FLEGT

2016/09/23

Create an account

Registration
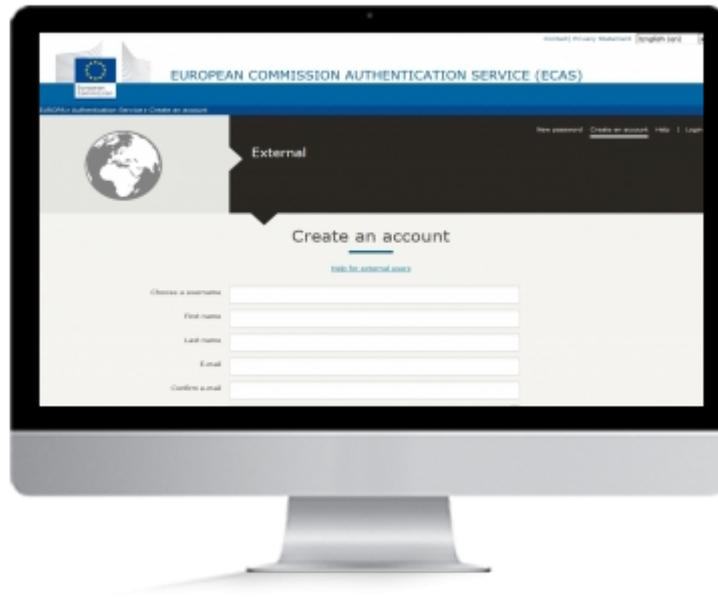
User Story

In order to access FLEGT webpage, you will need to create an account in ECAS (European Commission Authentication Service)

Create an ECAS account

If you already have an ECAS you can directly request an importer role or an authority role in FLEGT.

## 1. Enter ECAS website

- Go to https://webgate.ec.europa.eu/cas

note: You need to use the "External" domain (see left side of the screen). If another domain is shown, click the button "**Change it**" and select "**External**"

2. Create an account

- The European Commission Authentication System (ECAS) page will be displayed. Click **"Create an account"**.
- Fill in the ECAS form that appears and click **"Create an account"**.
- To validate your account click on the link in the email you receive.
- You'll be asked to create a new password.

Request importer role

Registration
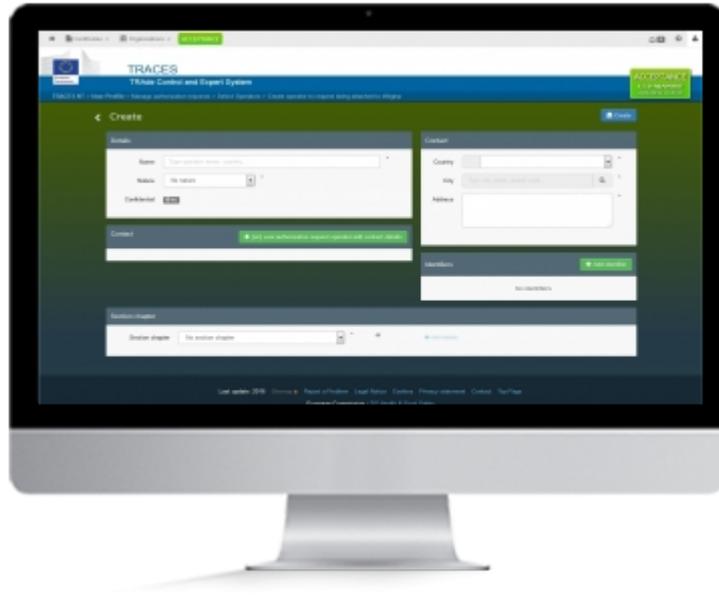
User Story

After registering in ECAS, you will need a role to act as an importer in FLEGT.

A role is linked to an ECAS account and provides authorizations within the system.

As an importer you will be able to introduce new licences and consult the ones you or another user from the same company have created.

