

## Step by Step guide for getting registered on TRACES NT Portal.

1. Firstly, create an EU login click [here](#) to set up
2. Then open Traces NT page here: <https://webgate.ec.europa.eu/tracesnt/login> and click on Log into Traces.

When you are first signing up for TRACES account please make sure you select **Operator** from the list below:

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,*

**Appointed Veterinary Offices**

Description

**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?

1. You will now need to request a new role either as an **Organic Producer/Organic Exporter** you can register for both if applicable.

Select an existing operator Request author

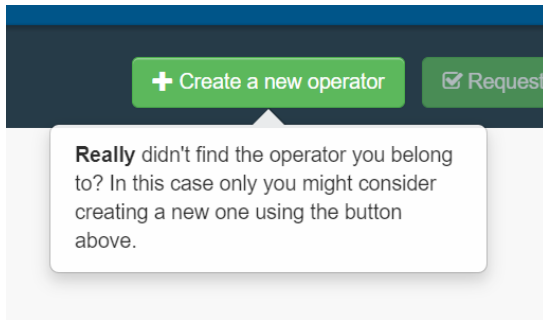
Country: United Kingdom (GB)

Section: Organic Exporter (ORGANIC EXPORTER)

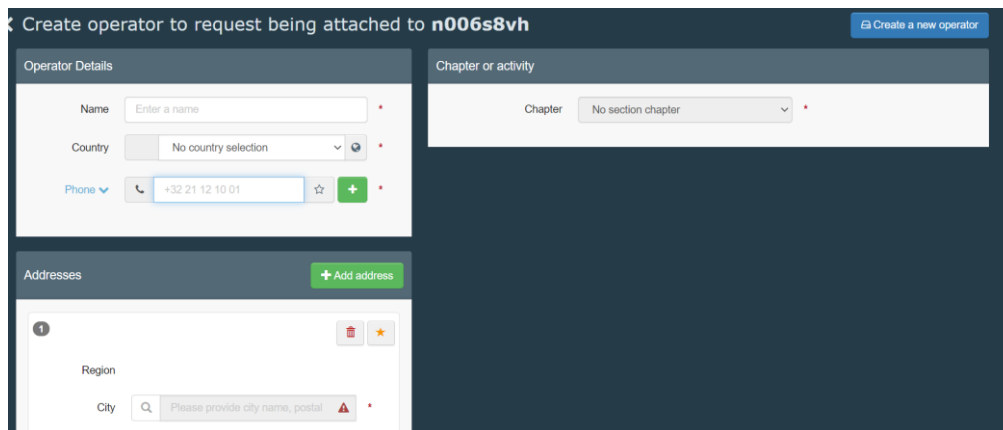
Activity Type: Organic Exporter

Search:  Search

2. It will then ask you to search for your business name, but this won't appear just yet as you need to create a **new operator** which the COI team at Soil Association will validate.
3. Click the green button create a new operator in the right-hand corner (see below)



