



**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine

TRACES NT

Operators

EU LOGIN & ROLE REQUEST

Welcome to **TRACES NT**. This manual contains all essential information for the user to get started with TNT. It includes the guidelines for registration and the users & operators management with step-by-step procedures.

Contents

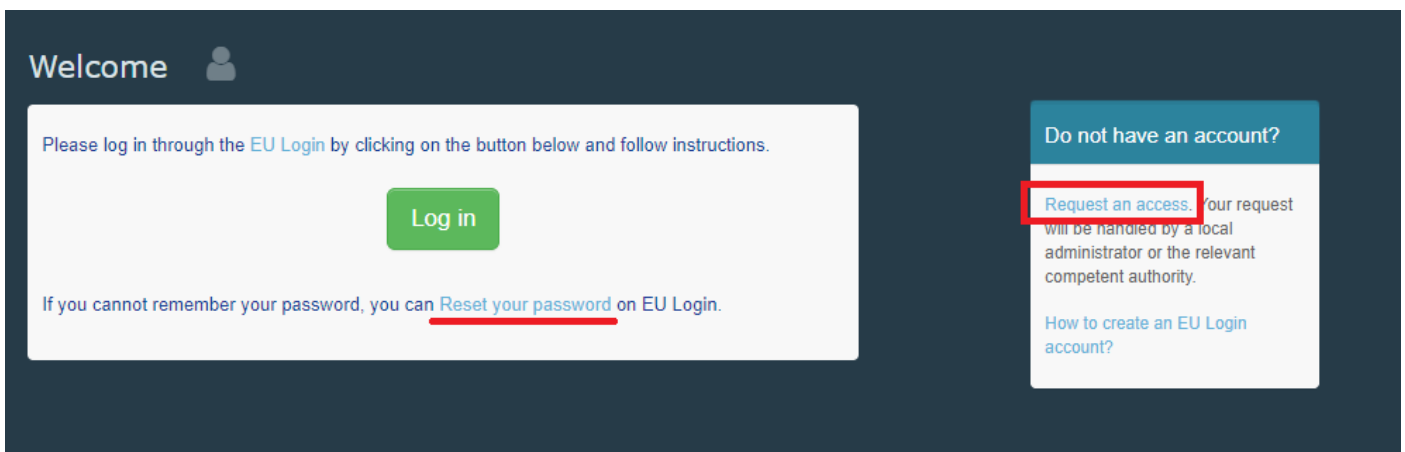
EU LOGIN	3
Request a Role.....	6
Requesting a role as an operator	8
Listed Company	14

EU LOGIN

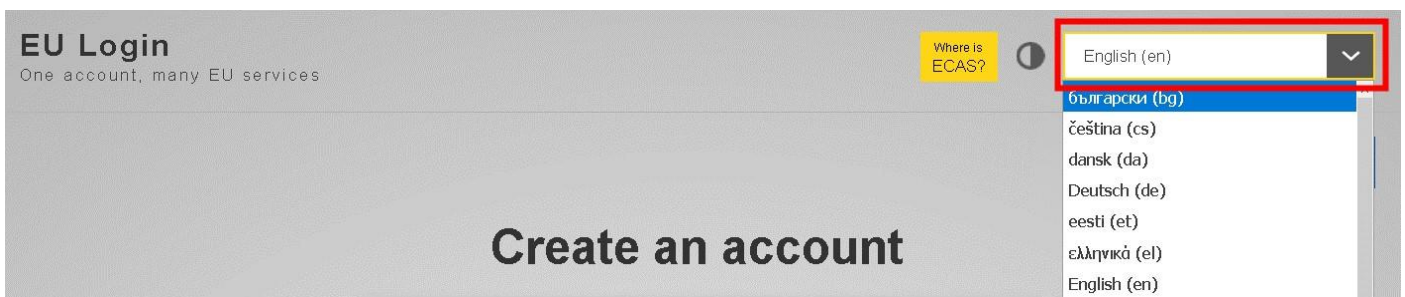
The first step is to create your EU login, which is a mandatory security layer.

Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page.

Click on the link “Request an access”, in the box on the right side:



On the top right corner, you have the option to choose your language:



You will be redirected to the EU Login registration page. Complete all form fields.

Note: Please keep in mind that the data you choose will be the data that appear in the certificates/documents 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 person, NOT a generic name as 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 will be used to login to TNT.

