

Please read these instructions before filling in registration!
How to Create your account or Log in (returning customer)
Apply for VAT Exemption and
How to Select Your Payment Method.

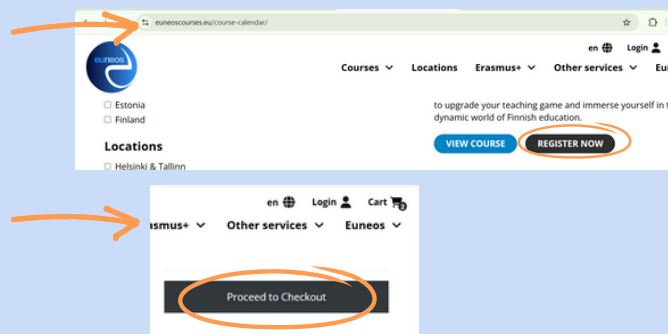


**Follow these simple steps to create your account,
or log in if you are a returning customer.**

Select the course you are interested in registering on

<https://www.euneoscourses.eu/course-calendar/>

- Select: **Register NOW**
- **Proceed to checkout**



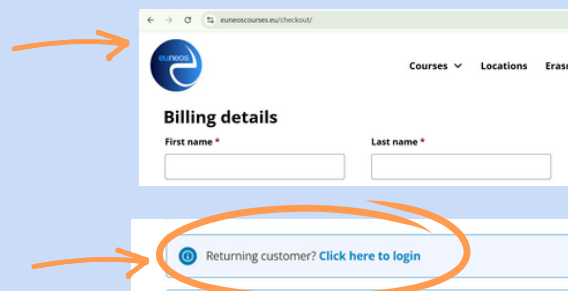
Once in "checkout"

a. For New Customers

If this is your first time using our services, please fill out the registration form provided on the page. Complete all the required fields to create your new account.

b. For Returning Customers

If you have used our services before and have an account with us, please select the "**Returning Customer**" option. Click on the link that says "**Click here to login.**" Enter your existing login details to access your account.



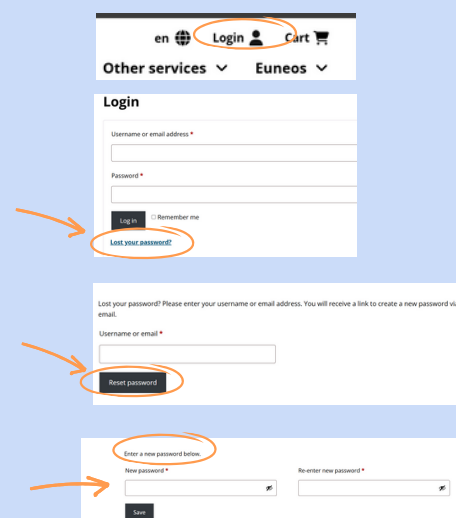
How to recover your lost password

If you don't remember your password, follow these steps to reset it:

1. Go to the **login** page. <https://www.euneoscourses.eu/my-account/>
Enter your username or email address. If you don't remember your password, click on the "**Lost your password?**" link.

2. You will be redirected to a new page. Enter your **username or email address** in the field provided and select "**Reset password**".

- **Check your email inbox** for a message from Euneos. This email will contain a link for the "**Password Reset Request**". Click on the link that says "**Click here to reset your password**".
- A new window will open where you will be prompted to create a new password. **Enter your new password**, re-enter it to confirm, and then **save** your changes.



**Your password has now been reset, and you can log in to your account
using your new credentials.**



Important Note: If you have previously registered an email address with us, you must log in as a "Returning Customer." Attempting to create a new account with the same email will not work. If you wish to create a completely new profile, you must use a different email address.





Are you eligible to get Tax (VAT) exemption ?

When the invoice is issued to an educational institution (such as a school), a private company, or a public organization, you have the option to request a VAT exemption.

To obtain the exemption your need:

- A proof document (tax certificate, trade register extract, or similar from your country).
- A screenshot/picture of a VAT number or Erasmus-related OID (Organization ID) is also acceptable.
- Fill out the mandatory information during the registration.

