

**TRACES NT**  
**Account Creation User Guide**  
**Application for DOCOM**  
**December 2021**

Welcome to the user guide for **Account Creation on TRACES NT**.  
This manual contains all essential information on the creation of an account and logging into TRACES NT.

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## Background

The DOCOM module of TRACES NT is now live.

The removal of TRACES Classic 31 December means that all intra-EU DOCOMs should now be delivered via TRACES NT (TNT)

It is the responsibility of the exporter/transporter/operator to create and complete the registration of their account and to ensure their information is held on the system, as per the following guidance

**IMPORTANT – IT IS RECOMMENDED THAT BEFORE YOU PROCEED WITH GENERATING ANY DOCUMENTATION, YOU FIRST CONTACT YOUR LOCAL DAERA OFFICE AND SPEAK TO A MEMBER OF CUSTOMER SUPPORT BRANCH (CSB) WHO WILL BE ABLE TO CHECK IF YOUR DETAILS ALREADY EXISTS ON TRACES NT. IN THE EVENT THAT THEY DO NOT, CSB WILL BE ABLE TO CREATE THIS RECORD FOR YOU.**

Once it has been confirmed your details are held on TRACES NT, the following guidance explains what you must do to create your user account and link this to the details held on TRACES NT in order for you to then be able to create/access required documentation

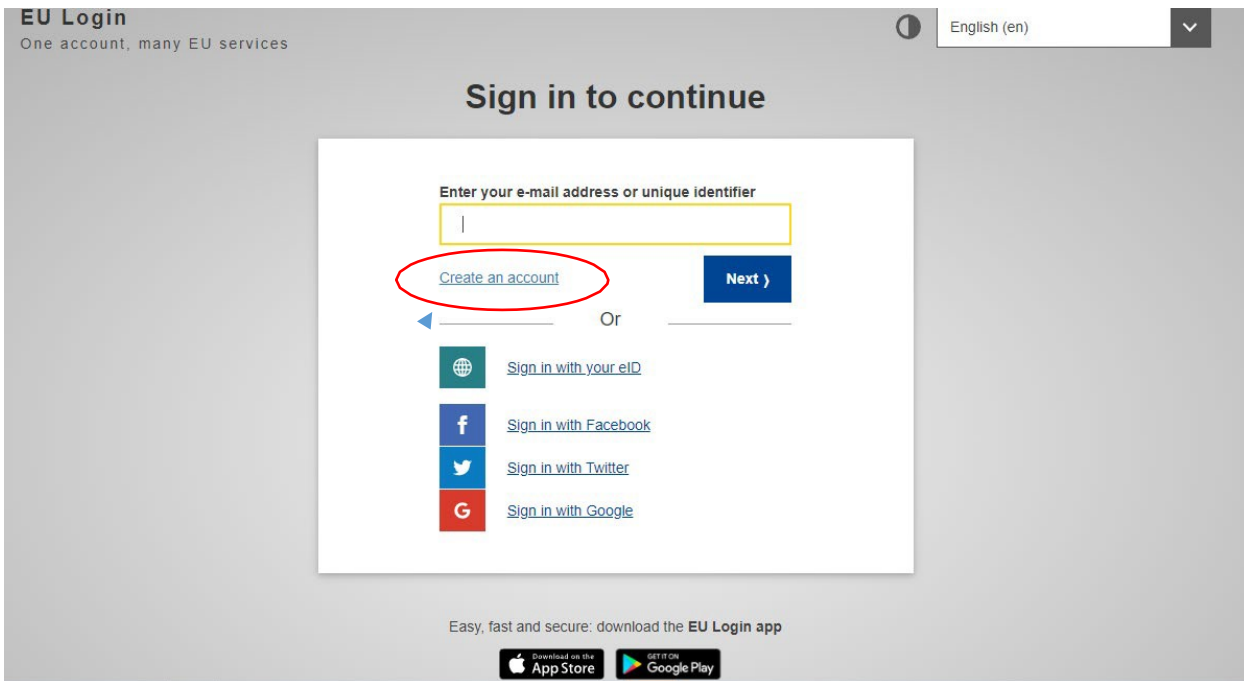
## Getting Registered with Traces NT

Traces NT is a Free to use service / platform provided by the EU.

