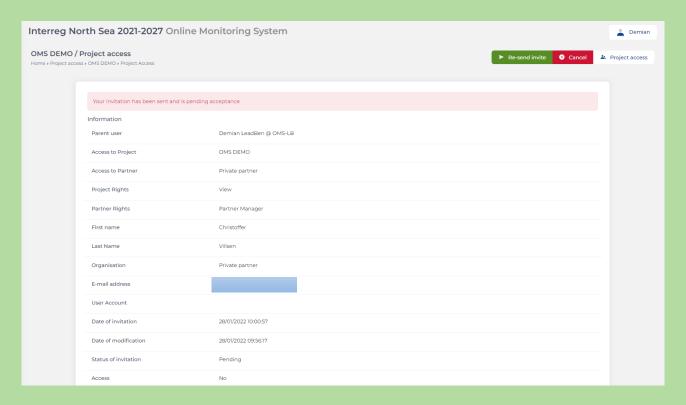
Once you have inserted the relevant information click the button "Save".





STEP 5

Once you have clicked the button "Save", you should see the following picture confirming that the invitation has been sent correctly.







STEP 6

You have now finalised inviting the partner manager. The invited partner manager will receive the following confirmation email.

Invitation to join the North Sea OMS

User Demian LeadBen in the North Sea OMS (Online Monitoring System) has invited you

Private partner (@gmail.com)

to join the system and have access to the following submissions:

OMS DEMO

To complete the process and access the Online Monitoring System, please confirm your e-mail address by following the steps below:

- 1. Go to https://oms.interregnorthsea.eu/app/partners-access/a
- 2. Your e-mail address will be confirmed and you will be given your password.
- 3. Write down your password and store it in a safe place.
- 4. Use the login form to enter the system.
- 5. Your account will be connected to the submissions mentioned above and you will have viewing access on them.

This is an automated message. Please do not reply. For support requests please mail support@oms.interregnorthsea.eu

Kind regards,

The North Sea Team

The partner manager can after accepting the invitation and activating the user account do the following things:

- 1. Initiate the signature of the Letter of intent
- 2. Initiate the signature of the self-declaration (if relevant)
- 3. Initiate the appointment of a partner authorised signatory (once the project is approved)
- 4. Initiate the appointment of a partner controller (once the project is approved).

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at **interregnorthsea.eu**.



