



# ACCESS GUIDE TO THE LUXEMBOURG CBAM PORTAL

Before registering an entity in the registry, it is necessary to determine who is responsible for the CBAM declaration. It is important to understand that only one party will have access to the registry to make a declaration.

- **If you are an importer who declares his own goods**, you can do this yourself or appoint an employee to do so. If you do not intend to make the CBAM declaration, you must hire a third party to provide the service.
- **If you are an importer whose goods are declared by an indirect customs representative**, you need to agree who will make the declaration. If the representative does not offer this service, the task falls to you. You can also call on a third-party service to take care of it.
- **If you are an indirect customs representative**, you must agree with your client who will make the declaration.
- **If you are a direct customs representative**, CBAM formalities are the responsibility of the importing company.
- **If you are a private individual**, you can carry out the formalities if you have an EORI number. If you do not have an EORI number, you must arrange with your customs representative to carry out the formalities. If your customs representative is unwilling to do so, you must apply for an EORI number and can then carry out the formalities yourself or hire a third party.

By default, only the importer or the customs representative who carried out the customs clearance will get access to the registry.

If you intend to ask a third party to handle the CBAM report on the registry, then you need to first register as importer and then give the third party access to the registry by means of delegation, as explained in the "Add additional employees" section below.

First, you need to create an EU-Login account:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Once the account has been created, the 8-character UID (Unique identifier at the Commission) must be noted. Example : m00ew4xx

This information can be found by going to the wheel on the right -> MyAccount -> My Account Details. Then send a letter with the information requested in the attached template (Access to the CBAM portal) to the following address:

Administration de l'Environnement  
Unité Permis et Subsidés - ETS/CBAM  
1, avenue du Rock'n'Roll  
L-4361 Esch-sur-Alzette

**Please note!**

- Only importers with an EORI LU number can be entered in the register. If you do not have one, but your indirect customs representative does, they are entitled to access the register, if they offer a CBAM service. Otherwise, you will be granted access to the register in the country corresponding to the EORI.
- If you have imported under two different EORIs, you must either elect two different people to carry out the task, or provide us with two different e-mails, with which you have created a different UID. The registry has a technical limitation that does not allow an e-mail to be associated with two different profiles.

Once we have received the letter, we will validate your access to the registry. A confirmation will be sent in reply to the e-mail address you entered in the template. You will then be able to test your access. To connect to the registry, click on the following link:

<https://cbam.ec.europa.eu/declarant>

The following procedure applies in the case of an importer or indirect customs representative, for the first person to complete the template to connect to the registry.

Additional employees who will have access for the same company will be added by this party according to the method explained later in this document.

If you do not have an indirect customs representative, follow the procedure below:

# Where Are You From (wayf)

Select the domain of the application you request access to

Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated

Luxembourg

Select type of actor

Economic Operator

Type of ID

EORI number

ID

LU11111111

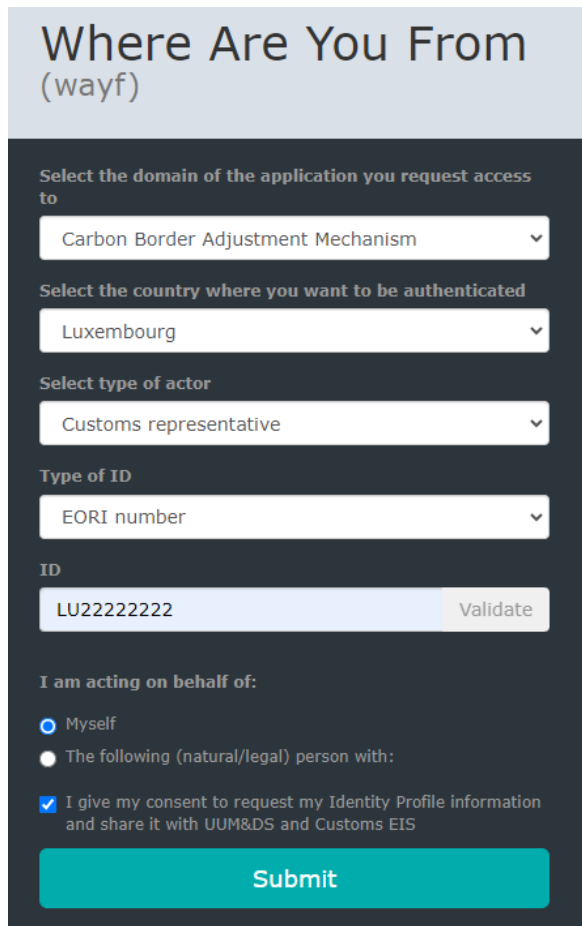
Validate

I am acting on behalf of:

