Step by Step guide for getting registered on TRACES Portal.

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

Below is a detailed guide for the next process of the registration.

When you are first signing up for TRACES please make sure you select **Operator**, see below:

1. You will now need to request a new role either as an organic **Producer/Exporter** you can register for both if applicable.
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 load you to a page which looks like this (see screenshot below).

5. There you will fill in your:
   - Company name
   - All the address details

   **Please note if you are registering as producer/exporter it must be a GB registered address.**
6. 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](https://www.gov.uk/eori)

7. Once those fields are filled in you can now add an activity.

![Operator Activities](image)

8. If you are an exporter select **Organic Exporter**. If you are just the producer or prepare of the product chose **Organic producer**. Select Soil Association as the control body with the code (GB-ORG-05 for products made in GB. For imported pre-packed products please select **GB-BIO-142**. It will ask you for an identifier and valid to and from dates which you can leave blank.

![Organic Exporter](image)

9. Select the **Chapter** (e.g. Organic) and click on **Add details** to provide some additional but mandatory information, such as **Section**, **Activity** and **Organic Control Body**

![Activity Details](image)
10. And finally, click on **Create a new operator** blue button in the right-hand corner.

Finally send the request for authorisation. Please ensure you enter your company email address in the email field as that

![Image of the Request for Authorization Form]

**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 variation

Firstly open the Traces NT page here: [https://webgate.ec.europa.eu/tracesnt/login](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.

2. Next choose your **Country**, **Section** and **Activity Type** from the drop-down list.
3. 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.
4. 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.

4. 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 treated.