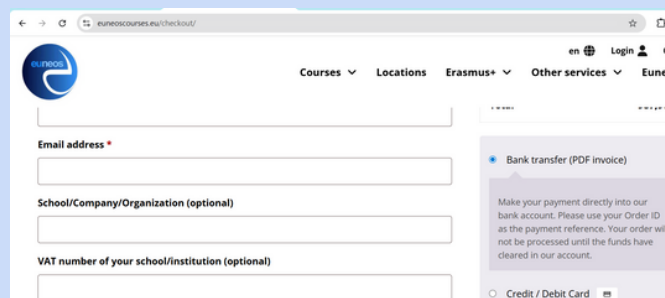
1

Step 1: Fill Out the Registration Form

Complete all the required fields in the registration form.

Mandatory Information for VAT Exemption

- Enter the name of your school, organization (public or private company), institution, or NGO.
Please use the same name as it appears in the proof document you will attach.
- Enter your VAT Number or similar
- OID code or school name



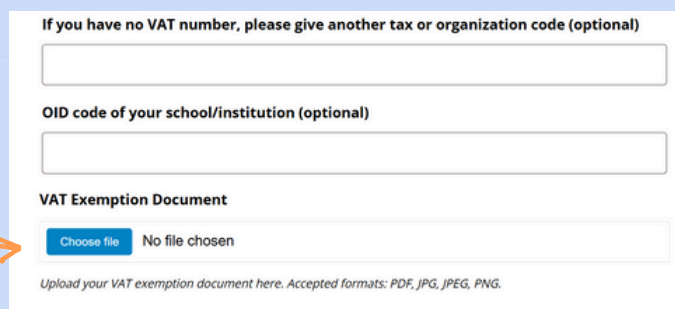
The screenshot shows the checkout page on euneoscourses.eu. It includes fields for Email address, School/Company/Organization (optional), and VAT number of your school/institution (optional). There is a section for payment methods with 'Bank transfer (PDF invoice)' selected. A note states: 'Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be processed until the funds have cleared in our account.'

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Step 2: Opt for “Choose file” to upload your VAT exemption document or tax proof document. Ensure the document is clear, legible, and matches the company details provided.

Upload Proof Document

A screenshot/picture of a VAT-number or Erasmus-related OID (Organization ID) is also acceptable. Accepted file formats include PDF, JPEG, JPG and PNG.



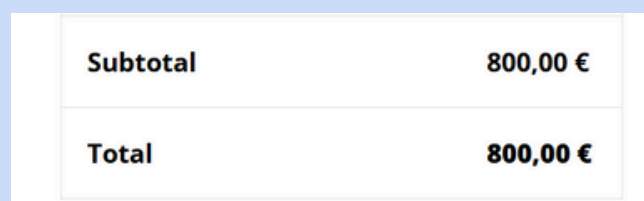
This section is titled 'If you have no VAT number, please give another tax or organization code (optional)'. It includes a text input field for the 'OID code of your school/institution (optional)'. Below this is the 'VAT Exemption Document' section with a 'Choose file' button and 'No file chosen' text. A note at the bottom says: 'Upload your VAT exemption document here. Accepted formats: PDF, JPG, JPEG, PNG.'

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Step 3: Verify VAT Exemption Before Placing Order

Before placing order, verify that:

- The VAT exemption has been processed.
- The final amount does not include VAT.



