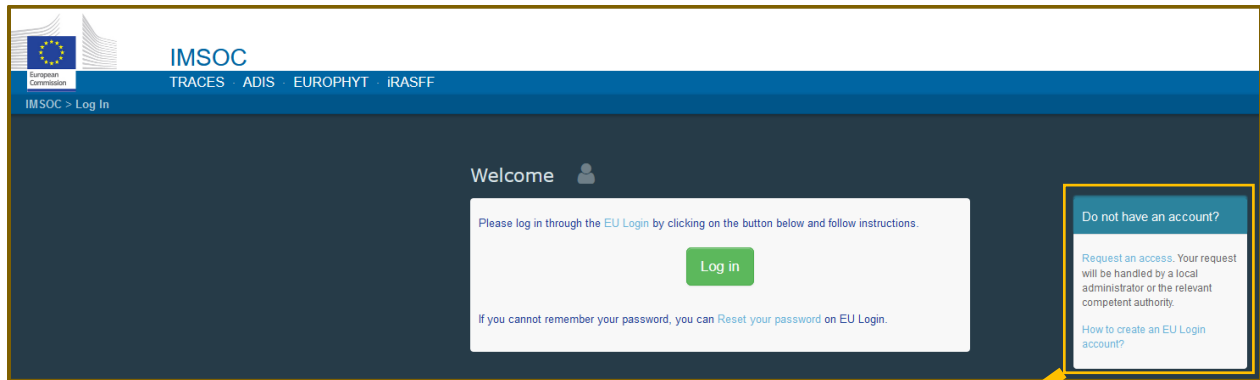


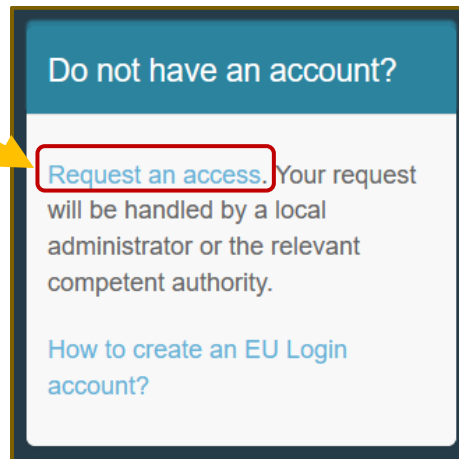
Registration and permission request for accessing TRACES NT

Step One. Create an account on the EU Login page

1. Click on the link <https://webgate.ec.europa.eu/tracesnt/login>.
2. The TRACES NT home page will open.



3. Click on the "Request an access" link (on the right side):



4. You will then access the EU Login registration screen:

The screenshot shows the 'Create an account' registration page. At the top right, there is a language selection dropdown menu currently set to 'English (en)'. Below this, there are two buttons: 'Create an account' and 'Login'. The main heading is 'Create an account'. There is a link for 'Help for external users'. The form contains the following fields: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to 'English (en)'). Below these fields is a checkbox with the text: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. At the bottom of the form are two buttons: 'Create an account' and 'Cancel'. Yellow arrows point from the instructions to the language dropdown, the first name field, the last name field, the email field, the confirm email field, the email language dropdown, the checkbox, and the 'Create an account' button.

5. You can choose your language in the upper right corner.

A close-up of the language selection dropdown menu, showing 'English (en)' selected.

6. Write your name (*First name*) and surname (*Last name*). **The data will be used in the certificate that you will need to sign. The TRACES NT certificate has legal force, so use REAL DATA!**

