



# Traces NT

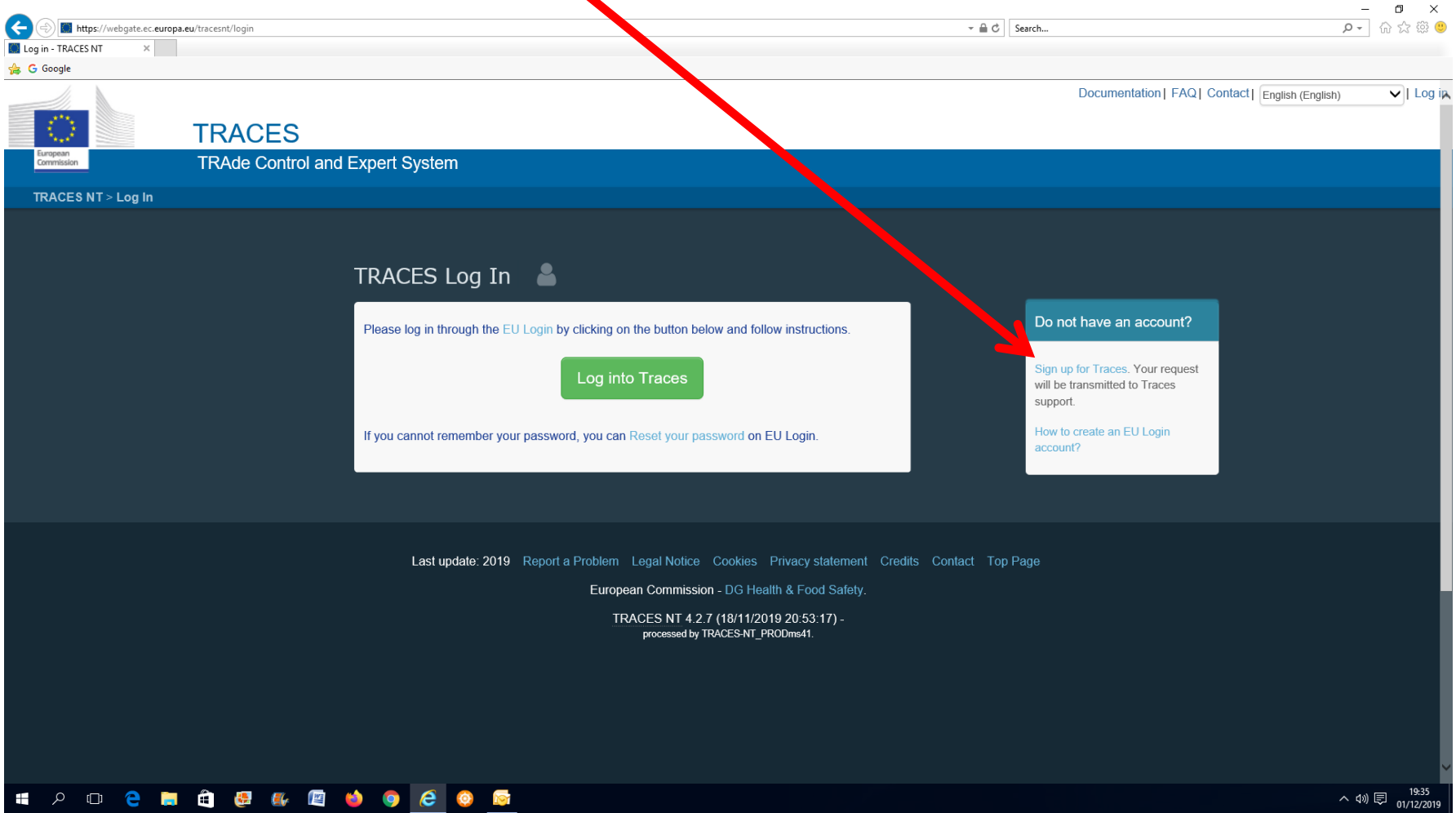
New User Registration Process

Operator (Business) User

# TRACES NT Website

<https://webgate.ec.europa.eu/tracesnt>

# Sign up for Traces!



The screenshot shows a web browser window at the URL <https://webgate.ec.europa.eu/tracesnt/login>. The page header includes the European Commission logo, the TRACES logo, and the text "TRAde Control and Expert System". Navigation links for "Documentation", "FAQ", and "Contact" are visible, along with a language dropdown set to "English (English)".

