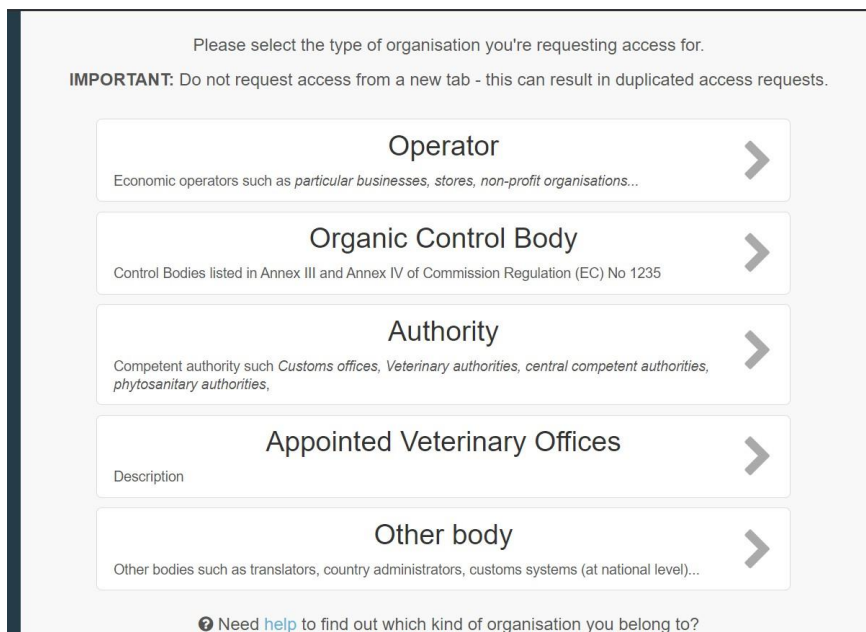


Step by Step guide for getting registered on TRACES NT Portal.

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.

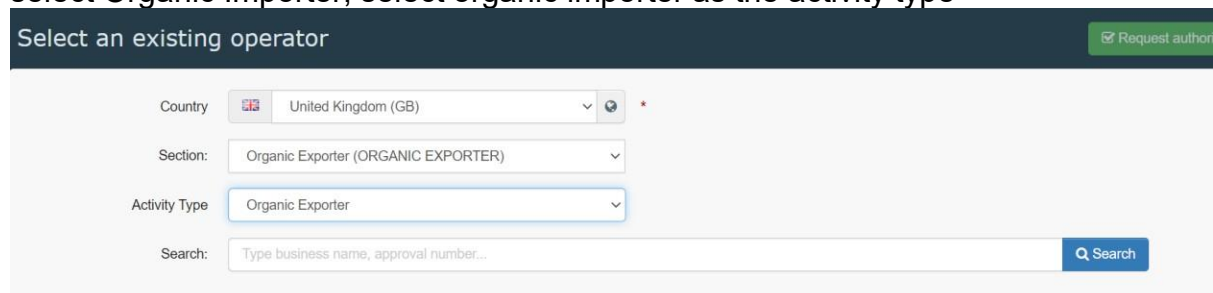
IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

- 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.

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



Select an existing operator [Request authorisation](#)

Country:  United Kingdom (GB)   *

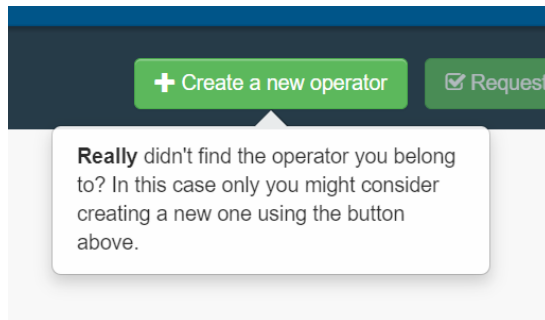
Section: Organic Exporter (ORGANIC EXPORTER) 