7. Write your e-mail.

8. Choose the language in which you want to receive e-mails.

9. Click – “By checking this box, you acknowledge that you have read and understood the privacy statement.”

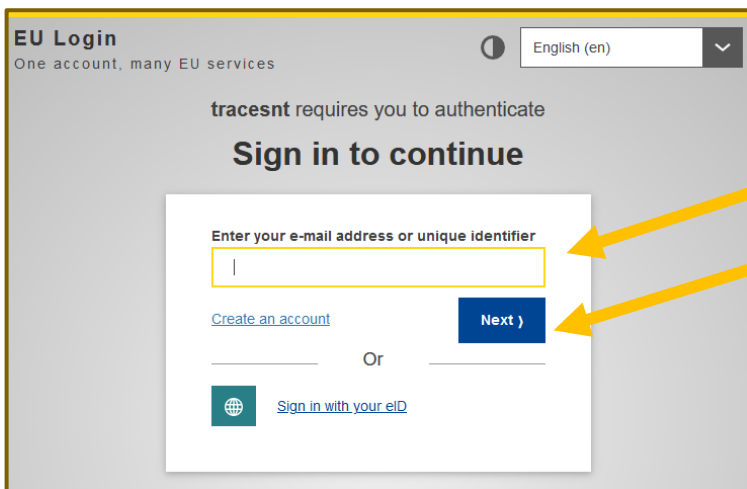
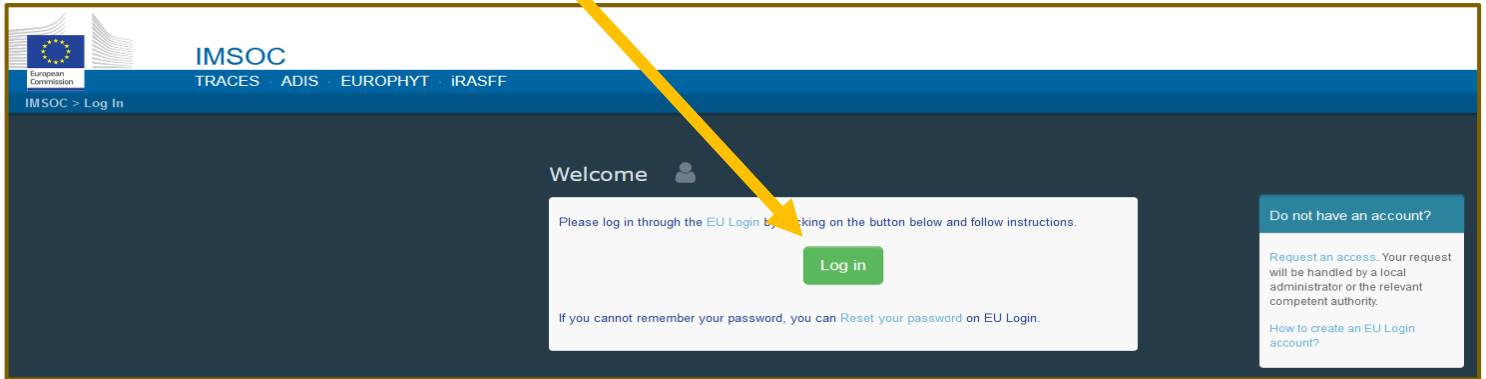
10. Click the button “Create an account”.

11. You will automatically receive an email with a link to set your password. You must click on the link within 90 minutes (the link is valid for 90 minutes). If you don't receive the automatic email, see the help information here on the website:

<https://webgate.ec.europa.eu/cas/contact.html>.

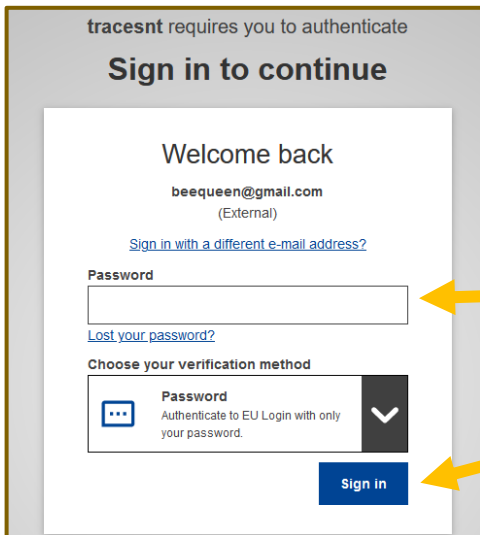
Step Two. Log in and register with TRACES NT

1. Click on to the TRACES NT home page <https://webgate.ec.europa.eu/tracesnt/login> (Use Google Chrome, Firefox etc.)
2. Then click on the green button "Log in" and you will be redirected to EU Login application page.



3. To log in, write the e-mail address you used for EU Login account.

4. Click "Next".



5. Write your password, which you used for EU Login account.

6. Click "Sign In".

7. Your profile on the TRACES NT home page will open. Here you can change your EU Login details if necessary or reset your password.