4. It will take you to a page which looks like this (see screenshot below).

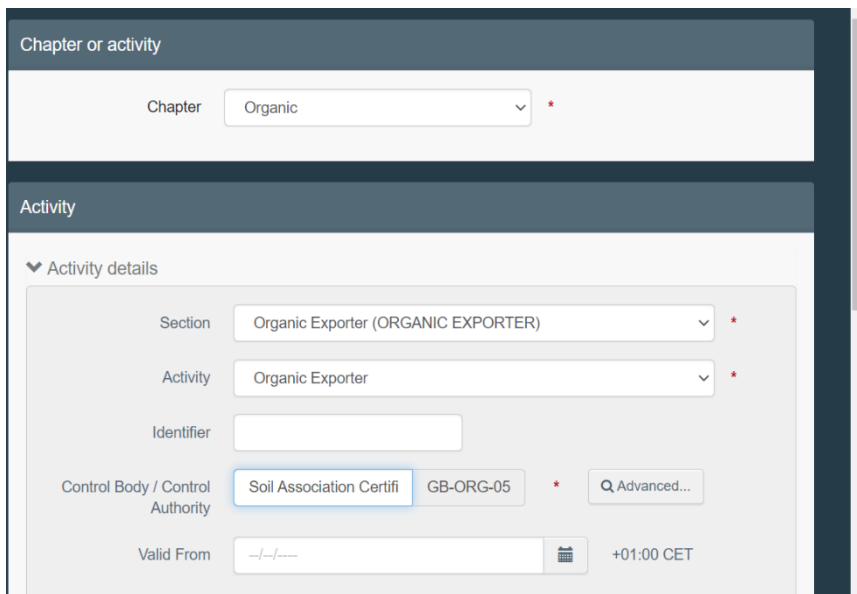


5. There you will fill in your:

- Company name
- All the address details.
- You can now add more than one address to your TRACES account. Please add your head office and site address if you process the product as well.
- You can select the company number as the **Operator Identifiers** or you EORI number if you prefer. Information on how to obtain an EORI number can be found here <https://www.gov.uk/eori>

**Please note if you are registering as producer/exporter it must be a GB registered address.**

- Once those fields are filled in it you can now select the chapter as organic and activity type



Chapter or activity

Chapter: Organic \*

Activity

Activity details

Section: Organic Exporter (ORGANIC EXPORTER) \*

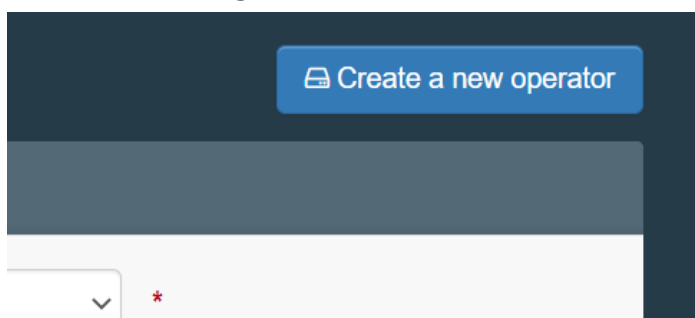
Activity: Organic Exporter \*

Identifier:

Control Body / Control Authority: Soil Association Certifi GB-ORG-05 \*

Valid From:  +01:00 CET

- If you are an exporter select **Organic Exporter**.  
If you are just the producer or preparer of the product chose **Organic producer/Organic processor**.
- Select Soil Association as the control body with the code (GB-ORG-05 for products made in GB). For imported pre-packed products that haven't been processed in GB please select **GB-BIO-142**.
- It will ask you for an identifier and valid to and from dates which you can leave blank.
- Once all the fields have been completed click on the **Create a new operator** blue button in the right-hand corner.

