



**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine

TRACES NT

Operators EU Login & Role Request

+

Adding Users to your company account

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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It is recommended that you have more than 1 user with administrator rights on your account.

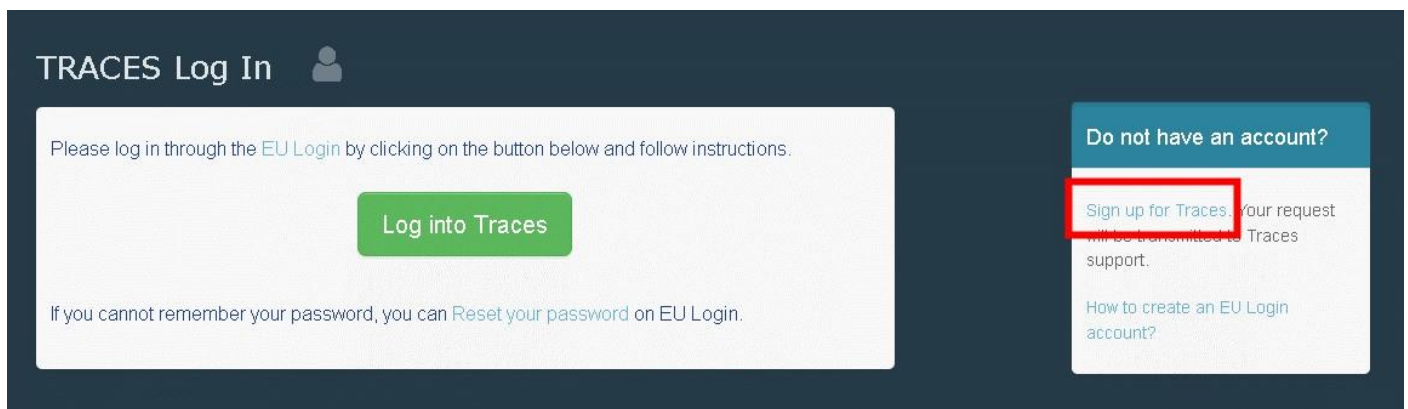
EU login

Each new user needs to create an account linked to the company

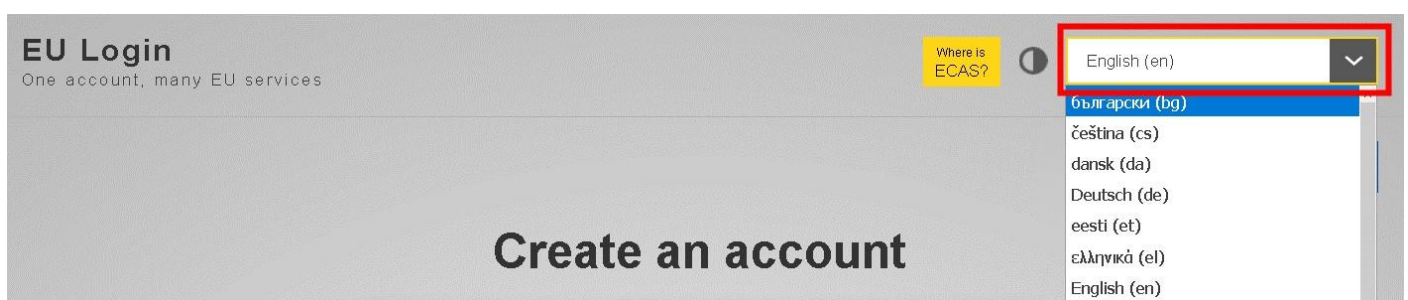
The first step is to create your EU login, which is a mandatory security layer.

Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page.