Activity Type: Organic Exporter 

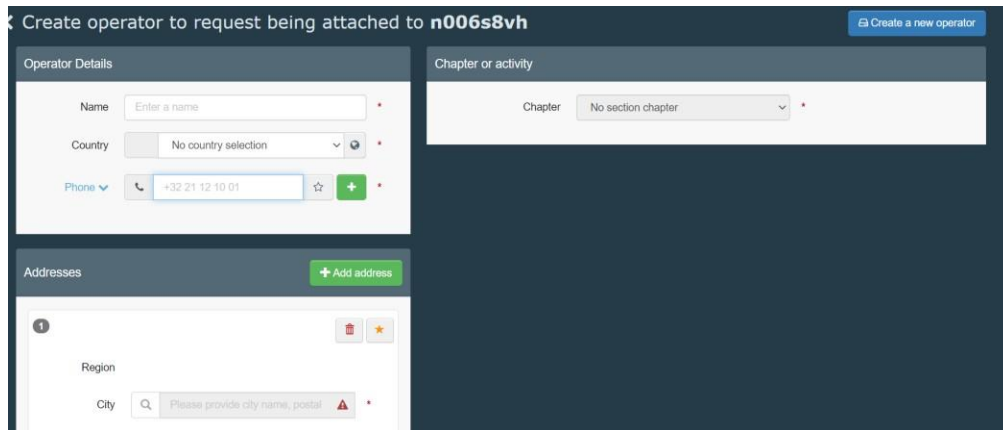
Search: [Search](#)

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).

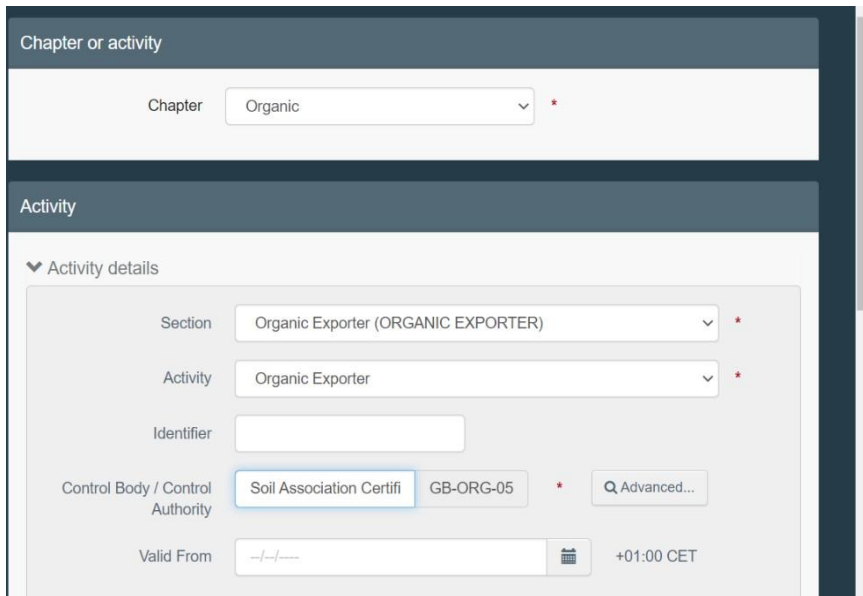


The screenshot shows a web form titled 'Create operator to request being attached to n006s8vh'. The form is divided into two main sections. The left section, 'Operator Details', contains fields for 'Name' (with a placeholder 'Enter a name'), 'Country' (with a dropdown menu showing 'No country selection'), and 'Phone' (with a dropdown menu showing '+32 21 12 10 01' and a green '+ Create' button). The right section, 'Chapter or activity', contains a 'Chapter' dropdown menu showing 'No section chapter'. Below the 'Operator Details' section is an 'Addresses' section with a green '+ Add address' button. The 'Addresses' section shows a list of addresses with a search bar and a placeholder 'Please provide city name, postal'.

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.

