

MIS - INSTRUCTIONS FOR BENEFICIARIES' USER ACCOUNTS

Frequently Asked Questions

Create a MIS User Account 1

Password Recovery 4

Checking User's Data 5

Change of User Rights 6

CREATE A MIS USER ACCOUNT

To create a new MIS account, follow the steps below:

1. Click on the link "Create new Account (Beneficiary)"

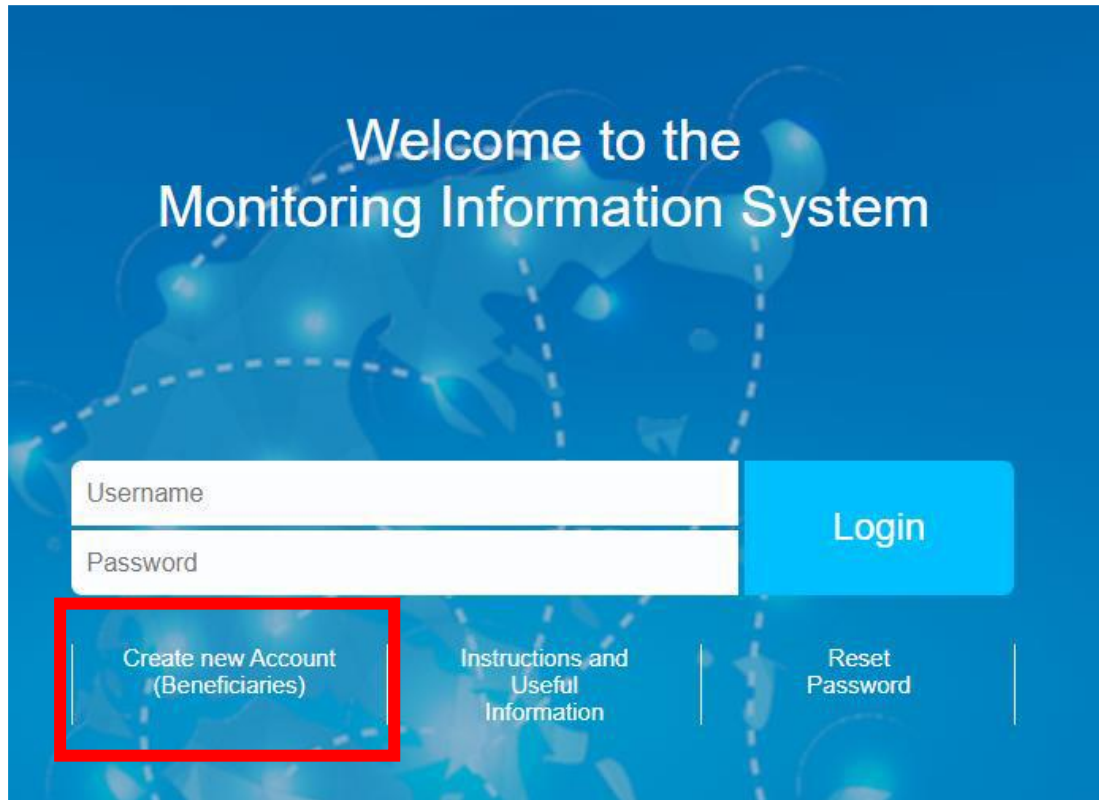


Figure 1 - Home Screen

2. Fill in the personal data

Personal Data

Name: *	<input type="text"/>	Surname: *	<input type="text"/>
Address (Street, Number): *	<input type="text"/>	Town: *	<input type="text"/>
Postal Code: *	<input type="text"/>	Phone No: *	<input type="text"/>
e-mail: *	<input type="text"/>	E-mail verification: *	<input type="text"/>
Position in the Body: *	<input type="text"/>		
Body Code:	<input type="text"/> 🔍	Body Description: *	<input type="text"/>

Figure 2 - Personal Data

3. Select the Body/organisation to which the Beneficiary belongs.

4. By clicking on the lens, the list of all Bodies Codes registered in the system appears.

Body Code:

Select Body code

Show 10 entries

Search:

Code	Description	NUTS Code
10301	PPC S.A.	EL11
10302	HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A	EL301
10303	HELLENIC BROADCASTING CORPORATION S.A.	EL
10305	HELEXPO SA	EL122
10307	ATTIKO METRO S.A.	EL301
10318	ERGOSE S.A.	EL301
10322	ATHENS URBAN TRANSPORT ORGANIZATION	EL301
10331	OPERATOR OF ELECTRICITY MARKET S.A.	EL304
10334		EL300703
10335	CENTRAL GREECE MOTORWAY S.A	EL244001

Showing 1 to 10 of 7,524 entries

< 1 2 3 4 5 ... 753 >

Figure 3 – Selection of Beneficiary’s Body

Tip: The user can limit the results of the list by entering part of the title/name of the Body/organisation.