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

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

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

Once you have sent the request, an email will automatically be sent to you with a link to set your password.

Log out of Traces and then follow the link in the email, this will direct you to set a password.

Your password

Authentication Service [automated-notifications@nomail.ec.europa.eu]

Sent: Sun 01/12/2019 19:33

To: John Melvin

Dear John Melvin,

You have been registered in EU Login.

Your email address is jmeldsl@eircom.net

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wavf.domain=external&wavf.remember=checked&wavf.submit=Select&uid=n0031d34&resetCode=fbELcj7J9toGVpIsxAwHBJuhNPXaiCzvlIKi0DkA>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

Note: you have 90 min to click on the link after you open the email (it will expire when the 90 minutes have passed).

After setting your password Log out of Traces and then log back in

<https://webgate.ec.europa.eu/tracesnt/login>

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

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

In TNT, the user can manage their account and change their personal data. To do so click on the top right corner edit my profile and then click on my account on EU log in. Click on modify my personal data and modify the data you wish. Do not forget to click on submit to save changes.



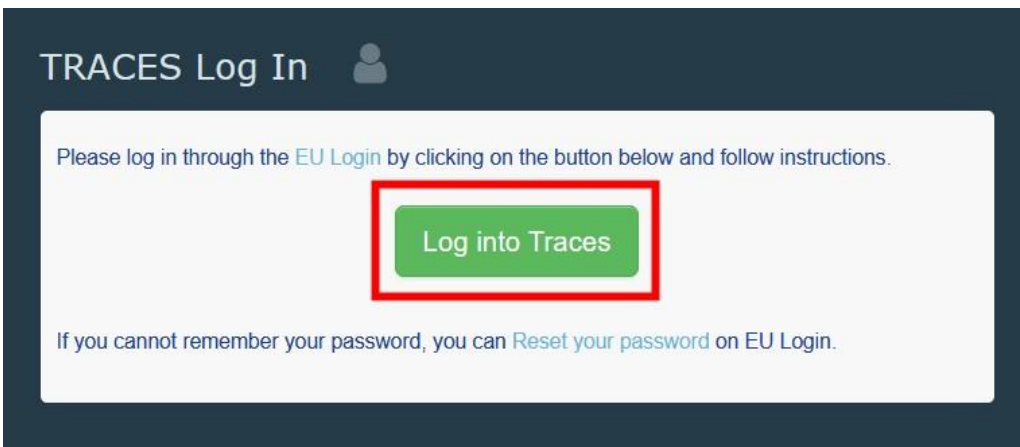
Request a Role

Once you created your EU login, you have to request a role (as a user) in order to have access to TRACES NT.

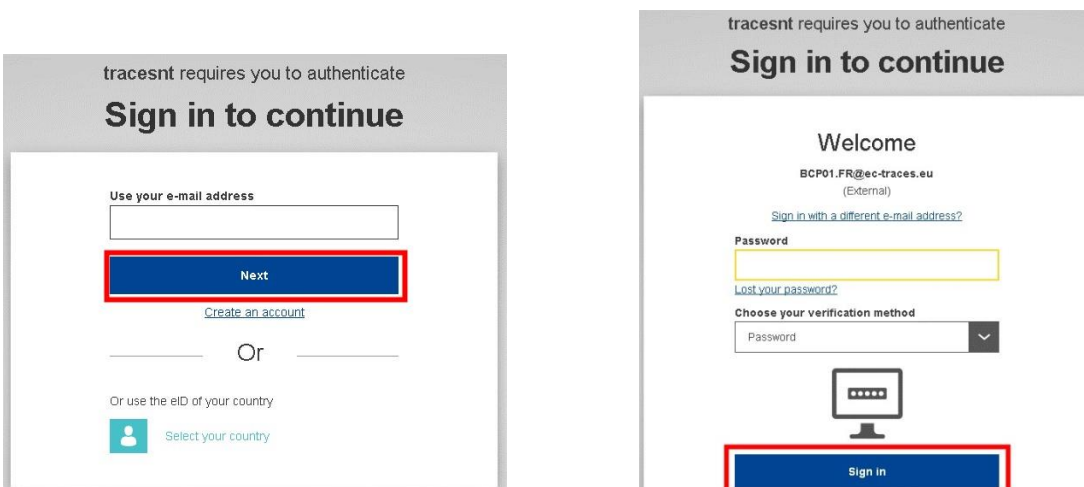
Go to the TNT website:

<https://webgate.ec.europa.eu/tracesnt/login>

Then click on the green button “Login into TRACES”.



