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Food and the Marine

TRACES NT CATCH 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.

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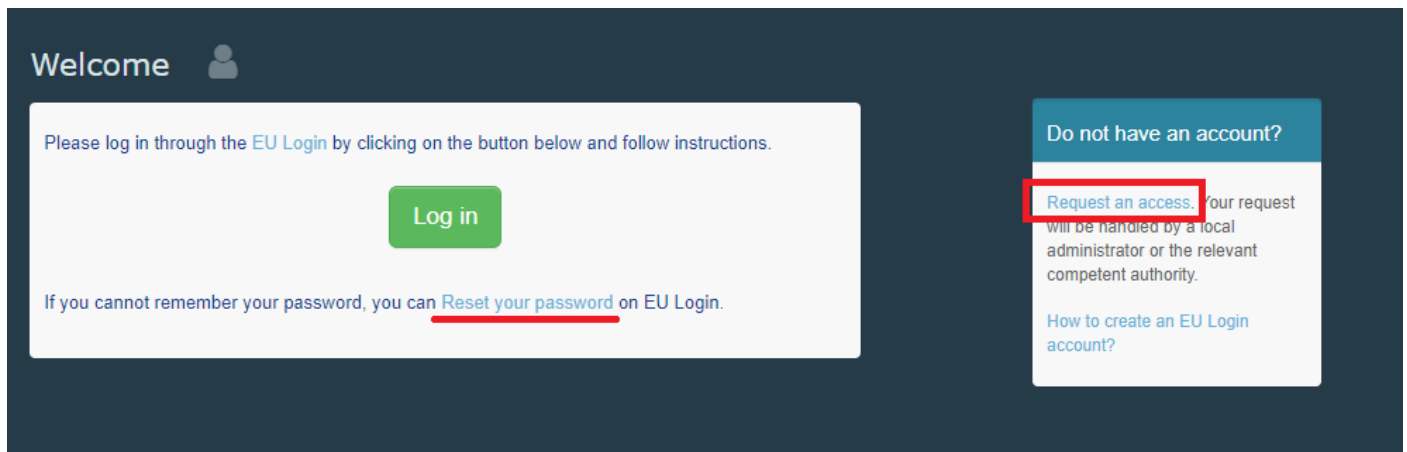
Listed Company21

EU LOGIN

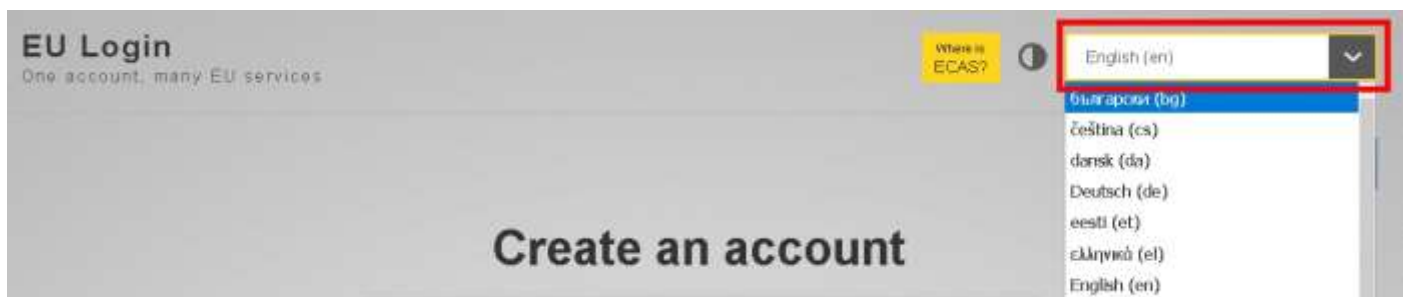
The first step is to create your EU login, which is a mandatory security layer.

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

John

Last name

McElvin

E-mail

johnmcl@eircom.net

Confirm e-mail

johnmcl@eircom.net

E-mail language

English (en)

Enter the code

0022



☒ 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 jmelvds1@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?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n0031d34&resetCode=fbELci779toGVpIsxAwHBjshNPuxaiCzylIKi0DkA>

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 (it will expire when the 90 minutes have passed).

Enter your password and click on **Submit**.

EU Login
One account, many EU services

English (en)

New password Login

New password

Please choose your new password.

Your User name will be displayed here
(External)

