

Dear Madam, Dear Sir,

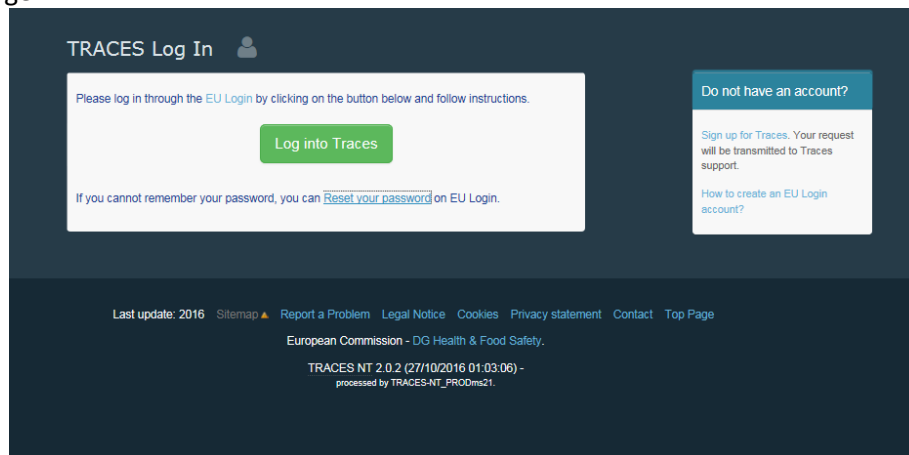
The production AND Training websites of TRACES NT are now available. The certificate for the Certificate of Inspection for the products of organic origin can be found on the website. Before you can access it, you need to log in and register as a user. The registration process to connect to TRACES NT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

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

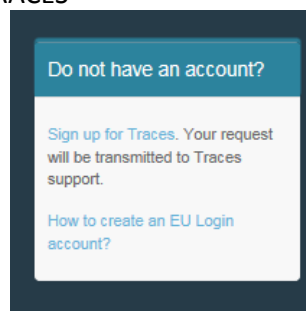
This is a mandatory security layer.

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

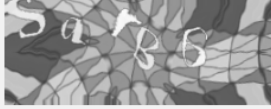
E-mail

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

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:

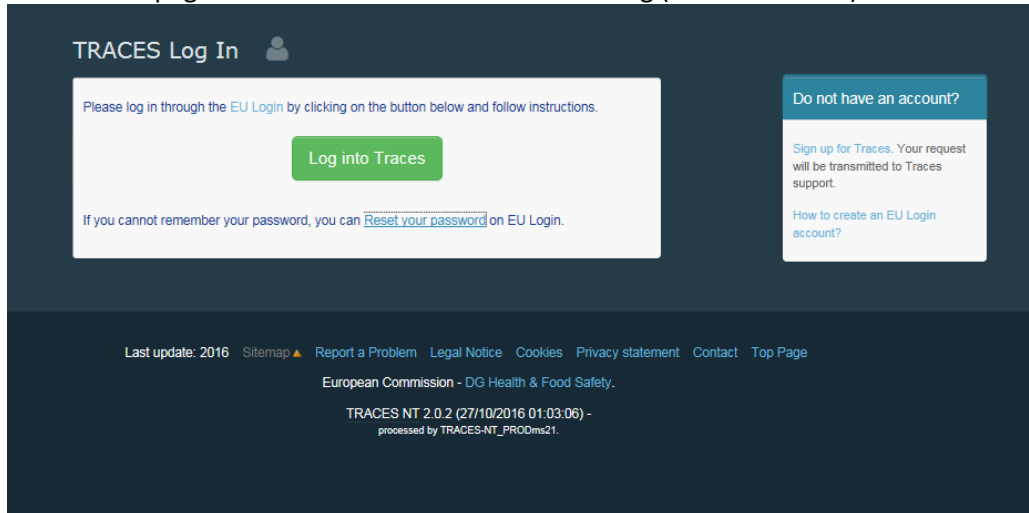
<https://webgate.ec.europa.eu/cas/contact.html>

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.