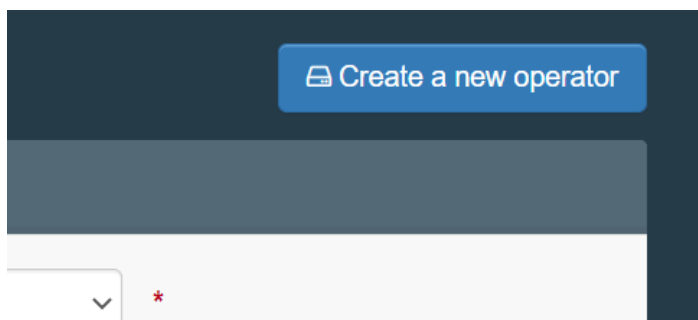
6. Once those fields are filled in it you can now select the chapter as organic and activity type



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.

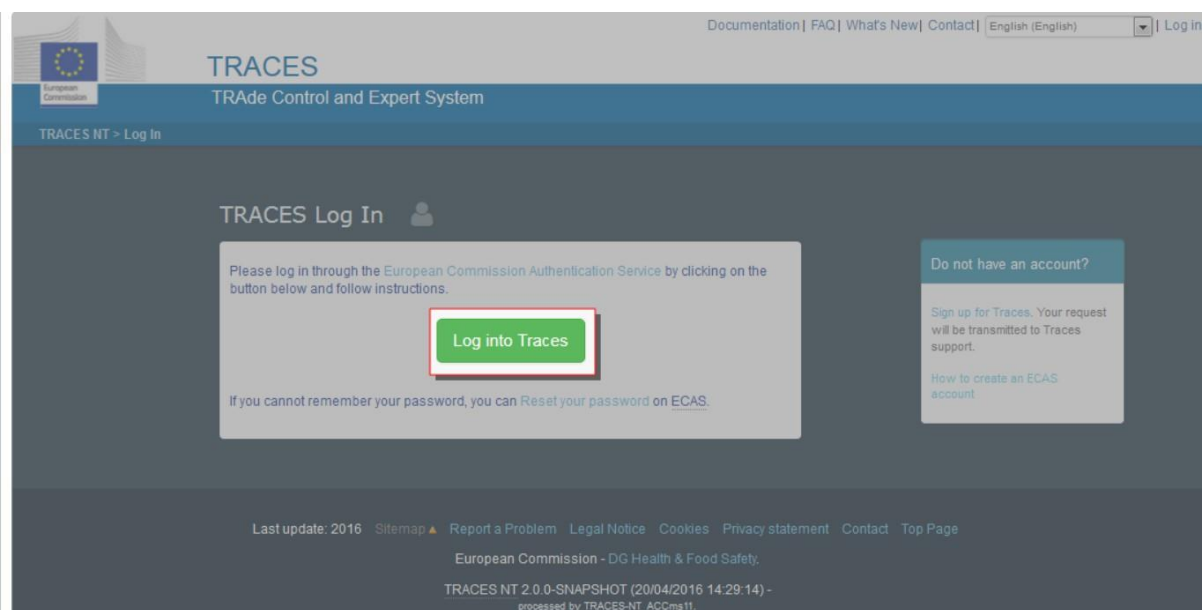


11. Lastly send the request for authorisation. Please ensure you enter your company email address in the email field used to register your EU login.

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> 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



