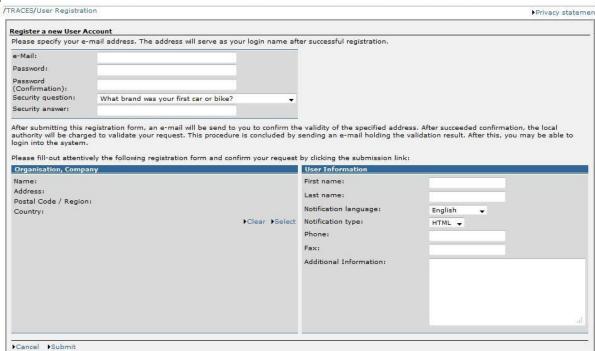
Registering a New User for Operators on TRACES (classic)

In logon page register a new user



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:



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>

Date: 2013/2/1

Subject: Confirmation request

To:

Hi

The Trade Control and Expert System has successfully received you 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

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

TRACES/User Registration

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 your to inform your about the result of this procedure.

Go back to *Login screen.

However, the economic operator cannot access TRACES until their competent authority has

validated the registration request. 14

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