

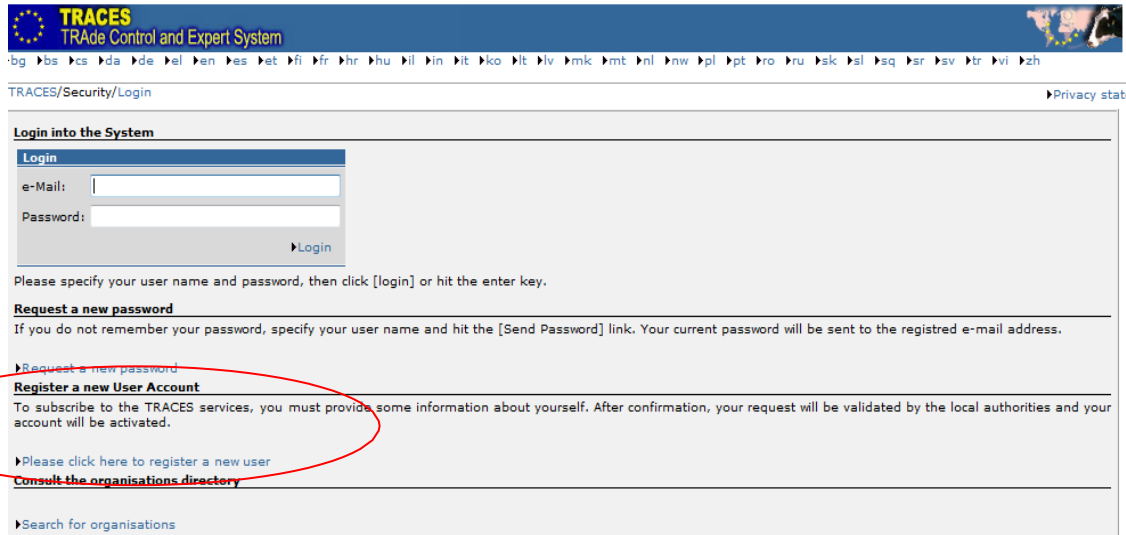
Registering to become a user of TRACES

Log on to link below

<https://webgate.ec.europa.eu/sanco/traces/>

The log in screen will appear as below.

Please click “Please click here to register as a new user”.



TRACES
TRADE Control and Expert System

·bg ·bs ·cs ·da ·de ·el ·en ·es ·et ·fi ·fr ·hr ·hu ·il ·in ·it ·ko ·lt ·lv ·mk ·mt ·nl ·nw ·pl ·pt ·ro ·ru ·sk ·sl ·sq ·sr ·sv ·tr ·vi ·zh

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

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 authorities and your account will be activated.

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

Consult the organisations directory

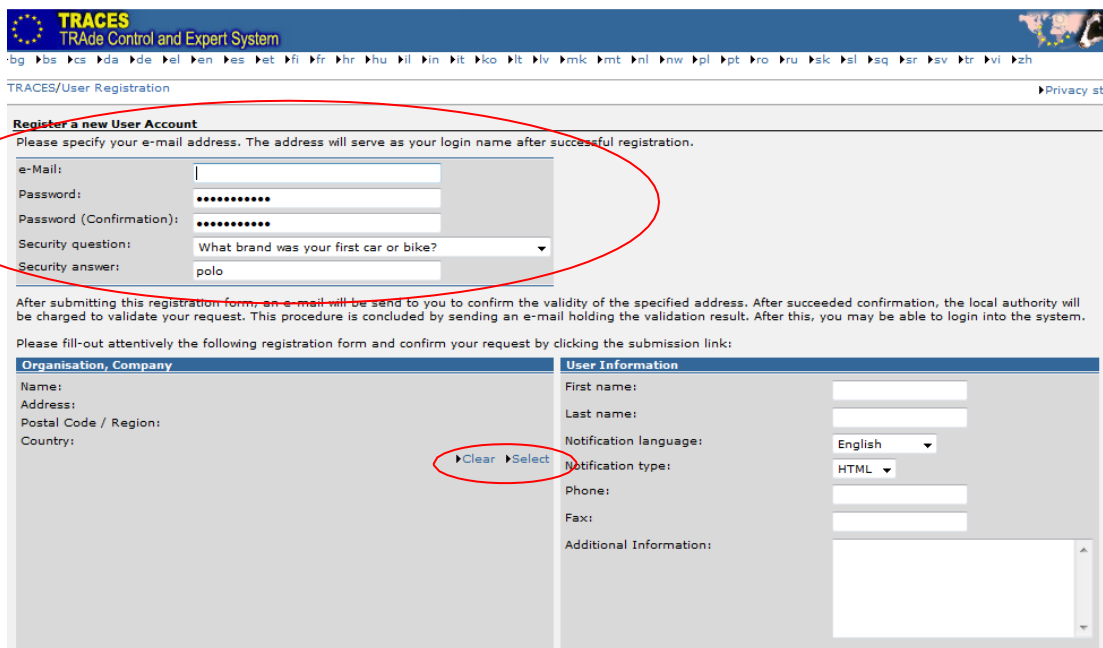
[Search for organisations](#)