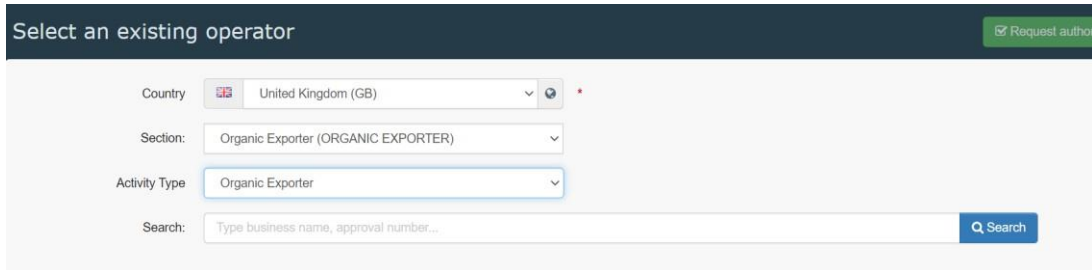
Other body

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

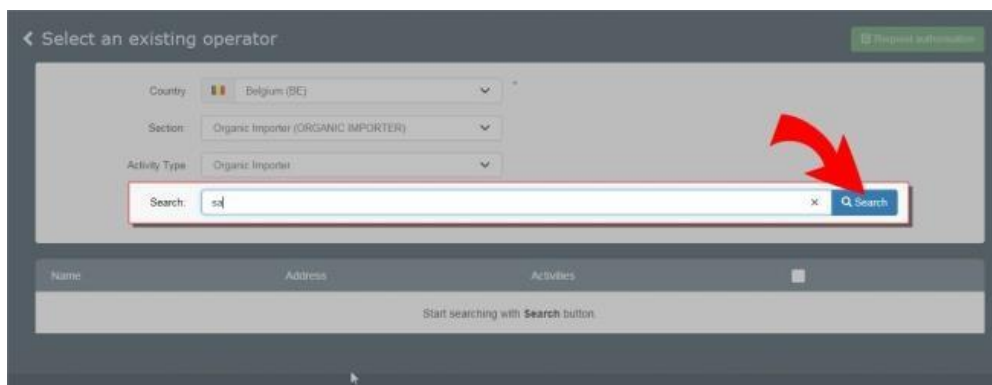


 Need [help](#) to find out which kind of organisation you belong to?

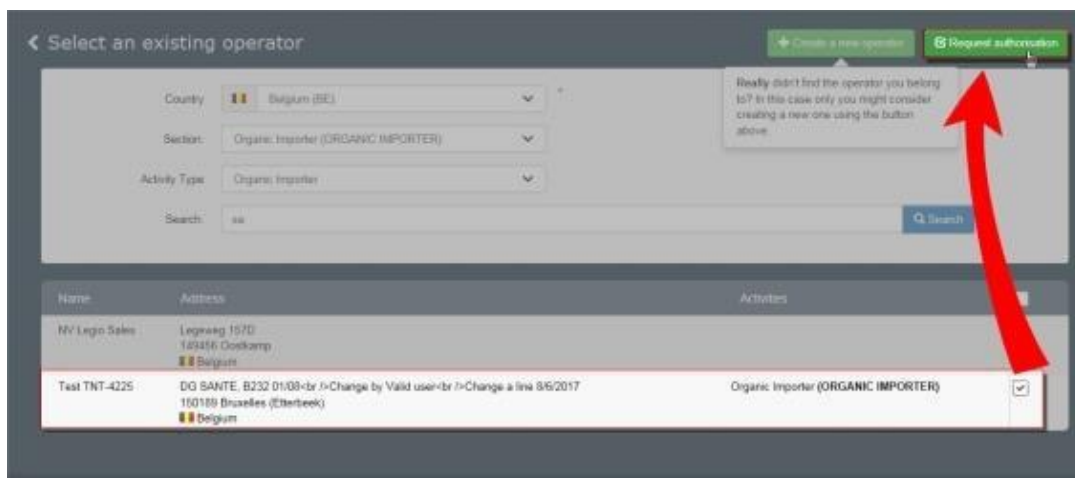
- Next choose your **Country**, **Section** and **Activity Type** from the drop-down list.



- 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.



- 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.