To register to use Traces NT you need to have a unique email address. All actions are auditable to your individual email user account. You must take care to not share passwords or allow others to use your account.

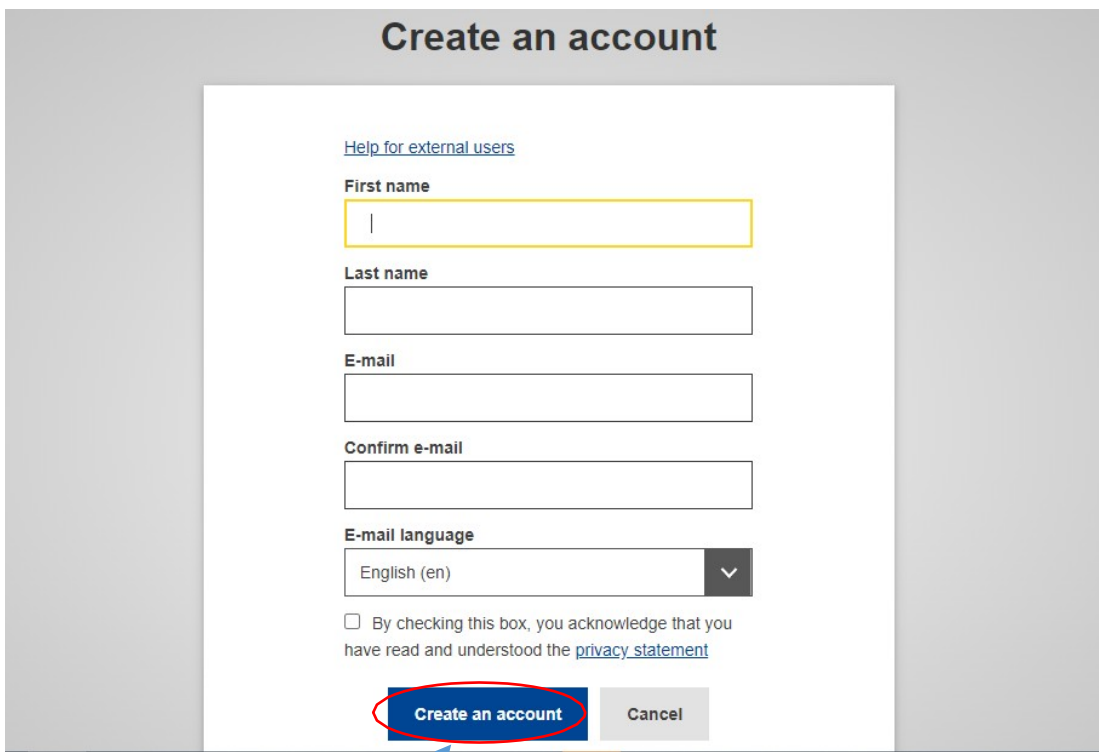
### Step 1 - EU Login Account

Before you can sign in to Traces NT you will need to set up an EU Login account using your unique email address. You can do this at the following link; <https://webgate.ec.europa.eu/cas/login>



Click on **“Create an account”**

The following screen will display fill your details in the boxes as required:

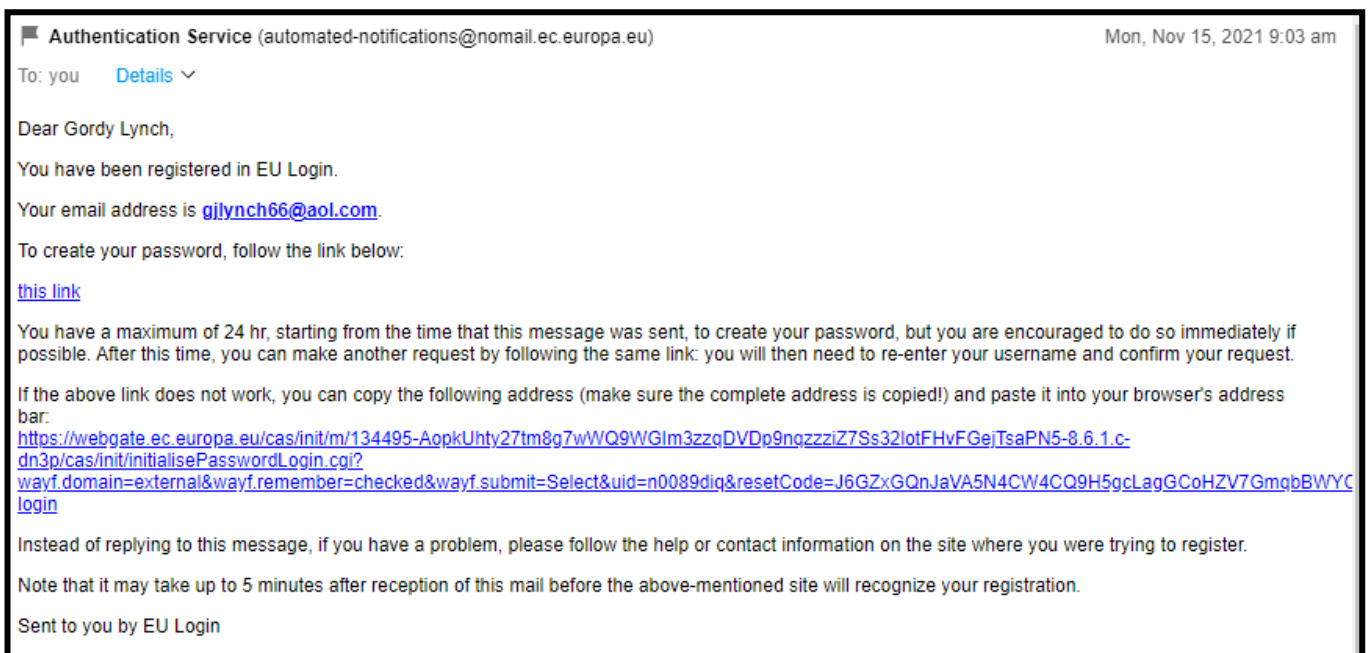


Once fully completed click here on **“Create an account”** to submit your request. The following message will be displayed.

## Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Once the request is sent, you will receive an automatic email with a link allowing you to set your password. See example below:



Once you have created an account you must **activate** it by clicking on the link that you will be sent. This link will expire 1.5 hours after you receive the email. If you have not validated the account by then you will need to start again.

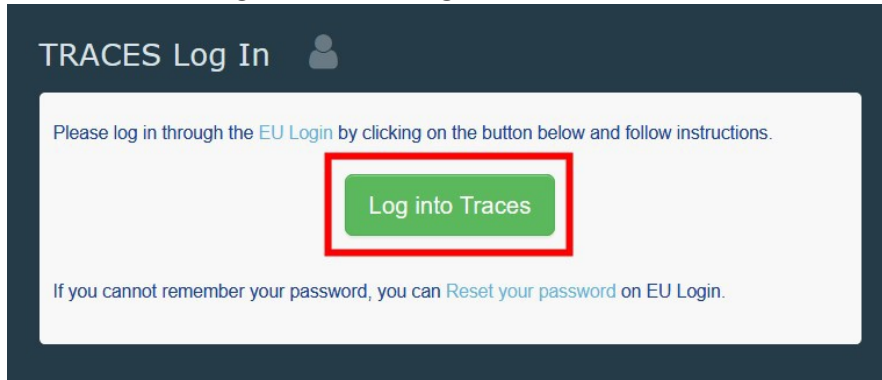
Make sure to keep a note of the email address and password for your EU login account as these are the details you will need each time you log into the TracesNT website.