New password

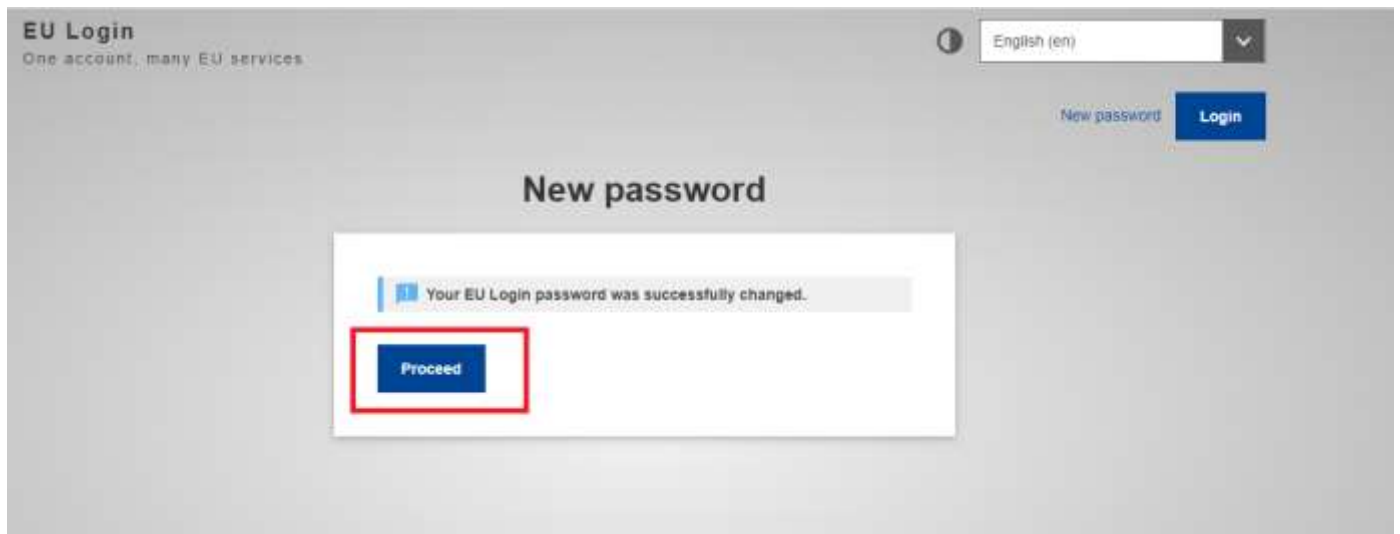
Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted)