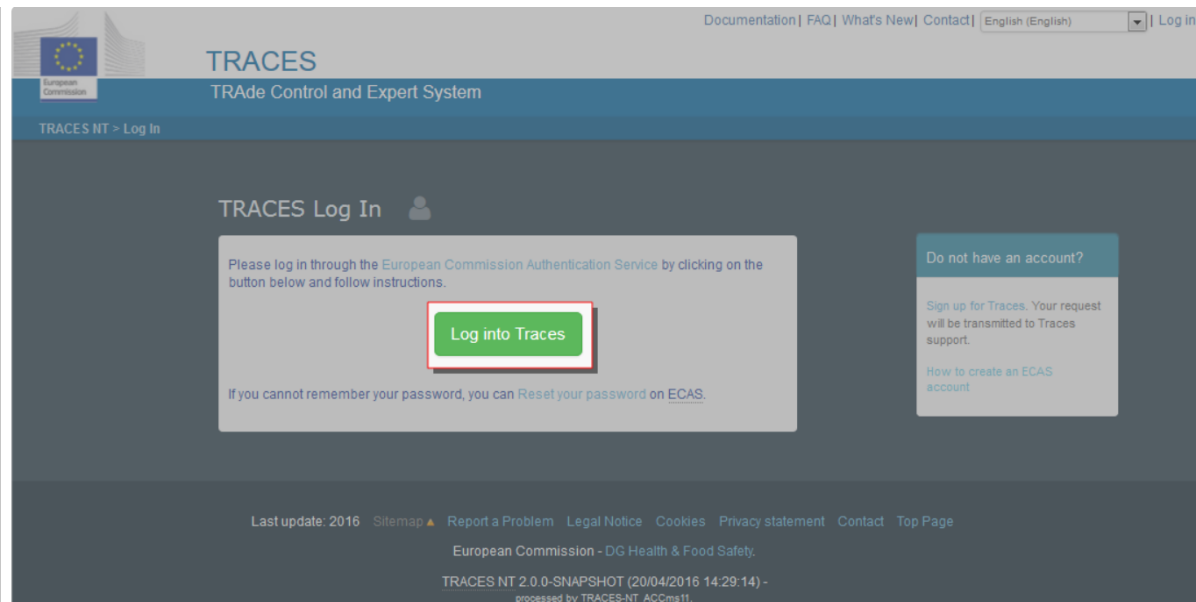


- Lastly send the request for authorisation. Please ensure you enter your company email address in the email field used to register your EU login.

## Requesting access to an existing TRACES NT account as a user

You will also need to get access as a user so you can log in and manage your TRACES account. To do this please follow the instructions below. They may look like the ones above but there are a few variations

Firstly open the Traces NT page here: <https://webgate.ec.europa.eu/tracesnt/login> and click on Log into Traces.



1. On the login screen you can select a role in TRACES: Click on the operator function

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,*

**Appointed Veterinary Offices** ➤

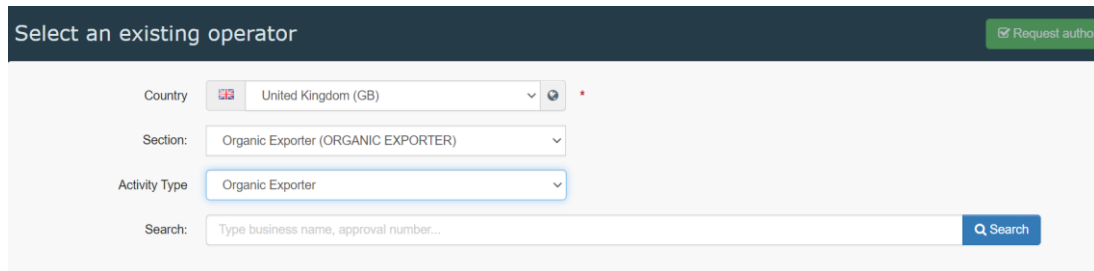
Description

**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?

- Next choose your **Country**, **Section** and **Activity Type** from the drop-down list.



Select an existing operator Request authorisation

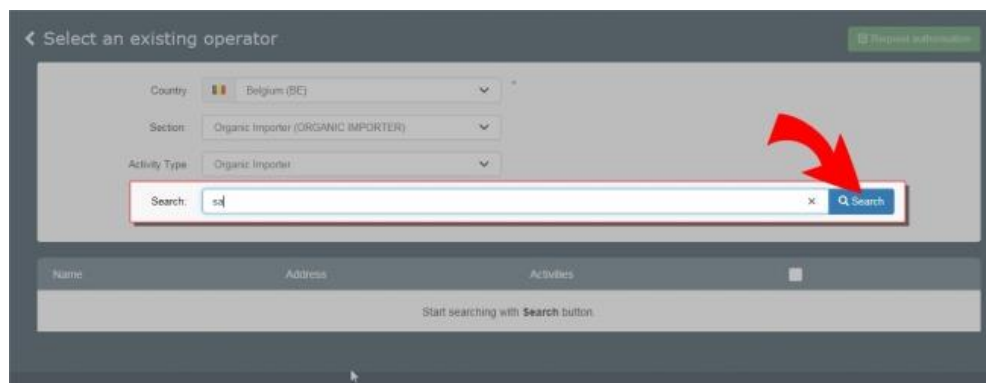
Country: United Kingdom (GB)

Section: Organic Exporter (ORGANIC EXPORTER)

Activity Type: Organic Exporter

Search:  Search

- In the search box enter **part of your organisation's name** and click the **Search** button. The system displays the table below with all results matching your search criteria.