You will be redirected to the EU Login access. Enter your email address or your username. Click on “Next”.



Enter your password and click on “Sign in”.

If when you have logged in the page displays “Redirecting you to Traces” and does not go to the Traces website, log out, close the browser and log into Traces again.

When accessing TRACES for the first time, you will see this page:

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.
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,*

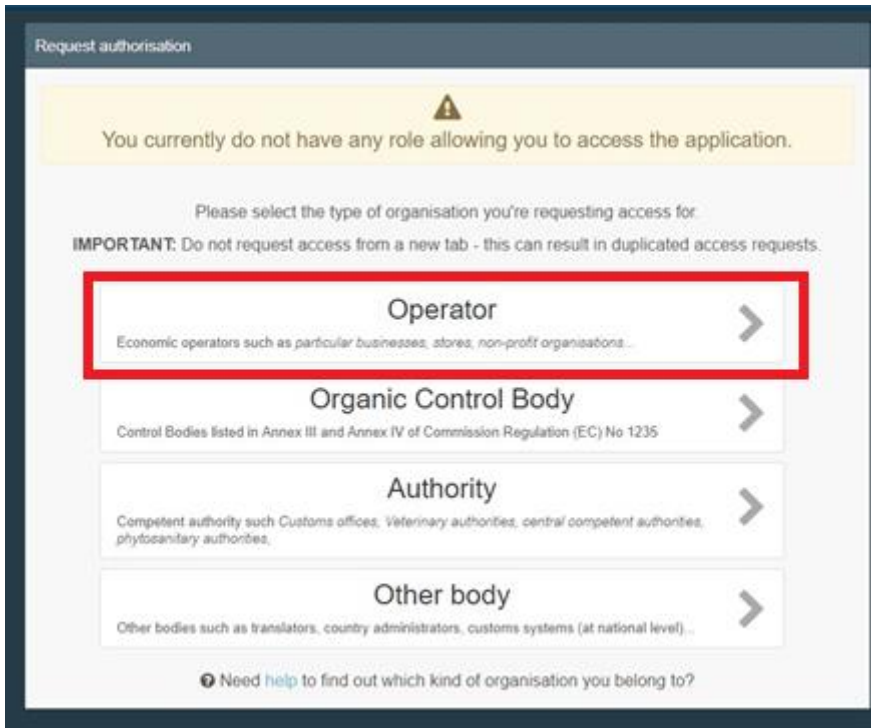
Other body >
Other bodies such as translators, country administrators, customs systems (at national level)...

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

Requesting a role as an operator

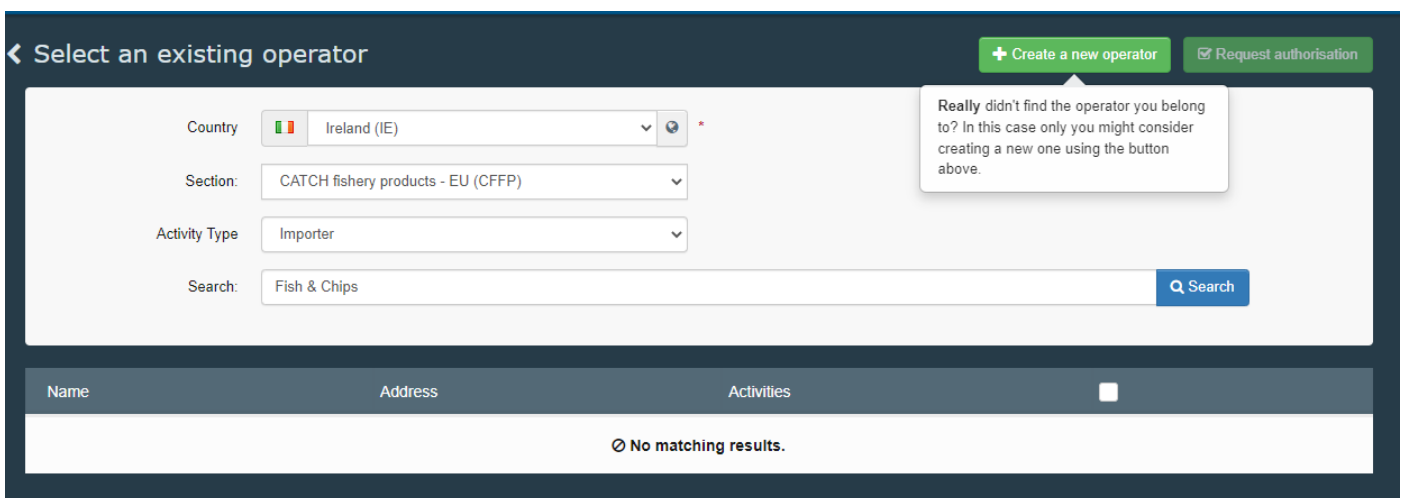
Select “**Operator**”.