Click on the link “Sign up for TRACES”, in the box on the right side:



On the top right corner, you have the option to choose your language:

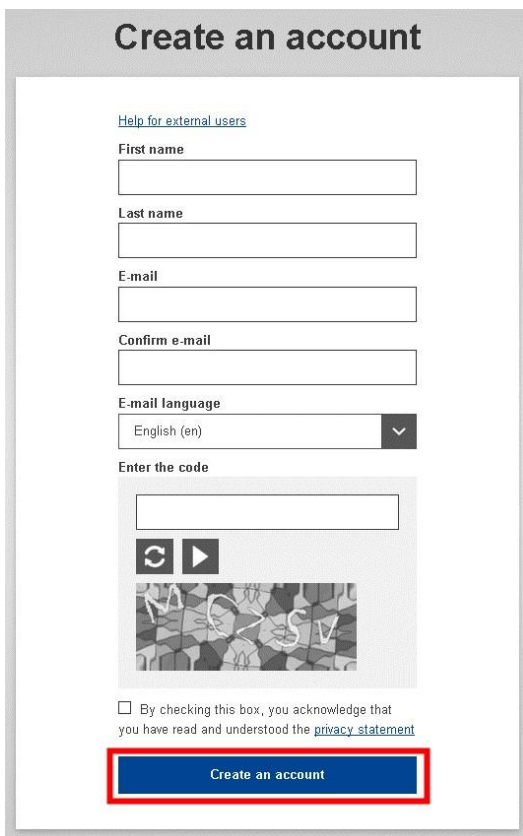


You will be redirected to the EU Login registration page. Complete all form fields.

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 such 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. (not a generic company email such as info@whatever.com)

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

Once you have sent the request, an email will automatically be sent to you with a link to set your password.

Please LOG OUT of Traces at this point

Note: once you open the email you have 90 min to click on the link (it will expire when the 90 minutes have passed).

After setting your password Log out of Traces close the browser and then log back in <https://webgate.ec.europa.eu/tracesnt/login>

If you do not receive this automatic email, you can find help on this page:
<https://webgate.ec.europa.eu/cas/contact.html>

You will receive an email similar to below: click on the link to set up a new password.

Your password

Authentication Service [automated-notifications@nomail.ec.europa.eu]

Sent:

To:

Dear _____

You have been registered in EU Login.

Your email address is _____

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?wavf.domain=external&wavf.remember=checked&wavf.submit=Select&uid=n0031d34&resetCode=fbELcj7J9toGVpIsxAwHBJuhNPxaiCzvlIKi0DkA>

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.

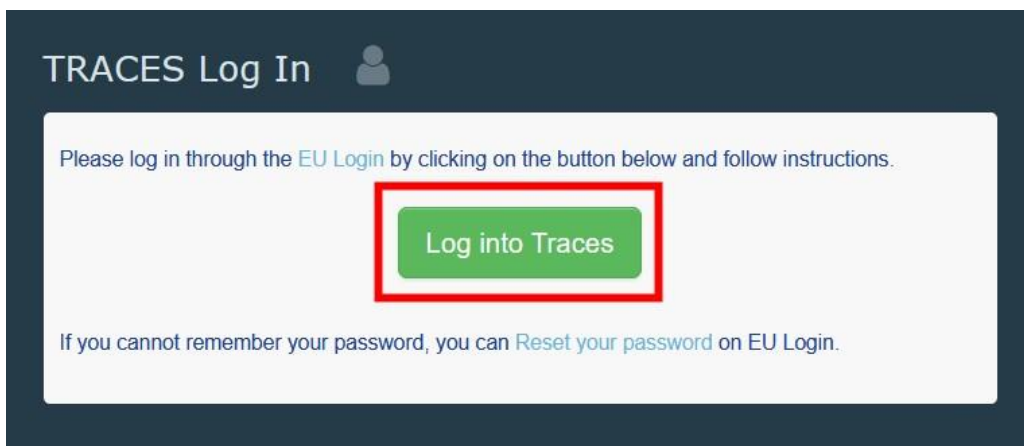
Sent to you by EU Login

Request a role

Once you created your EU login, you must 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.