The main content area is titled "TRACES Log In" and contains a white box with the following text: "Please log in through the [EU Login](#) by clicking on the button below and follow instructions." Below this text is a green button labeled "Log into Traces". A second line of text reads: "If you cannot remember your password, you can [Reset your password on EU Login](#)."

To the right of the main content is a teal box titled "Do not have an account?". It contains the text: "Sign up for Traces. Your request will be transmitted to Traces support." and a link: "[How to create an EU Login account?](#)". A red arrow points from the top heading to this link.

The footer contains the text: "Last update: 2019 [Report a Problem](#) [Legal Notice](#) [Cookies](#) [Privacy statement](#) [Credits](#) [Contact](#) [Top Page](#)  
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The Windows taskbar at the bottom shows the system tray with the time 19:35 and date 01/12/2019.

[Create an account](#)

Login

## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

# Create an account

[Help for external users](#)

First name

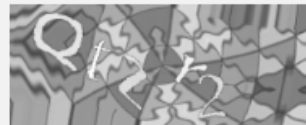
Last name

E-mail

Confirm e-mail

E-mail language

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)



[New password](#)

[Login](#)

## Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

## Your password

Authentication Service [automated-notifications@nomail.ec.europa.eu]

Sent:

To:

---

Dear \_\_\_\_\_

You have been registered in EU Login.

Your email address is

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?>

[wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n0031d34&resetCode=fbELcj7J9toGVpIsxAwHBJuhNPUxaiCzylIKi0DkA](https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n0031d34&resetCode=fbELcj7J9toGVpIsxAwHBJuhNPUxaiCzylIKi0DkA)

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.


Sent to you by EU Login



New password

Login

## New password

 Please choose your new password.

n0031d34  
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#\$%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

Examples: GFwlvrdJ4 6VCLnSSqZd nQRPTsQ't=

[\[Generate other sample passwords\]](#)






New password

Login

## New password

 Your EU Login password was successfully changed.

Proceed

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

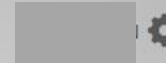
# EU Login

One account, many EU services

Where is ECAS?



English (en)



## Successful login

 You are now logged in to EU Login.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

# Next Steps

- Log out of EU Login Page
- Open TNT website again at
  - <https://webgate.ec.europa.eu/tracesnt>
- Click on “Log Into Traces” (see next slide)



### TRACES Log In

Please log in through the EU Login by clicking on the button below and follow instructions.

[Log into Traces](#)

If you cannot remember your password, you can [Reset your password on EU Login](#).

#### Do not have an account?

[Sign up for Traces](#). Your request will be transmitted to Traces support.

[How to create an EU Login account?](#)

**WITH YOUR REGISTERED EMAIL  
ADDRESS DISPLAYED ENTER  
YOUR NEWLY CREATED  
PASSWORD**



tracesnt requires you to authenticate

# Sign in to continue

Welcome

BCP01.FR@ec-traces.eu  
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password 



**Sign in**

Easy, fast and secure: download the EU Login app







### Request authorisation

  
You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

**IMPORTANT:** Do not request access from a new tab - this can result in duplicated access requests.

- Operator**   
Economic operators such as *particular businesses, stores, non-profit organisations...*
- Organic Control Body**   
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority**   
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Other body**   
Other bodies such as translators, country administrators, customs systems (at national level)...

 [Need help](#) to find out which kind of organisation you belong to?

### Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.


Full Name

Domain  External

Username **n0031d34**

Email

 [My account on EU Login](#)

 [Change your Password at EU Login](#)

 [Update your Information at EU Login](#)

Procedural Steps for:

**“OPERATOR” (BUSINESS) USER**





You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

**IMPORTANT:** Do not request access from a new tab - this can result in duplicated access requests.

## Operator

Economic operators such as *particular businesses, stores, non-profit organisations...*



## Organic Control Body

Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235



## Authority

Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*



## Other body

Other bodies such as translators, country administrators, customs systems (at national level)...



 Need [help](#) to find out which kind of organisation you belong to?