The system will redirect you to a page, which will enable you to search for your company.



Complete the fields requested by the system by inserting Country, Section (CATCH fishery products EU/CFFP), Activity Type (Importer) and the name of the company you are looking for.

Then click “Search”.



If your company appears in the search results, it is already on Traces, proceed to page 14 - Listed Company.

Note: Please keep in mind that in order to create a catch certificate or a processing statement and to launch an importer declaration, the company must have the activity “**Importer**”.

If when you search your company is **not** listed on Traces and you are creating a new Importer company, please follow this procedure:

Type the requested information in the box “Operator details”.

- In the box “Chapter” select “Fishing”.
- In the “Section” select “CATCH fishery products -EU (CFFP)”
- In the “Activity” select Importer
- In the “Identifier”, enter your SFPA identifier number.

Create operator to request being attached to n0093aks Create a new operator

Operator Details

Name: Fish & chips *

Country: Ireland (IE) *

Phone: 12345678

Addresses + Add address

1 🗑️ ⭐

Region: County Dublin (IE-D) / Leinster (IE-L)

City: Dublin 1 Dublin ✓ *

Address: 1 The Harbour *

Coordinates: Latitude / Longitude

Operator Identifiers + Add Identifier

No identifiers

Chapter or activity

Chapter: Fishing *

Activity

Activity details

Section: CATCH fishery products - EU (CFFP) *

Activity: Importer *

Identifier: SFPS0001 *

Valid From: --/--/--- 📅 +02:00 CEST

Valid to: --/--/--- 📅 +02:00 CEST

Publication date: 📅

Application date: 📅

Activity Address

Address: 1 The Harbour 📍 *

🇮🇪 Dublin 1 Dublin

Assigned responsible authorities

🔍 Search responsible authorities

Please note that for operator “Importer”, you will have to select a Responsible Authority. If you skip that step, you won’t have your role validated.

Click on “Search responsible authorities” and search for the Central Competent Authority with CATCH domain in your country - It is up to that entity to validate the Operator company and your request to be linked to it.

Click on “Advanced search”

Select Ireland in the “Country” box.

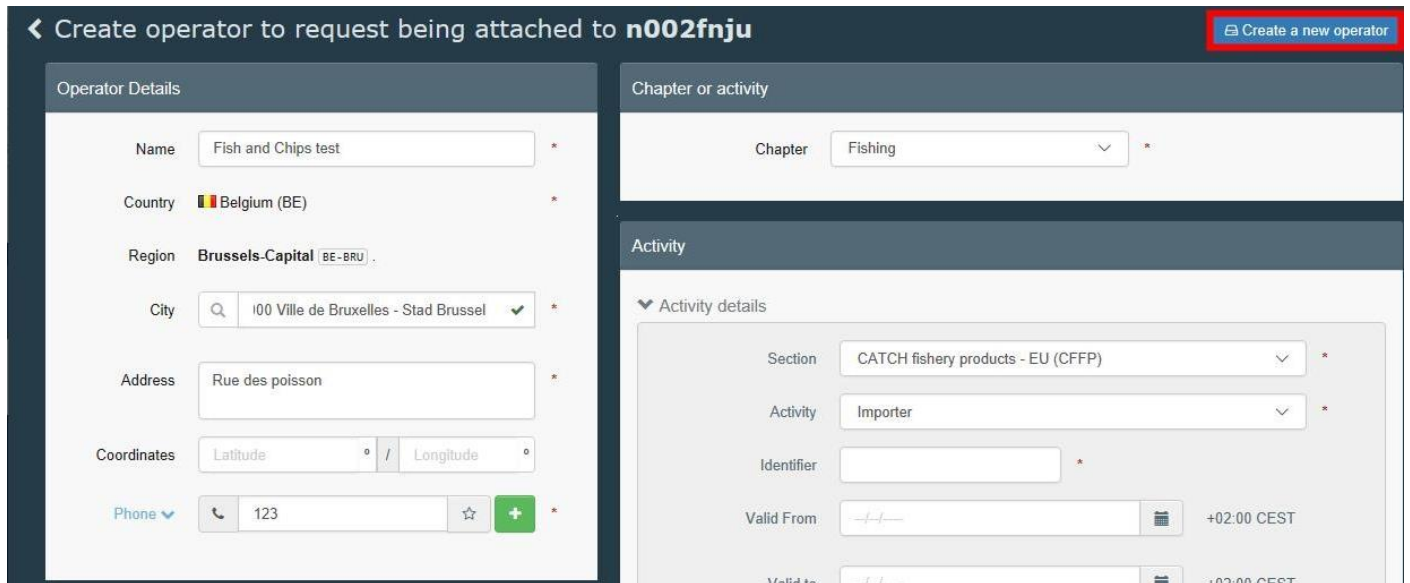
Click “Search”