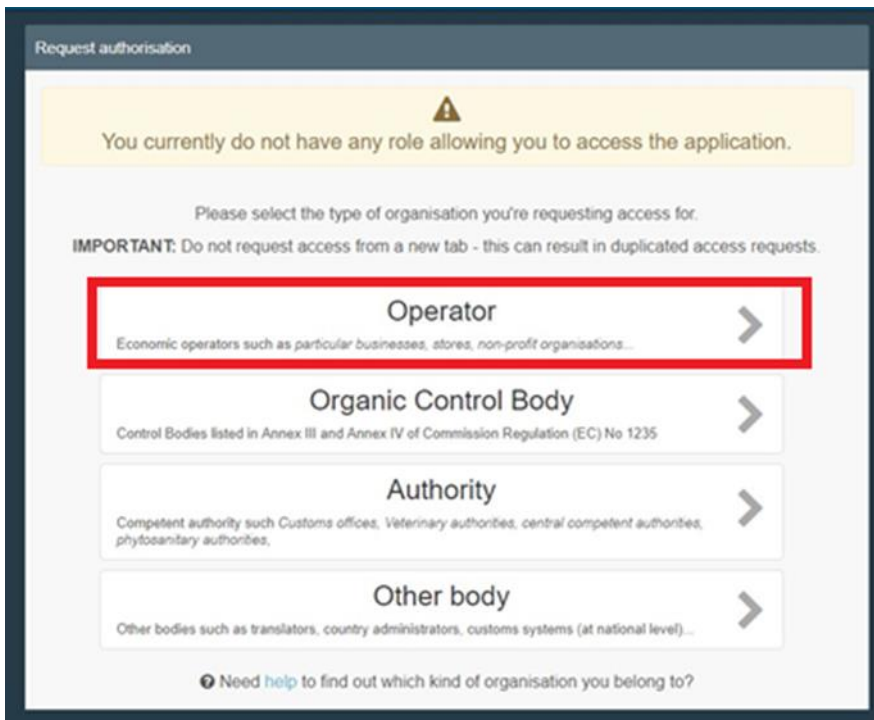
Click on “Next”.

Enter your password and click on “Sign in”.

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:

Click on “Operator”.



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?

Requesting a role as an operator

Select **“Operator”**. The system will redirect you to a page, which will enable you to search for your company.

Complete the fields requested by the system by inserting **“Country”** and typing the name of the company you are looking for.

The **“Section”** and **“Activity type”** boxes should be left blank.

Then click on Search.

If your company already exists in the system, tick the small box on the right and then click in the green button named **“Request authorisation”**.

Country: Ireland (IE)

Section:

Activity Type:

Search: ITBA

Name	Address	Activities	<input type="checkbox"/>
ITBA (Irish Thoroughbred Breeders Association) TRACES Number: TPA-BD-1	Greenhills, Kill, Co Kildare. W91 FY62 W91 FY62 Greenhills, Kill, Co Kildare. Ireland	<ul style="list-style-type: none"> Authorized Entity (ADM-DEL-BODY) Valid Equine establishment (EQU-EST) Valid Exporter (OTH-OPER) Valid Importer (OTH-OPER) Valid 	<input checked="" type="checkbox"/>

It means that you just have requested the authorisation to be linked to the company you work for. A pop-up window will appear you have the option to send more information if you wish to. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

