

## Registering a New User for Operators on TRACES (classic)

In logon page register a new user

/TRACES/Security/Login [Privacy statement](#)

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**Login into the System**

**Login**

e-Mail:

Password:

[Login](#)

Please specify your user name and password, then click [login] or hit the enter key.

**Request a new password**

If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registered e-mail address.

[Request a new password](#)

**Register a new User Account**

To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authority and your account will be activated.

[Please click here to register a new user](#)

**Consult the organisations directory**

[Search for organisations](#)

Fill in and submit

The economic operator clicks the button '**Please click here to register a new user**' on the TRACES login page and the below window opens up. Operator fills in user details and presses submit. Bottom left:

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**Register a new User Account**

Please specify your e-mail address. The address will serve as your login name after successful registration.

e-Mail:

Password:

Password (Confirmation):

Security question:

Security answer:

After submitting this registration form, an e-mail will be sent to you to confirm the validity of the specified address. After successful confirmation, the local authority will be charged to validate your request. This procedure is concluded by sending an e-mail holding the validation result. After this, you may be able to login into the system.

Please fill-out attentively the following registration form and confirm your request by clicking the submission link:

Organisation, Company	User Information
Name: <input type="text"/>	First name: <input type="text"/>
Address: <input type="text"/>	Last name: <input type="text"/>
Postal Code / Region: <input type="text"/>	Notification language: <input type="text" value="English"/>
Country: <input type="text"/>	Notification type: <input type="text" value="HTML"/>
<a href="#">Clear</a> <a href="#">Select</a>	Phone: <input type="text"/>
	Fax: <input type="text"/>
	Additional Information: <input type="text"/>

[Cancel](#) [Submit](#)

TRACES confirms the request for a new economic operator account.

A 'confirmation request' e-mail is sent to the economic operator's e-mail address to confirm their registration in TRACES.

From: <[SANCO-TRACES-NOREPLY@ec.europa.eu](mailto:SANCO-TRACES-NOREPLY@ec.europa.eu)>  
Date: 2013/2/1  
Subject: Confirmation request  
To: [REDACTED]

Hi [REDACTED]

The Trade Control and Expert System has successfully received your registration request.  
[Click here](#) to confirm this request.

The TRACES application.

This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: [sanco-traces@ec.europa.eu](mailto:sanco-traces@ec.europa.eu)

After clicking the 'Click here' button in the confirmation message, the economic operator is redirected to the following page:

/TRACES/User Registration [Privacy statement](#)

Register a new User Account - Registration Request Confirmation
Your user registration request has been confirmed successfully.
The request will now be validated by your Local Authority. An email will be sent to you to inform you about the result of this procedure.
<a href="#">Go back to Login screen.</a>

However, **the economic operator cannot access TRACES until their competent authority has validated the registration request.** <sup>14</sup>

For this purpose, the **competent authority** will receive a notification message informing it of a confirmed TRACES registration request.