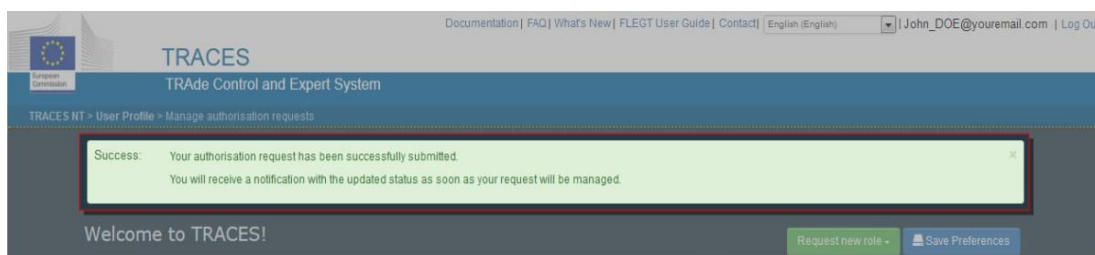
- The systems displays a pop-up window allowing you to enter additional and *optional* data, such as:
 - Request message;

- 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.

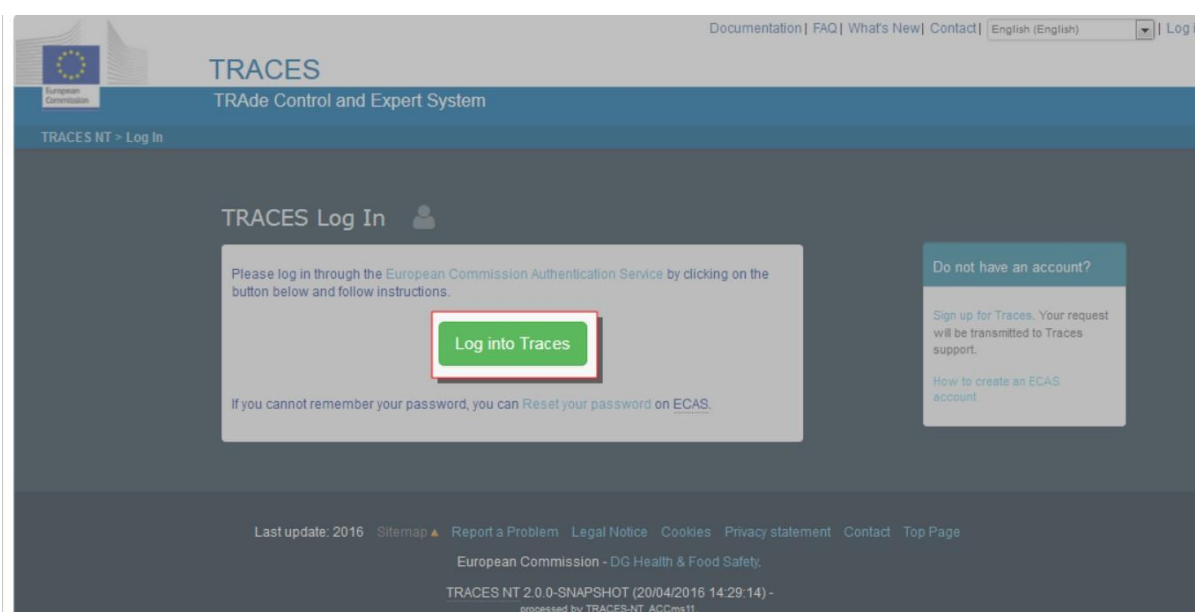


Requesting a new role in TRACES

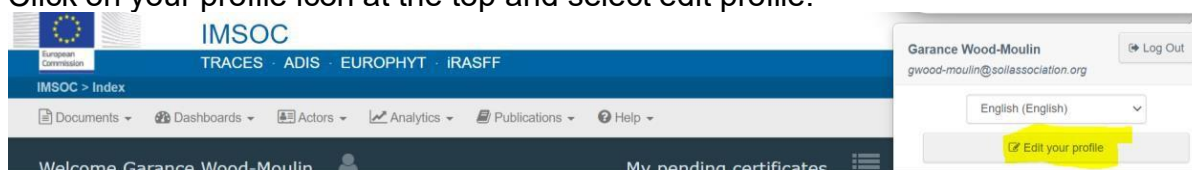
If you have two TRACES account. One for GB-ORG-05 and one for GB-BIO-142 you might need to request access to the additional account.