Body Code:

Select Body code

Show 10 entries

Search: HELLEN

Code	Description	NUTS Code
10302	HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A	EL301
10303	HELLENIC BROADCASTING CORPORATION S.A.	EL
10401	HELLENIC RAILWAYS ORGANISATION S.A.	EL30
10411	HELLENIC AGENCY FOR LOCAL DEVELOPMENT AND LOCAL GOVERNMENT (E.E.T.A.A.) S.A	EL300703
10415	HELLENIC EXCHANGES – ATHENS STOCK EXCHANGE S.A.	EL301
10417	HELLENIC POST	EL30
10421	HELLENIC DEVELOPMENT BANK S. A.	EL300703
10432	HELLENIC SINGLE PUBLIC PROCUREMENT AUTHORITY (H.S.P.P.A.)	EL301
10433	HELLENIC ANTI MONEY LAUNDERING AUTHORITY	EL301
10435	HELLENIC HYDROCARBON RESOURCES MANAGEMENT S.A.	EL301

Showing 1 to 10 of 225 entries

< 1 2 3 4 5 ... 23 >

Figure 4 - Limiting the search results

5. The system automatically fills in as username the email declared in the personal data. The user, if he wishes, can enter a username of his choice.


User Name Information

Username: *

Username availability check

Figure 5 - Username

6. The user selects the dialog box if he wishes to have access to all the projects of his Body/organization or writes in the Comments section the projects (MIS Code) to which he wishes to have access.



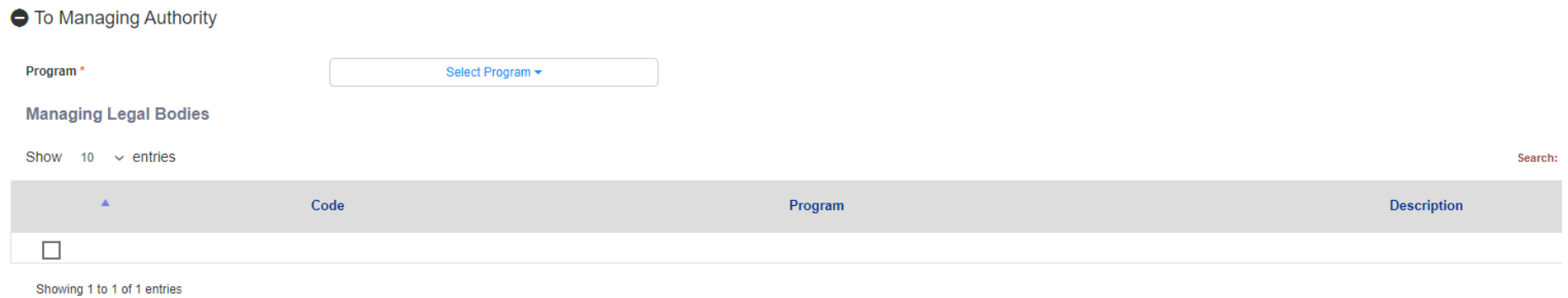
Access to all projects of Authority

Comments (up to 2000 characters):

[Empty text input field]

Figure 6 – Access to Projects

7. The user selects the programming period 2014-2020 and then the Managing Authority to which he addresses the application.