Documentation | FAQ | Contact | English (English)

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Your Profile

Request authorisation

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.

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 partnerships, businesses, stores, non-profit organisations...

Need help to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name Agnese Smilga-Spalviņa
Domain External
Username
Email

My account on EU Login
Change your Password at EU Login
Update your Information at EU Login

8. Click "Operator".

9. Now you can search other persons, who are registered on TRACES NT and also check if you can find yourself after registration. Search by country (for example, Latvia), section (e.g. Honeybees establishments (HBEE-EST)), activity type (e.g. Terrestrial animal establishment) and click the "Search" button.

Select an existing operator

+ Create a new operator

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

Country: Latvia (LV)

Section: Honeybees establishments (HBEE-EST)

Activity Type: Terrestrial animal establishment

Search: Type business name, approval number... Search

| Name | Address | Activities |
|--|--|--|
| SMILGA SPALVINA, SIA National Company Register: 42103113498 | Pļānupes iela 11A, Inčūkalns, Inčūkalna pagasts, Siguldas novads, LV-2141 LV-2141 Inčūkalna pagasts Latvia | Importer (OTH-OPER) Valid Terrestrial animal establishment (HBEE-EST) Valid |

10. If you don't find yourself on the list below, click "create a new operator"

11. Enter information about yourself or your company that has registered bee colonies and apiaries with your national veterinary service:

- **Operator Details:**
 - **Name:** write your name, surname or company name.
 - **Country:** choose your country.
 - **Phone:** write your phone number.
- **Addresses:**
 - **City:** search for your city or region.
 - **Address:** write full your adress (for company use legal address).
- **Operator Identifiers:** for company use company's registration number or for individual – personal code or other identifier.
- **Chapter:** choose "Animal".
- **Activitiy:**
 - **Section:** choose "Honeybees establishment".
 - **Activity:** choose "Terrestrial animal establishment".
 - **Identifier:** write the legal number of main apiary (usually granted by a national authority) or other identifier.
- **Activity address:** choose address of apiary.
- **Assigned responsible authorities:** click "Search responsible authorities" (see next page).

← Create operator to request being attached to **n00cxv1c** Create a new operator

Operator Details

Name *

Country Latvia (LV) *

Phone ☆ +

Addresses + Add address

1 / Vidzeme ✓ *

City *

Address *

Coordinates ° / °

Operator Identifiers + Add Identifier

| Type | Value |
|---------------------------|--|
| Central Business Register | <input type="text" value="2222222222"/> <input type="text"/> |

Chapter or activity

Chapter *

Activity

Activity details

Section *

Activity *

Identifier

Valid From
Friday May 19, 2023 00:00:00 +02:00 CEST

Valid to

Publication date

Application date

Activity Address

Address Riga

Assigned responsible authorities

| Name | Address | Role | Code |
|------|---------|------|------|
|------|---------|------|------|

12. There will be new search window

“Search responsible authorities”:

- **Search:** write “veterinary”.
- **Country:** choose your country.
- **Click the button “search”.**
- **On the list search for you national veterinary service and click “select”.**

Select responsible authorities

Search: Latvia (LV)

Role:

| Name | Country | Address | Role | Code | Competence | |
|---|---------|------------------------------|-----------------------------|---------|--|---------------------------------------|
| Pārtikas un veterinārais dienests / Food and Veterinary Service | Latvia | Peldu street 30 1050 Riga | Central Competent Authority | LV00000 | Plant health CHED-PP <input type="button" value="rw"/> ePhyto <input type="button" value="r-"/> EUROPHYT IN <input type="button" value="rw"/> PHYTO <input type="button" value="rw"/> | <input type="button" value="Select"/> |
| Pārtikas un veterinārais dienests / Food and Veterinary Service | Latvia | Peldu street 30 1050 Riga | Central Competent Authority | LV00000 | Animal Food CHED-D <input type="button" value="rw"/> EU IMPORT <input type="button" value="r-"/> | <input type="button" value="Select"/> |
| Pārtikas un veterinārais dienests / Food and Veterinary Service | Latvia | Peldu street 30 1050 Riga | Central Competent Authority | LV00000 | Organic COI <input type="button" value="rw"/> COI Extract <input type="button" value="rw"/> | <input type="button" value="Select"/> |
| Pārtikas un veterinārais dienests (PVD) / Food and Veterinary Service | Latvia | Peldu street 30 LV-1050 Riga | Central Competent Authority | LV00000 | Animal Animal By-Products Food Germinal products CHED-A <input type="button" value="rw"/> CHED-P <input type="button" value="rw"/> DOCOM <input type="button" value="rw"/> EU EXPORT <input type="button" value="rw"/> EU IMPORT <input type="button" value="r-"/> INTRA <input type="button" value="rw"/> AJL <input type="button" value="rw"/> | <input type="button" value="Select"/> |

