

Changes to personal data

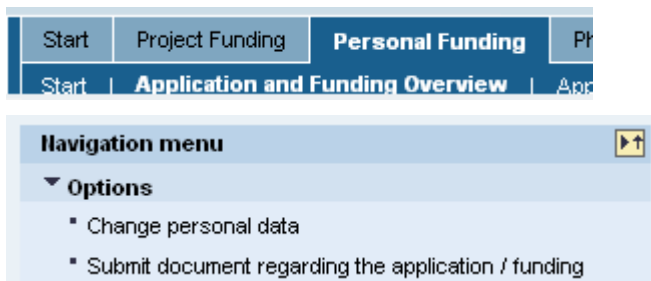
Requirements

You should have already submitted at least one application for personal funding via the Portal.

Procedure

1. Start by clicking on "Application and funding overview" in the "Personal funding" tab. Then click on the arrow in front of "Options" in the navigation menu on the left to open the selection options.

Select the option "Change personal data".




Like the application procedure, the procedure for filling in the form for changing personal data is divided into three steps:

1. Download the form and fill in the required information
2. Upload the form
3. Check the form

Once you have downloaded the form, you can fill it in outside the Portal using Adobe Reader. When the PDF along with all its contents has been saved, it can then be uploaded into the Portal again.


The currently active step in the procedure will be shown in white. You can go to the next step or back to the previous step via the "Continue to the next step" or "Back to the previous step" buttons.

1. Download form



Click [here](#) to download a new funding application form.
Save the form locally.


2. Upload form



Upload the completed funding application form.

No file selected.


3. Check form



The form is automatically checked after you have uploaded it.

2. If any errors occur during the check, you will receive notifications of these. You can correct entries and upload an updated version of the form in step 3.

3. Check form




Problems were identified in the uploaded form. Please find details in the following table. Download instead the current form using the link below the table down and correct th

Status	Problem / Error
⚠	Question 3: Please fill in all mandatory fields.
⚠	Question 6: Please fill in all mandatory fields.

3. Once you have finished filling in the form, you will proceed to the "Summary" stage.

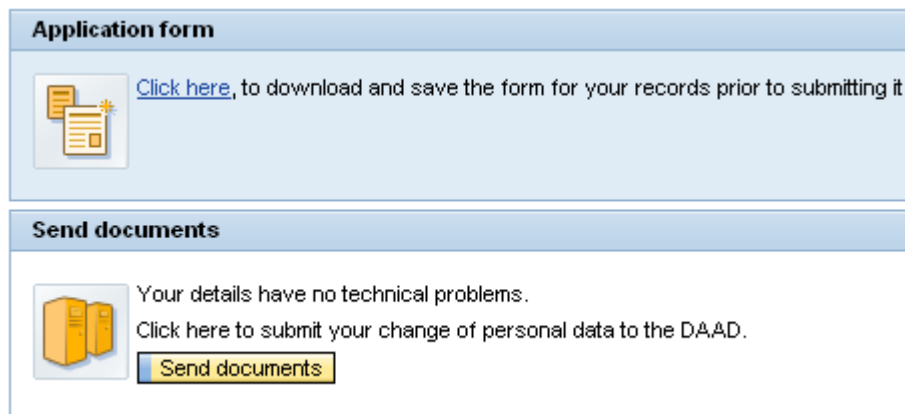
3. Check form



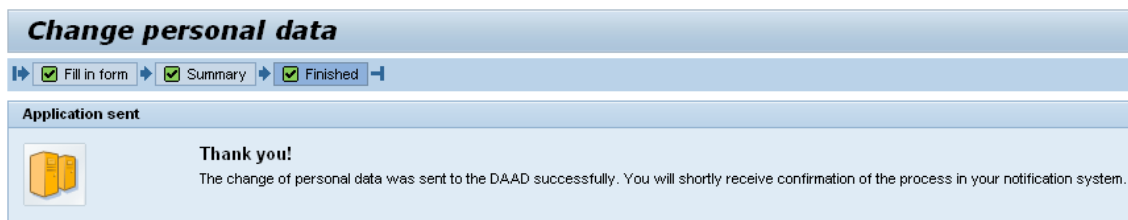
The uploaded form had no technical problems and all mandatory fields were filled in.
Click to continue.



- This offers you another opportunity to download and save the updated version of the form containing your personal data changes for your documents, before actually sending it.



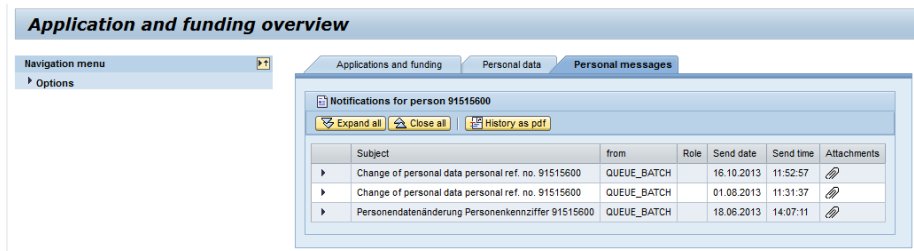
- As soon as you have clicked on the "Send" button, you will receive confirmation that your personal data changes have been received. A message will also appear, informing you that, in a few minutes, you will be able to view a further confirmation with the change form attached.



- As soon as the message is generated in the Portal, a notification about its availability in the Portal is sent to your e-mail address.
- To call up the messaging system, please click on "Application and funding overview".



- Since changes to personal data apply across all applications, you will find messages relating to these in the "Personal messages" tab.



9. The message once again confirms receipt of your changes and provides you with a copy of the submitted change form as an attachment.

