

Dear Madam, Dear Sir,

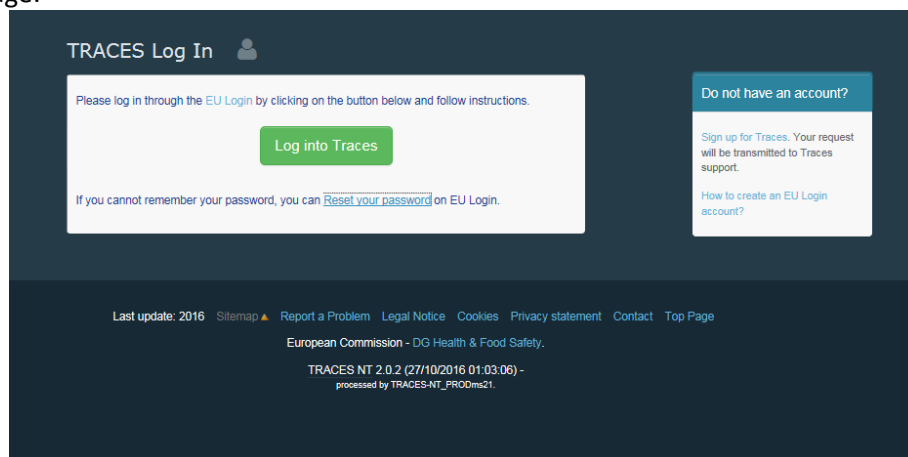
The production AND Training websites of TRACES NT are now available. The certificate for the Certificate of Inspection for the products of organic origin can be found on the website. Before you can access it, you need to log in and register as a user. The registration process to connect to TRACES NT and use COI is twofold:

1) First you need to register yourself on the EU Login page

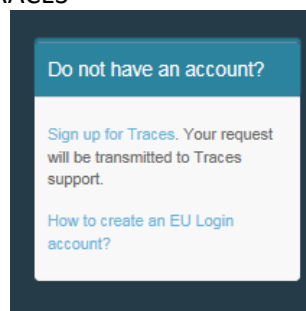
This is a mandatory security layer.

Please note: in case you already have an ECAS access, it is not necessary to redo the procedure, you can go directly to step 2.

When you click on: <https://webgate.ec.europa.eu/tracesnt/login> (for the Production version) or <https://webgate.training.ec.europa.eu/tracesnt> (for the Training page) You access the TRACES welcome page:



Please click on the link “sign up for TRACES”



You now access the EU Login registration screen.

Create an account

[Help for external users](#)

First name

Last name

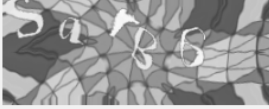
E-mail

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](#)

On the top right you can choose your language:

🌐 ▼

Complete all form fields: Username, First name, Last name, E-mail (you need to repeat the e-mail address in the next field to confirm the address), E-mail language and Code.

Please keep in mind that the data you choose in the screen above will be the data that appears in a certificate in TRACES NT, when you sign it. As the certificate in TRACES NT has a legal value, it is important that you open the EU Login account in the name of a REAL P, NOT your border control post, operator's name or control body!

For the E-mail Address: You are strongly advised to choose your individual professional email address which must be used to login to TNT-COI.

After completing all the fields, click on the "Create an account" button.

Once you have sent the request, an email will automatically be sent to you with a link to set your password. You have 90 min to click on the link (it will expire when the 90 minutes have passed).

If you do not receive this automatic email, you can find help on this page:

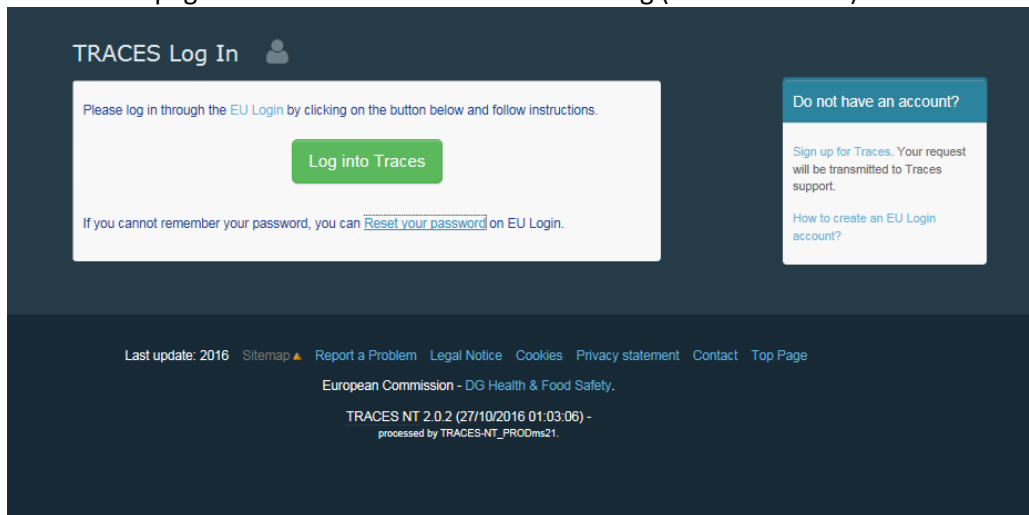
<https://webgate.ec.europa.eu/cas/contact.html>

Please note that during the testing phase your request will not be automatically submitted to TRACES, you need to continue with the second step here below, once you have access to ECAS.

