

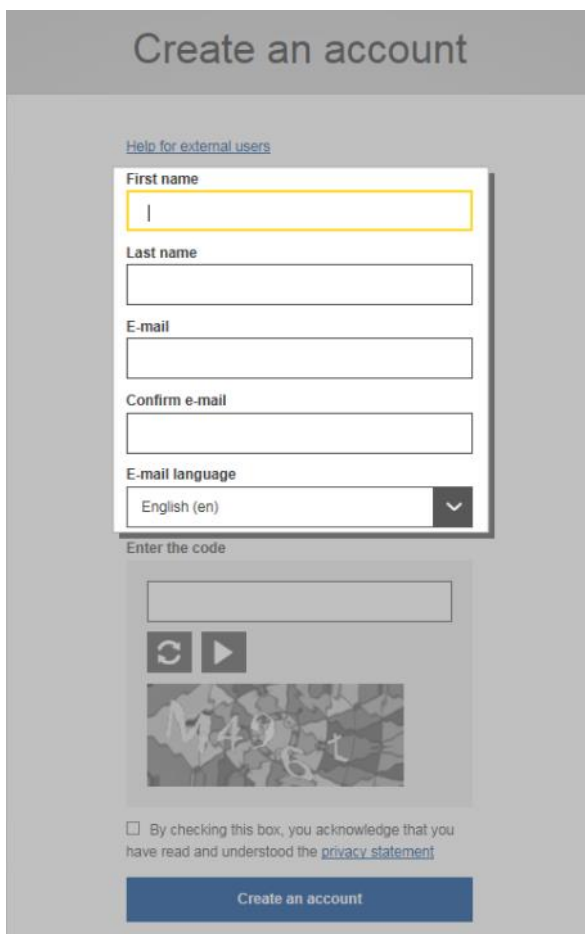
How to create an EU login and get access to TRACES NT

Import of fresh fruit, vegetables, live plants and plant products must be registered in the EU system TRACES NT. Used agricultural and forestry machinery should also be registered in TRACES NT. To get access to TRACES NT, you need an EU login. Please follow the instructions below to receive a login and access to TRACES NT. If you already have a valid EU login, continue to "Get access to TRACES NT".

Create an EU login

Click on this link, select "Create an account" and fill in the information:

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



The screenshot shows a web form titled "Create an account". At the top left, there is a link for "Help for external users". The form fields are as follows:

- First name:** A text input field with a yellow border and a cursor.
- Last name:** A text input field.
- E-mail:** A text input field.
- Confirm e-mail:** A text input field.
- E-mail language:** A dropdown menu currently set to "English (en)".

Below the form is a section titled "Enter the code" which includes a text input field, a refresh button (circular arrow), and a play button (triangle). Below this is a CAPTCHA image showing a group of people. At the bottom, there is a checkbox with the text: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". A blue button labeled "Create an account" is positioned at the very bottom.


When you have clicked on "Create an account" an automatic e-mail will be sent to the e-mail address you have registered. Click on the enclosed link to create your password.

To find more detailed information on how to create an EU login, please follow this link: <https://webgate.ec.europa.eu/IMSOC/tracesnt-help/Content/Home.htm?lang=en>

Get access to TRACES NT

Go to <https://webgate.ec.europa.eu/tracesnt/login> and click on "Log in". Select role. Importers and agents choose "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,*

Appointed Veterinary Offices ➤

Description

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?

The system will redirect you to a page, which will enable you to search for your company. Select Sweden as country and write the name of your company. Then click on "Search".

The result will be shown in a table below.

If the company already exists in TRACES NT

If your company already exists in TRACES NT, it will be shown in the search results. If the company is an **importer**, one of the following should be mentioned beside the name of the company (under "Activities"):

- Professional operators referred to in Article 45 (1)(l) IMSOC (EURPO)
- Professional operators other than those referred to in Article 45 (1)(l) IMSOC (EUPO)

If the company is an **agent**, it should say "Responsible for the load" under "Activities".

Click in the box to the right of the company's name you have chosen and then click on "Request authorisation". In the box that appears, click on "Send authorisation request".

If the company does not exist in TRACES NT – create a new operator

If your company does not show up in the list, you can create a new operator. Click on "Create a new operator". Fill in the boxes that are marked with yellow (see below).