Select an existing operator Request authorisation

Country: Belgium (BE)

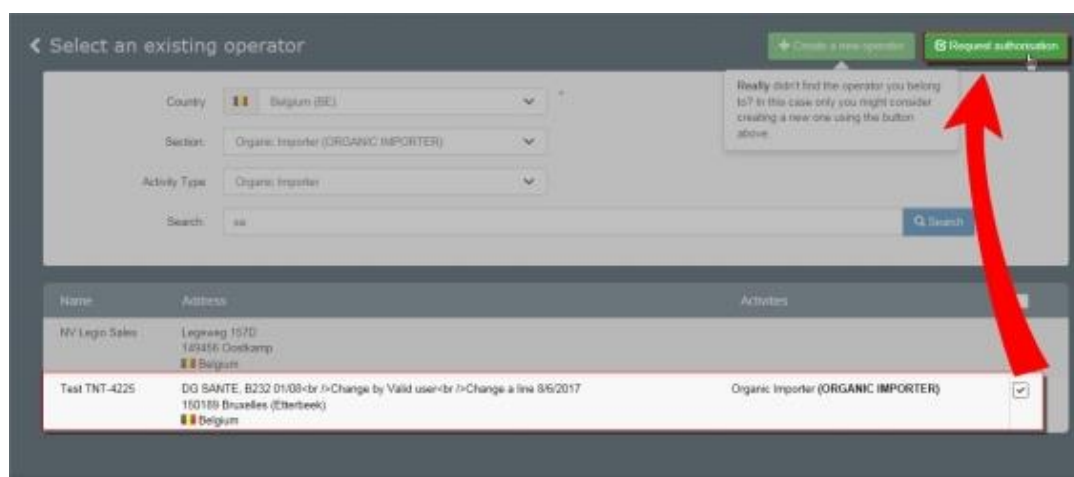
Section: Organic Importer (ORGANIC IMPORTER)

Activity Type: Organic Importer

Search:  Search

Name	Address	Activities
Start searching with Search button.		

- When you find your operator from the list on the left tick the box next to the operator's details and then click on the **Request Authorisation** button to submit the request.



Select an existing operator Create a new operator Request authorisation

Country: Belgium (BE)

Section: Organic Importer (ORGANIC IMPORTER)

Activity Type: Organic Importer

Search:  Search

Name	Address	Activities
WV Legro Sales	Legroweg 157D 129456 Dordrecht Belgium	
Test TNT-4225	DG SANTE, B232 D1/08- 150189 Bruxelles (Etterbeek) Belgium	Organic Importer (ORGANIC IMPORTER) <input checked="" type="checkbox"/>

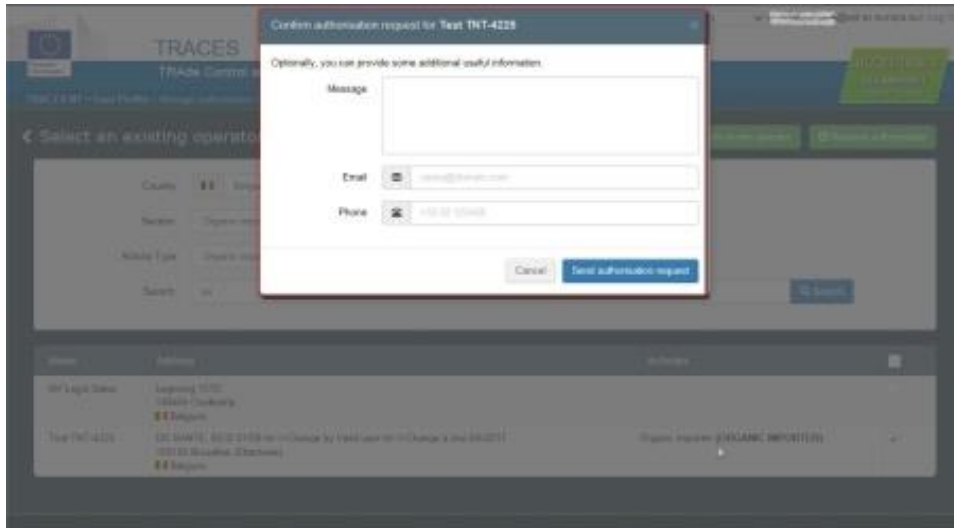
Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