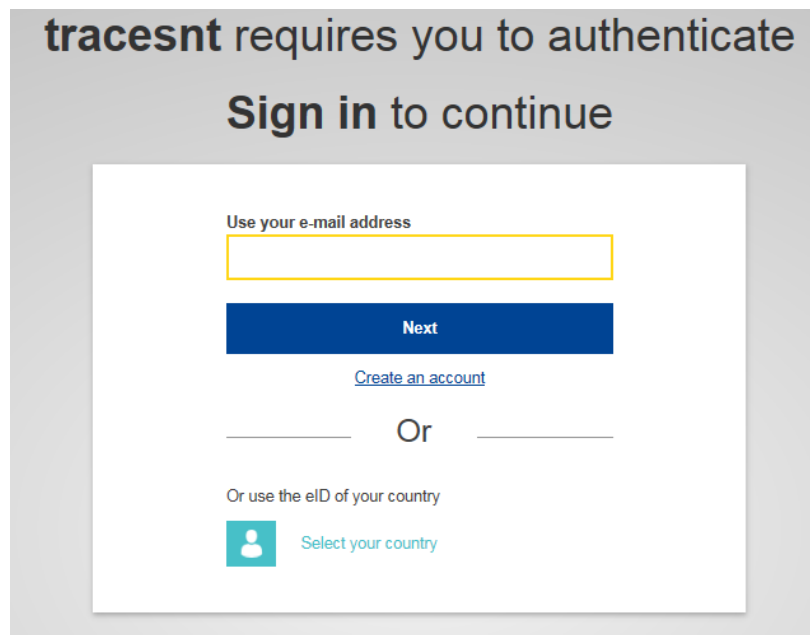
2) Second step, register in TRACES NT:

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 are invited to select a role in TRACES: Operator (Importer, first consignee), Organic Control Body (or Control Authority) or Authority (CAFOP or CAOPL):

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 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

For example, when you **click on Operator**:

You can search by country, Section, Activity type, name of the operator, etc. 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: Type business name, approval number... 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)	☐
Beanworks Seeds and Grains bvba TRACES Number: BE-ORG-OP-7	Spaans Fort 6 149725 Verrebroek Belgium	Organic Importer (ORGANIC IMPORTER)	☐
Coffeeteam TRACES Number: BE-ORG-OP-6	Generaal Lemanstraat 74 149847 Berchem Belgium	Organic Importer (ORGANIC IMPORTER)	☐
Colzagro TRACES Number: BE-ORG-OP-4	Kortemarkstraat 8 149290 Lichtervelde Belgium	Organic Importer (ORGANIC IMPORTER)	☐

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

← Select an existing operator
[+ Create a new operator](#)
[Request authorisation](#)

Country: Italy (IT)

Section:

Activity Type:

Search: Type business name, approval number... 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.

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 it:

Create operator to request being attached to **nusersii** [Create a new operator](#)

Operator Details

Name Test Operator *

Country Italy (IT) *

Administrative region

City Type city name, postal code... *

Address *

Coordinates Latitude ° / Longitude °

Phone +32 21 12 10 01

Operator Identifiers [+ Add identifier](#)

No identifiers.

Section chapter Organic

Activity

Activity Details

Section Organic Importer (ORGANIC IMPORTER) *

Activity Organic Importer *

Identifier

Control body / Control authority Type for searching... * [Advanced...](#)

Valid From +01:00 CET

Valid to +01:00 CET

Publication date

Application date

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

Create operator to request being attached to **nusersii** [Create a new operator](#)


Operator Details **Section chapter**

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

When you click on Authority:




You can search by Country, role or name of the authority. Tick the box behind your Authority and click on the 'Request Authorisation' button to submit the request

Select an authority Request authorisation

Country  Belgium (BE)

Role

Authority Name

Name	Full Address	Role	Code	<input type="checkbox"/>
Aalst Customs Authority	Wijngaardveld (Industriezone Noord V) 34A 9300 Aalst  Belgium	CAFOP	BE0001	<input type="checkbox"/>
douanekantoor AALST DAE - Industriezone Noord V	Wijngaardveld 34 A 9300 Aalst  Belgium	CO	BE301000	<input type="checkbox"/>
HOGERE AUTORITEIT FOD Financiën - Douane en Accijnzen	North Galaxy-Koning Albert II laan 1030 Brussel (Schaarbeek)  Belgium	CO	BE000001	<input type="checkbox"/>

When you click the request button for any role, a window pops up:

Confirm authorisation request for **Clermont bureau**

Optionally, you can provide some additional useful information.

Request message

Test demonstration

Contact Email

Contact Phone

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

Select user body status to display

1 Requested 0 Suspended 0 Valid

Authority	Clermont bureau C.A.F.O.P.(Competent Authority for Organic Produce) Clermont Ferrand 63000  France (FR)	<input type="button" value="Requested"/>	<input type="button" value="X"/>
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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.

Once you have followed the procedure, or 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

Your profile will be created within two working days.

Best regards,

The TNT-C.O.I. team.