Click “Select” to the right of the Sea Fisheries Protection Authority “Fishing” entry.

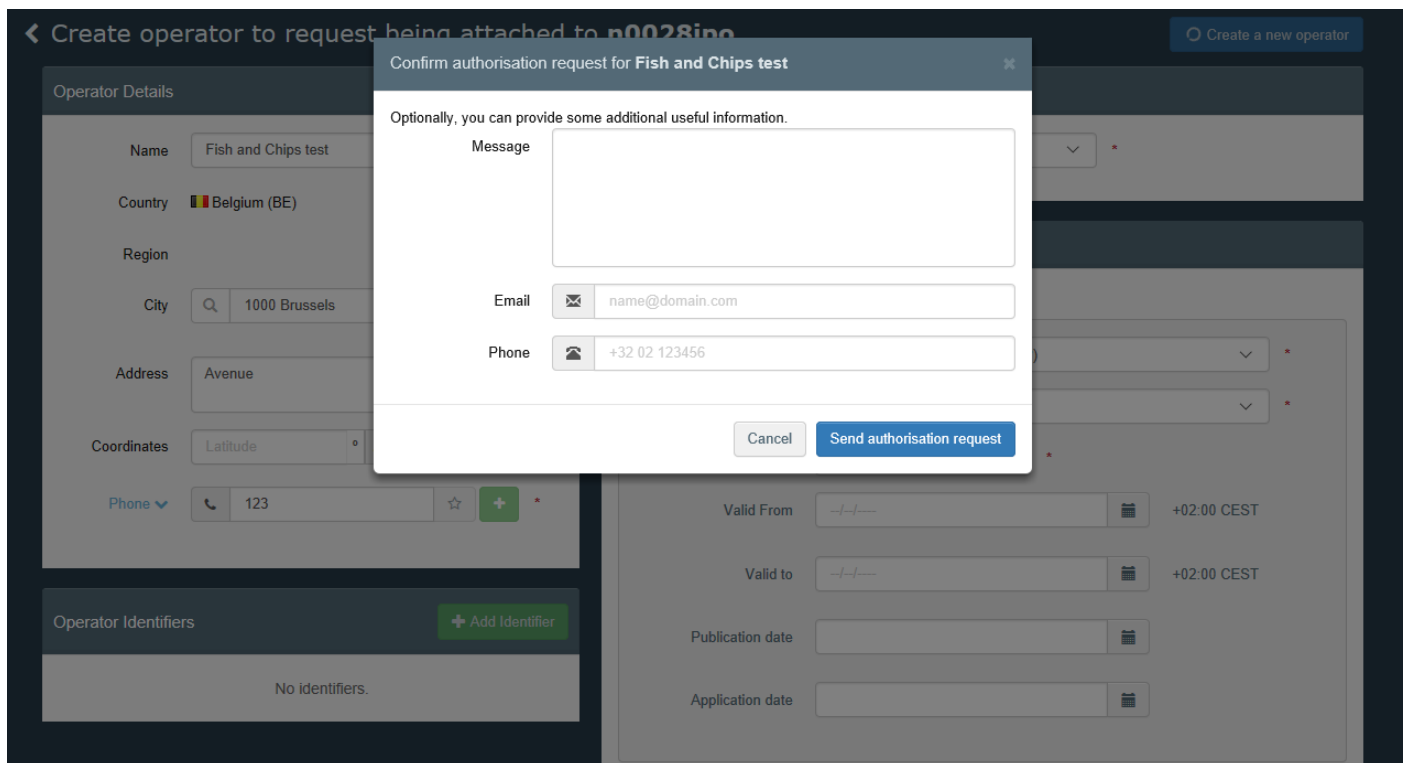
The screenshot shows the 'Select responsible authorities' interface. At the top, there is a search bar with the placeholder text 'Please provide name, address, city...'. To the right of the search bar are two buttons: 'Search' and 'Advanced search'. Below the search bar is a 'Country' dropdown menu set to 'Ireland (IE)' and a 'Role' dropdown menu set to 'CCA - Central Competen...'. The main area displays a list of search results. The results are organized into rows, each representing a different authority. The first row is for the Department of Agriculture, Food and the Marine. The second row is for the Department of Agriculture, Food and the Marine. The third row is for the Department of Agriculture, Food and the Marine. The fourth row is for the Department of Agriculture, Food and the Marine. The fifth row is for the BOVEX Team (DAFM). The sixth row is for The Sea Fisheries Protection Authority. The entry for The Sea Fisheries Protection Authority is highlighted with a red box, and its 'Select' button is also highlighted with a red box. At the bottom right of the interface is a 'Close' button.

