

## Registration Guide and List of Favorite Certificates

- Operators Exempted from certification under Article 35(8) of Regulation (EU) 2018/848
- Operators Exempted from notification under Article 34(2) of Regulation (EU) 2018/848
- Certified Operators

*October 2024*

## Requesting an exempted role:

After having created an EU-Login account, you will need to try to access TRACES at least once for your user account to become active.

Using the link <https://webgate.ec.europa.eu/tracesnt/login>, enter your credentials and you shall be redirected to the following screen where you shall be asked to select your purpose of registration:

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**

Proceed by choosing Operator either by searching for an existing one:

Select an existing operator + Create a new operator Request authorisation


Country:  Belgium (BE)

Section: Exempted from certification under Article 31

Activity Type: Distribution/Placing on the market

Search:


Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Name	Address	Activities	
test exempted	test 1731 Brussegem 	> Distribution/Placing on the market EXEMPTED-ART-35-8 New	<input type="checkbox"/>

Or link to an operator with a valid Organic Operator Certificate:

### Select an existing operator



[+ Create a new operator](#)

Country:  Belgium (BE)

Section: Import (ORGANIC IMPORT)

Activity Type: Import

Search:

Name	Address	Activities
	Cassiersstraat 19 2060 Antwerpen  Belgium	<ul style="list-style-type: none"><li>&gt; Import ORGANIC IMPORT Valid</li><li>&gt; Responsible for the load RFL Valid</li><li>&gt; Storing ORGANIC STORING Valid</li></ul>

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

In this case, select the adequate operator and tick the box on the right after which you will need to click on 'Request Authorisation' which will create a pop-up notification requesting you to confirm your choice and optionally provide additional information for your request:

### Confirm authorisation request for test exempted

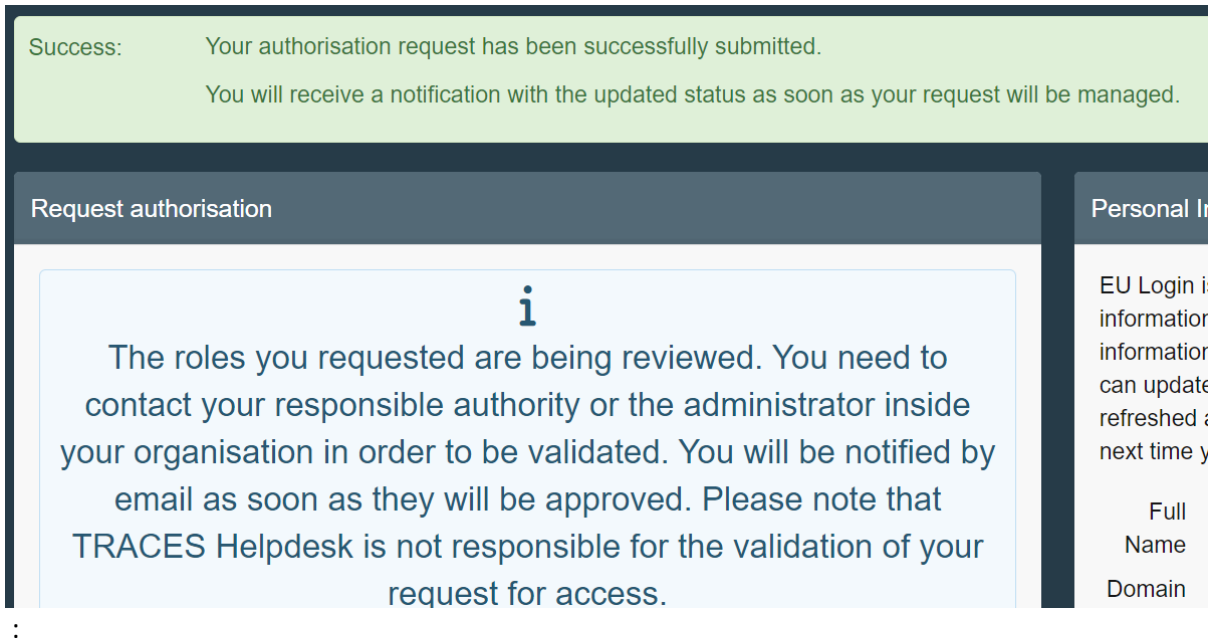
Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

After you have sent the notification, you will be again redirected to the starting page and the following message will appear:



Success: Your authorisation request has been successfully submitted.  
You will receive a notification with the updated status as soon as your request will be managed.