← Create operator to request being attached to n00cxv1c

Operator Details

Name:

Country: Latvia (LV)

Phone:

Addresses

1

Region:

City:

Address:

Coordinates: /

Operator Identifiers

| Type | Value |
|---------------------------|--|
| Central Business Register | <input type="text" value="222222222"/> |

Chapter or activity

Chapter:

Activity

Activity details

Section:

Activity:

Identifier:

Valid From: +02:00 CEST
Friday May 19, 2023 00:00:00 +02:00 CEST

Valid to: +02:00 CEST

Publication date:

Application date:

Activity Address

Address:
 LV-1007 Riga

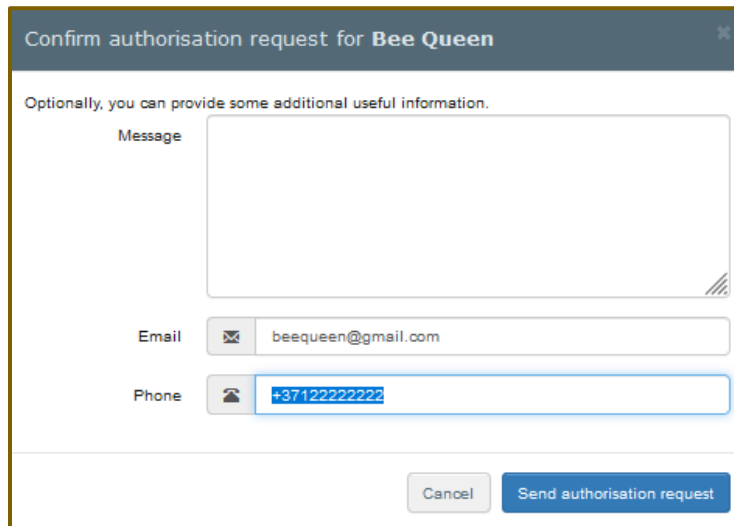
Assigned responsible authorities

| Name | Address | Role | Code | |
|---|---|------|----------|-----------------------------------|
| Pārtikas un veterinārais dienests / Food and Veterinary Service | Peldu street 30 1050 Riga <input type="button" value="LV"/> Latvia | CCA | LV000000 | <input type="button" value="🗑️"/> |

14. Click “Create a new operator”

13. Check if your national veterinary service is listed here.

15. A new window will appear. Write your message, e-mail and phone and click the button “send authorisation request”. The request will be sent automatically.