Authority	Country	Address	Role	Organized	Domains	Action
Department of Agriculture, Food and the Marine	Ireland	Agriculture House, Kildare Street, Dublin 2	Central Competent Authority	IE0001-Fishing	Fishing, CATCH, CATCH-ID, CATCH-PS, CATCH S.C.	Select
Department of Agriculture, Food and the Marine	Ireland	Agriculture House, Kildare Street, Dublin 2	Central Competent Authority	IE0001-Veterinary Units INTRA	Animal, Germinal products, CHED-A, DOCOM, EU EXPORT, EU IMPORT, INTRA, AJL	Select
Department of Agriculture, Food and the Marine	Ireland	Agriculture House, Kildare Street, Dublin 2	Central Competent Authority	IE0001-BCP Veterinary	Animal, Animal By-Products, Food, CHED-A, CHED-P, DOCOM, EU EXPORT, EU IMPORT, INTRA, AJL	Select
BOVEX Team (DAFM)	Ireland	Agriculture House, Kildare Street, Dublin 2	Central Competent Authority	IE000-BVX	BovinePassport, INTRA	Select
The Sea Fisheries Protection Authority	Ireland	Clogheen Clonakilty	Central Competent Authority	IE0001	Fishing, CATCH, CATCH-ID, CATCH-PS, CATCH S.C.	Select

Once you have selected the Authority, click on the blue button named “Create new operator”.



A pop-up window will appear. Click on the blue button “Send authorisation request”.



By clicking on “Send authorisation request” you are making a request to the CCA that you have assigned as responsible authority, for the validation of the operator as an importer company. You are also requesting to be linked to that operator.

Once your request is sent, you will receive a message on the TRACES homepage, and you will be able to see the status of your request.

The screenshot displays the TRACES user interface. The top left section, titled 'Request authorisation', contains a blue information box stating: 'The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.' Below this, it asks the user to select the type of organisation they're requesting access for, with an 'IMPORTANT' note: 'Do not request access from a new tab - this can result in duplicated access requests.' A button labeled 'Operator' is shown, with a subtext: 'Economic operators such as particular businesses, stores, non-profit organisations...'. A link for 'Need help' is provided. The top right section, 'Personal Information', shows user details: Full Name (Fish Importer Six), Domain (External), Username (n00281po), and Email (fish.importer06@ec-traces.eu). It also includes links for 'My account on EU Login', 'Change your Password at EU Login', and 'Update your Information at EU Login'. The bottom section, 'Your Roles', features a filter status bar with '1 Requested', '0 Suspended', and '0 Valid' counts, and a 'Request new role' button. A table lists roles, with one entry for 'Operator' under 'Fish and Chips test' (Importer (CFFP) New) with a 'Requested' status and a location of '1000 Brussels, Belgium (BE)'.