- The systems displays a pop-up window allowing you to enter additional and *optional* data, such as:

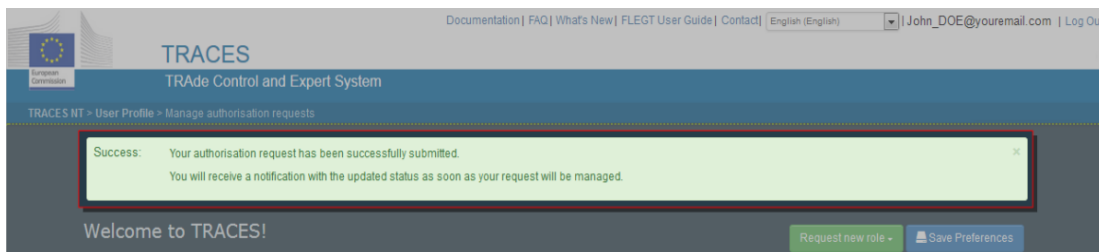
- Request message;

- Contact E-mail and
- Contact Phone number.

5. After entering the previously mentioned data, click **Send authorisation request**.



6. A green message appears at the top of the **Edit Your Profile** page, showing that your request was successfully submitted! You will be notified when your request has been validated by the COI team.

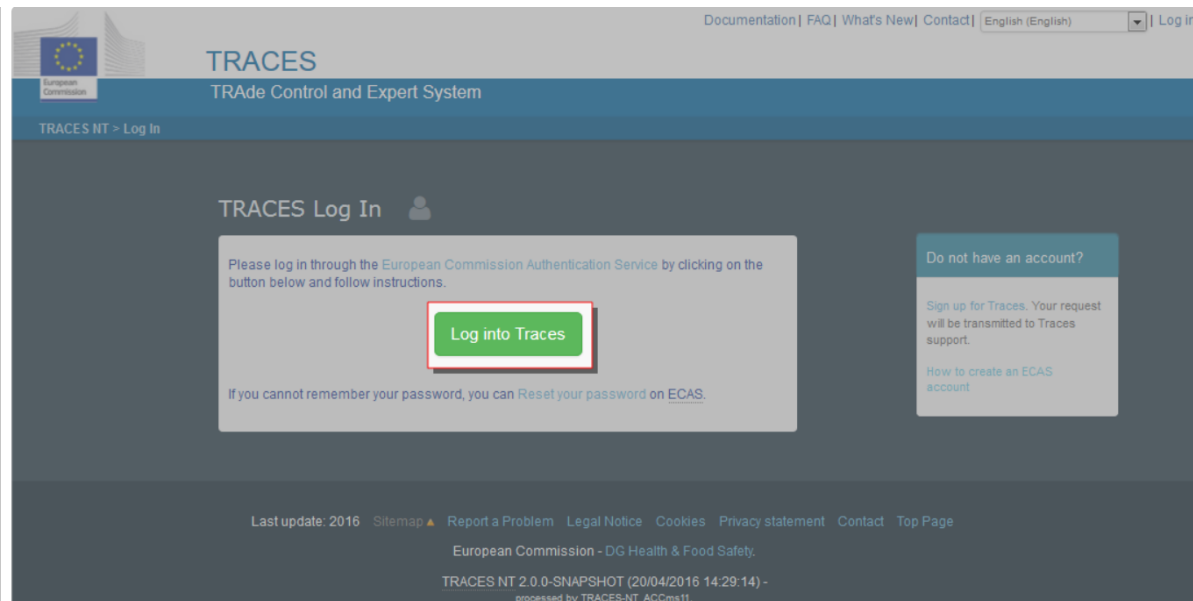


## Requesting a new role in TRACES

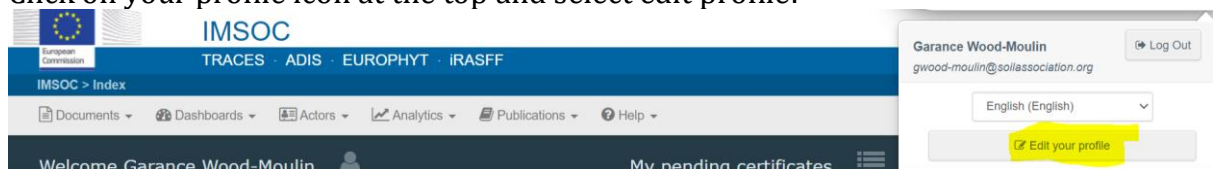