☰ To Managing Authority

Program *

Managing Legal Bodies

Show 10 entries Search:

	Code	Program	Description
<input type="checkbox"/>			

Showing 1 to 1 of 1 entries

Figure 7 – Selection of the Managing Authority of the Programme

← To Managing Authority

Program *

Select Program ▾

Managing Legal Bodies

Show 10 ▾ entries

PA 2014-2020

PA 2021-2027

Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ)

EEA Programs 2014-2020

RRF Recovery and Resilience Facility

Program



Showing 1 to 1 of 1 entries

Figure 8 – Selection of the programming period

Program * 1 Selected ▾

Managing Legal Bodies

Show 10 ▾ entries Search:

▲	Code	Program	Description
<input type="checkbox"/>	1090205	ΕΣΠΑ 2014-2020	OPCEI - OPERATIONAL PROGRAMME COMPETITIVENESS, ENTREPRENEURSHIP AND INNOVATION
<input type="checkbox"/>	1090211	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY "DIGITAL TRANSFORMATION" PROGRAMME
<input type="checkbox"/>	1100104	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES
<input type="checkbox"/>	2040112	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF EASTERN MACEDONIA, THRACE REGION
<input type="checkbox"/>	2040113	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY FOR THE PROGRAMME OF CENTRAL MACEDONIA
<input type="checkbox"/>	2040114	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF WESTERN MACEDONIA REGION
<input type="checkbox"/>	2040115	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF EPIRUS REGION
<input type="checkbox"/>	2040116	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF THESSALY REGION
<input type="checkbox"/>	2040117	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF IONIAN ISLANDS REGION
<input type="checkbox"/>	2040118	ΕΣΠΑ 2014-2020	MANAGING AUTHORITY OF WESTERN GREECE REGION

Showing 1 to 10 of 86 entries

Figure 9 – List of Managing Authorities

8. The user selects his account's rights according to his job position.

⊖ User's Role

Read only
 Edit
 Forms Submission(except Application Form)
 Application Form Submission
 Participant Record

Figure 10 – Selection of user rights

Explanation of User Rights:

- Read Only: Read Only access to all screens
- Edit: Edit (fill in) rights in all screens
- Forms Submission (except Application Form): Complete (fill in) and Submitting Progress Reports, Tables of Expenditures, Funding Requests.
- Application Form Submission: Complete (fill in) and Submit an Application Form
The legal representative of a Body/organization has the right to submit an Application Form.
- Participant Records: This right does not apply to European Territorial Cooperation Programmes.

Important: It is strongly recommended that there are at least two users per Body/organization.

If the Body/organisation is a Lead Beneficiary, then there should be at least one user with rights that include "Application Form Submission" and one user with rights that include "Edit" and "Forms Submission (except Application Form)".

If the Body/organization is a simple Project Beneficiary then there should be at least one user with rights that include "Edit" and "Forms Submission (except Application Form)".

9. The user confirms that he is not a robot.

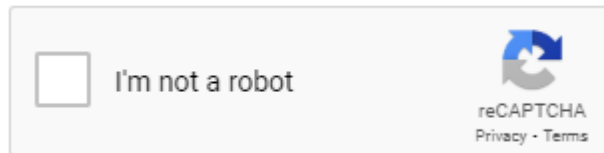


Figure 11 - Google Recaptcha

10. The user clicks on the SUBMIT button and the system informs him of his application form's number, the form is also generated in pdf format. The application form is signed by:

a. the legal representative of the Body/organization, at the column "THE LEGAL REPRESENTATIVE OF THE MANAGEMENT BODY"

The form is also stamped with the official seal of the Body/organization

b. the applicant for an access account, at the column "THE APPLICANT"

