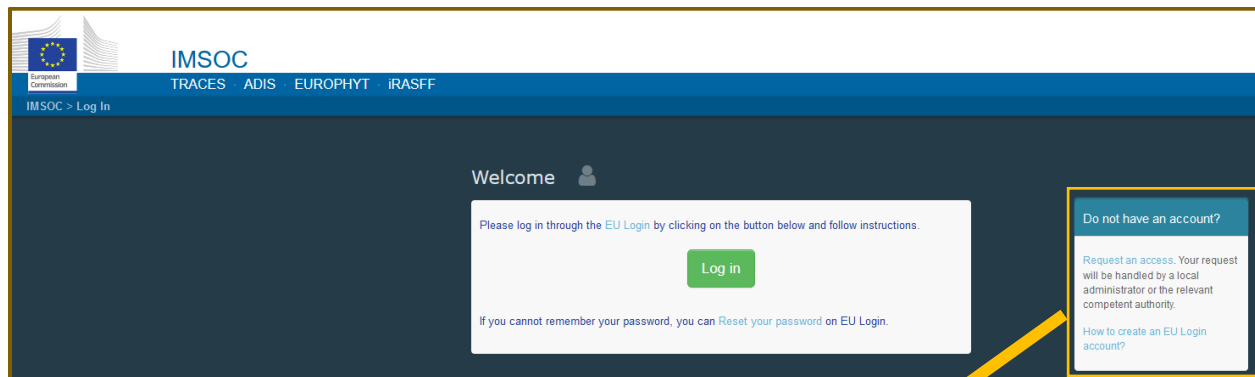


Registreerumine ja loataotlus TRACES NT-le juurdepääsuks

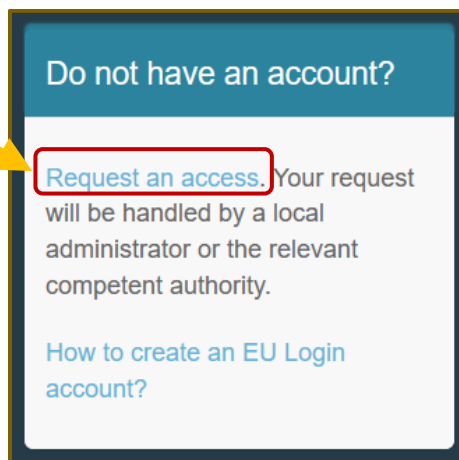
Esimene samm. Looge EL-i sisselogimise lehel konto

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

2. Avaneb TRACES NT koduleht.



3. Klõpsake lingil "Taotle juurdepääsu" (paremal küljel):



4. Seejärel pääsete ELi sisselogimise registreerimise ekraanile:

The screenshot shows the 'Create an account' page. At the top right, there is a language dropdown menu showing 'English (en)'. Below this, there are links for 'Create an account' and 'Login'. The main heading is 'Create an account'. There is a link for 'Help for external users'. The form fields are: 'First name' (with a cursor), 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (dropdown menu showing 'English (en)'). Below the 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 are two buttons: 'Create an account' and 'Cancel'.

5. Saate valida oma keele paremas ülanurgas.

A close-up of the language selection dropdown menu, showing 'English (en)' with a downward arrow.

6. Kirjutage oma nimi (Eesnimi) ja perekonnanimi (Perenimi). **Andmeid kasutatakse sertifikaadis, mille peate allkirjastama. TRACES NT sertifikaadil on juriidiline jõud, seega kasuta PÄRIS ANDMEID!**

7. Kirjuta oma meili.

8. Valige keel, milles soovite e-kirju vastu võtta.

9. Klõpsake – “By checking this box, you acknowledge that you have read and understood the privacy statement./ Tähistades selle lahtri kinnitate, et olete lugenud ja aru saanud [isikuandmete kaitse põhimõtetest](#)”