## Step 2 - The Traces NT Website

You can access TracesNT by using the link below;

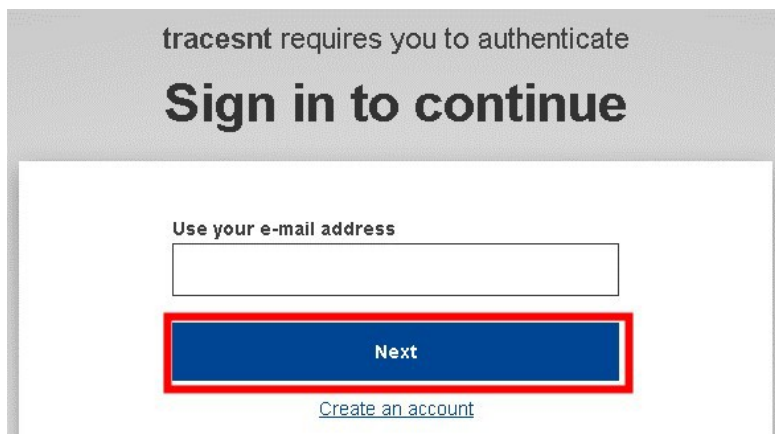
<https://webgate.ec.europa.eu/tracesnt/login>

Then click on the green button “**Log into TRACES**”.



You will be redirected to the EU Login access. You should log in using the email address and password used to create your EU login account.

Enter your e-mail address and click on “**Next**”.



Enter your password and click on “**Sign in**”.