You should contact you Central Competent Authority to have your operator entry validated.

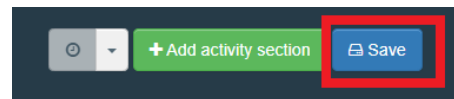
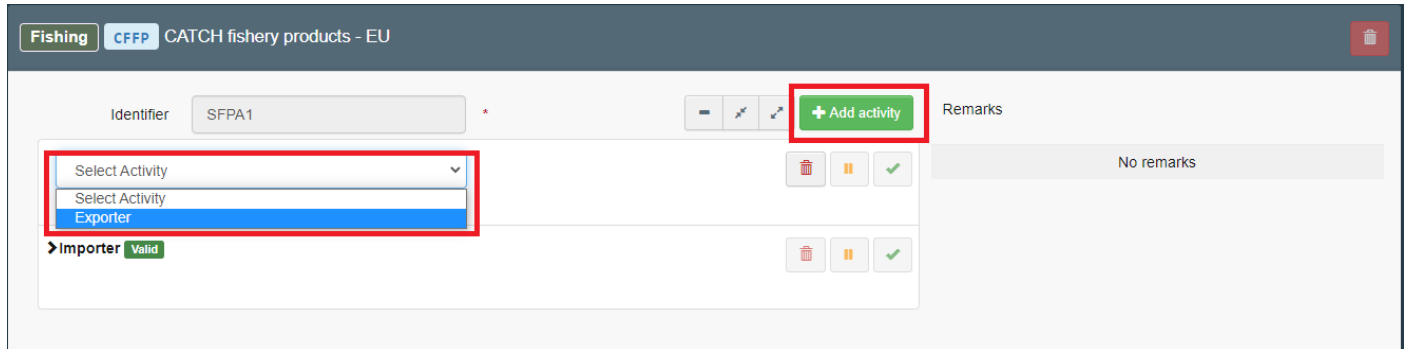
SFPATradeandAudit@sfpa.ie

The system won't allow you to add the "Exporter" activity (if needed) at the moment of the creation of the company.

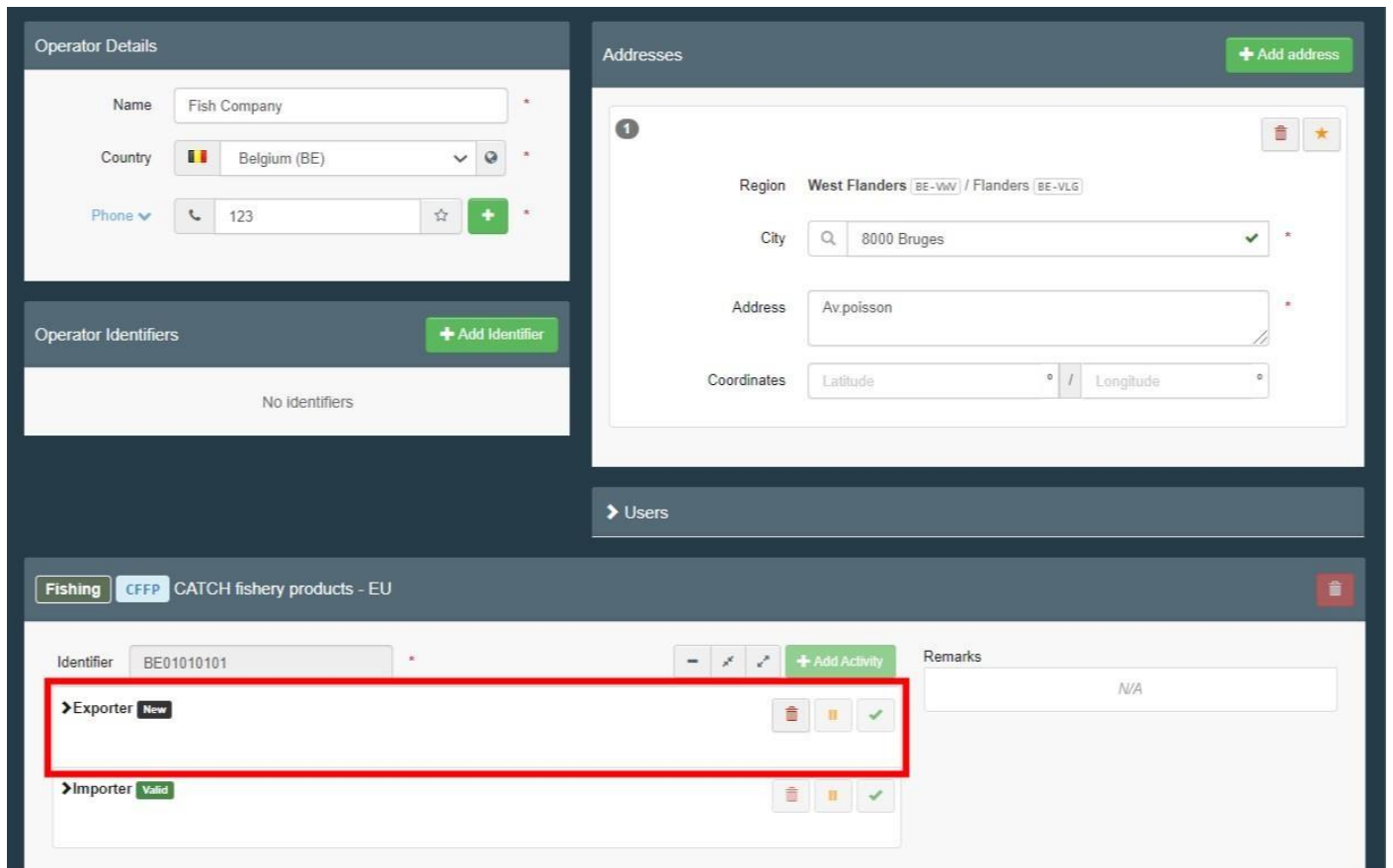
Once the company is validated by the CCA, the Admin user of the company would need to add that activity and wait again for validation.