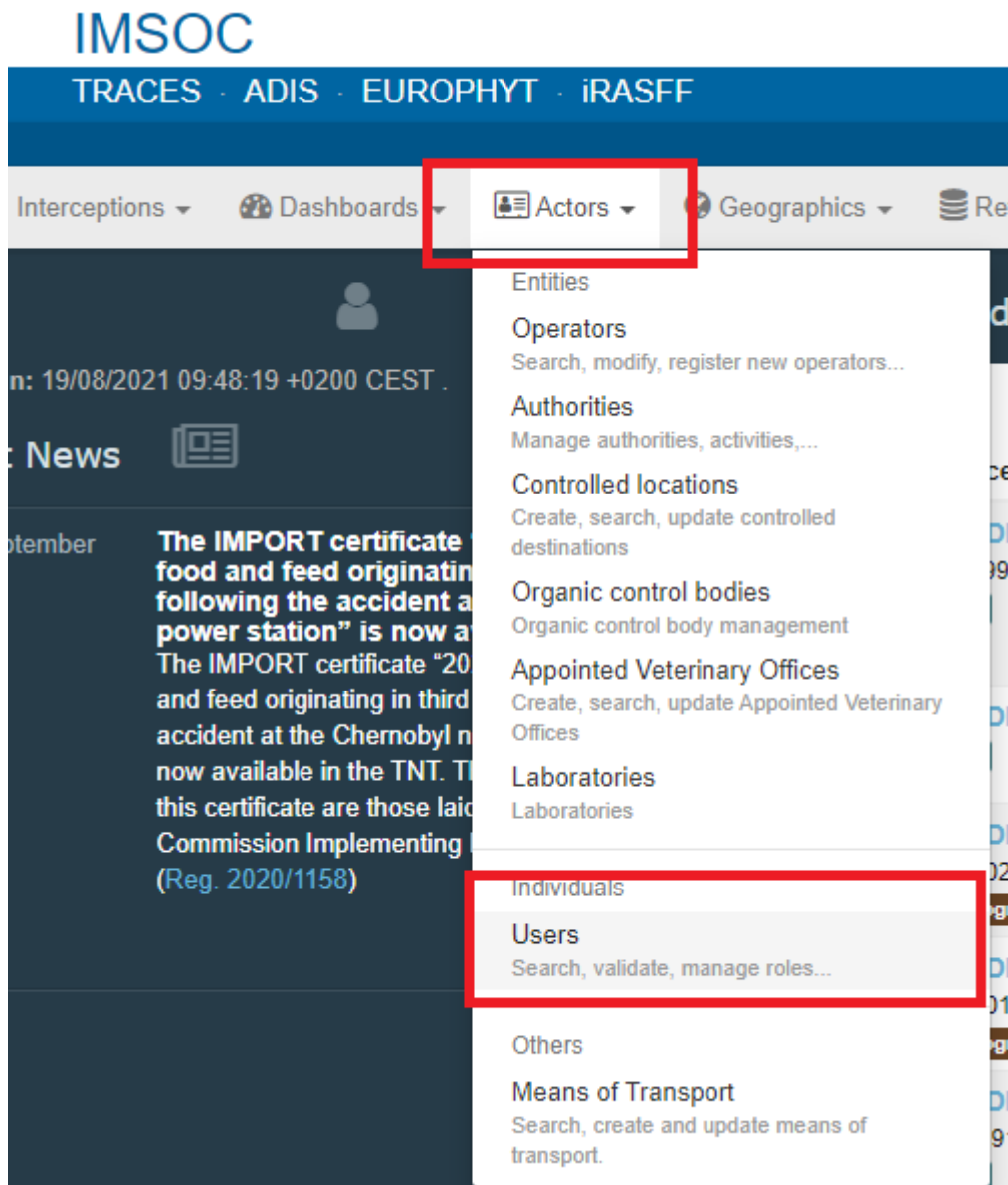
Buttons: Cancel, Send authorisation request

Administrator Role - Validating Users

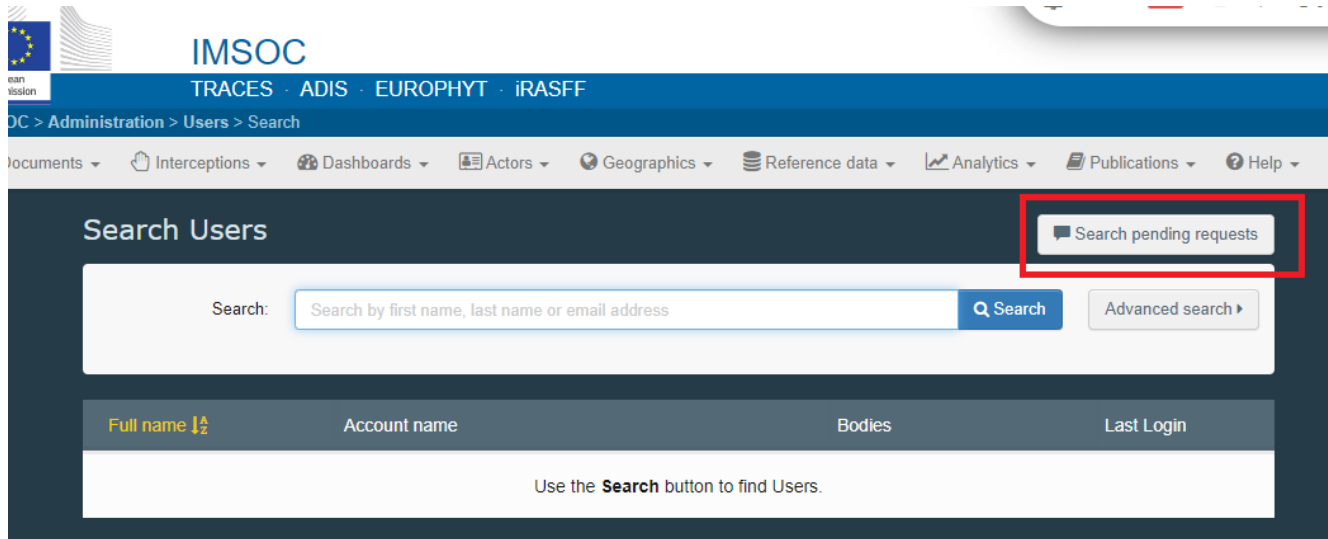
To be completed by company Administrator