## Sign in to continue

Welcome

BCP01.FR@ec-traces.eu  
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

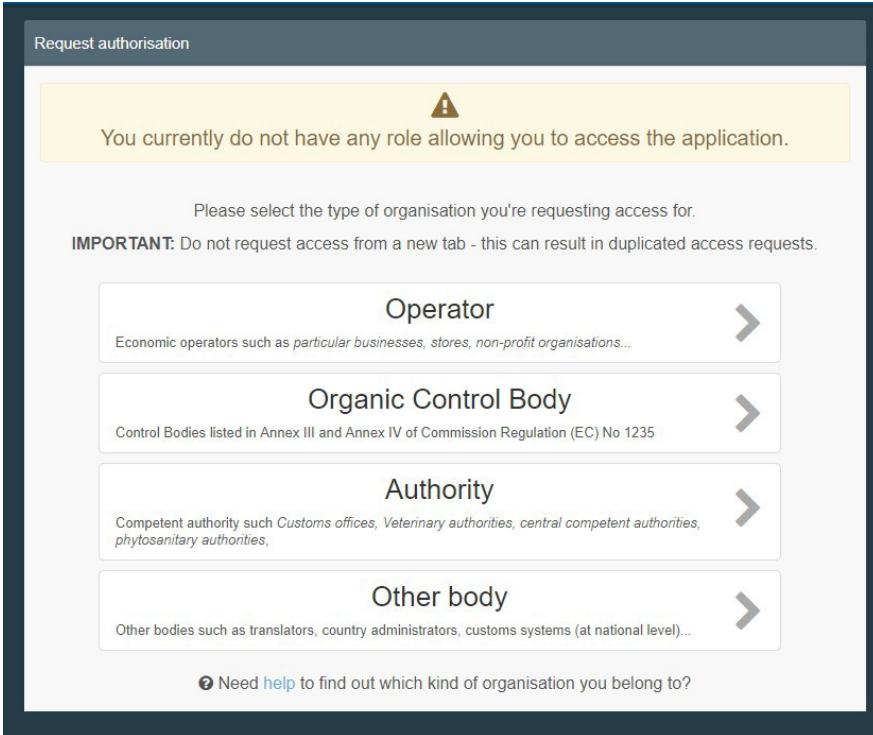
Choose your verification method

Sign in

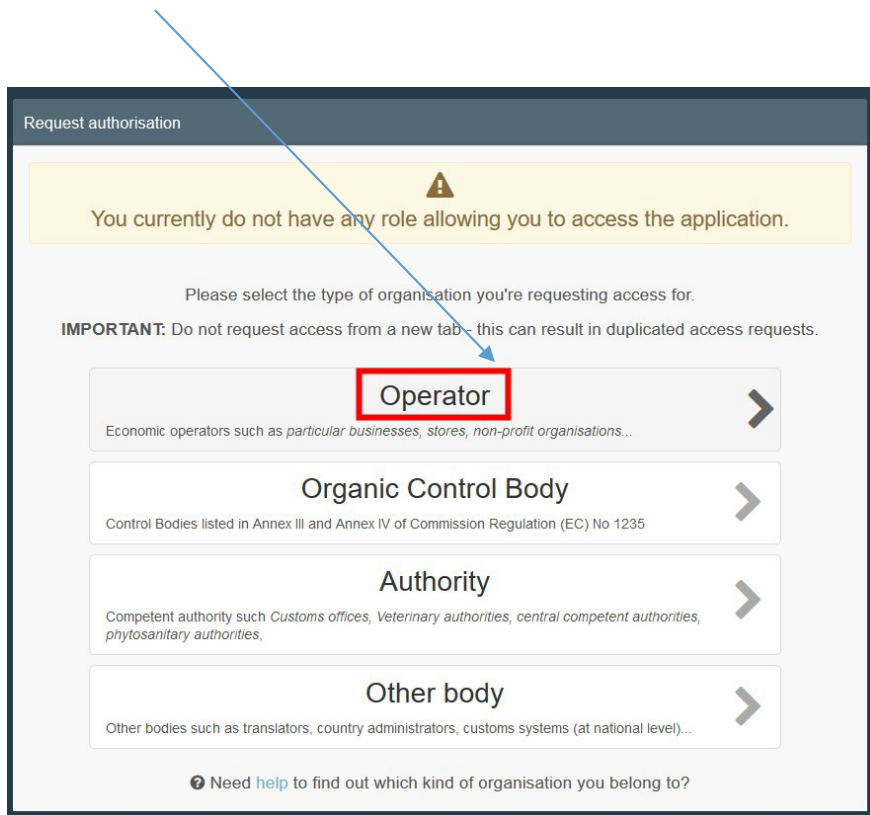
The verification method should automatically default to password. If you ever have trouble logging in make sure it is set to this.

Once you have logged in the following screen will appear and you will be asked to select a role.



## Request a role as an operator

In order to be able to access and create the correct documentation you must have the role of “**Operator**”. To request this role, select “**Operator**”.



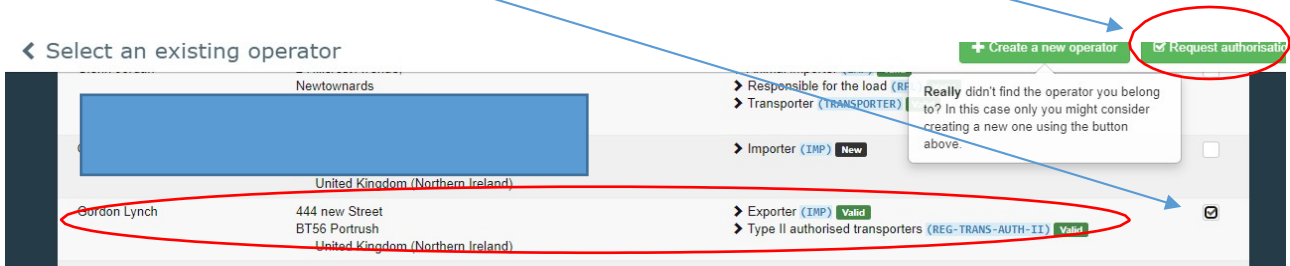


The system will redirect you to a search page as shown below, which will enable you to search for your details, as these will have already been created on TRACES NT by DAERA. **As per the highlighted note on Page 3** before embarking on this stage check first with your local DAERA office that the details of your business already exist on TRACES NT.