10. Klõpsake nuppu "Loo konto".

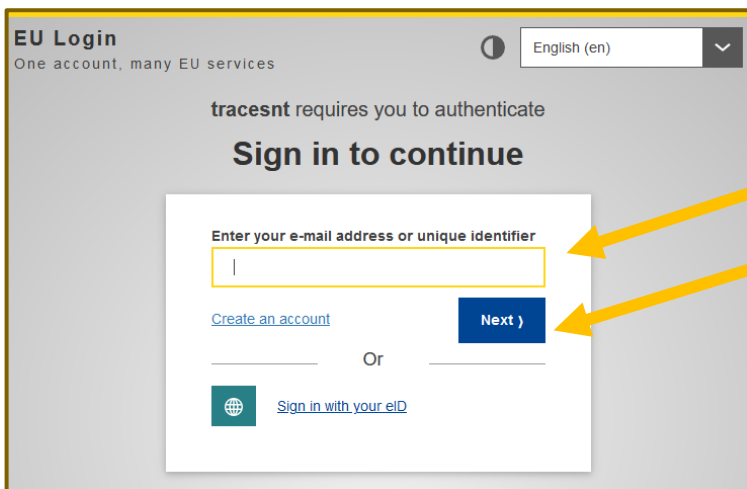
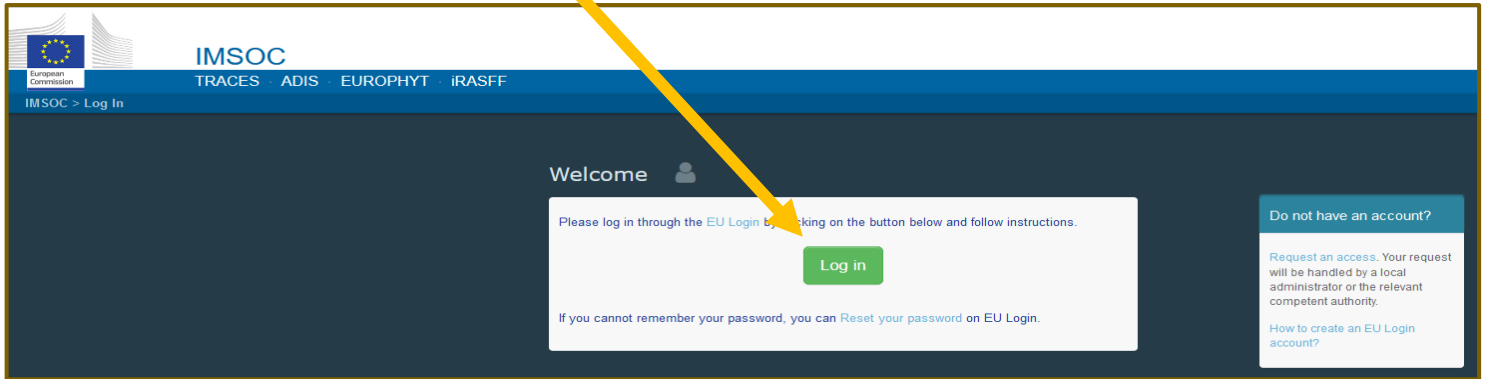
11. Saate automaatselt meili lingiga parooli määramiseks. Lingile tuleb vajutada 90 minuti jooksul (link kehtib 90 minutit). Kui te automaatset meili ei saa, vaadake abiteavet siit veebisaidilt:

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

Teine samm. Logige sisse ja registreeruge TRACES NT-s

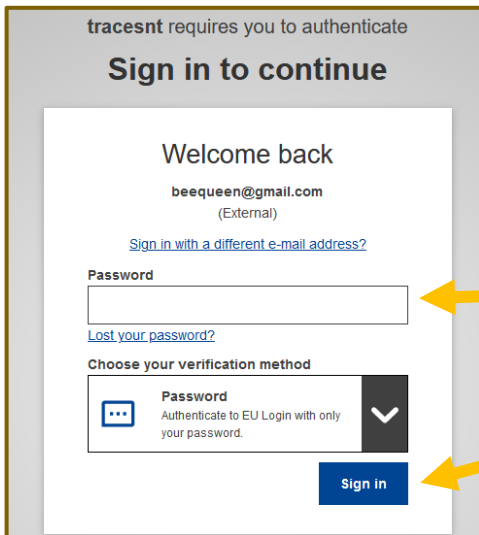
1. Klõpsake TRACES NT avalehele <https://webgate.ec.europa.eu/tracesnt/login> (Kasutage Google Chrome, Firefox etc.)