Request Importer Role in FLEGT

To proceed, you will need an ECAS account. If you don't have an ECAS account yet, we invite you to create one
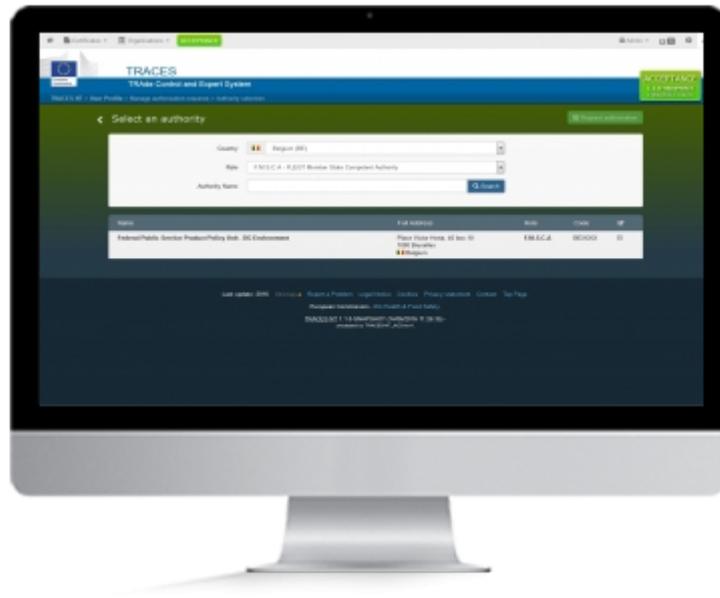
1. Enter FLEGT system

- Access FLEGT via TRACES system:
    - https://webgate.acceptance.ec.europa.eu/tracesnt/login
- Click "Log into Traces"
- You need to use the "**External**" domain (see left side of the screen). If another domain is shown, click the button "**Change it**" and select "**External**"
- Use now your ECAS credentials to authenticate yourself in the system.

2. Request your role

- Once successfully authenticated, Click the button "**Operator**"
- **Search** for your company
    - If your company exists in the system:
        - **Tick the box** next to its name and click "**Request Authorisation**"
    - If you company do not exists:
        - Click "**advanced search**" then "**Create Operator**"
        - Fill the "**Details**", "**Contact**" and "**Identifier**"
        - In "**Section chapter**" select "**imported Timber Products**" (Note: other possibilities can be selected but are linked to other systems using TRACES NT)
        - Click "**create**"
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
    1. The "FROM" field must be the mailbox address which is defined in your TRACES account
    2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
    3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority
    4. The title or the body of the email must describe that the email concerns a **role request** for **a FLEGT timber importer** (also valid for agents acting for importers)
    5. The body must mention the user's **first name**, **last name** and the **operator company** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

Request authority Role

Registration

User Story

After registering in ECAS, you will need a role to act as a **competent authority** in FLEGT.

A role is linked to an ECAS account and provides authorizations within the system.

As a **MSCA** you will be able to introduce new licences, update and validate existing licences

As a **Custom office** you will be able to clear licences

Request an authority Role in FLEGT

To proceed, you will need an ECAS account. If you don't have an ECAS account yet, we invite you to create one

1. Enter FLEGT system

- Access FLEGT via TRACES system:
    - https://webgate.acceptance.ec.europa.eu/tracesnt/login
- Click "Log into Traces"
- You need to use the "**External**" domain (see left side of the screen). If another domain is shown, click the button "**Change it**" and select "**External**"
- Use now your ECAS credentials to authenticate yourself in the system.

2. Request your role

- Once successfully authenticated, Click the button "**Authority**"
- Select your **country** and the role "**F.M.S.C.A. FLEGT Member State Competent Authority**" for competent authority and "**C.O. - Customs Office**" for customs
- Click "**Search**".
- **Tick the checkbox** next to the desired authority
- Click the button "**Request Authorization**".
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
    1. The "FROM" field must be the mailbox address which is defined in your TRACES account
    2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
    3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority
    4. The title or the body of the email must describe that the email concerns a **role request** for **a FLEGT Competent Authority** or **a Customs Office**
    5. The body must mention the user's **first name**, **last name** and the **Competent Authority** or **Customs Office** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

3. Request an additional role (optional)

- Once successfully authenticated, Click the button "**Edit Your Profile**"
- Click the Button "**Request New Role**" and the option "**Authority**"
- Select your **country** and the role "**F.M.S.C.A. FLEGT Member State Competent Authority**" for competent authority and "**C.O. - Customs Office**" for customs
- Click "**Search**".
- **Tick the checkbox** next to the desired authority
- Click the button "**Request Authorization**".
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
    1. The "FROM" field must be the mailbox address which is defined in your TRACES account
    2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
    3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority
    4. The title or the body of the email must describe that the email concerns an **additional role request** for **a FLEGT Competent Authority** or **a Customs Office**
    5. The body must mention the user's **first name**, **last name** and the **Competent Authority** or **Customs Office** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

Note: Only one MSCA role can be selected