Go to the "Actors" tab, select "operators" and search, and select you operator/company.

Go to the Fishing CFFP activity, click on the "+ Add activity", select "Exporter" from the Select Activity dropdown.



Go to the top right of the screen and click on "Save".



Listed Company

If your company already exists in the system, you will have to request the authorisation to be linked to the company. Please follow this procedure:

Tick the small box on the right, then click the green button named “Request authorisation”.

Country: Spain (ES)

Section: CATCH fishery products (CFFP)

Activity Type: Importer

Search: pescado company

Name	Address	Activities	
PESCADO COMPANY Central Business Register: 000002	Planta 9 28020 Madrid Spain	► Importer (CFFP) Valid	<input checked="" type="checkbox"/>
Pescado Company 2 S.A. Central Business Register: 000003	Puerto Pesquero Espigon Norte 36900 Marin Spain	► Importer (CFFP) Valid	<input type="checkbox"/>

A pop-up window will appear. Click on the blue button “Send authorisation request”.

Confirm authorisation request for PESCADO COMPANY

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Buttons: Cancel, Send authorisation request

By clicking on “Send authorisation request” you are making a request to the Admin User of the Company (or, if there is no Admin user linked to it, the CCA responsible for the company) to be linked to that operator.

Once your request is sent, you will receive a message on the TRACES homepage, and you will be able to see the status of your request.

The screenshot displays the TRACES user interface, divided into several sections:

- Request authorisation:** Contains an information icon and a message: "The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved." Below this, it asks the user to select the type of organisation and includes an "IMPORTANT" note: "Do not request access from a new tab - this can result in duplicated access requests." A search box labeled "Operator" shows "Economic operators such as particular businesses, stores, non-profit organisations..." and a "Need help" link.
- Personal Information:** States "EU Login is the place where your personal information are stored..." and lists user details: Full Name (First Importer Five), Domain (External), Username (n0028ipk), and Email (fish.importer05@ec-traces.eu). It also provides links for "My account on EU Login", "Change your Password at EU Login", and "Update your Information at EU Login".
- Your Roles:** Features a filter status bar with "1 Requested", "0 Suspended", and "0 Valid" counts, and a "Request new role" button. Below, a table lists roles for "PESCADO COMPANY", specifically "Importer (CFFP)" with a "Valid" status and a "Requested" status highlighted in a red box. The role details include "28020 Madrid" and "Spain (ES)".

Note: Please be aware of the difference between users and operators in the system.

Users are individuals, identified by their e-mail address and name - they all have an EU Login. Normally they are linked to their businesses.

Operators are businesses in the system, e.g., Importer, Exporter, Responsible for the load.