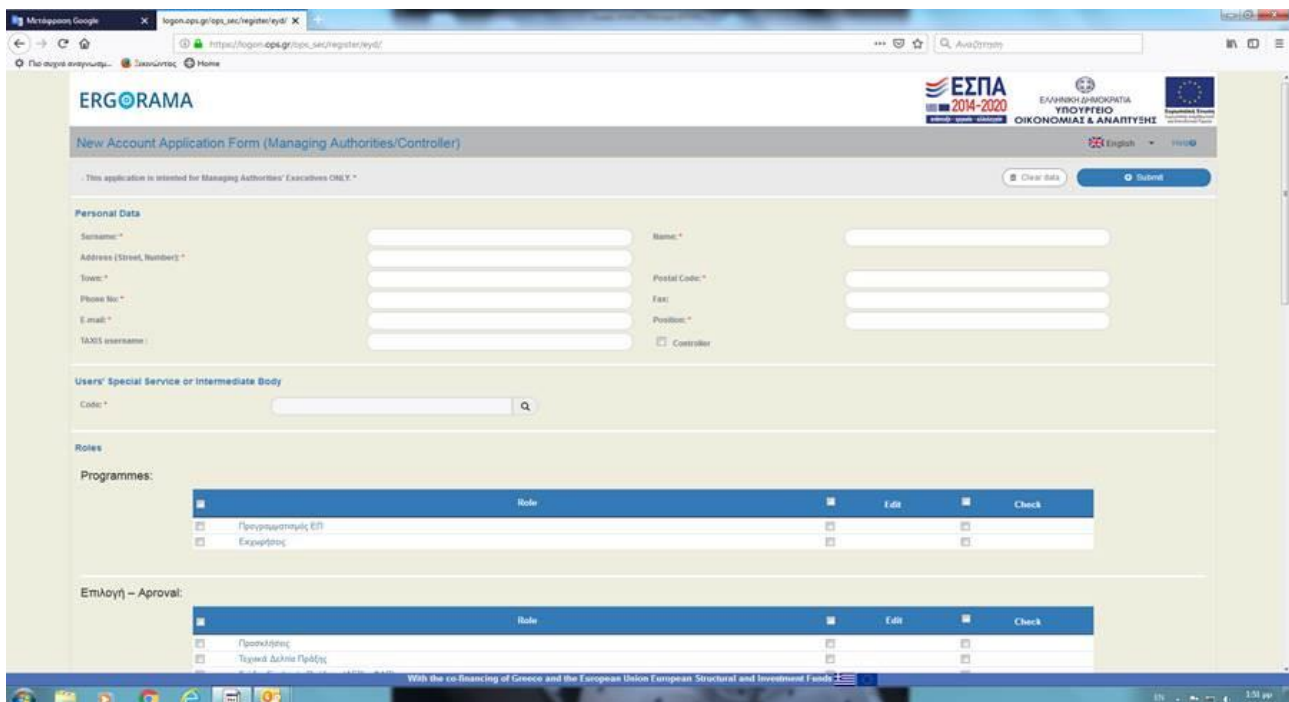


INSTRUCTIONS TO FLCs ON HOW TO OBTAIN THE MIS CREDENTIALS

In the framework of the implementation of the approved projects under the European Territorial Cooperation Programs (ETCP), we would like to inform you that the management verification procedure is now available to be done through the Management Information System (MIS). First Level Controllers should request a username and password, in accordance with the following procedure:

1. The relevant request will be through the link: https://logon.ops.gr/ops_sec/register/evd;
2. The User could change the language in English, from the top right corner of the screen, so that the fields will be available in English;
3. After the User completes "Personal Data" (fields with asterisks are mandatory), he/she must select the "check box" "Controller" and his / her roles and responsibilities will be automatically selected. Also, the "Position" field should be "Controller". In addition, in the "More information" section, at the bottom of the screen, the User will ABSOLUTELY need to declare the MIS (project MIS code) and the partner for which he/she requests access. Finally, the User will also have to fill in the confirmation text that follows (keyword verification);
4. Then selects the "Submit" button in the upper right corner of the screen.



The screenshot shows a web browser window displaying the ERGORAMA 'New Account Application Form (Managing Authorities/Controller)'. The form is in English and includes the following sections:

- Personal Data:** Fields for Surname, Address (Street, Number), Town, Phone No., E-mail, TAXIS username, Name, Postal Code, Fax, and Position. A 'Controller' checkbox is present.
- Users' Special Service or Intermediate Body:** A field for Code.
- Roles:** A table with columns for Role, Edit, and Check. Roles listed include 'Προγραμματιστής ΕΠ' and 'Εκπαιδευτής'.
- Emplougi - Approval:** A table with columns for Role, Edit, and Check. Roles listed include 'Προσκόλλητής' and 'Τεχνικά Δελτία Πρόχειρο'.

The 'Submit' button is located in the top right corner of the form area.

MANAGING AUTHORITY OF COOPERATION PROGRAMME INTERREG V-A GREECE-ITALY 2014-2020

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Lungomare Nazario Sauro 30\31, 70121
Ph. +39 080 5406441 Ph. +39 080 5406578
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5. After the “on-line” submission, the controller receives his/her application in the email he has already declared;
6. Signs the application only under his / her name on the right-hand side of the application and sends the original to the MA, at:

Managing Authority of the European Territorial Cooperation Programmes, 65, Georgikis Scholis Av., 57001, Pylaia, Thessaloniki, Greece, Attn: Ms. Brozou A.

7. The scanned signed application should be sent to:
 - Mrs. Brozou, abrozou@mou.gr and
 - cc to Mr. Karavatos, dkaravatos@mou.gr
8. The Managing Authority will verify the controllers’ requests and, once approved, the users /controllers will receive username and password, through an automatic generated message from the system, in the e-mail that is stated in the application. With these credentials, the controllers will have access to the MIS and will be able to verify the expenditures that will be declared by projects’ beneficiaries;
9. The Account is strictly personal. It must be used only by the user who requested it. Once you received the credentials, please carefully keep them in order to avoid any kind of problems.

ATTENTION!

The above-mentioned procedure will initially be followed only by those who have been appointed as controllers by projects’ beneficiaries (partners). This process will be repeated whenever new projects are appointed to a controller. In this case, the controller does not submit a new “online” application but resubmits the signed application (scanned) to e-mails: abrozou@mou.gr , dkaravatos@mou.gr , where he/she adds manuscripts, in the “comments” field, the new MIS (project MIS code) and partner/s to which additional access is requested.

*Controllers who have already applied for a username and password until the **7th of November 2018** but the details of the application were incomplete, they must re-submit them in accordance with the above- mentioned procedure. Their previous application will be canceled by the MA and the relevant controllers will be properly informed via e-mail”.*

*The controller should specify in the request **the partner/beneficiary** for which he/she requests access, **exactly as it is stated in the approved Application Form in force**”.*