2. Seejärel klõpsake rohelist nuppu "Logi sisse" ja teid suunatakse EU Login rakenduse lehele.



3. Sisselogimiseks kirjutage e-posti aadress, mida kasutasite EU Logini konto jaoks.

4. Klõpsake nuppu "Järgmine".



5. Kirjutage oma parool, mida kasutasite EU Logini konto jaoks.

6. Klõpsake "Logi sisse".

7. Avaneb teie profiil TRACES NT avalehel. Siin saate vajadusel oma EL-i sisselogimise andmeid muuta või parooli lähtestada.

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 *retailers, 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

Username

Email

[My account on EU Login](#)

[Change your Password at EU Login](#)

[Update your Information at EU Login](#)

8. Klõpsake " Ettevõtja".

9. Nüüd saate otsida teisi isikuid, kes on TRACES NT-s registreeritud, ja samuti kontrollida, kas leiate end pärast registreerimist üles. Otsige riigi (nt Läti), jaotise (nt Honeybees establishments (HBEE-EST)), tegevuse tüübi (nt Terrestrial animal establishment) järgi ja klõpsake nuppu "Otsi".

< Select an existing operator

[+ Create a new operator](#) [Request authorisation](#)

Country: Latvia (LV)

Section: Honeybees establishments (HBEE-EST)

Activity Type: Terrestrial animal establishment

Search: Type business name, approval number... [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
SMILGA SPALVINA, SIA National Company Register: 42103113498	Pļānupes iela 11A, Inčukalna, Inčukalna pagasts, Siguldas novads, LV-2141 LV-2141 Inčukalna pagasts Latvia	Importer (OTH-OPER) Valid Terrestrial animal establishment (HBEE-EST) Valid

10. Kui te ei leia end allolevast loendist, klõpsake "loo uus Ettevõtja "

11. Sisestage andmed enda või oma ettevõtte kohta, kes on registreerinud mesilaspered ja mesilad teie riiklikus veterinaarteenistuses:

- **Ettevõtja andmed:**
 - **Nimi:** kirjuta oma nimi, perekonnanimi või ettevõtte nimi.
 - **Riik:** vali oma riik.
 - **Telefon:** kirjuta oma telefoninumber.
- **Addresses:**
 - **Linn:** otsige oma linna või piirkonda.
 - **Address:** kirjutage oma aadress täis (ettevõtte kasutamiseks mõeldud juriidiline aadress).
- **Operator Identifiers:** ettevõtte jaoks kasutada ettevõtte registreerimisnumbrit või üksikisiku jaoks isikukoodi või muud tunnust.
- **Peatükk:** "Veterinaaria".
- **Tegevus:**
 - **Osa:** "Honeybees establishments".
 - **Tegevus:** "Terrestrial animal establishment".
- **Activity address:** vali mesila aadress.
- **Assigned responsible authorities:** klõpsa "Search responsible authorities" (vt järgmist lehekülge).

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

Operator Details

Name *

Country 🇱🇻 Latvia (LV) *

Phone ☆ +

Addresses + Add address

1 🗑️ ☆

Region Riga (LV-RIX) / Vidzeme

City ✓ *

Address *

Coordinates ° / °

Operator Identifiers + Add Identifier

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

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 Riga
🇱🇻 LV-1007 Riga 🗑️ *

Assigned responsible authorities

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

12. Ilmub uus otsinguaken "Search responsible authorities": Otsige loendist üles oma riiklik veterinaarteenus ja klõpsake „vali“.