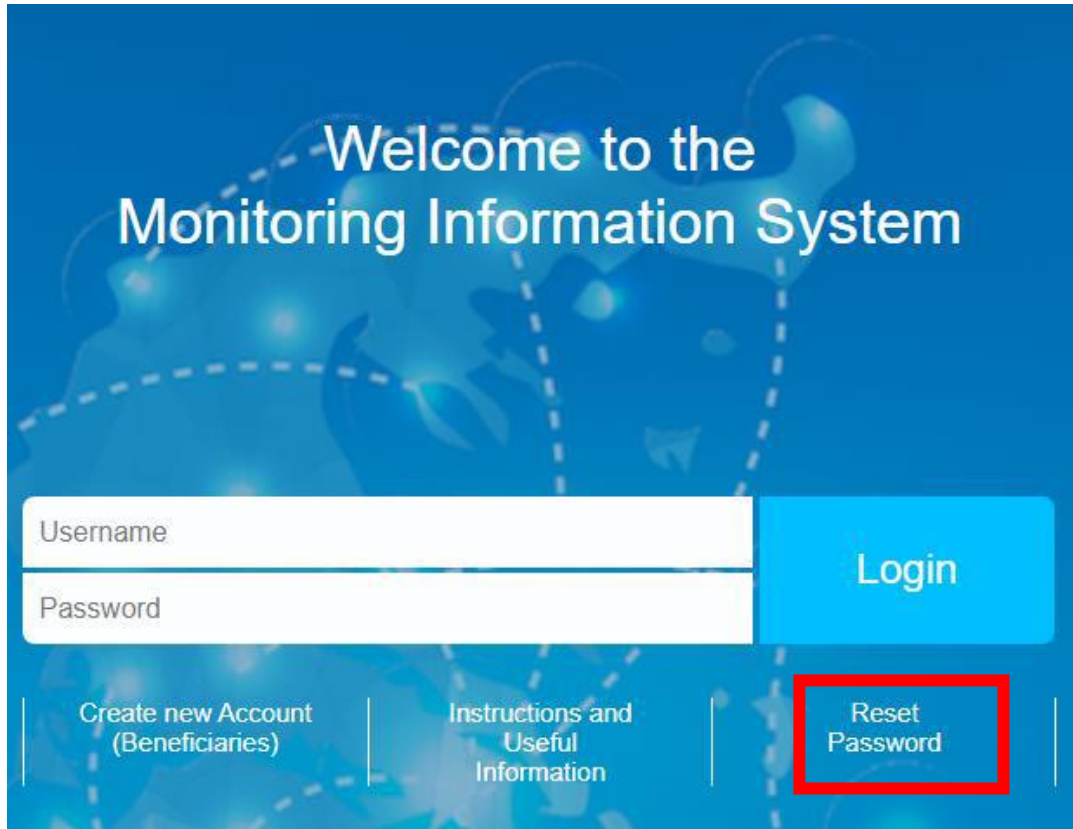
11. The user sends the scanned application (pdf) by e-mail to the address ikalaitzoglou@mou.gr

The Project Officer from the JS should also be informed.

PASSWORD RECOVERY

In case a registered MIS user has forgotten or lost his password or in case his account has been locked due to long-term inactivity, he should proceed with his password recovery as follows:

1. On the home page click on the "Reset Password" link



Welcome to the
Monitoring Information System

Username

Password

Login

Create new Account
(Beneficiaries)

Instructions and
Useful
Information

Reset
Password

Figure 12 – Password Recovery

2. Enter the username and the email address associated with the user account, select that you are not a robot and click on the “Submit” button.


Password Recovery


- Please register your username and mail address

Username *

Email *

I'm not a robot

 reCAPTCHA
Privacy - Terms

 Submit

Follow the link sent to your email from the account noreply@mneec.gr and set your new password.

CHECKING USER'S INFORMATION

The rights the user has received can be checked after logging in to the MIS web portal, by selecting from the top right part of the screen "User details", as shown in the images below (Figure 13 and 14).

