

## Authority Role

If you are an **Authority** user, select “**Authority**”. Search for your **Authority** (select **Country**, **Role** (CCA, RCA, LAU, BCP etc), and the competence → Veterinary), tick the small box on the right-hand side, followed by the green button “**Request authorisation**”.



**Note:** it is very important to select the right competence: for instance, the same BCP may have competence for Plants (CHED-PP), for Food and Feed of non-animal origin (CHED-D), for Organic (COI) etc.

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4.	<input type="checkbox"/> Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRDGCCRF11	<input type="checkbox"/> Select

Therefore, if you select the wrong competence (e.g. for **Organic**), your request will be sent to the colleagues of the corresponding **BCP** dealing solely with **Organic**, and they will most likely not validate your request as they do not know who you are.

You can be linked to the same BCP for more than one PP competence, if necessary, by selecting more than one competence.

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4.	<input checked="" type="checkbox"/> Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	BCP	Organic COI COI Extract	FRDGCCRF11	<input type="checkbox"/> Select

Once you have selected the Authority, click on the green button “Request authorisation”.

Select an authority Request authorisation

Country: France (FR)  
Role: BCP - Border Control Post  
Competence: Veterinary  
Authority Name:  Search

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHEA-A rw CHED-D rw CHED-P rw COI rw COI Extract rw EU IMPORT F AJL rw	FRCDG4-A	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHEA-A rw CHED-P rw EU IMPORT rw AJL rw	FRCDG4-A2	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHEA-A rw CHED-D rw CHED-P rw EU IMPORT F AJL rw	FRCDG4- OCG	<input checked="" type="checkbox"/> Select

Then this pop-up window appears:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Click on the button “Send authorisation request”.

**Note:** By clicking on “Send authorisation request” you are making a request to a **European Commission Administrator** or to the **Admin User** of the CCA to be linked to that authority.

Once your request is sent, you will receive the following message on the **TRACES** homepage:

Request authorisation

**i**

The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.

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.

**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,*

**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?

You will then be able to see the status of your request.

Your Roles

Filter status  1 Requested  0 Suspended  0 Valid [Request new role](#)

**Authority**

**Roissy Charles-De-Gaulle FRCDG4**

BCP FRCDG4-OCG

Feed and Food of Non-Animal Origin Fishing Food Veterinary

CHED-A rw CHED-D rw CHED-P rw EU IMPORT r- AJL rw

95701 Roissy Ch De Gaulle Cedex

France (FR)

Requested

If you are an **Operator** or **Authority**, once the person responsible in your company or authority will validate your request, you will be able to work in the system.

## Validation steps

### Remarks

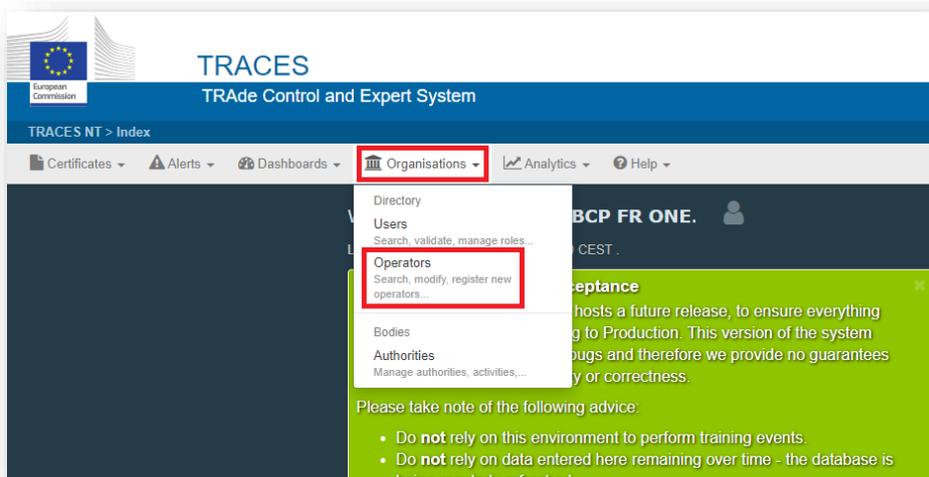
You can only validate Operators in your country (except for Responsible for the load).

*“As an Authority I want to validate an Operator (=Organisation):”*

You can only validate those Responsible for the load that are linked to your authority.