The administrator will need to complete the following steps once your colleagues have requested authorisation.

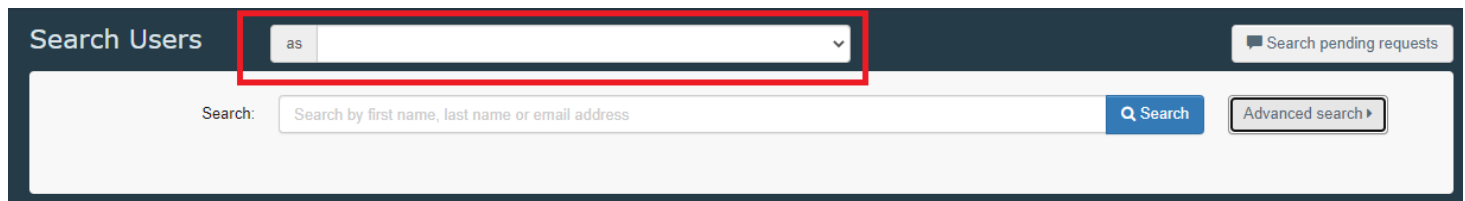
Click on 'Actors' in the top row: and then click on Users.



Click 'Search pending requests'

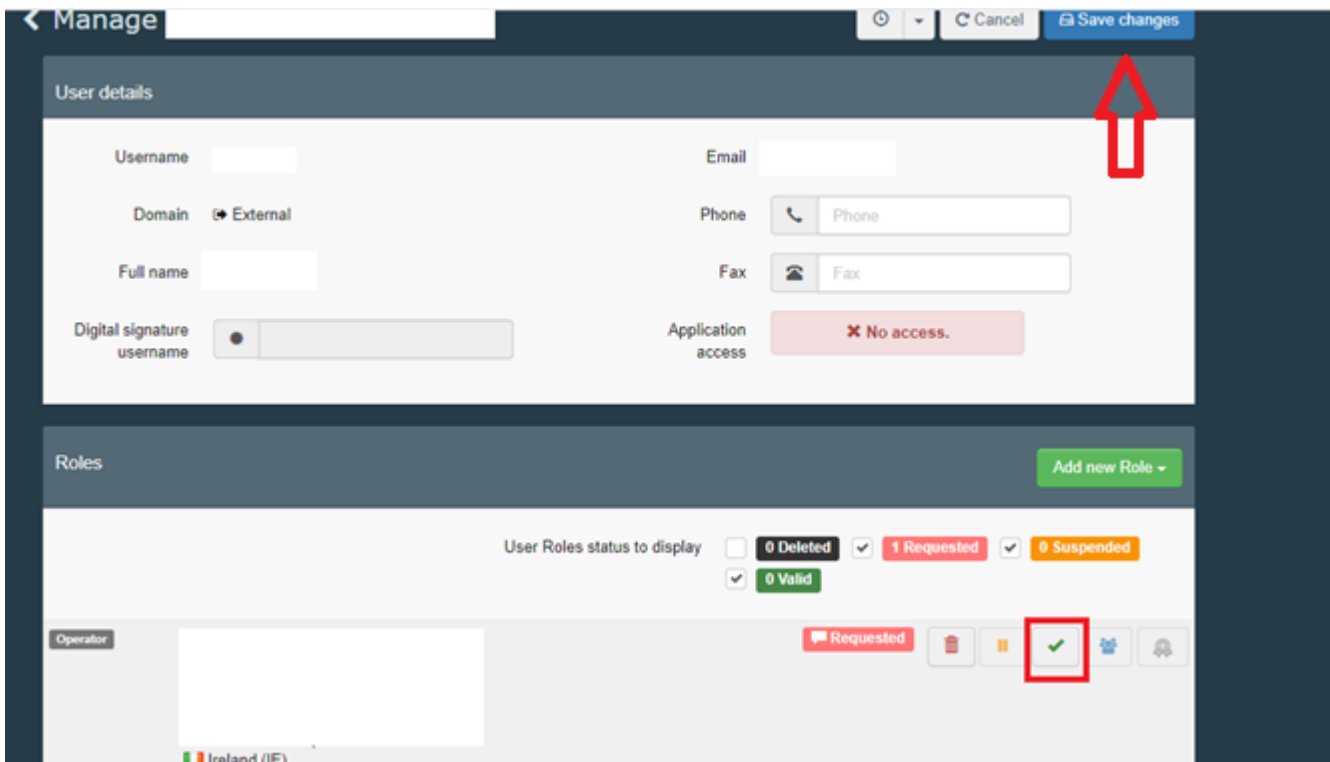


NOTE: if you are an administrator for more than one operator, you will