Request authorisation

**i**

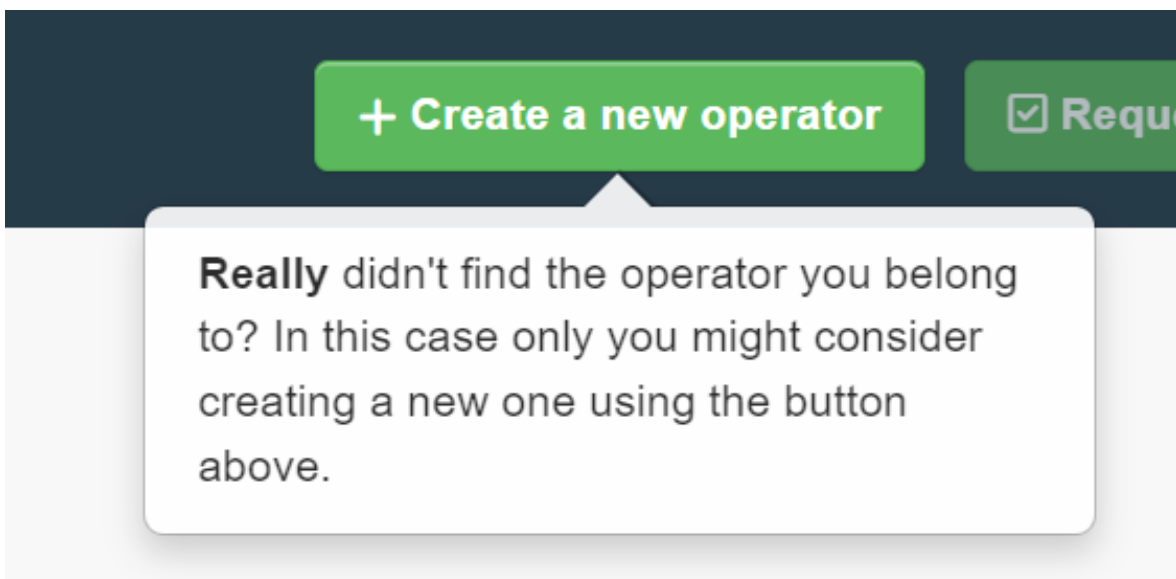
The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Personal Information

EU Login information can be updated and refreshed at the next time you log in.

Full Name  
Domain

Or, as the pop-up message stipulates, if you really did not find an existing operator or you are sure they are not yet registered in the system, you have the option to create one on the spot by clicking on '+ Create a new Operator'.