Select responsible authorities

Search:

Country:

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 rw aPhyto r- EUROPHYT IN rw PHYTO 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 Feed and Food of Non-Animal Origin Food CHED-D rw EU IMPORT 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 rw COI Extract 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 rw CHED-P rw DOCOM rw EU EXPORT rw EU IMPORT r- INTRA rw AJL rw	<input type="button" value="Select"/>

< Create operator to request being attached to n00cxv1c

Operator Details

Name: *

Country: *

Phone:

Addresses

1

Region:

City: ✓ *

Address: *

Coordinates: /

Operator Identifiers

Type: Value:

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: *

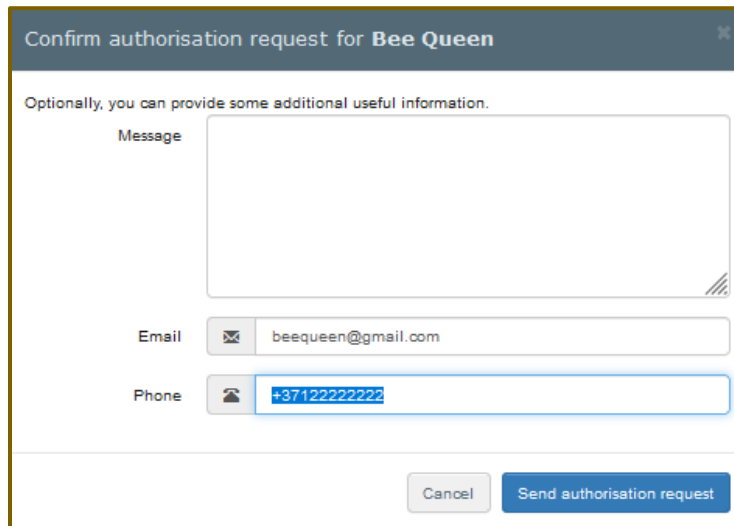
Assigned responsible authorities

Name	Address	Role	Code	
Pārtikas un veterinārais dienests / Food and Veterinary Service	Peldu street 30 1050 Riga Latvia	CCA	LV00000	<input type="button" value="Delete"/>

14. klõpsake "loo uus Ettevõtja"

13. Kontrollige, kas teie riiklik veterinaarteenus on siin loetletud.

15. Ilmub uus aken. Kirjutage oma sõnum, e-kiri ja telefon ning klõpsake nuppu "Saada autoriseerimistaotlus". Taotlus saadetakse automaatselt.