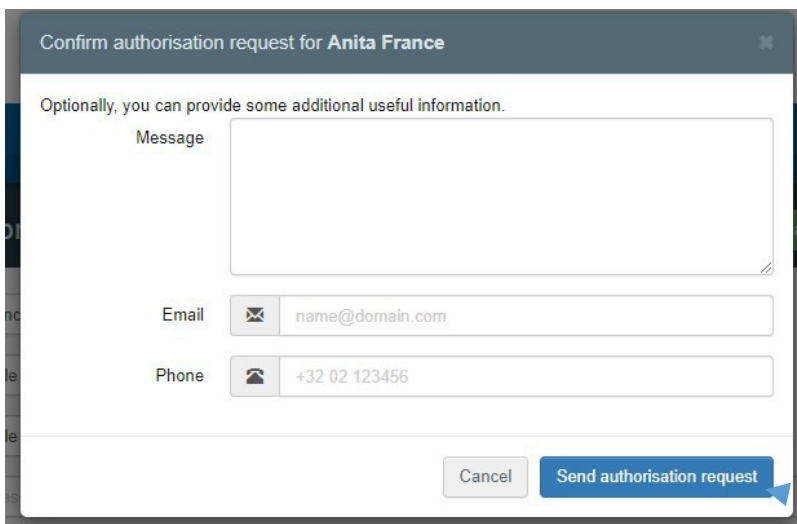
In the **“Country”** field select **United Kingdom (Northern Ireland)(XI)** as shown here  
The fields **“Section”** and **“Activity type”** are optional.

In the **“Search”** field enter here your DAERA issued herd/flock number or your name then click on the **“Search”** button.

The system will then provide you with a list of existing operators. Scroll through the returned information to locate your details. In the example below the required operator details have been located and selected by ticking the small box on the right and then click on the green button “Request authorisation”.

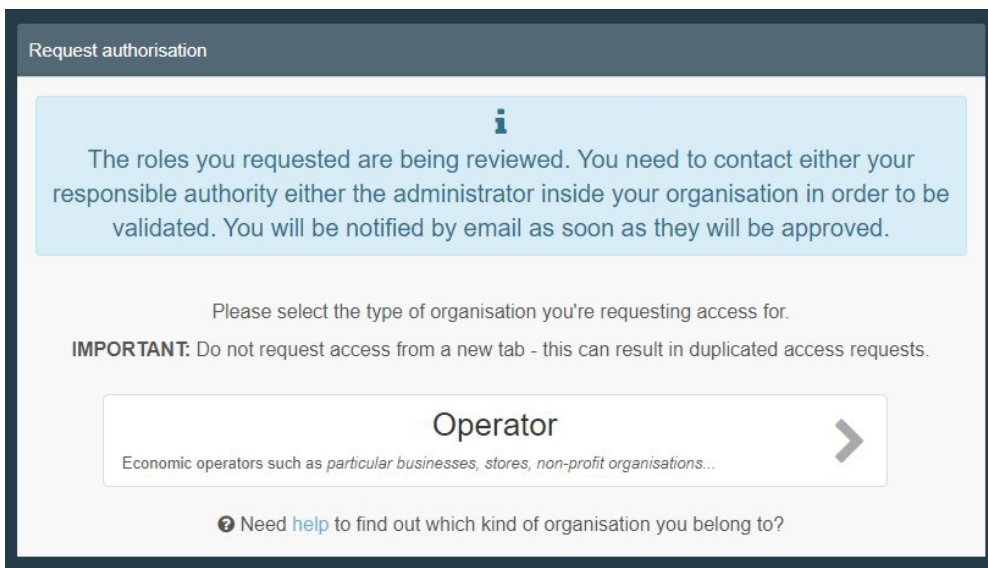


A pop-up window will appear: you have the option to send more information. Otherwise, click on “Send authorisation request”:



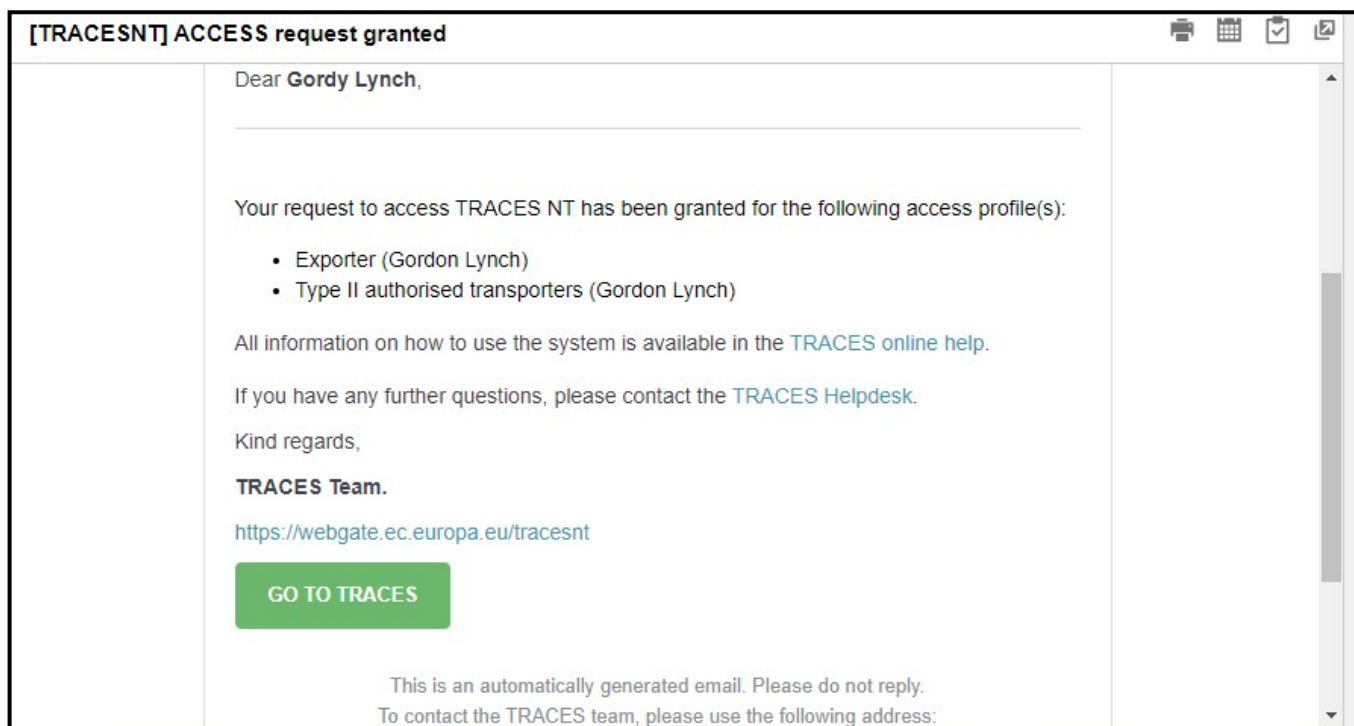
You have now requested to be linked to your company.

Once your request is sent, you will receive the following message on the TRACES homepage:



In order to have your request validated contact your local DAERA office again and ask them to action this for you.

Once completed you will received an automated email confirming you have the necessary access to TRACES NT as per the example below:



## Accessing Guidance on Traces NT

DAERA has produced a variety of training and guidance materials for those using Traces NT.

### 1. DAERA TRACES NT information and guidance

You can find useful information and guidance relating to use of TRACES NT including this guide [here](#)

### 2. EU Training manuals

The Traces NT system has been created, and is managed and updated, by the EU. Training manuals are released periodically and a link to these is provided here. Please note, this link does not appear to open in Internet Explorer, it is suggested that you use Microsoft Chrome or similar;

[https://circabc.europa.eu/ui/group/af5deae-af5b-4ae7-9cd2-24df51e9fa72/library/a6a648ff-003e-42ec-a0d8-450330c4d2c8?p=1&n=10&sort=modified\\_DESC](https://circabc.europa.eu/ui/group/af5deae-af5b-4ae7-9cd2-24df51e9fa72/library/a6a648ff-003e-42ec-a0d8-450330c4d2c8?p=1&n=10&sort=modified_DESC)