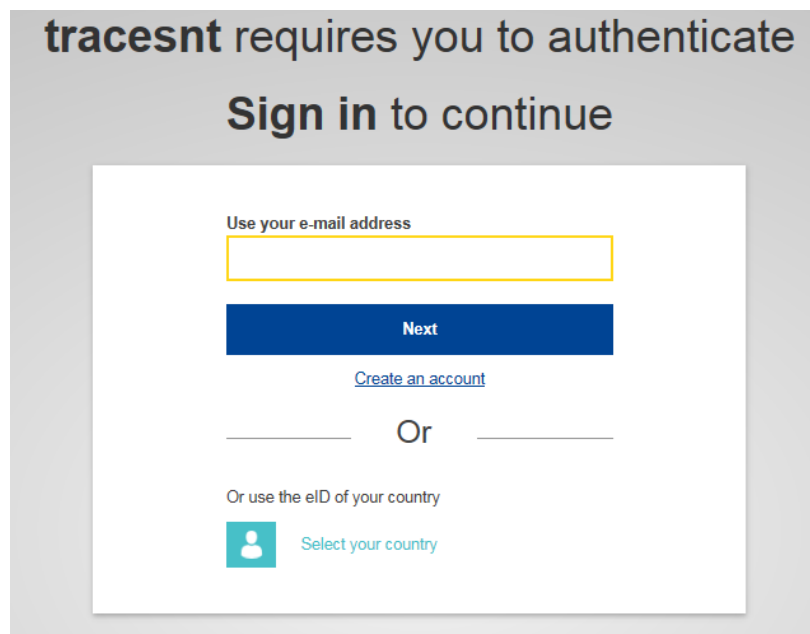
2) Second step, register in TRACES NT:

Please note: you need to follow step 2 on TRACES NT Production and on Training. When you request a role on one this is not automatically transferred to the other.

Return to the homepage of TRACES NT Production or Training (see links above)



Then click on the green button “Login into TRACES”, you will be redirected to the EU Login access. To log in you use the email address you selected when creating the EU Login Account:



You are now redirected to the TRACES NT welcome page. Where you will find links to EU Login where you can change your EU Login credentials if need be or reset your password. But more importantly, you need to select your role in TRACES. **Please note that each individual can only take one kind of role.**

Please click on the button 'Operator'. You can only be Operator (Importer, first consignee), Organic Control Body (or Control Authority) **OR** Authority (Border Control Post or Central Competent Authority).

But within your role, you can take several posts. You can for example work for two or more different operators:

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:

- 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 as *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

[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: Katrin PATZAL
Username: **katrinTest**
Email: katrin_patzal@yahoo.co.uk

- My account on EU Login
- Change your Password at EU Login
- Update your Information at EU Login

When you **click on Operator**:

You need to search (by country, Section, Activity type, name of the operator, etc.) to see, if your organization already exists. Tick the box behind the operator and then the 'Request Authorisation' button to submit the request.

< Select an existing operator

+ Create a new operator Request authorisation

Country: Belgium (BE)

Section:

Activity Type:

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	
ALPRO Comm.V.A. TRACES Number: BE-ORG-OP-5	Vlamingstraat 28 149256 Wevelgem Belgium	Organic Importer (ORGANIC IMPORTER)	<input type="checkbox"/>
Beanworks Seeds and Grains bvba TRACES Number: BE-ORG-OP-7	Spaans Fort 6 149725 Verrebroek Belgium	Organic Importer (ORGANIC IMPORTER)	<input type="checkbox"/>
Coffeeteam TRACES Number: BE-ORG-OP-6	Generaal Lemanstraat 74 149847 Berchem Belgium	Organic Importer (ORGANIC IMPORTER)	<input type="checkbox"/>
Colzagro TRACES Number: BE-ORG-OP-4	Kortemarkstraat 8 149290 Lichtervelde Belgium	Organic Importer (ORGANIC IMPORTER)	<input type="checkbox"/>

When you are sure that you can't find the organization you work for, you have the possibility to create it by clicking on the 'Create new Operator' button.

Complete all the information circled in red in the screen shot below (instead of the phone number you can also choose a fax, email or website) the information not circled is not mandatory, but you can provide it if you have:

Name	Country	Address	Role	Code
Hauptzollamt Berlin	Germany	Mehringdamm 129 c 10965 Berlin, Stadt	BCP	DE0020

When all the information is complete, click on the 'create a new operator' button on top of the entry form:

Automatically the request for creating the new operator and your request to be joined to this operator are registered in the system.

Note that the system currently doesn't send out notifications, when a new user registers. Please contact your authority and ask them to validate your requests.

If need be, you can request additional new role(s).

On your profile page you can also set your preferences for time zone, notifications etc.
Then you can log out by clicking on log out in the top right corner of your browser.

If you are an operator or control body/authority, your National Authority or an Administrator inside your organization will manage (accept/reject) your request. If you are a National Authority, the Commission or an Administrator inside your organization will manage (accept/reject) your request.

If you have any questions, please send an email to our helpdesk: SANTE-TRACES@ec.europa.eu and AGRI-E-COI-ORGANIC@ec.europa.eu

Best regards,

The TNT-COI team.