have an extra drop-down menu, you must select the appropriate operator from the drop-down menu.




A list of names will appear of individuals who have requested authorisation, click on the individuals name, this will bring you to their details.

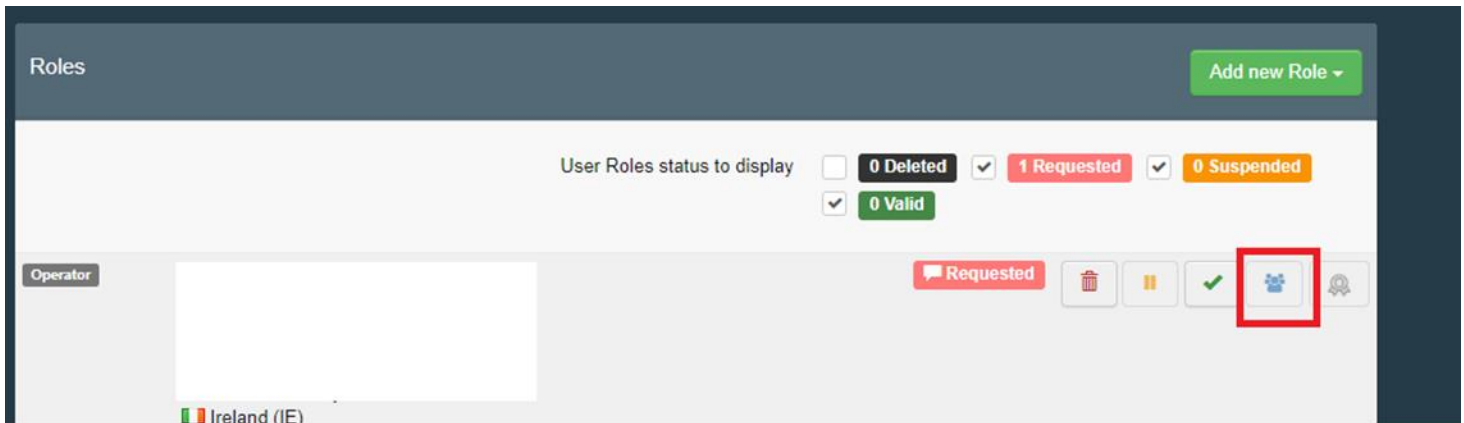
Click the green tick and then click 'save changes' on top right had corner.