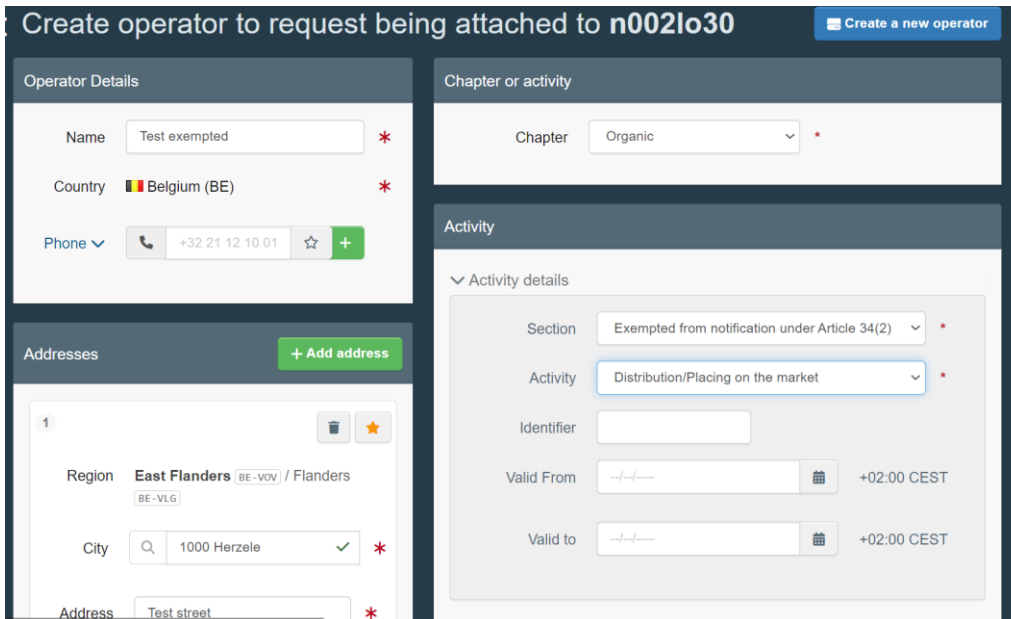


+ Create a new operator

Request

**Really** didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

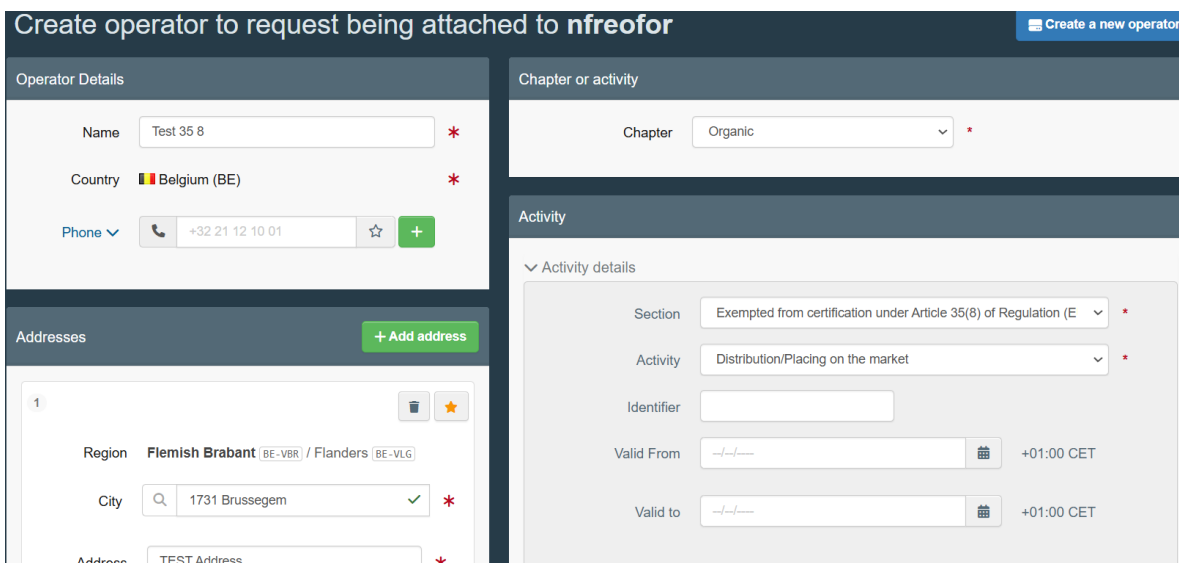
Once you have clicked on the button '+ Create a new Operator', you shall be redirected to an empty operator page where you can fill out the details of the operator as well as the activities you wish to request for this operator:



The screenshot shows the 'Create operator' form for operator **n002lo30**. The form is divided into several sections:

- Operator Details:** Name: Test exempted; Country: Belgium (BE); Phone: +32 21 12 10 01.
- Addresses:** A list of addresses with one entry: Region: East Flanders (BE-VOV) / Flanders (BE-VLG); City: 1000 Herzele; Address: Test street.
- Chapter or activity:** Chapter: Organic.
- Activity:** Activity details include: Section: Exempted from notification under Article 34(2); Activity: Distribution/Placing on the market; Identifier: (empty); Valid From: (calendar icon) +02:00 CEST; Valid to: (calendar icon) +02:00 CEST.

Or



The screenshot shows the 'Create operator' form for operator **nfreofor**. The form is divided into several sections:

- Operator Details:** Name: Test 35 8; Country: Belgium (BE); Phone: +32 21 12 10 01.
- Addresses:** A list of addresses with one entry: Region: Flemish Brabant (BE-VBR) / Flanders (BE-VLG); City: 1731 Brussegem; Address: TESTAddress.
- Chapter or activity:** Chapter: Organic.
- Activity:** Activity details include: Section: Exempted from certification under Article 35(8) of Regulation (E); Activity: Distribution/Placing on the market; Identifier: (empty); Valid From: (calendar icon) +01:00 CET; Valid to: (calendar icon) +01:00 CET.

Once the information has been filled end the creation by clicking on 'Create a new operator'.

The same pop-up will appear:

### Confirm authorisation request for test exempted ✕

Optionally, you can provide some additional useful information.

Message

Email

Phone

After you send the notification, you will be again redirected to the starting page and the following message will appear:

Success: Your authorisation request has been successfully submitted.  
You will receive a notification with the updated status as soon as your request will be managed.

#### Request authorisation

**i**

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

#### Personal Information

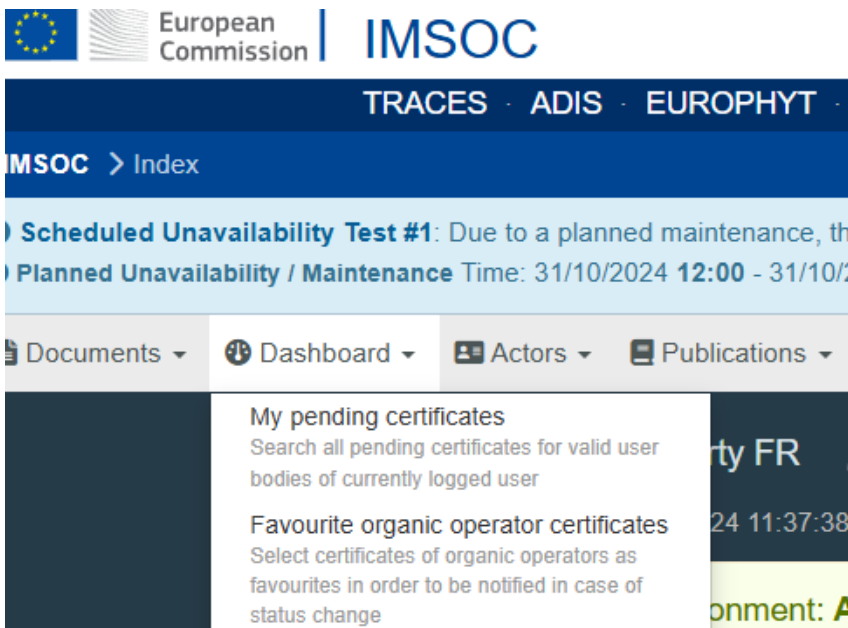
EU Login information can be updated and refreshed at next time you log in.