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9

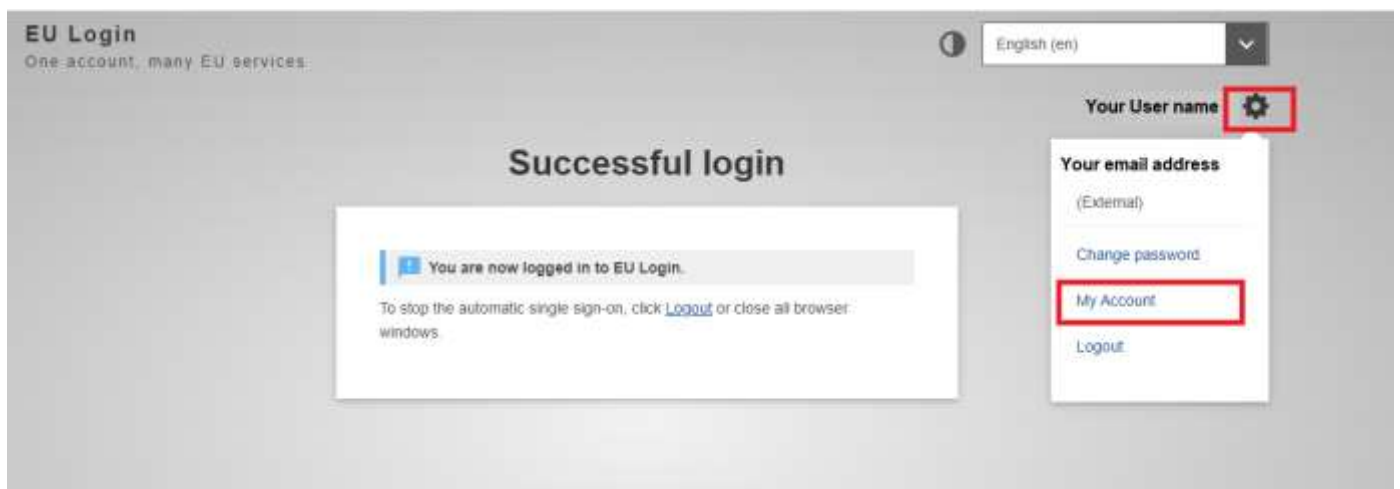
Click on Proceed



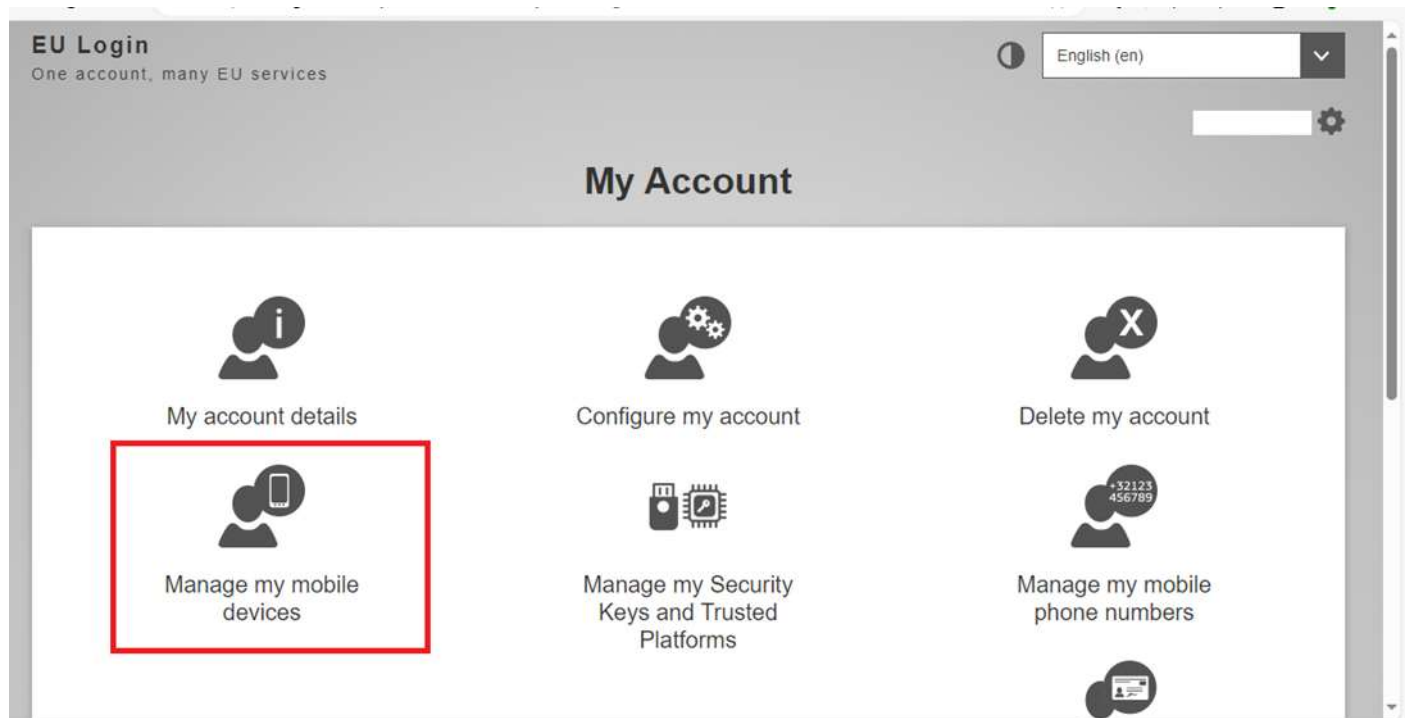
You **must** now go to “My Account” and add a mobile device.

Click on the cog icon to the right of your username.

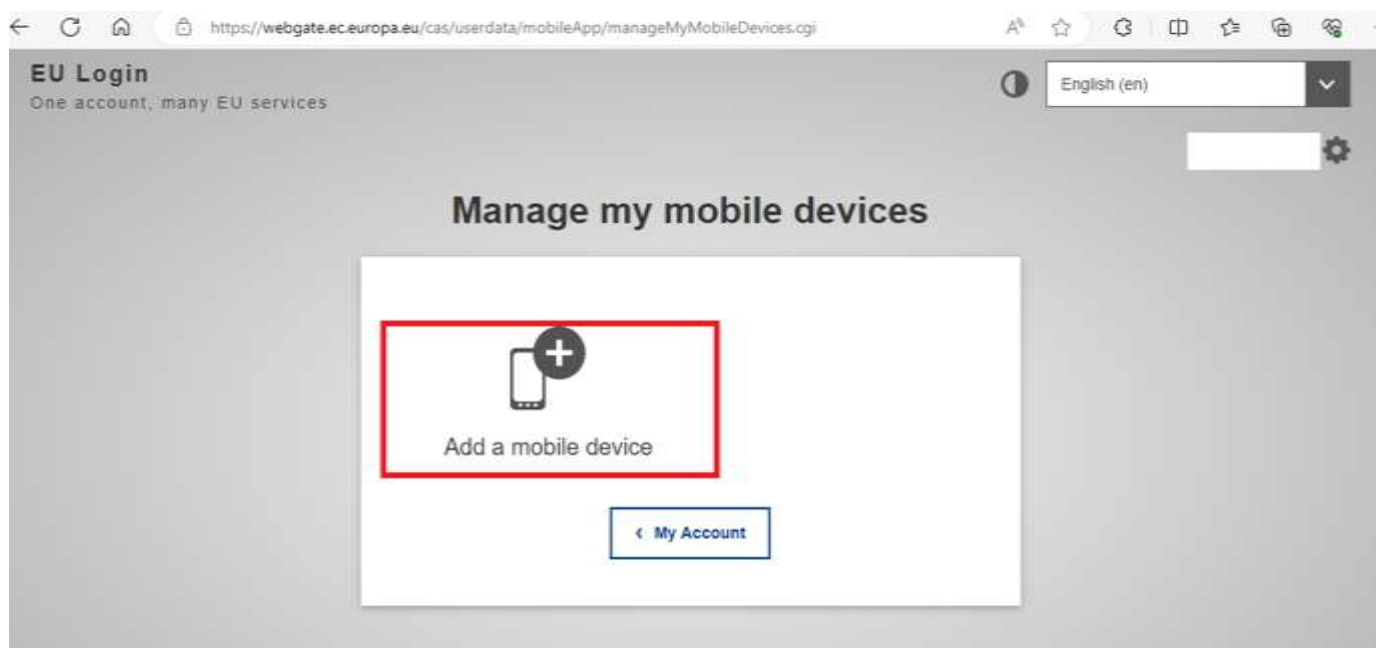
Click on My Account from the dropdown menu.



In “My Account”, click on “Manage my mobile devices”.