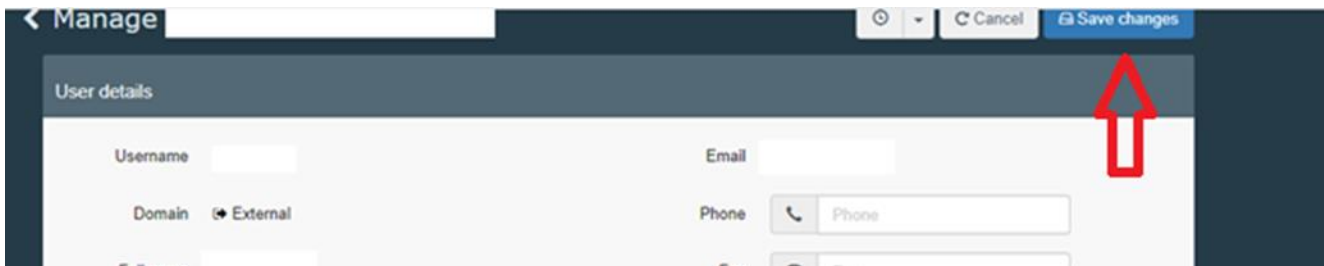
Giving other users administrator rights

Click on the “Administrator Rights” icon and click ‘save changes’ on top right had corner. (the icon will change

to a solid colour  when selected)



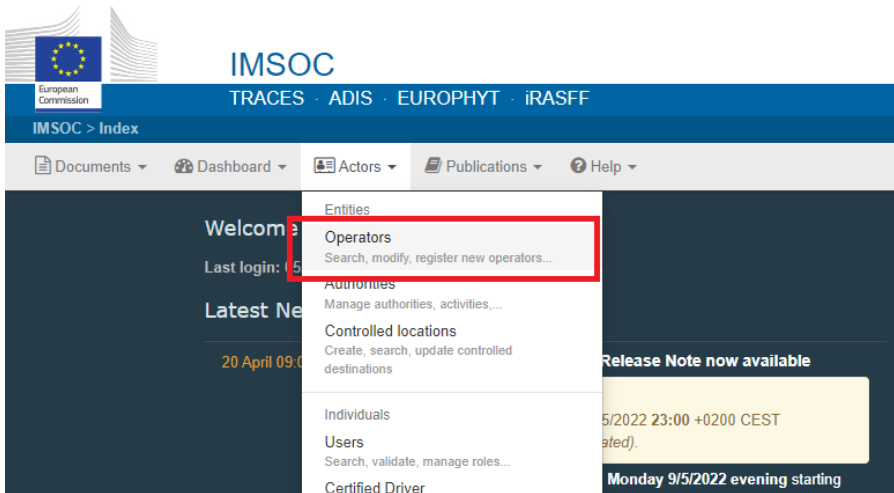
Remember to click “Save changes”



Delete/Remove a User

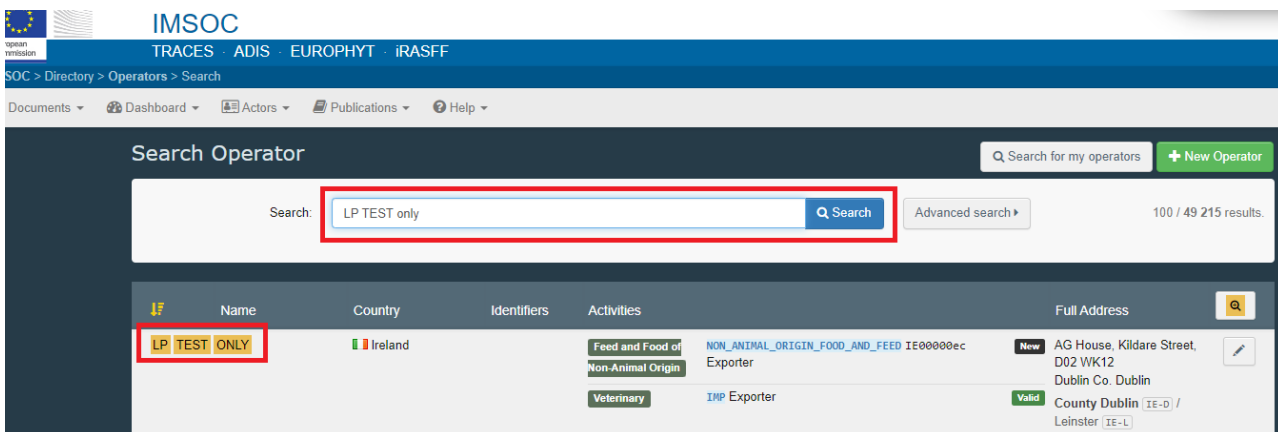
As an administrator you can also delete or remove a user.