You will need to complete the following fields:

Email address – This must be a working email address, that you will have access to.

Password – The password must contain a number, special character (e.g. ?, ! or * etc) & be a minimum of 8 characters long

Select a security question from the list provided & provide an answer to this question



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TRACES/User Registration [Privacy stat](#)

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 send to you to confirm the validity of the specified address. After succeeded 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

Name:

Address:

Postal Code / Region:

Country:

[Clear](#) [Select](#)

User Information

First name:

Last name:

Notification language:

Notification type:

Phone:

Fax:

Additional Information:

In order to register as a new user, you must register your details against an organisation on the system. To Input your Organisation & Company details press select within the organisation box. This will take you to another search facility screen.

TRACES
TRAdE Control and Expert System

bg bs cs da de el en es et fi fr hr hu il in it ko lv mk mt nl nw pl pt ro ru sk sl sq sr sv tr vj zh

TRACES/User Registration [Privacy statement](#)

Register a new User Account - Select Organisation

Search Criteria

Country: Name:
 Postal Code / Region: Address:
 Number: Type:
 TRACES Unit Number:

Search

Search Result

| Name | Aggregation Code | Country Code | Country | Address | Postal Code / Region |
|------|------------------|--------------|---------|---------|----------------------|
|------|------------------|--------------|---------|---------|----------------------|

[Cancel](#) [New](#) [New Non Memberstate](#)

Enter your country from the drop down list. This should always be UK – If you are based outside of UK, you will need to contact the authority in your own country to register, we cannot do this for you. Enter your name or company name in the Name box, please enter this with a % sign either side – e.g. %example%. The % sign is a wild card & will ensure that the system searches for every record with those details in the name.

Enter your postcode in the postal code box. Please note TRACES only recognizes the first section of a post code, e.g. CA1 or CA15, please do not enter a full post code or your search results will not provide any information.

Click Search

If your record is listed, it will show in the results box: If there is only one record, it will automatically select this and return you to the registration screen.

If there are multiple records, please select the one that is most relevant, by clicking the select option to the right of the record

If there is no record for you or your organization, please contact us for further advice.

Search Criteria

Country: Name:
 Postal code / Region: Address:
 Number: Exact match ☐ City:
 Status: Assigned Authority Code:
 Commodity: Browse Type:
 Section: LMS approved: ☐

[Clear](#) [Search](#)

Search Result

| Name | Approval Numbers | Country | Address | Postal code / Region | Status | Activities |
|----------------|------------------|----------------|--------------------------|----------------------|--------|----------------------|
| EXAMPLE RECORD | EXAMPLE RECORD | United Kingdom | 1 ANY STREET, 1 ANY TOWN | CA1 | Valid | Open |

[New](#) [New Non Memberstate](#)

Please enter your user information.

Notification language & Type: this will default to English & HTML. Please do not change this

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 send to you to confirm the validity of the specified address. After succeeded 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

Name:
 Address:
 Postal Code / Region:
 Country:

[Clear](#) [Select](#)

User Information

First name:
 Last name:
 Notification language:
 Notification type:
 Phone:
 Fax:
 Additional Information:

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

Once you have entered all your details, please select submit.

Once you have submitted, you will receive an email from TRACEs. Please follow the instructions in this email to verify your email address.

On receipt of this email from TRACEs, please notify us by email that you have created an account. Please email product.exports@apha.gsi.gov.uk with the following information:

Email address used to create account

Address & postcode

User name

On receipt of this email, we will validate your account. We will notify you once we have done this.

Once validation has taken place your account will be valid for use. Please note that your account will not be valid or activated, until we have completed this validation process.

Please be aware that the TRACEs system is a live system and any certification created by you should be for valid movements and not practice use of the system. If you would like instructions on how to use this system, please do not hesitate to contact us.