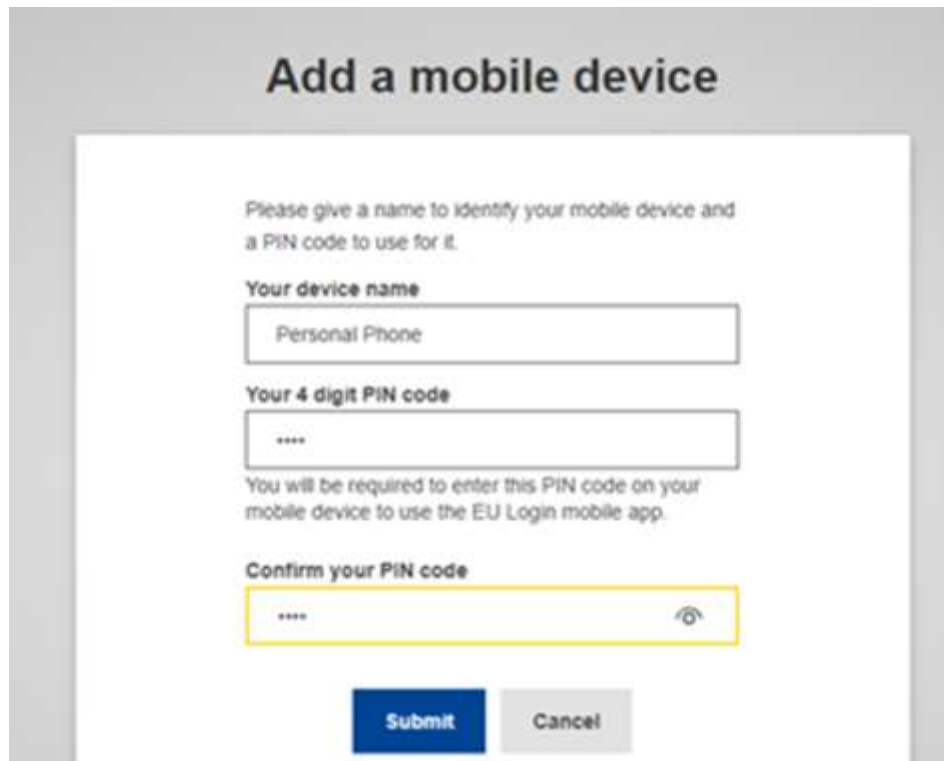


In “Manage my mobile devices” click on “Add a mobile device”.



Enter a name for your mobile device.

Create a 4-digit pin number, confirm the 4-digit pin number, and then click “Submit”.



The screenshot shows a web form titled "Add a mobile device". Below the title, it says "Please give a name to identify your mobile device and a PIN code to use for it." The form has three input fields: "Your device name" with the text "Personal Phone", "Your 4 digit PIN code" with four asterisks, and "Confirm your PIN code" with four asterisks and a visibility icon. At the bottom are "Submit" and "Cancel" buttons.

Add a mobile device

Please give a name to identify your mobile device and a PIN code to use for it.

Your device name

Personal Phone

Your 4 digit PIN code

You will be required to enter this PIN code on your mobile device to use the EU Login mobile app.

Confirm your PIN code

Submit **Cancel**

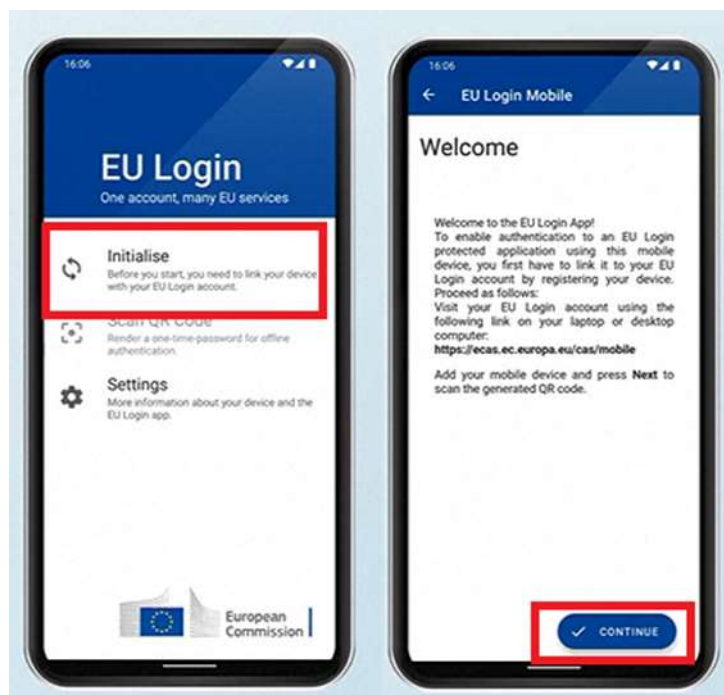
You must download the EU Login App to your mobile device to authenticate your phone number.