Subtotal	800,00 €
Total	800,00 €



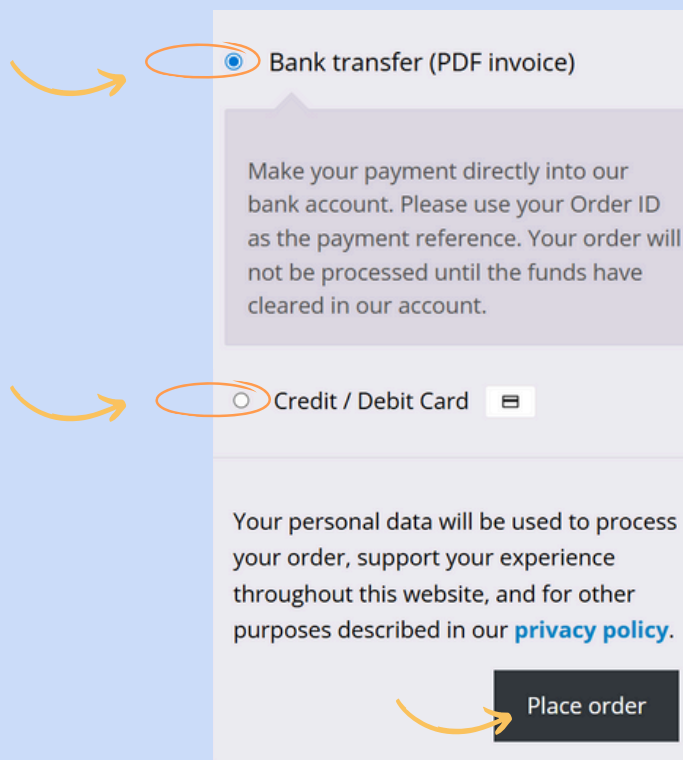
How to Select Payment Method:

→ **Bank Transfer (PDF Invoice):**

or

→ **Credit Card Payment:**

→ **Place the order**



The screenshot shows a payment selection form. At the top, there are two radio button options: 'Bank transfer (PDF invoice)' (which is selected) and 'Credit / Debit Card'. Below these options is a text box with instructions for bank transfers. At the bottom right, there is a 'Place order' button. Orange arrows point from the text on the left to these specific elements in the form.

Bank transfer (PDF invoice)

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be processed until the funds have cleared in our account.

Credit / Debit Card

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order

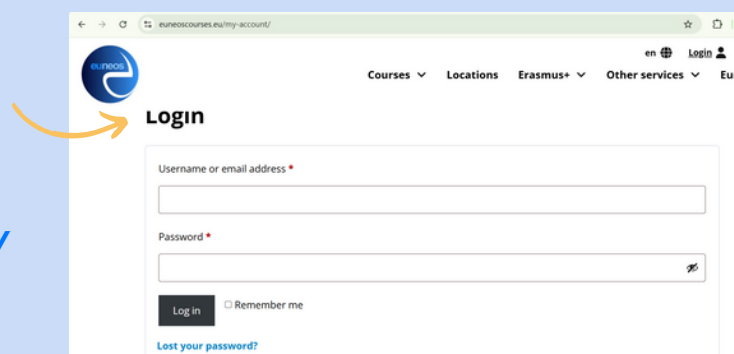
- **Credit Card Payment:** If you choose to pay by credit card, you will be directed to a secure page to submit your information and complete the payment. You will receive instant confirmation of your transaction, your registration will be processed immediately, and a PDF invoice will be sent to your email for your records.
- **Bank Transfer (PDF Invoice):** If you prefer to pay via bank transfer, you will receive a PDF invoice sent to your email, containing all the necessary information for the transfer. Please ensure that you complete the transfer before the deadline specified in the invoice. Once we receive your payment, you will receive a confirmation of your registration.

→ Next Steps After Placing Your Order:

Once you place your order, you will receive a confirmation at the email address you provided. New users will also receive an email with link to set a password.



You can access your account at any time to view all your orders by visiting <https://www.euneoscourses.eu/my-account/> and entering your username and password.



The screenshot shows the login page of the euneoscourses.eu website. It features a 'Login' heading, a form with fields for 'Username or email address' and 'Password', a 'Log in' button, a 'Remember me' checkbox, and a link for 'Lost your password?'. The website's navigation bar is visible at the top.

en Login

Courses Locations Erasmus+ Other services Eun

Login

Username or email address *

Password *

Log in Remember me

[Lost your password?](#)

Need further assistance? Our support team is here to help

courses@euneos.eu