Confirm authorisation request for **Bee Queen**

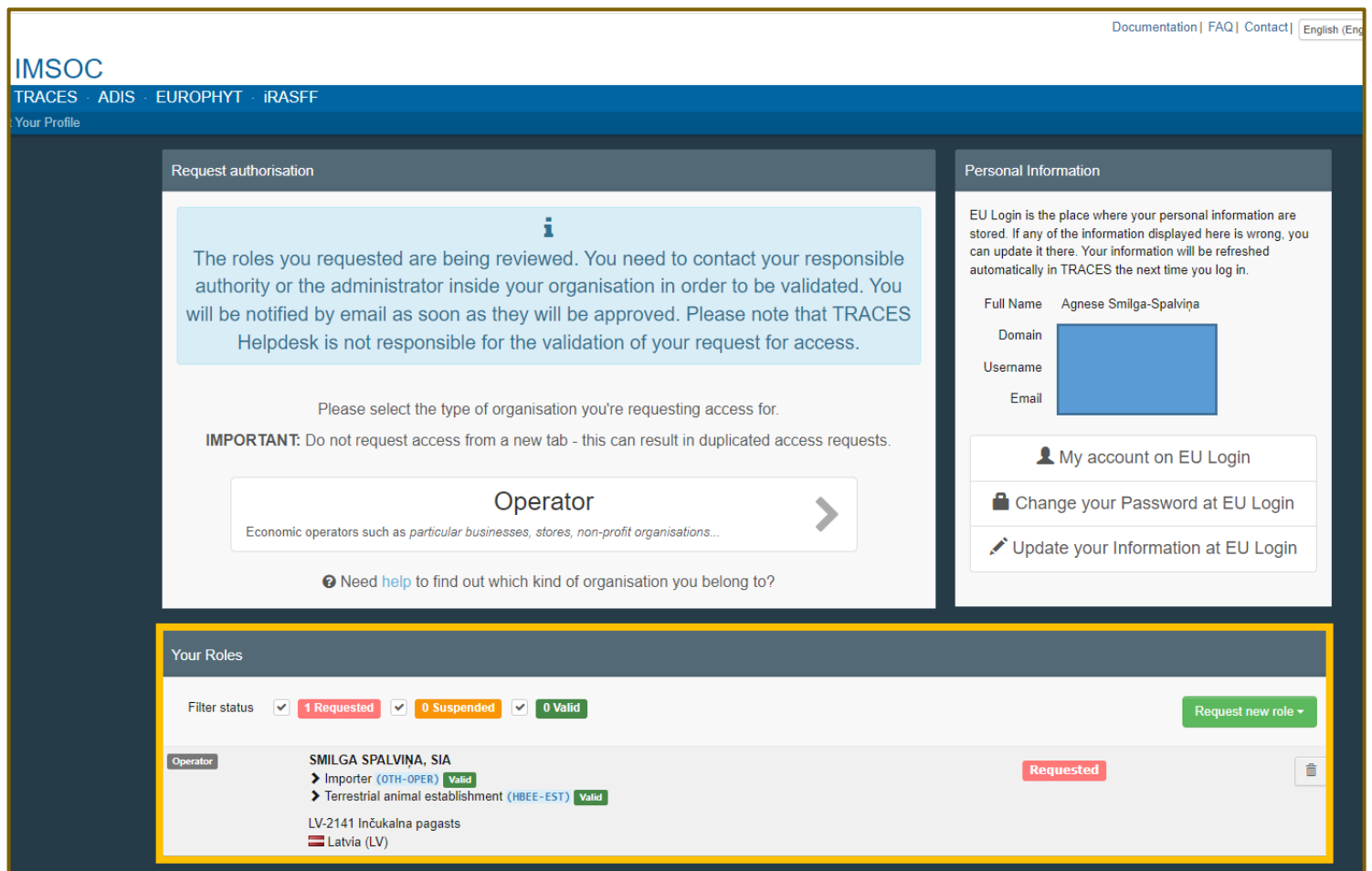
Optionally, you can provide some additional useful information.

Message

Email

Phone

16. Nüüd näete oma loodud rolli oma profiili avalehel.



Documentation | FAQ | Contact | English (Eng)

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Full Name Agnese Smilga-Spalvina

Domain

Username

Email

Your Roles

Filter status 1 Requested 0 Suspended 0 Valid

Operator	Role	Status	Actions
SMILGA SPALVINA, SIA	Importer (OTH-OPER)	Valid	<input type="button" value="🗑"/>
	Terrestrial animal establishment (HBEE-EST)	Valid	
LV-2141 Inčukalna pagasts			
🇱🇻 Latvia (LV)			

17. Et olla kindel, helistage või kirjutage oma kohalikule riikliku veterinaarteenistuse konsultandile ja paluge kontrollida oma rolli teenuses TRACES NT. Peavad olema kehtivad rollid "Importer", "Terrestrial animal establishment (HBEE-EST)".

18. Kirjuta SMILGA SPALVINA Llc. e-post: smilgaspalvina@gmail.com teavitamaks, et olete registreerunud TRACES NT-s. Pärast seda on Läti toidu- ja veterinaarteenistusel võimalik koostada mesilasemade veterinaarertifikaat.