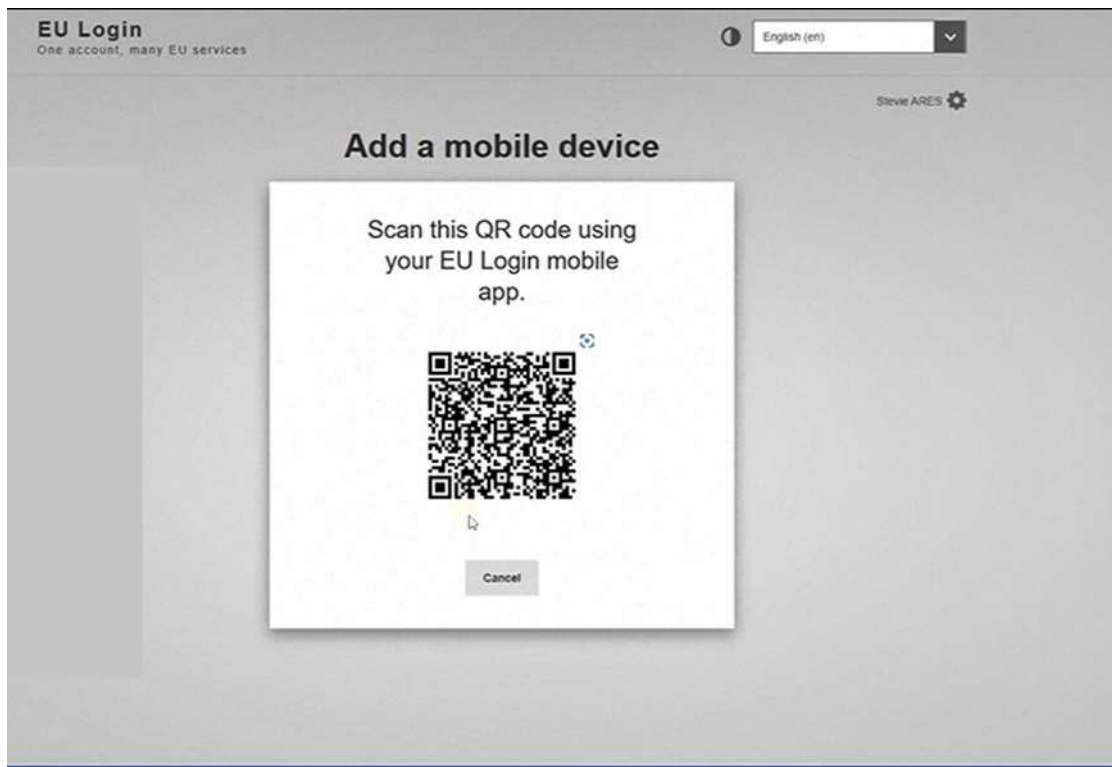
Download the EU Login app on your phone/tablet, open it, **you must allow Authorisations.**



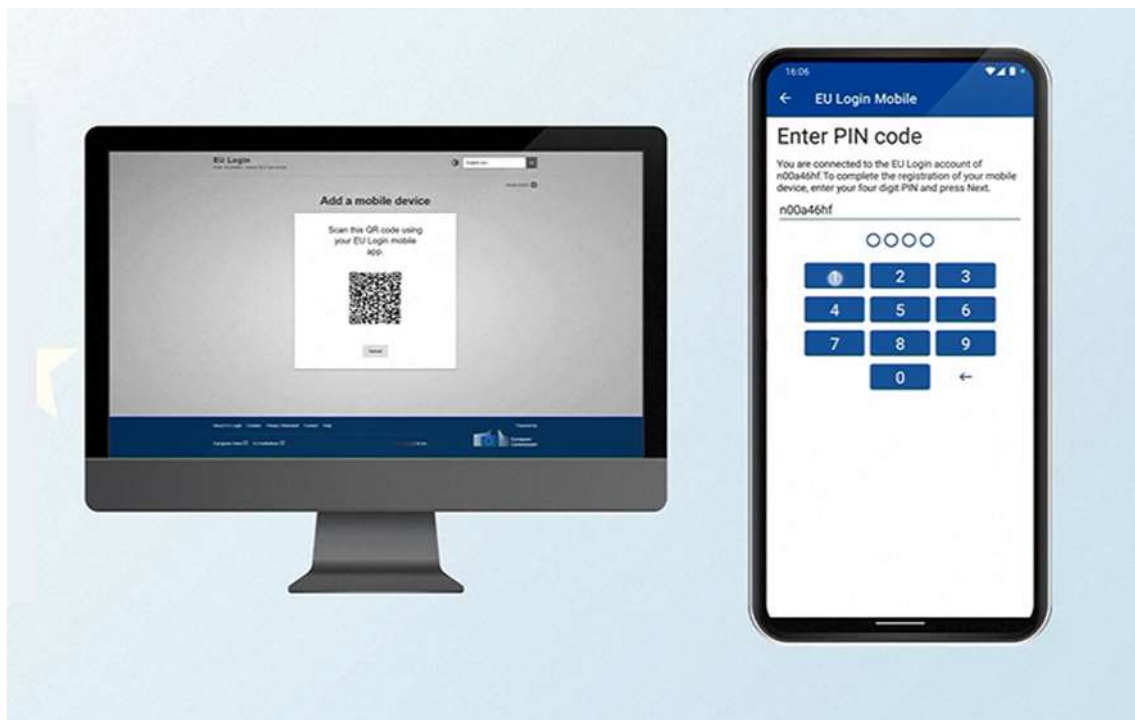
Tap on “Initialise”, then tap on “Continue”.



Scan the QR code displayed on your pc/laptop screen with the EU login phone app.