The image shows a web form interface with two main columns. The left column contains three sections: 'Operator Details', 'Addresses', and 'Operator Identifiers'. The right column is titled 'Chapter or activity' and contains a dropdown menu for 'Chapter'.

Operator Details

- Name:** Text input field with placeholder 'Enter a name'.
- Country:** Dropdown menu with 'No country selection'.
- Phone:** Text input field with '+32 21 12 10 01', a star icon, and a green '+' button.
- Email:** Text input field with 'name@domain.com', a star icon, and a red trash icon.

Addresses

+ Add address

Region

- City:** Search input field with placeholder 'Please provide city name, postal' and a red warning triangle.
- Address:** Text input field.
- Coordinates:** Two input fields for 'Latitude' and 'Longitude' separated by a slash.

Operator Identifiers

+ Add Identifier

Type	Value
National Company Register	

Chapter or activity

Chapter: No section chapter

Click on "Chapter" to the right.

An **importer** should select:

[Create a new operator](#)

Chapter or activity

Chapter Plant health *

Activity

▼ Activity details

Section EU professional operators other than EU registered professiona *

Activity Professional operators other than those referred to in Article 45(*

Identifier

Valid From --/--/-- +02:00 CEST

Valid to --/--/-- +02:00 CEST

Publication date

Application date

▼ Activity Address

Address

In the box "Identifier", fill in the company's organization number. Click on globe next to "Address" and choose the company's address.

An **agent** should select:

Chapter or activity

Chapter Other *

Activity

Activity details

Section Responsible For the Load (Freight Forwarder) (RFL) *

Activity Responsible for the load *

Identifier

Valid From --/--/--- +02:00 CEST

Valid to --/--/--- +02:00 CEST

Publication date

Application date

Activity Address

Address

Assigned responsible authorities

Search responsible authorities

In the box "Identifier", fill in the company's organization number. Click on globe next to "Address" and choose the company's address. Then click on "Search responsible authorities" and search for the Border Control Post (BCP) that you wish to assign (for instance Stockholm Arlanda) and that will validate the operator and your request to be linked to it. Make sure it says "Plant health" as "Competence" next to the BCP you choose.

Select responsible authorities

Search:

Name	Country	Address	Role	Code	Competence	
Stockholm Arlanda Airport	Sweden	Stockholm Arlanda Airport 19045 Stockholm-Arlanda	Border Control Post	SEARN	<div style="border: 1px solid black; padding: 2px;"> Plant health CHED-PP <small>rw</small> ePhyto <small>rw</small> EUROPHYT IN <small>rw</small> PHYTO <small>rw</small> </div>	<input type="button" value="Select"/>
Stockholm Arlanda Airport	Sweden	Stockholm Arlanda Airport 19045 Stockholm-Arlanda	Border Control Post	SEARN	Organic COI <small>rw</small> COI Extract <small>rw</small>	<input type="button" value="Select"/>

Then you have entered all the necessary information. Click on "Create a new operator". In the box that appears, click on "Send authorisation request".

When your application has been approved, you will receive an e-mail and then you can register your consignment for import in TRACES NT.

To find more information on how to apply for access to TRACES NT, please follow this link: <https://webgate.ec.europa.eu/IMSOC/tracesnt-help/Content/Home.htm?lang=en>

Important!

If an importer does not use an agent, the importer needs to be both registered as an importer in Plant Health and as responsible for the load to be able to do an import notification (fill out a CHEDPP) in TRACES NT.

Good to know

- If you repeat an incorrect password to your EU login five times, you will be blocked as a user. Apply for a new password.
- If you don't use TRACES NT in four months your account will be deactivated.

You can find information about the privacy statement in TRACES NT here: <https://webgate.ec.europa.eu/tracesnt/privacy-statement>

If you have questions about TRACES NT in general, please contact SANTE-TRACES@ec.europa.eu (in English). If the questions concern CHEDPP and TRACES NT in connection with import of fresh fruit, vegetables, live plants, plant products and used agricultural or forestry machinery, please contact Jordbruksverket, Import- och exportkontrollenheten, (in Swedish or English) at importkontroll@jordbruksverket.se or dial 036-158350.