

Registration in TRACES NT (Trade Control and Expert System New Technology)

The registration process to connect to TRACES NT is twofold:

1) First you need to register yourself in the European Commission Authentication System (ECAS)

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.

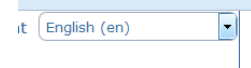
When you click on: <https://webgate.ec.europa.eu/tracesnt> you access the TRACES welcome page:

Please click on the link “sign up for TRACES”:

You now access the ECAS registering screen:

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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

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

After completing all the fields, click on "privacy statement" box and on the "Create an account" button.

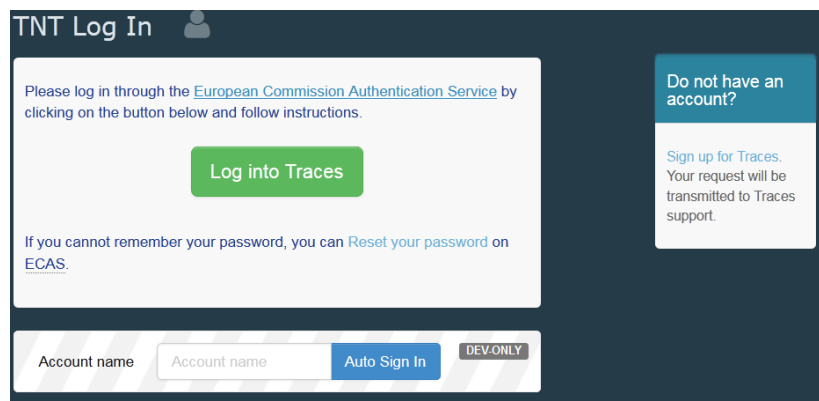
Once you have sent the request, an email will automatically be sent to you with a link to set your password. You have 90 min to click on the link (it will expire when the 90 minutes have passed). If you do not receive this automatic email, you can find help on this page:

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

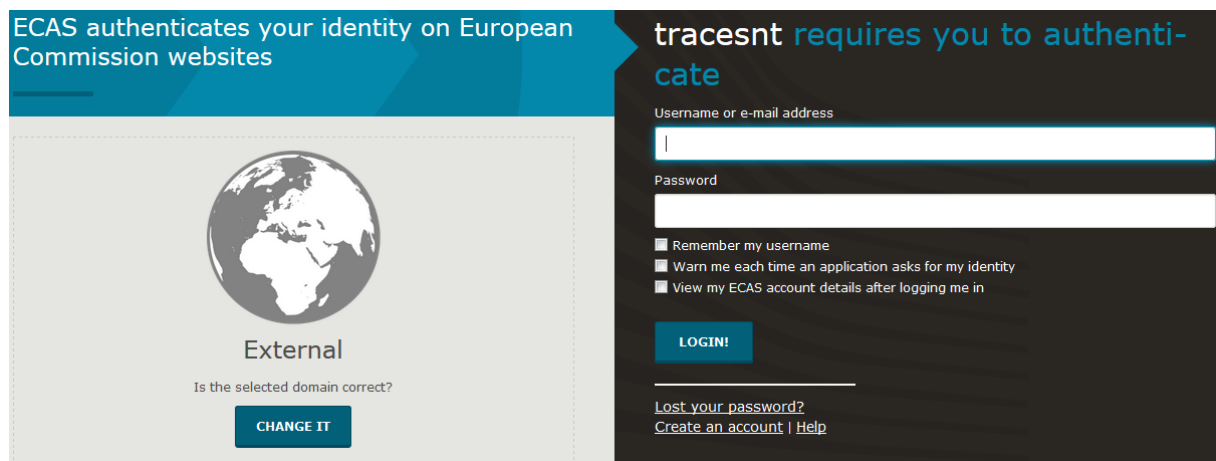
Please note, before the 19th April 2017 your request will not be automatically submitted to TRACES NT, you need to continue with the second step here below, once you have access to ECAS.

2) Second step, register in TRACES NT:

Please click on: <https://webgate.ec.europa.eu/tracesnt>

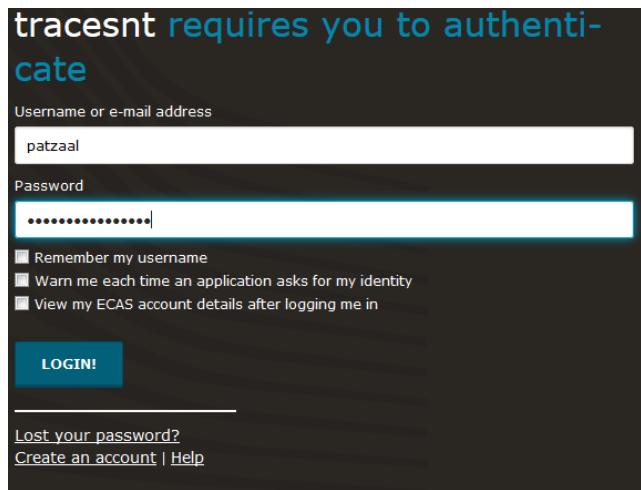


Then click on the green button "Login into TRACES", you will be redirected to the ECAS access:

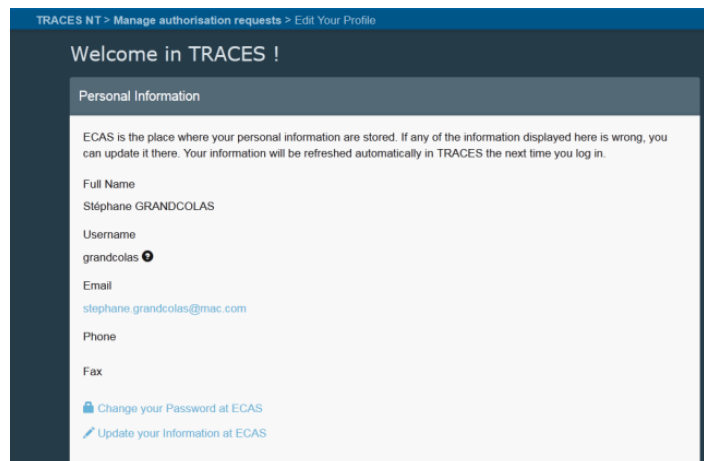


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To log in you use your email address or the username you selected when creating the ECAS account:

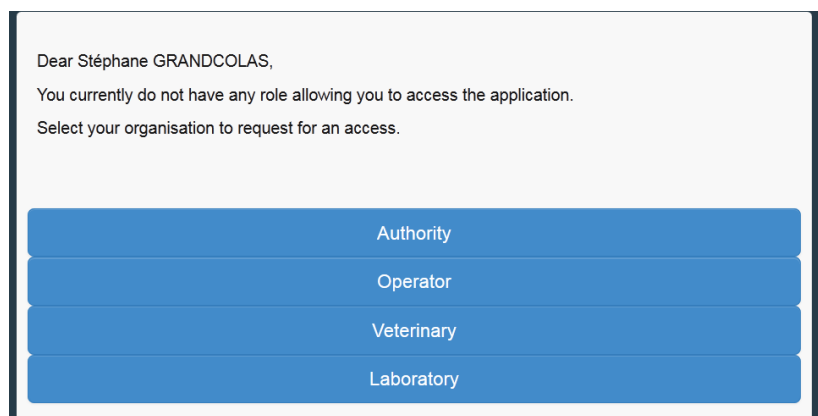


You are now redirected to TRACES:



You can change your ECAS credentials if need be.

If you scroll down you are invited to select a role in TRACES NT: Authority (Endorsing Authority, Control authority) or Operator (Control body, Importer, first consignee):



To link your profile to your company you choose "Operator".

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Here you can connect to your company by searching for it by using the search field or the advanced search:

Name	Address	Activities
Alicia Hayde Bazo traces_num: TR-1812830	1803999 Argentina	10132: Processing Plant : <input checked="" type="checkbox"/> Request authorisation
Alistado 11 (Organizações Tamaku Lda) traces_num: TR-3760119	Rua Direita do Cacuaço, Bairro Boa Esperança, Casa S/N 1789757 Angola	10121: Freezer Vessel : <input checked="" type="checkbox"/> Request authorisation

Once you have found the company, click on “request” (green button):

Confirm authorisation request for Clermont bureau

Optionally, you can provide some additional useful information.

Request message

Test demonstration

Contact Email

name@domain.com

Contact Phone

+32 02 123456

Cancel Send authorisation request

You can provide additional information, email and phone number. Please click on the “send authorisation request”.

A green message will appear briefly and your request will be seen in your profile:

Update your information at ECAS

Your Roles

Request new role ▾

Select user body status to display

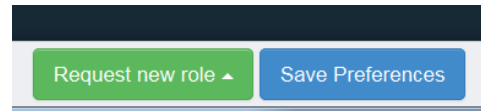
1 Requested 0 Suspended 0 Valid

Authority **Clermont bureau** Requested

C.A.F.O.P.(Competent Authority for Organic Produce)
Clermont Ferrand 63000
France (FR)

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Then save your preferences (on the left):



In Denmark the Veterinary and Food Administration or the AgriFish Agency have to accept your request, before you will be able to use TRACES NT.

Questions:

If your company is an importer of organic food, you can contact:

Kontoret for Kemi og Fødevarekvalitet

Stationsparken 31, 2600 Glostrup

Tlf. 72 27 62 21

Åbningstid: mandag-fredag kl. 9.00-15.30

Kontaktperson, via e-mail: [Carmen Calverley](mailto:Carmen.Calverley)

Eller

Fødevare Nordøst, via e-mail: 21@fvst.dk

[Hanne H. Andersen](mailto:Hanne.H.Andersen),

[Gitte Hoffmann](mailto:Gitte.Hoffmann) eller

[Jeanet Fuglsang Laursen](mailto:Jeanet.Fuglsang.Laursen)

If your company is an organic importer registered at the AgriFish Agency, you can contact:

Center for Kontrol

Nyropsgade 30, 1780 København

Tlf. 33 95 80 00

Fax. 33 95 80 80

Åbningstid: mandag-torsdag kl. 9:00-15:30.

Fredag kl. 9:00-15:00

Kontaktperson, via e-mail: [Gitte Bak Petersen](mailto:Gitte.Bak.Petersen) eller

[Birgit Jørgensen](mailto:Birgit.Jorgensen)