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:

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

If you are based in Northern Ireland you will need to register for an Organic Importer role– please select country as GB (Northern Ireland) and in section select Organic Importer, select organic importer as the activity type

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)

![Create a new operator button](image)

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

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

![Operator creation screen](image)

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](https://www.gov.uk/eori)

*Please note if you are registering as producer/exporter it must be a GB registered address.*
6. Once those fields are filled in it you can now select the chapter as organic and activity type

7. If you are an exporter select **Organic Exporter**. If based in N.I please select **Organic Importer**
   If you are just the producer or preparer of the product chose **Organic producer/Organic processor**.

8. Select Soil Association as the control body with the code (GB-ORG-05 for products made in GB).
9. It will ask you for an identifier and valid to and from dates which you can leave blank.

10. Once all the fields have been completed click on the **Create a new operator** blue button in the right-hand corner.

11. 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](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.

![Select an existing operator](image1.png)

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.

![Select an existing operator](image2.png)

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.

![Select an existing operator](image3.png)

4. The systems displays a pop-up window allowing you to enter additional and **optional** data, such as:
   - Request message;
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](https://webgate.ec.europa.eu/tracesnt/login)

![TRACES Log In](image1)

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

![Edit Your Profile](image2)

3. Click the green request new role icon

![Request new role](image3)
4. Select either:

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

Or

United Kingdom GB (Northern Ireland) as the country and Organic importer for both the section and activity type

5. 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

6. 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.
5. The system 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.