If you have two TRACES account. One for GB-ORG-05 and one for GB-BIO-142 you might need to request access to the additional account.

In TRACES this is called *request a new role*

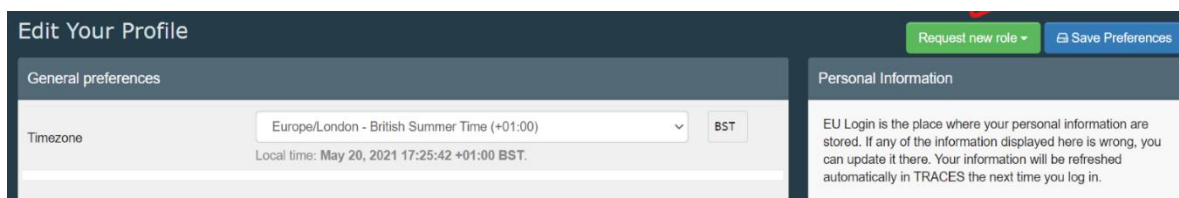
1. Log into your TRACES account: <https://webgate.ec.europa.eu/tracesnt/login>



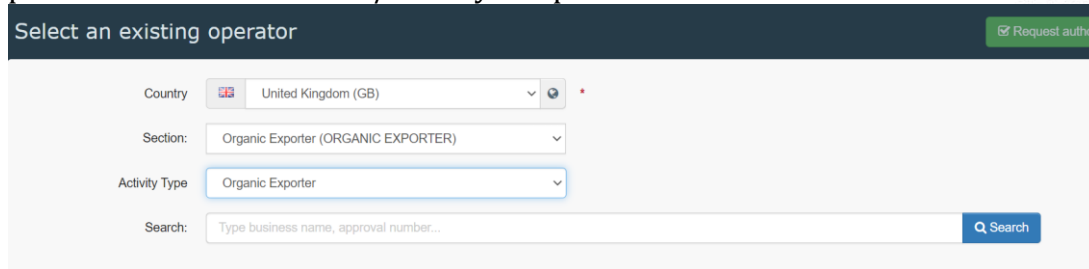
2. Click on your profile icon at the top and select edit profile:



3. Click the green request new role icon



- Select United Kingdom, Third Country Organic exporter/Organic processor from the section/activity drop down menu



