



FLOCERT
assuring fairness

How to activate your Fairtrace account?

Please wait for your activation email from FLOCERT and follow the steps below:

1

FAIRTRACE

by  **FLOCERT**
assuring fairness

Welcome to Fairtrace!

Dear valued customer,

Welcome to Fairtrace, FLOCERT's online collaboration and assurance platform. Fairtrace allows you to report and/or verify all your Fairtrade transactions in collaboration with your partners, to comply with the Fairtrade requirements. In this e-mail you'll find everything you need to start using Fairtrace. Simply follow the steps below:

1. Activate



First of all, please activate your new Fairtrace account by clicking here: [Activate your account](#)
Enter your e-mail address (the same address to which this e-mail was sent).
Click on "Activate account and proceed".
Create your password.

2. Log in



After activating your account, you can log in and start using Fairtrace. You can always access the platform with this link:
<https://flocert.net/fairtrace-login/>

On the activation email, click on the link "Activate your account"!

2

Account Activation

To activate your account, please enter your email address:

Activate account and proceed

Please enter the same email address to which the activation email was sent and click the button.

3

Set your password

Set a new password for
Anch1965@fleckens.hu

Set password and proceed

Your password must
contain:

- at least 6 characters
- both uppercase and lowercase letters
- a number

**4**

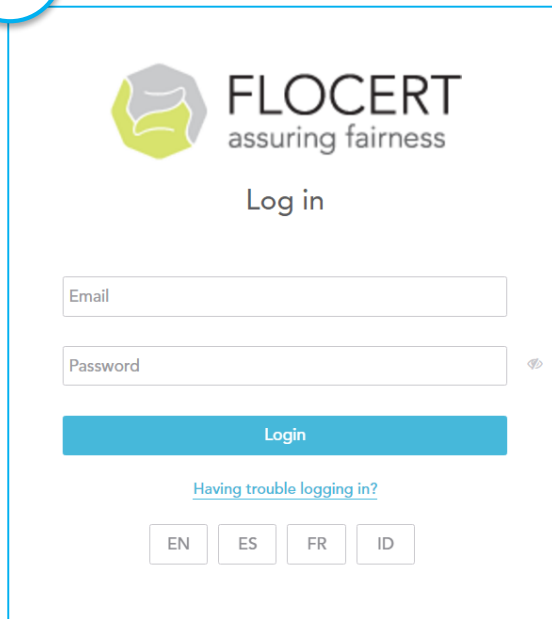
Your password has been successfully set.

Proceed to Fairtrace Login

Set your password and click the button.

Click the button for initial login to Fairtrace.

5



FLOCERT
assuring fairness

Log in

Email

Password

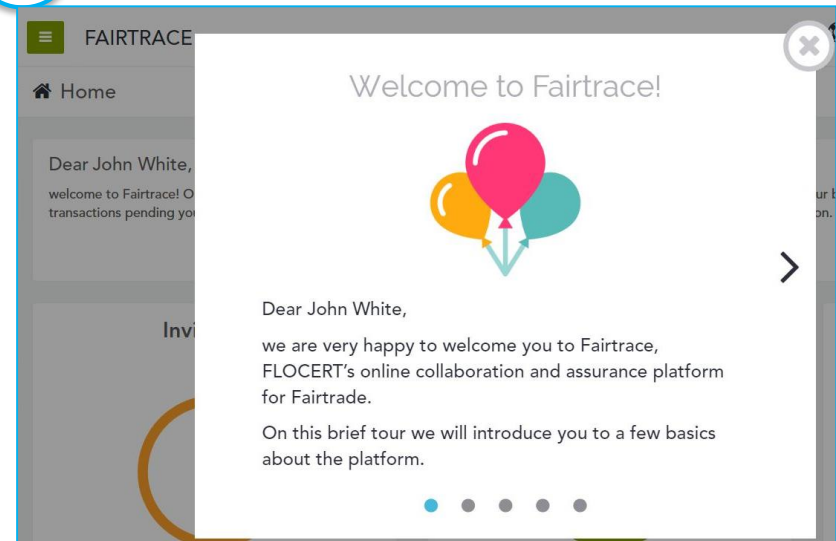
Login

[Having trouble logging in?](#)

EN ES FR ID



6



FAIRTRACE

Home

Welcome to Fairtrace!

Dear John White,
welcome to Fairtrace! Our transactions pending your approval.

Dear John White,
we are very happy to welcome you to Fairtrace, FLOCERT's online collaboration and assurance platform for Fairtrade.

On this brief tour we will introduce you to a few basics about the platform.

Welcome! Enter your e-mail and the password that you have set and log in into Fairtrace

Once successfully logged into Fairtrace, revert back to your activation e-mail!

7



3. Connect

Fairtrace is a collaborative platform, so please start off by connecting with your Fairtrade business partners: Invite and/or accept the invitations of your direct Fairtrade suppliers and customers.



4. Report and verify

Now you can start reporting and/or verifying all your Fairtrade transactions. In Fairtrace, one partner reports and the other verifies, performing a "virtual handshake". To know how and when to do so, please check the guide [here](#)

If you'd like a more detailed guide, please click [here](#) to take a look at the user manual or watch our training webinars.

In case you have any questions, you can reach out to our FLOCERT Customer Service Team at reporting@flocert.net. We are happy to help you get started!