In TRACES this is called *request a new role*

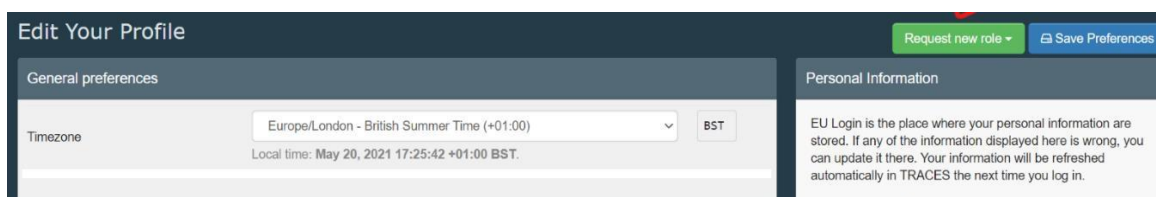
1. Log into your TRACES account: <https://webgate.ec.europa.eu/tracesnt/login>



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

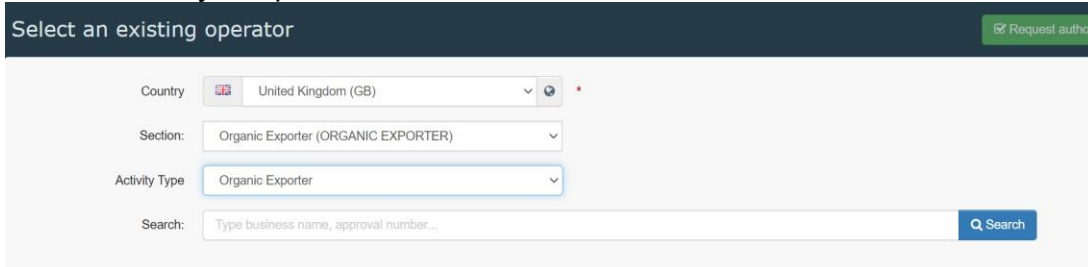


3. Click the green request new role icon



4. Select either:

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)

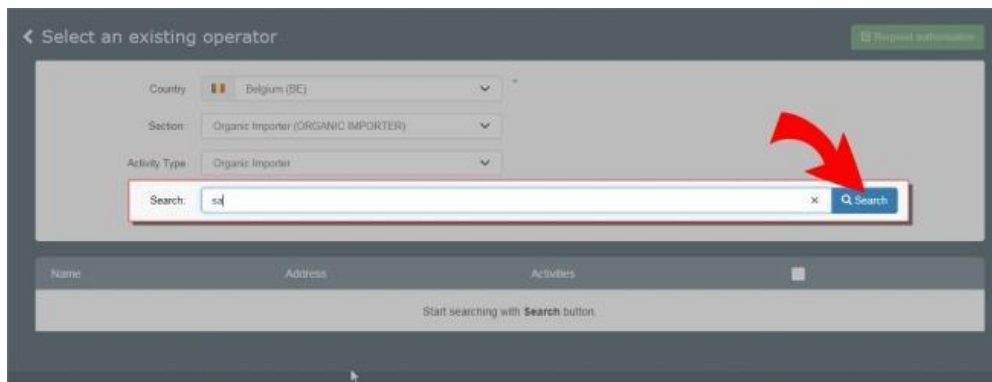
Activity Type: Organic Exporter

Search: Search

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



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.		

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.

← Select an existing operator

Country: Belgium (BE)

Section: Organic Importer (ORGANIC IMPORTER)

Activity Type: Organic Importer

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 Lego Sales	Legweg 157D 189456 Oostkamp Belgium	
Test TNT-4225	DO SANTE, B232 01/08-10/10/2017 150189 Bruxelles (Eberbeek) Belgium	Organic Importer (ORGANIC IMPORTER) ☒

5. 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.