**Note:** the country of the operator does not have any effect on validation.

Click on Organisations → Operators



Use the *Search Bar* or *Advanced Search* option to find the Operator. You can also see the list of Operators waiting for your validation by clicking on Operators to Validate.



Search Operator Operators To Validate [+ New Operator](#)

Search:  [Search](#) [Advanced search](#)

ID	Name	Country	Identifiers	Activities	Full Address	
	Charleszk97 WW	France	National Company Number FR BIO 10		via Savigliano 45 76600 Le Havre	<input type="checkbox"/>
	Damler AG	Germany			Hanns-Martin Schleyer- Str. 21-57 68229 Mannheim, Universitaetsstadt	<input type="checkbox"/>
	test cp g	France			aa 72500 Vaas	<input type="checkbox"/>
	Training CHED-PP Bratislava	Austria			Wieningerstrabe 8 40201 Linz, Dobau	<input type="checkbox"/>
	Test RFC Paris	France			Rue 1 75116 Paris	<input type="checkbox"/>

Click on the **Operator** to open their details.

On the right column click on the check button to validate the Operator's activity. The activity that you have validated now has the status **Valid**. Be aware that you still need to click on the **Save** button to commit to the changes.

Test RFC Paris [Delete](#) [Synchronize LMS operator](#) [Save](#)

**Operator Details**

Name:

Country:

Region:

City:

Address:

Coordinates:  /

Phone:

**Operator Identifiers** [+ Add Identifier](#)

No identifiers.

**Operator Activities** [+ Add Activity](#)

▶ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **New**

▶ Users

Test RFC Paris [Delete](#) [Synchronize LMS operator](#) [Save](#)

Success: Operator Test RFC Paris was successfully saved.

**Operator Details**

Name:

Country:

Region:

City:

Address:

Coordinates:  /

Phone:

**Operator Identifiers** [+ Add Identifier](#)

No identifiers.

**Operator Activities** [+ Add Activity](#)

▶ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **Valid**

▶ Users

“As an **Authority** or an **Operator** I want to validate a **User**.”

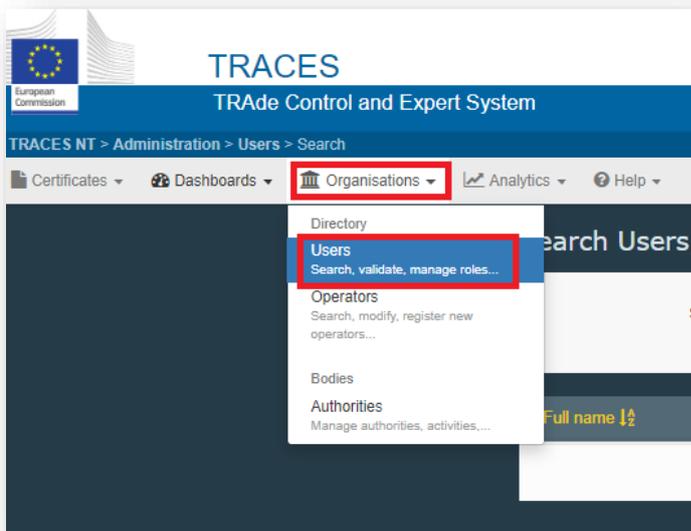
## Remarks

You can only validate **Users** of an organisation for which you are the competent authority.

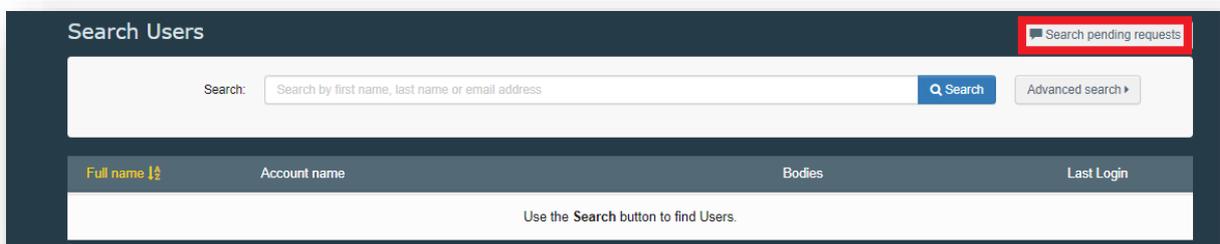
A superior **Authority** can validate users from a subordinate **Authority**.