Select an existing operator Request authorisation

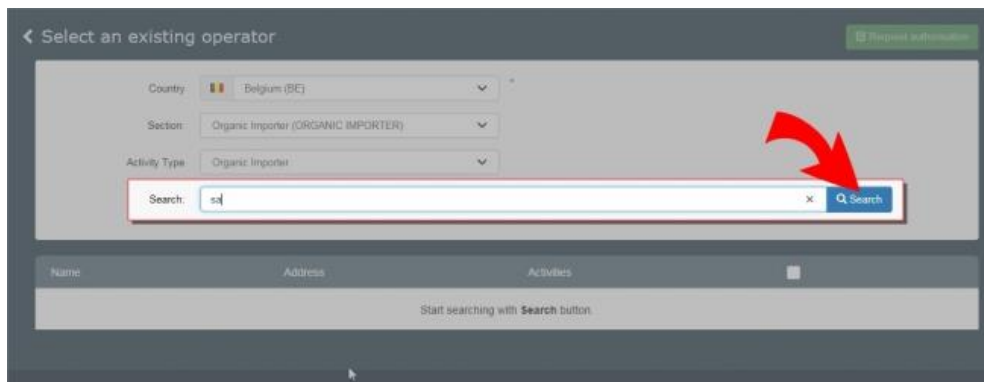
Country: United Kingdom (GB)

Section: Organic Exporter (ORGANIC EXPORTER)

Activity Type: Organic Exporter

Search:  Search

- In the search box enter **part or your full company name** and click the **Search** button. The system shows you your TRACES account for your company which you can request access to



Select an existing operator Request authorisation

Country: Belgium (BE)

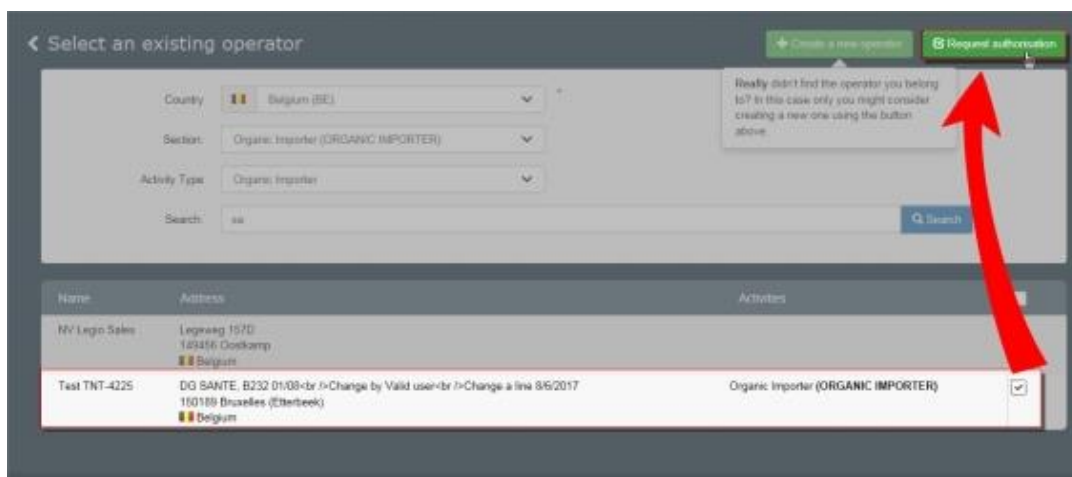
Section: Organic Importer (ORGANIC IMPORTER)

Activity Type: Organic Importer

Search:  Search

Name	Address	Activities
Start searching with Search button		

- When you find your operator from the list on the left tick the box next to the operator's details and then click on the **Request Authorisation** button to submit the request.



Select an existing operator Create a new operator Request authorisation

Country: Belgium (BE)

Section: Organic Importer (ORGANIC IMPORTER)

Activity Type: Organic Importer

Search:  Search

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
NV Legro Sales	Legweg 197D 129416 Dookamp Belgium	
Test TNT-425	DG SANTE, B232 01/08 Change by Valid user Change a line 8/6/2017 150189 Bruxelles (Eterbeek) Belgium	Organic Importer (ORGANIC IMPORTER) <input checked="" type="checkbox"/>

- The systems displays a pop-up window please complete the email address field



7. After entering the previously mentioned data, click **Send authorisation request**.



8. A green message appears at the top of the **Edit Your Profile** page, showing that your request was successfully submitted! You will be notified when your request has been validated by the COI team.