# Example: "Responsible for the Load"

TRACES

TRAdE Control and Expert System

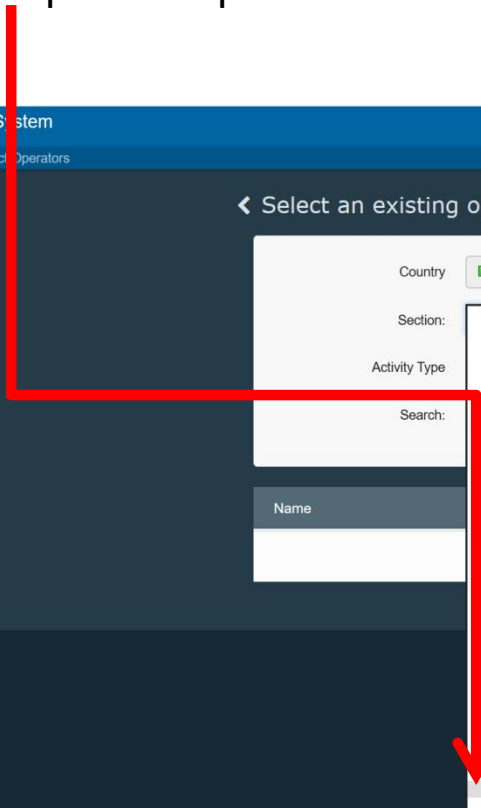
> Manage authorisation requests > Selected operators

< Select an existing operator

Request authorisation

Country  Ireland (IE)

- Section:
- Activity Type
- Search:
- 
- 
- | Name   |
|--|
| Biogas plants (ABP-BIOGP)  |
| Collection centres (ABP-COL)   |
| Composting plants (ABP-COMP)   |
| Establishments or plants carrying out intermediate activities and plants storing animal by-products (ABP-INTP)           |
| Establishments or plants for the storage of derived products (ABP-STORP)   |
| Establishments or plants handling animal by-products or derived products for purposes outside the feed chain (ABP-TECHP) |
| Establishments or plants manufacturing organic fertilisers or soil improvers (ABP-FERT)                                  |
| Incineration/ co-incineration/ combustion plants (ABP-INCP)  |
| Oleo-chemical plants (ABP-OLCP)  |
| Other registered operators (ABP-OTH)   |
| Petfood plants (ABP-PET)   |
| Processing plants (ABP-PROCP)  |
| Registered users of animal by-products and derived product for specific purposes (ABP-SPU)                               |
| <b>Fishing (All countries)</b>   |
| CATCH fishery products (CFFP)  |
| CATCH ports (CP)   |
| Fishing (CATCH)  |
| Master of Vessel (CMV)   |
| <b>Other (EFTA, European Union)</b>  |
| Control point (CP)   |
| Onward transportation facility (OTF)   |
| <b>Feed and Food of Non-Animal Origin (All countries)</b>  |
| Feed and Food of Non-Animal Origin (NON_ANIMAL_ORIGIN_FOOD_AND_FEED)   |
| <b>Imported Timber Products (All countries)</b>  |
| FLEGT (FLEGT)  |
| <b>Plants (All countries)</b>  |
| Plant Nurseries (PLANTS)   |
| <b>Other (All countries)</b>   |
| Responsible For the Load (Freight Forwarder) (RFL)   |
| Transporter (TRANSPORTER)  |



# Example: Search all “Responsible for the Load” in Ireland or Search under the specific Company Name

## TRACES

TRAdE Control and Expert System

Manage authorisation requests > Select Operators

< Select an existing operator

Request authorisation

Country  Ireland (IE)

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity Type: Responsible for the load

Search:

Name

Address

Activities



Start searching with **Search** button.

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# Example: Search a specific “Responsible for the Load” in Ireland

## TRACES

TRAdE Control and Expert System

> Manage authorisation requests > Select Operators

< Select an existing operator

+ Create a new operator

Request authorisation

Country  Ireland (IE)  \*

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity Type: Responsible for the load

Search:  Business Name

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Name	Address	Activities	
<input type="text" value="Business Name"/>		Responsible for the load (RFL) <input type="button" value="Valid"/>	<input checked="" type="checkbox"/>

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# Following Request for Authorisation

## **Operator (Business User) request:**

- a) If this is the first user request to be linked to an Operator, then the Authority (e.g. Border Control Post) will grant authorisation.
- b) If this is the second or subsequent user request to be linked to the same Operator, then the first authorised user linked to that Operator authorises all additional request(s) him/herself.