You can only validate **Users** inside your **Authority** / your organisation if you are the corresponding administrator.

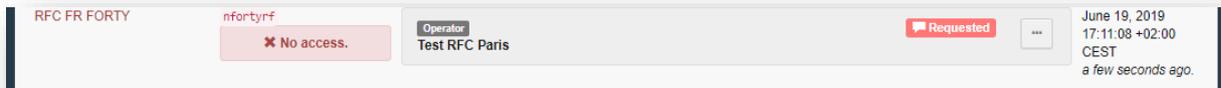
Click on Organisations → Users



Use the Search bar or **Advanced search** option to find the User. You can also see the list of users waiting for your validation by clicking on **Search pending requests**.

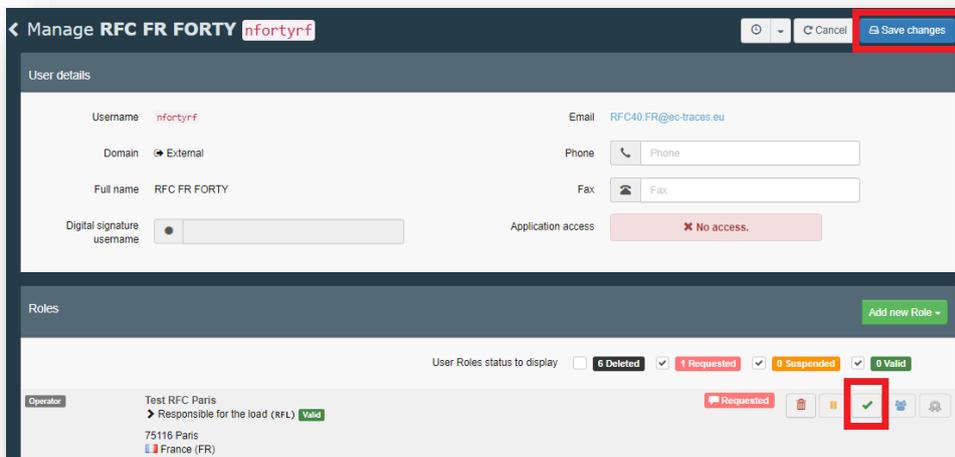


Click on the User to open their details.

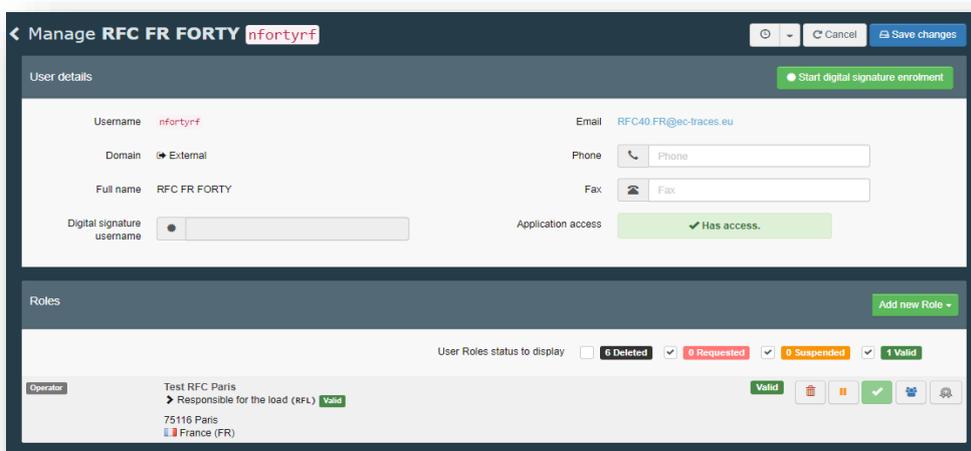


Click on the check button to validate the relevant role requested. If you want this User to be able to validate their colleagues inside their authority or organisation, activate the blue icon on the right to give them the administrator rights for this organisation.

The role that you have validated now has the status **Valid** Please be aware that you still need to click on the **Save changes** button to commit to the changes.



Once the changes have been saved, the profile of the user should look like this:



**Tip:** You can always “delete” or “pause” the operator, by ticking the small icons next to the “check”.

**Note:** it is possible to give the “Administrator role” to a user linked to a company or authority: this will allow him/her to validate the requests of his/her colleagues. To do so, enable the button on the right (it will become blue).



