

# ONLINE REGISTRATION EUROPEAN PARLIAMENT

You can register for online accreditation on the European Parliament webpage, via the link:

<https://jouregfo.secure.europarl.europa.eu/journalist-registration/login>

## TO CREATE A NEW REQUEST FOR ACCREDITATION

1. First create a new account.

2. Submit your personal details.

3. Upload the required documents:

- A low resolution portrait **photo**, similar to the one you use for the European identity card or passport.

- Proof of **Media Identification/Affiliation** such as:

a) Your press card or your inter-institutional badge.

b) A scanned letter by the editor-in-chief is required, for those without a press card/ EU badge.

c) OR, if you do not hold any of above, you should select "I am a freelancer" and upload proof of publication and payment.

Only one type of proof is needed, multiple entries will cause a system block.

4. Once your profile is created, you will receive email confirmation.

5. Request short term accreditation:

### **Step 1**

- Date of visit. From Monday to Friday, for a maximum period of one week.

- Reason for the visit

- >> Next step

### **Step 2**

- Information about your Media and your function.

- >> Next step

### **Step 3**

- Acceptance of the rules on accreditation and the protection of privacy.

- >> **Send** (Warning: your request will not be processed until it is sent).

Once your request has been sent, we will process it.

## Short-term accreditation

Step 1 > Step 2 > **Step 3**

I come with a TV crew/team under my responsibility

I accept the [rules for media accreditation](#) to the European Parliament \*

I accept the [EP rules for recording and photographing](#) \*

I confirm the accuracy of data I have provided \*

I agree to the [privacy policy](#) \*



In case of missing information, you will receive an email inviting you to provide additional information to validate your file.

When all the information is in order, you will receive an email confirming your request.

You can follow the entire validation process through the Accreditation page.

## My accreditation requests

[Request short term or election accreditation](#)

[Request an annual accreditation](#)

Actions

OK

Search

Name	Date of Visit	Term	Type	Status
<input type="checkbox"/> <a href="#">Accreditation request of 16/07/2019</a>	16/07/2019 - 17/07/2019	Short-term		Refused
<input type="checkbox"/> <a href="#">Accreditation request of 11/06/2019</a>	11/06/2019 - 12/06/2019	Short-term		Saved
<input type="checkbox"/> <a href="#">Accreditation request of 29/05/2019</a>	29/05/2019 - 29/05/2019	Short-term		Action required
<input type="checkbox"/> <a href="#">Accreditation request of 23/05/2019</a>	23/05/2019 - 27/05/2019	Short-term		Validated

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Actions

OK

## TO AMEND YOUR REQUEST

My accreditation requests

[Request short term or election accreditation](#) [Request an annual accreditation](#)

Actions

Search

Name	Date of Visit	Term	Type	Status
<input type="checkbox"/> Accreditation request of 16/07/2019	16/07/2019 - 17/07/2019	Short-term		Refused
<input type="checkbox"/> <u>Accreditation request of 11/06/2019</u>	11/06/2019 - 12/06/2019	Short-term		Saved
<input type="checkbox"/> Accreditation request of 29/05/2019	29/05/2019 - 29/05/2019	Short-term		Action required
<input type="checkbox"/> Accreditation request of 23/05/2019	23/05/2019 - 27/05/2019	Short-term		Validated

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Actions

Accreditation request of 11/06/2019

Actions

Accreditation request of 11/06/2019

11/06/2019 to 12/06/2019

**Term** Short-term

**Type**

**Status** Saved

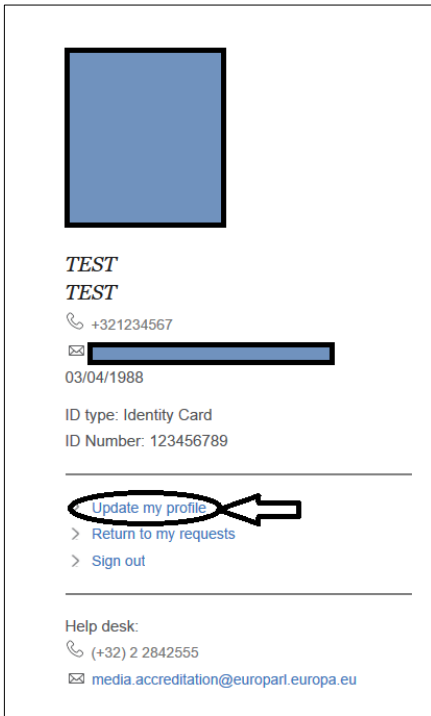
**Purpose of the visit** Test 2

**Team** No team added to this registration request

1. Enter your account with your e-mail address and password.
2. To the left you will find your profile details, and to the right your accreditation requests.
3. Click on what you want to edit. Example "Accreditation request of xxxx".
4. A new window will appear with all the details of the request. Click on Actions-edit.
5. Modify your request. Please note that you can only apply for accreditation for one-week maximum, Monday to Friday.
6. Once you have modified the dates and the purpose of the visit, go to the next.
7. Complete step 2 with your Media details. Next step.
8. Accept the rules and send.

## TO AMEND YOUR MEDIA IDENTIFICATION PROOF

1. Enter your account with your e-mail address and password.



2. At the left you will find your profile details. Click on Update my profile.

3. Media Identification Proof: you should upload a press card or the inter-institutional badge.

4. If you don't have a national press card or inter-institutional badge, you can upload the letter of your editor.

5. If you don't have any of these options, please click "I am a freelancer" and upload a proof of publication and a proof of payment.

6. Update my account.

7. Click on what you want to edit "Accreditation request of xxx".

8. A new window will appear with all the details of the request. Click on Actions-edit.

9. Modify your request. Please note that you can only apply for accreditation for one-week maximum, Monday to Friday.

10. Once you have modified the dates and the purpose of the visit, go to the next.

11. Complete step 2 with your Media details. Next step.

12. Accept the rules and send.

### ***If you need help, please contact:***

- ✓ Telephone number: (+32) 2 2842555
- ✓ E-mail: [media.accreditation@europarl.europa.eu](mailto:media.accreditation@europarl.europa.eu)