Full Name :  
Domain :

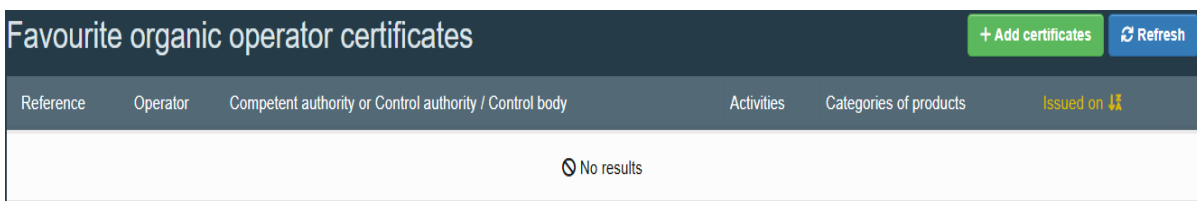
## Accessing and creating your List of Favorite certificates.

This option is available for Operators Exempted from certification or notification under Article 35(8) and/or 34(2) of Regulation (EU) 2018/848 as well as Operators with Certified activities.

Once your user request will have been validated, the dashboard will appear:



Therein you can access your pending certificates as well as your list of favourite Organic Operator Certificates.



You can add certificates to your lists as shown below:

Selection of favourite certificates of organic operators

★ Selected certificates (click on button below to add them to favourites)

No certificates selected

[★ Add to favourites](#)

Click on 'Add to favourites'

Search:  [Q Search](#) Showing 3 / 3 results.

Country: 🇧🇪 Belgium (BE)

Select	Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on <span style="font-size: small;">↑↓</span>	
★	<b>BE-BIO-04.056-0000758.2024.005</b>	test TNT-19814 Test address 2000 Antwerpen 🇧🇪 Belgium	Control Union Certifications BE-BIO-04	Production	(a) - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET	<a href="#">View</a>

Select the Operator by clicking on the star

The Certificate will then appear directly in your list of favourite certificates:

Favourite organic operator certificates [+ Add certificates](#) [Refresh](#)

Success: Certificates successfully added to favourites. Click on "Refresh" button if the list below is not up to date. ✕

Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on <span style="font-size: small;">↑↓</span>	
<b>BE-BIO-04.056-0000758.2024.005</b> <span style="color: green; font-weight: bold;">Issued</span>	test TNT-19814 Test address 2000 Antwerpen 🇧🇪 Belgium	Control Union Certifications BE-BIO-04	Production	(a) - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET	<a href="#">Actions</a>

From the button 'Actions' you can access the PDF and the Digitally signed version as well as remove any unwanted certificates:

### Favourite organic operator certificates

+ Add certificates
Refresh

Success: Certificates successfully added to favourites. Click on "Refresh" button if the list below is not up to date.
✕

Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on <span style="font-size: 0.8em;">↓↑</span>	Actions
<b>BE-BIO-04.056-0000758.2024.005</b> <span style="color: green; font-weight: bold; font-size: 0.8em;">Issued</span>	test TNT-19814  Test address 2000 Antwerpen <span style="font-size: 0.8em;">🇧🇪 Belgium</span>	Control Union Certifications BE-BIO-04	Production	<span style="color: blue;">(a)</span> - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET	<div style="border: 1px solid #ccc; background-color: white; padding: 5px; width: 150px;"> <span style="font-size: 0.8em; color: #34495e;">⚙️ Actions</span> <ul style="list-style-type: none"> <li style="padding: 2px 5px;"><span style="font-size: 0.8em; color: #e74c3c;">📄</span> PDF certificate</li> <li style="padding: 2px 5px;"><span style="font-size: 0.8em; color: #28a745;">🔗</span> Digitally signed PDF</li> <li style="padding: 2px 5px;"><span style="font-size: 0.8em; color: #e74c3c;">🗑️</span> Remove</li> </ul> </div>