Click on the drop-down menu “Actors” and select “Operators”.

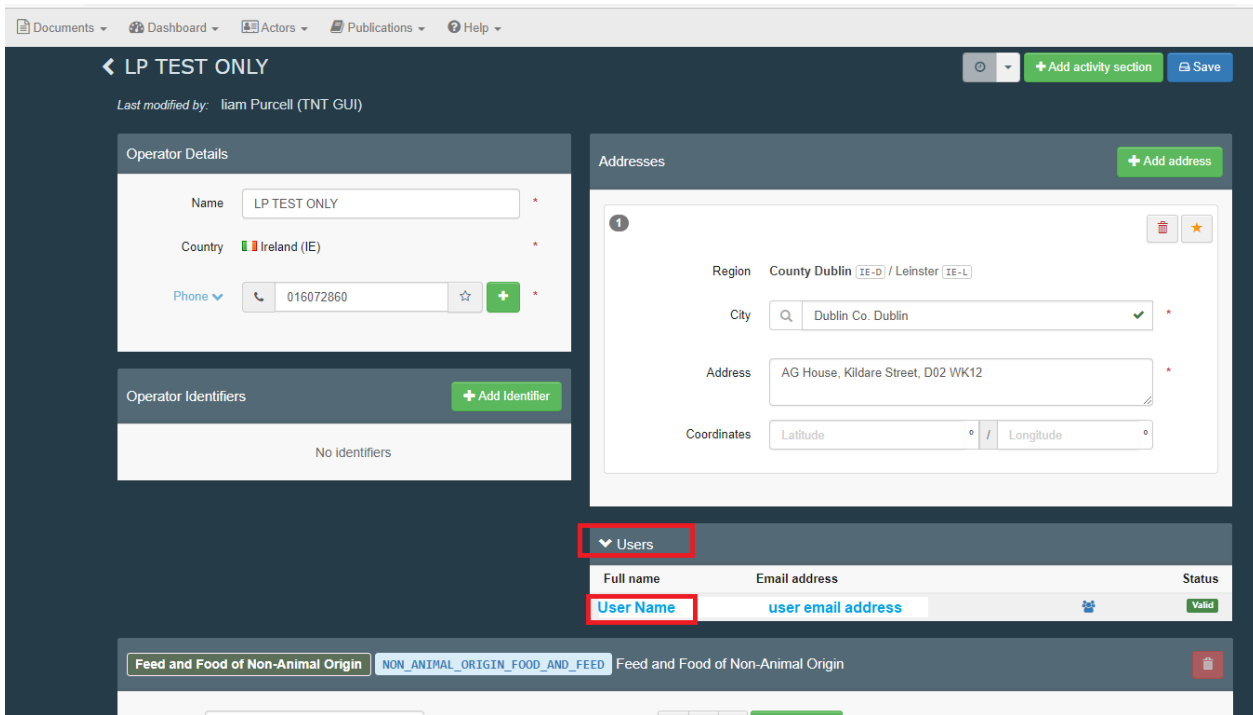



Type the name of your company/operator into the search box and click “Search”,

From the companies/operators listed, click on your company/operator’s name.



From your company/operator entry click on “Users”, then click on the user you want to delete/remove.



In the user profile, find the role for your company/operator and click on the “Bin  ” icon, then click on “Save Changes”