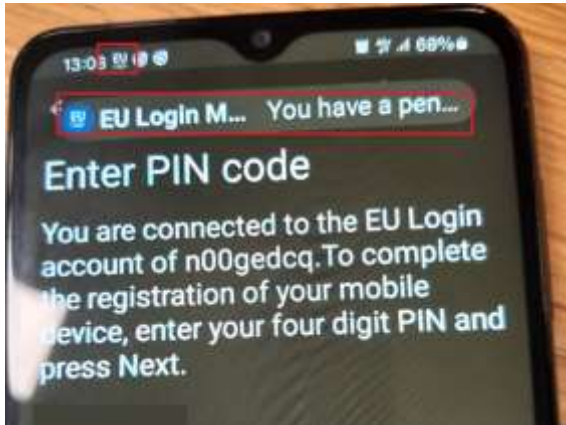
Enter the pin code you created for your mobile device.



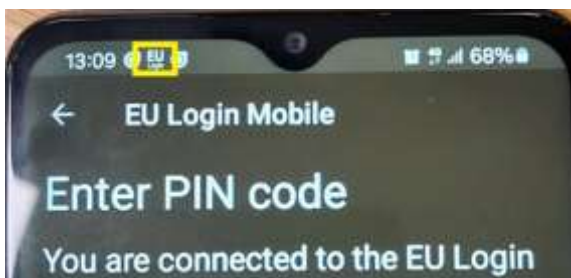
The message on your device will tell you to enter the pin code and press **next**.

There is no next button/tab, simply wait for the app to send the code to EU login, this may take a few seconds.

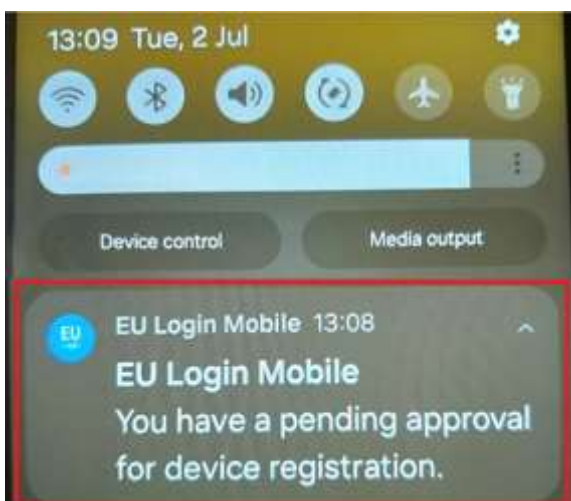
You will get a notification that your request is pending,



Swipe down at the "EU Login" icon in the top left of the phone,

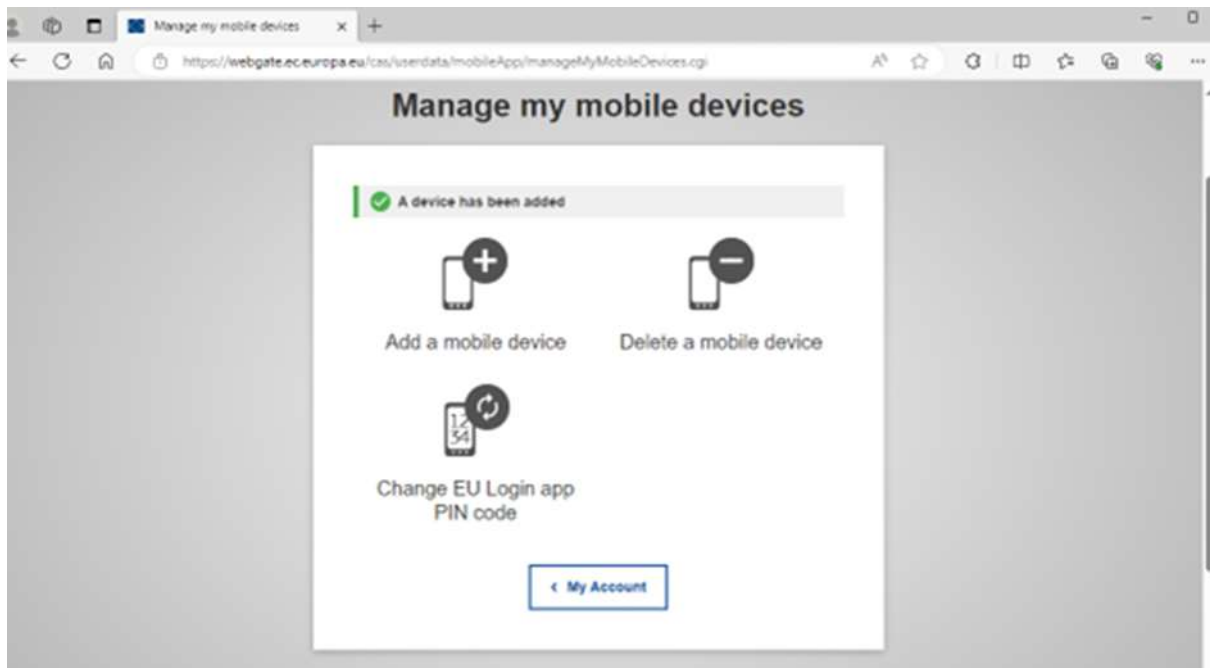


This will open the notification.



Tap into the notification, you should now receive a notification that the number has been added.

You will also get confirmation on your pc/laptop, “A device has been added”.



After setting your password and adding your mobile device,

Log out and close the browser.

