

## Registration at ERMIS platform for Single-Business (Monoepihirisiaka) and Multi-Business (Poliepihirisiaka) Training Programs

### General Plan

1. Registration in ERMIS for all participants or contact persons with ANAD as individuals.
2. Company registration in ERMIS as a legal entity (for companies).
3. Application for Employer role (for companies).
4. Employee connection with the company.
5. Use of ERMIS for Employee Registration in Multi business (Poliepihirisiaka) training programs.
6. Use of ERMIS for the Company's Submission of Single business (Monoepihirisiaka) training programs.

### 1. Registration of an Individual in ERMIS

To register as an individual, please follow the options below found on the ERMIS platform:

- 1) Visit <https://ermis.anad.org.cy>
- 2) Individual - Registration
- 3) Enter your email address to receive an immediate password to proceed
- 4) Fill in your personal details (ID, address, etc.)
- 5) After your approval (1-3 days), you will receive a username (HRDA registration number) and password. Modify the password and create your own for logging into ERMIS. Please save the final username/password. You will use the final username/password for accessing the training programs every time.

#### Notes:

- Regarding the section "Unified Business Entity Details (Group of Companies)": Select **NO** temporarily
- Regarding the section "Employment Details of the Individual": Will you participate in a training program through your employer? Select **NO** temporarily.
- An attachment of ID card copy is required.
- Accept the privacy policy and responsible declaration.

### 2. Registration of a Legal Entity (Company) in ERMIS

Visit <https://ermis.anad.org.cy>

- 1) Legal Entity - Registration
- 2) Enter the company's central email to receive a password for proceeding (usually the email of the person who will be dealing with ERMIS and has previously registered as an individual in ERMIS).
- 3) Fill in the required details.
- 4) After your approval (2-3 days), you will receive a username (ANAD Registration Number) and password. Modify the password and create the company's login details for accessing ERMIS. Please save the final username/password. You will use the final username/password for accessing ERMIS as a company (legal entity).

**Notes:**

- Regarding the section "Contact Phone Numbers": Authorization Code: This code is issued by the contact person and can only be used once within 24 hours from its creation.
- The contact person generates the authorization code from their own account by selecting "Create Authorization Code" under their name with the role of contact person.
- Attachment of the company's registration form from the Registrar of Companies is required.
- Attachment of a shareholders' certificate is required.
- Accept the privacy policy and responsible declaration.

### **3. Application for Employer Role**

- 1) Visit <https://ermis.anad.org.cy>
- 2) Under the company name, select "Profile and Roles."
- 3) Available roles
- 4) Employer - Application for obtaining the employer role
- 5) Fill in the required information and submit the application.

**Note:** Attachment of the latest payroll and social security contribution statement is required.

### **4. Employee Connection with the Company**

For each employee, the company creates an authorization code with the employer role (under the company name, select "Create Authorization Code"). This code can be used only once within 24 hours from its creation.

Employee login to the ERMIS platform (using their credentials).

Select "Profile and Roles."

Select "My Profile."

Select "Modification without Approval."

Under "Employment Details of the Individual":

Will you participate in a training program through your employer? Select YES.

Enter the authorization code provided by the company.

Note the start date of your employment with the company.

Save and submit.

### **5. Employee Registration in Multy business Training Programs (Poliepihirisiaka)**

- 1) Company login to the ERMIS platform (using company credentials).
- 2) Select "Participation in Training Programs."
- 3) Select "Lifelong Learning."
- 4) Select "Polybusiness Training Programs - Regular."

- 5) Select the desired training program to enroll your employee.
- 6) Find our program in the search:

**Number: ...**

**Program: ...**

**Start date: ...**

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- 7) Select "Actions" in the chosen program.
- 8) Select "Application for participation."
- 9) Select "Employer application for participation and authorization for subsidy payment."
- 10) In the "Participant List Creation," choose "Add Participant."
- 11) In "ANAD No. - Full Name," select the company name and then enter the name of the employee who will be enrolled in the training program.
- 12) Fill in the employee's details and select "Add."
- 13) Note: In the job duties, include duties related to or associated with the training program
- 14) Select "Add."

## **6. Submission of Monobusiness (Monoepihirisiaka) Training Program**

- 1) Visit <https://ermis.anad.org.cy>
- 2) Select "Organization."
- 3) Select "Lifelong Learning."
- 4) Select "Monobusiness Training Programs in Cyprus."
- 5) Select "Application for program approval" in the top left corner.
- 6) Select "Application form completion" at the bottom right.
- 7) Enter the details as provided in the detailed course form that will be sent to you. Save them and submit them.

**Note:**

*You will be asked for a link for online meetings and an authorization code from the trainer. We will send these to you along with the detailed program of the submitted course.*

- 8) After program approval, select the program, choose "Actions," then select "Create Attendance Register/Training Plan." Add participants to the Monobusiness training program. Finally, select "Save," and the attendance register will be stored and sent to the trainer.