Kind regards,

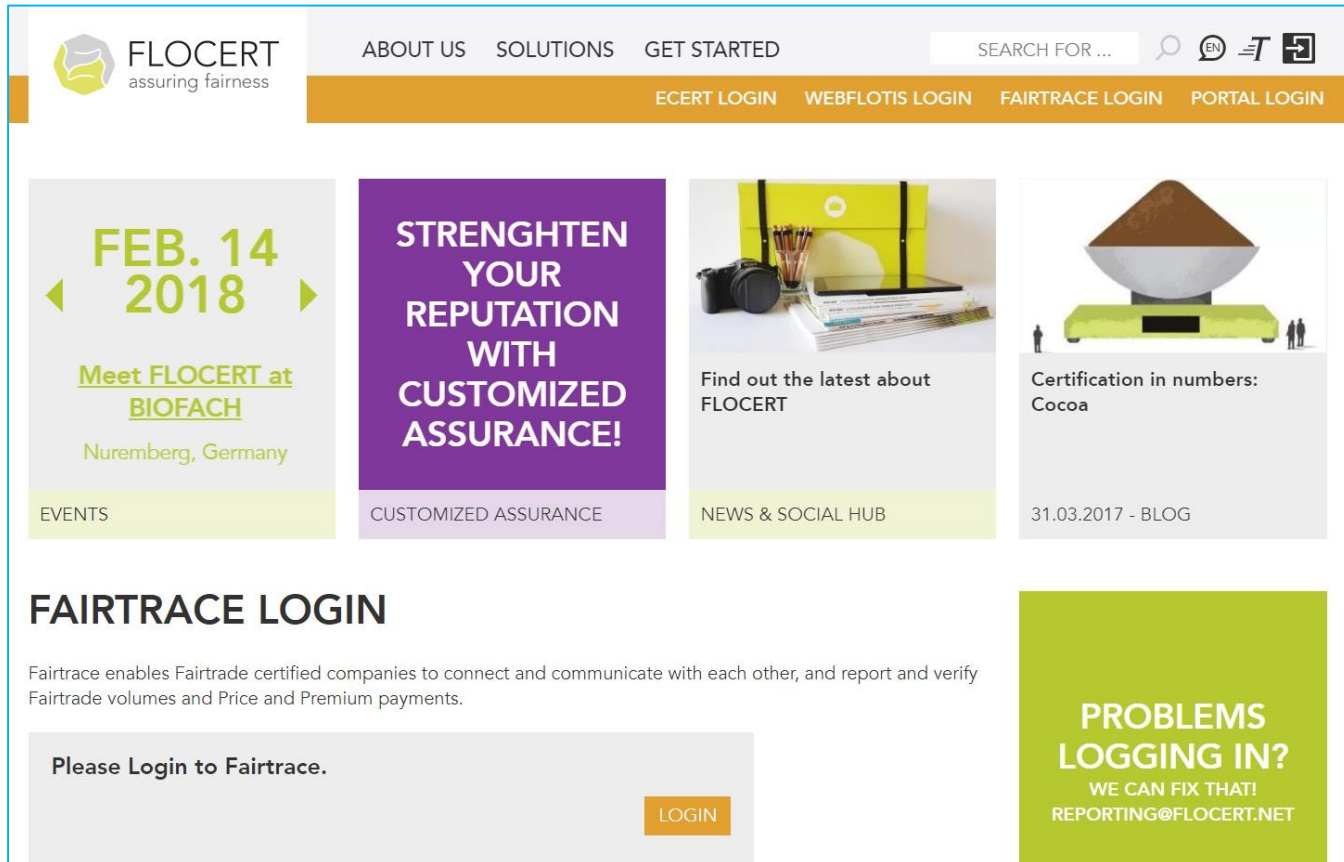
Your FLOCERT Customer Service Team

... and please proceed further with setting up your business partners, reporting or verifying your Fairtrade transactions as outlined in the activation email.

Need assistance?

Please do not hesitate to contact the FLOCERT Customer Service Team.
We will be glad to help you!
Email: reporting@flocert.net

For any future login, please go to FLOCERT's website: www.flocert.net/fairtrace-login



The screenshot shows the FLOCERT website homepage. At the top left is the FLOCERT logo. The navigation menu includes 'ABOUT US', 'SOLUTIONS', and 'GET STARTED'. A search bar is located to the right of the navigation. Below the navigation is a secondary menu with 'ECERT LOGIN', 'WEBFLOTIS LOGIN', 'FAIRTRACE LOGIN', and 'PORTAL LOGIN'. The main content area features four promotional tiles: 1) 'FEB. 14 2018' with 'Meet FLOCERT at BIOFACH Nuremberg, Germany' and 'EVENTS' label. 2) 'STRENGTHEN YOUR REPUTATION WITH CUSTOMIZED ASSURANCE!' with 'CUSTOMIZED ASSURANCE' label. 3) 'Find out the latest about FLOCERT' with 'NEWS & SOCIAL HUB' label. 4) 'Certification in numbers: Cocoa' with '31.03.2017 - BLOG' label. Below these tiles is a 'FAIRTRACE LOGIN' section with a description: 'Fairtrace enables Fairtrade certified companies to connect and communicate with each other, and report and verify Fairtrade volumes and Price and Premium payments.' It includes a 'Please Login to Fairtrace.' prompt and a 'LOGIN' button. To the right of this section is a green box with the text 'PROBLEMS LOGGING IN? WE CAN FIX THAT! REPORTING@FLOCERT.NET'.