Log in to Traces <https://webgate.ec.europa.eu/tracesnt/login>

If you do not receive this automatic email, you can request help here:

EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu

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

A screenshot of the 'User edit' form. The form has a grey header with the title 'User edit'. Below the header, there are several input fields: 'First name' (with a red box around it), 'Last name', 'Email', 'Email language', and a checkbox for 'I want to receive e-mail notifications'. At the bottom of the form are two buttons: 'Submit' (with a red box around it) and 'Cancel'.

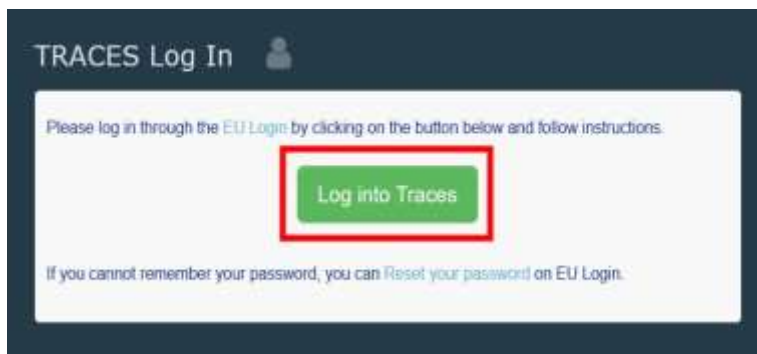
Requesting a role as an operator

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

Go to the TNT website:

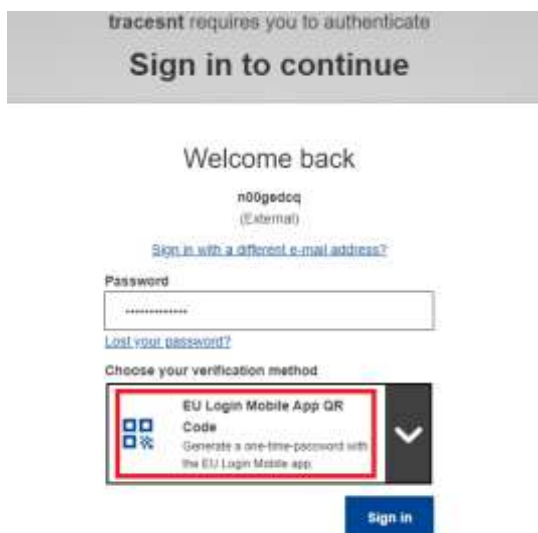
<https://webgate.ec.europa.eu/tracesnt/login>

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, we recommend you select the “EU login Mobile App QR Code” as the second factor authentication and click on “Sign in”.

Scan the QR code with the EU login app, this will give you an 8-digit code, enter the code (this is NOT case sensitive) and you will be directed to Traces.

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:

Select “Operator”

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

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?

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 21 - 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

Country

Phone

Addresses + Add address

Region

City

Address

Coordinates

Operator Identifiers + Add Identifier

No identifiers

Chapter or activity

Chapter

Activity

Activity details

Section

Activity

Identifier

Valid From +02:00 CEST

Valid to +02:00 CEST

Publication date

Application date

Activity Address

Address

Assigned responsible authorities

You must also input your EORI in the “Operator Identifiers” field, click on the dropdown arrow at Central Business Register and select EORI, then input you EORI into the Value box.

Operator Identifiers + Add Identifier

Type	Value
Central Business Register Central Business Register CIN DUNS EORI Global Location Number IMO, mngmt	

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.