Confirm authorisation request for **Bee Queen**

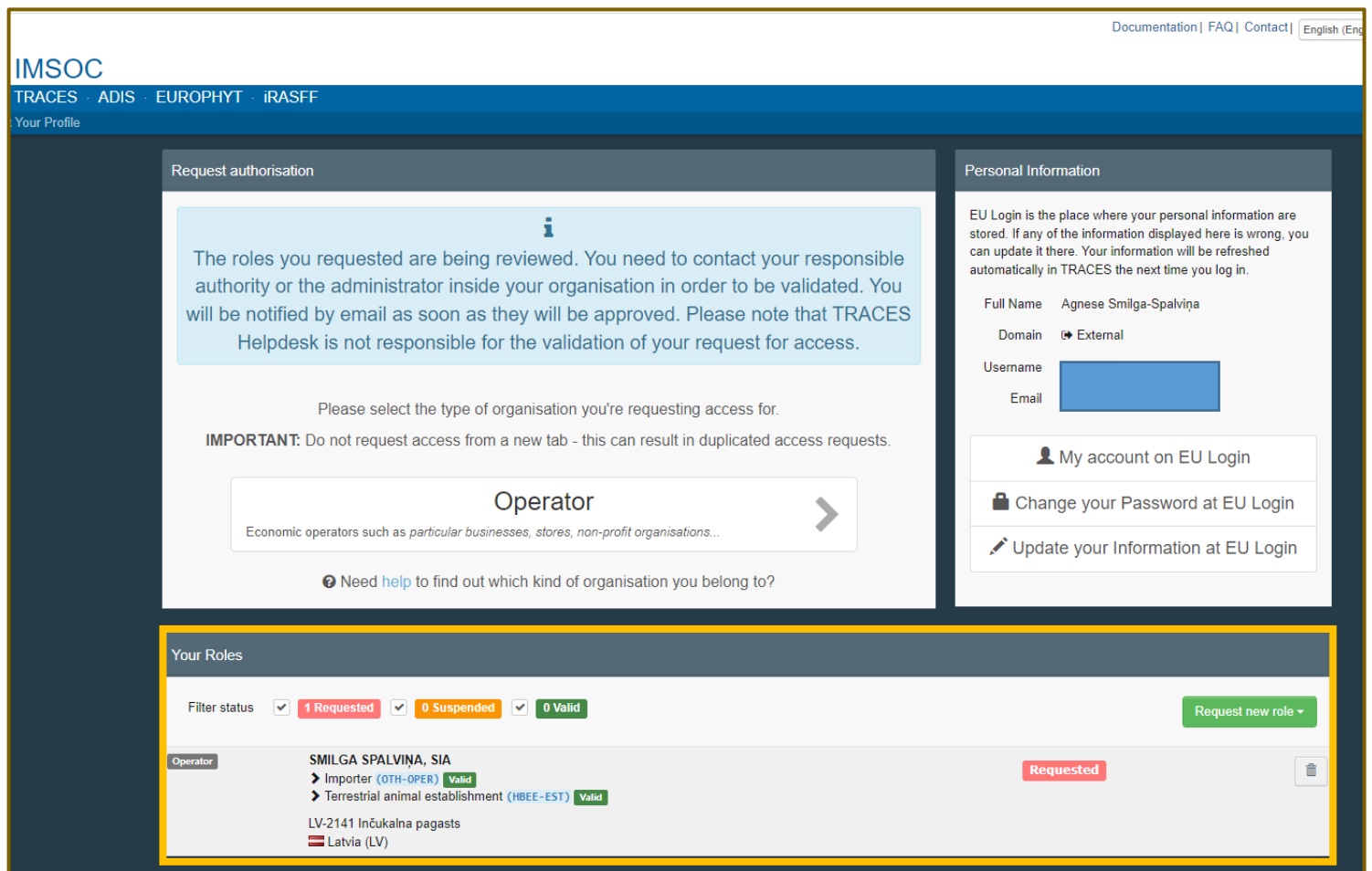
Optionally, you can provide some additional useful information.

Message

Email

Phone

16. Now you will see your created role on the home page in your profile.



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Your Profile

Documentation | FAQ | Contact | English (Eng)

Request authorisation

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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...*

to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name Agnese Smilga-Spalviņa
Domain External
Username
Email

Your Roles

Filter status 1 Requested 0 Suspended 0 Valid

| Operator | Role | Status | Action |
|---------------------------|---|--------|--|
| SMILGA SPALVIŅA, SIA | Importer (OTH-OPER) | Valid | <input type="button" value="Request"/> |
| | Terrestrial animal establishment (HBEE-EST) | Valid | |
| LV-2141 Inčukalna pagasts | | | |
| Latvia (LV) | | | |

17. To be sure, please, call or write your local consultant in national veterinary service and ask to check your role in TRACES NT. There should be valid roles “Importer” and “Terrestrial animal establishment (HBEE-EST)”.

18. Write to SMILGA SPALVINA Llc. e-mail: smilgaspalvina@gmail.com to inform that you have registered in TRACES NT. After that it will be possible for Latvia's Food and Veterinary service to prepare the veterinary health certificate for honey bee queens.