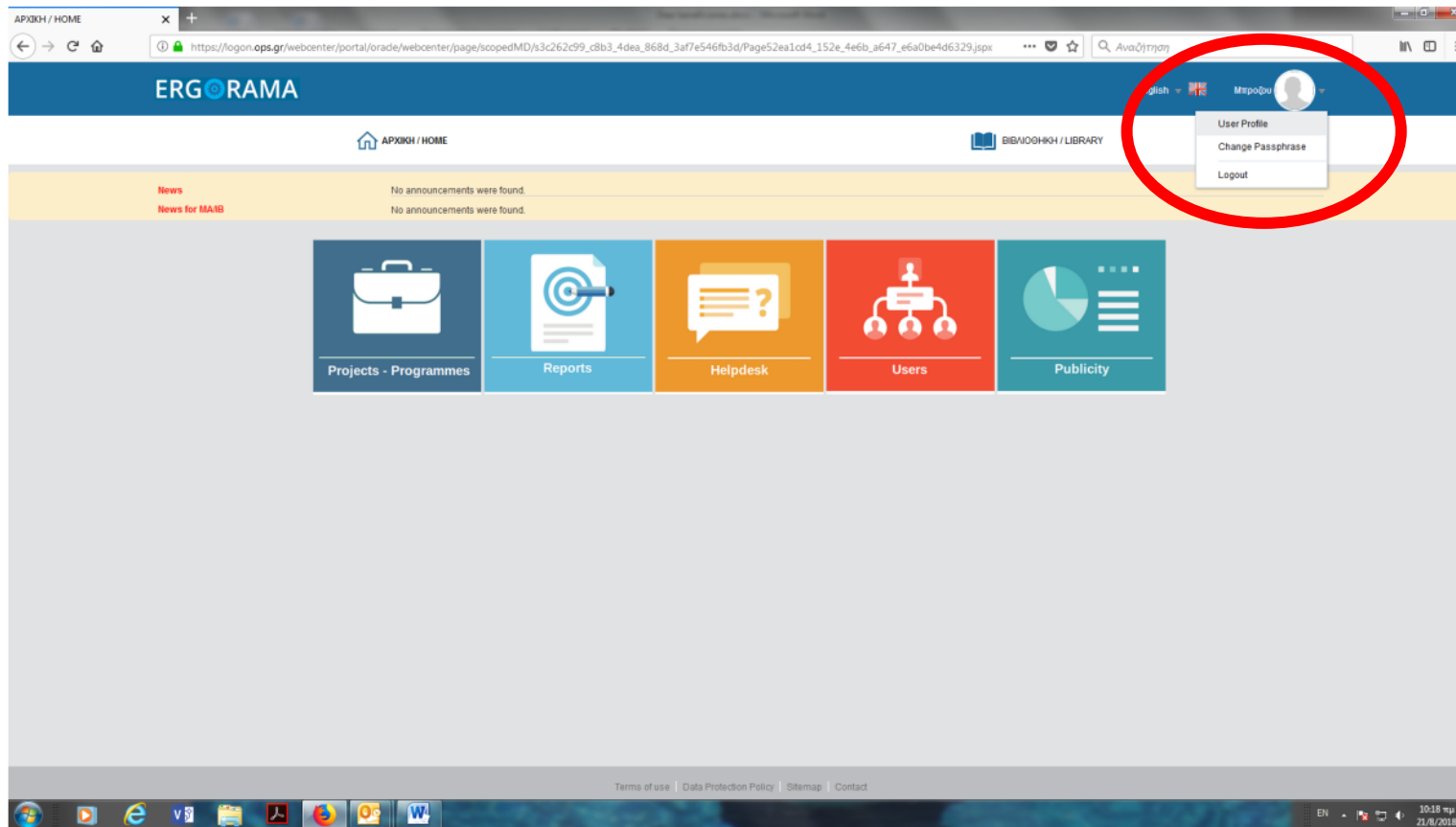


Figure 13 – User Data

ΑΡΧΙΚΗ / HOME x logon.ops.gr/ops_sec/profile/ x +

https://logon.ops.gr/ops_sec/profile/ Αναζήτηση

ERGORAMA ΕΣΠΑ 2014-2020 ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ & ΑΝΑΠΤΥΞΗΣ Ευρωπαϊκή Ένωση Ευρωπαϊκό Ταμείο Περιφερειακής Ανάπτυξης

Τροποποίηση Αίτησης Χρήστη Αποθήκευση

Στοιχεία Χρήστη

AA Αίτησης	3255	Name:	brozou
Surname:	nasia	Body Code:	1100104
Username:	abrozou	Position :	
Body Description:	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ		
TAXIS username :		Town: *	thessaloniki
Address (Street, Number): *	αγλησδφγ	Fax:	
Postal Code: *	57001	e-mail: *	abrozou@mou.gr
Phone No: *	2310024071		

User's Role

Read only Edit Forms Submission(except Application Form) Application Form Submission Participant Record

Φορείς διαχείρισης στους οποίους έχει σταλεί αίτημα

Show 10 records Search:

Φορέας	Περιγραφή	Κατάσταση Αίτησης
1100104	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ	Εγκριμένη από ΕΥΔ

Show 1 to 1 from 1 records First Previous 1 Next Last

To Managing Authority

Show 10 records Search:

With the co-financing of Greece and the European Union European Structural and Investment Funds

10:23 πμ 21/8/2018

Figure 14 – User's application data

CHANGE OF USER RIGHTS

If a user wishes to change the rights of his user account, then the Legal Representative of his Body/organization should send a letter (not an email) to the Managing Authority, requesting the expansion / limitation / change of his rights, citing the number of his initial application, the username of his account, as well as what rights he wishes to add / remove / change to this account.

This letter should include:

1. The signature of the legal representative
2. The name of the Body's legal representative
3. The stamp of the Body