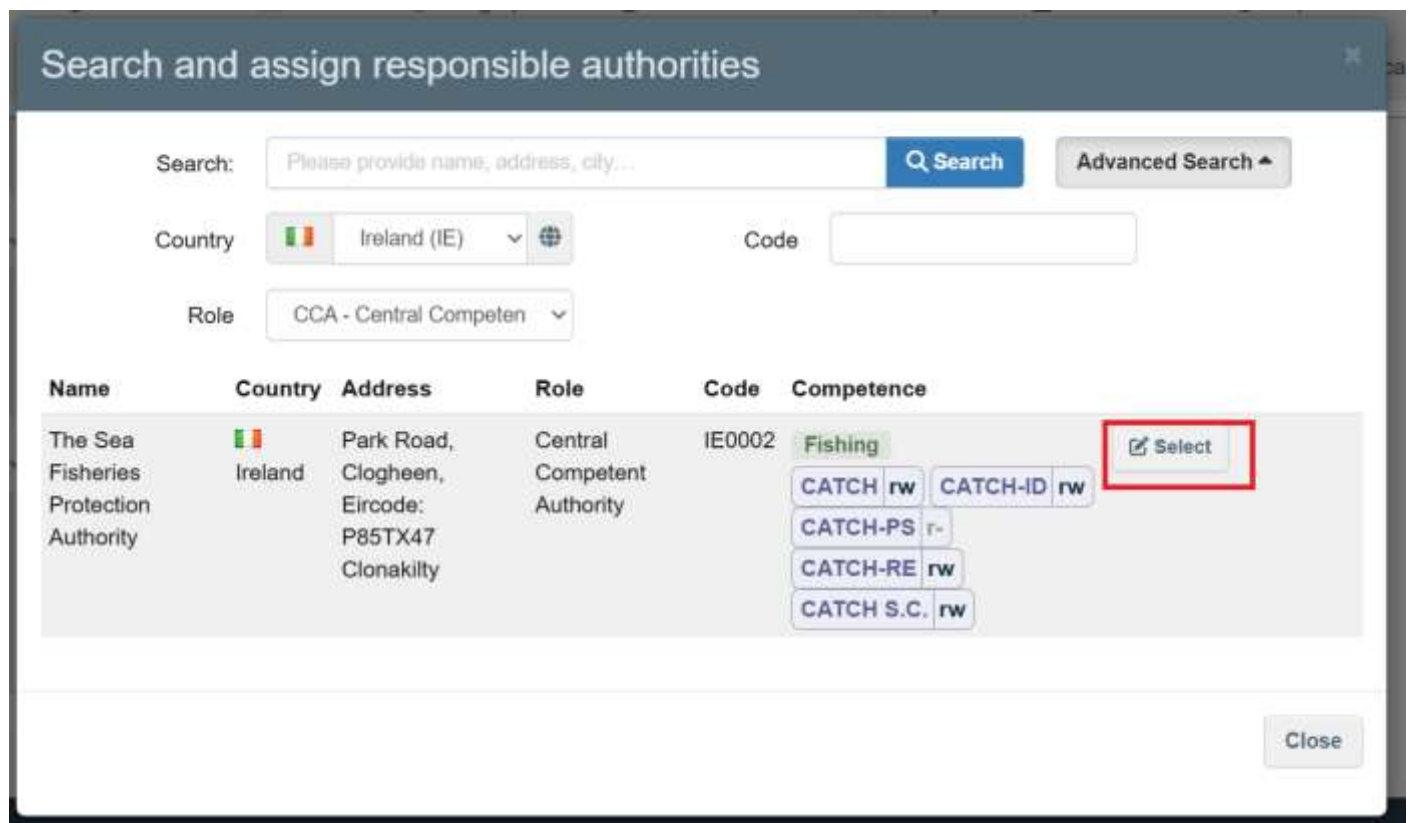
Click on “Search responsible authorities” and search for the Central Competent Authority with CATCH domain in your country - It is up to that entity to validate the Operator company and your request to be linked to it.

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.



Search and assign responsible authorities

Search:

Country: Ireland (IE) Code:

Role: CCA - Central Competen

Name	Country	Address	Role	Code	Competence
The Sea Fisheries Protection Authority	Ireland	Park Road, Clogheen, Eircode: P85TX47 Clonakilty	Central Competent Authority	IE0002	Fishing CATCH rw CATCH-ID rw CATCH-PS r- CATCH-RE rw CATCH S.C. rw Select

Your role will be assigned by the Sea-Fisheries Protection Authority, the central competent authority. For queries related to CATCH IT access/roles please contact juuoffice@sfpa.ie.

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

The screenshot shows the 'Create operator' form in the TRACES system. The form is titled 'Create operator to request being attached to n002fnju'. It is divided into two main sections: 'Operator Details' and 'Chapter or activity'.

Operator Details:

- Name: Fish and Chips test
- Country: Belgium (BE)
- Region: Brussels-Capital (se-stu)
- City: 100 Ville de Bruxelles - Stad Brussel
- Address: Rue des poisson
- Coordinates: Latitude and Longitude fields
- Phone: 123

Chapter or activity:

- Chapter: Fishing

Activity:

- Activity details: Section: CATCH fishery products - EU (CFFP), Activity: Importer, Identifier: , Valid From: , Valid to: , Valid from time: +02:00 CEST, Valid to time: +02:00 CEST

A blue button labeled 'Create a new operator' is visible in the top right corner.

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

The screenshot shows a pop-up window titled 'Confirm authorisation request for Fish and Chips test'. The window contains the following fields:

- Message: A text area for optional information.
- Email: A text field with the value 'name@domain.com'.
- Phone: A text field with the value '+32 92 123456'.

At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Send authorisation request'.

The background shows the 'Create operator' form with the 'Operator Details' section visible, including fields for Name, Country, Region, City, Address, Coordinates, and Phone.

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.

Request authorisation

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.

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...

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

Fish Importer Six

Domain

External

Username

m00261pp

Email

fish.importer16@ec-traces.eu

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

Your Roles

Filter status

1 Requested

0 Suspended

0 Valid

Request new role

Operator

Fish and Chips test

Importer (CEFP)

New

1000 Brussels

Belgium (BE)

Requested

19

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 user 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”.

Name	Address	Activities	
PESCADO COMPANY Central Business Register: 000002	Planta 9 28020 Madrid Spain	Importer (CFFP) Valid	☒
Pescado Company 2 S.A. Central Business Register: 000003	Puerto Pesquero Espigon Norte 36900 Marín Spain	Importer (CFFP) Valid	☐

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

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.

Request authorisation

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.

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...

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: First Importer Five
Domain: External
Username: n00201pk
Email: fish.importer05@ec-traces.eu

[My account on EU Login](#)
[Change your Password at EU Login](#)
[Update your Information at EU Login](#)

Your Roles

Filter status: 1 Requested, 0 Suspended, 0 Valid

[Request new role](#)

Operator	Role	Status
PESCADO COMPANY → Importer (CFFP) 28020 Madrid Spain (ES)	Importer (CFFP)	Valid
	Requester	Requested

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.