- Myself
- The following (natural/legal) person with:
- I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

If you are an indirect customs representative, you must log on as follows:



The screenshot shows a login form titled "Where Are You From (wayf)". The form is set against a dark background with white text and input fields. It contains several dropdown menus and a text input field. The fields are: "Select the domain of the application you request access to" (Carbon Border Adjustment Mechanism), "Select the country where you want to be authenticated" (Luxembourg), "Select type of actor" (Customs representative), "Type of ID" (EORI number), and "ID" (LU22222222). There is a "Validate" button next to the ID field. Below the ID field, there are radio buttons for "I am acting on behalf of:" with options "Myself" and "The following (natural/legal) person with:". A checked checkbox is present for "I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS". A large teal "Submit" button is at the bottom.

Where Are You From  
(wayf)

Select the domain of the application you request access to  
Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated  
Luxembourg

Select type of actor  
Customs representative

Type of ID  
EORI number

ID  
LU22222222 Validate

I am acting on behalf of:

Myself  
 The following (natural/legal) person with:

I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

There is no need to press the VALIDATE button on the ID. After authentication via the EU login, you will be taken to the registry.

Once you have access to the registry, you can familiarize yourself with the various options. A user guide is available on the website: [https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism\\_en#latest-developments](https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#latest-developments)

## Related Links

### Transitional CBAM registry

The Commission has developed the CBAM transitional registry to help importers perform and report as part of their CBAM obligations. Access to the registry should be requested through the National Competent Authority (NCA) of the Member State in which the importer is established.

#### CBAM Transitional Registry – Link for importers



30 OCTOBER 2023

Provisional list of CBAM National Competent Authorities (NCAs)  
English (270.89 KB - PDF)

Download

CBAM reporting declarants will find in the CBAM Transitional Registry User Manual an XSD file describing the full structure of the CBAM quarterly report, as well as a sample ZIP file, which may be uploaded in the Registry to fill in automatically the quarterly report's data. For convenience, the XSD and the sample ZIP files can also be downloaded below.



27 OCTOBER 2023

Transitional CBAM Registry user manual for Declarants  
English (3.26 MB - PDF)

Download



- [CBAM Quarterly Report structure \(XSD format\)](#)
- [CBAM Quarterly Report sample file \(zip format\)](#)

### Legislative Documents

#### Add additional employees (Delegation-system)

To add an additional employee, please complete the attached template (Access to the CBAM portal as an additional employee) and send it to the following address:

Administration de l'Environnement  
Unité Permis et Subsidés - ETS/CBAM  
1, avenue du Rock'n'Roll  
L-4361 Esch-sur-Alzette

The eID corresponds to the ID card number. No. 7 in the example given on this page:

<https://ctie.gouvernement.lu/fr/dossiers/eID/eID.html>. A non-luxembourgish identity card number is also accepted.

We currently accept a maximum of 2 persons to be added via delegation. Indirect customs representatives can request more accesses if the workload is high.

To do this, first send us the completed employee template by post. No further information will be required, as the responsibility to verify the identity of the persons you grant access on your behalf lies with you. This also applies to employees of a company providing a CBAM service that has not carried out customs clearance (third party).

We will create the profile on the registry and inform you by e-mail reply.

The person with Economic Operator access can then log on to the following site:  
<https://customs.ec.europa.eu/taxud/uums/admin-ext/>

## Where are you from (wayf)

Select the application domain you want to access

Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated

Luxembourg

Select type of actor

Economic operator

Type of ID

EORI number

ID

LU11111111 Validate

I am acting on behalf of:

Myself

The following (natural/legal) person with:

I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

**Submit**

This function is also available as an indirect customs representative.

You need to connect with your EU-Login. The page you arrive at is as follows:

European Commission | UUM&DS | Domain Carbon Border Adjustment Mechanism \*R27

BE11111111 (User)

**Dashboard** Quick overview

**My notifications**

Event type	Description	Event Date
No records found.		

(1 of 1)

**My tasks**

To do	Event date
No records found.	

(1 of 1)

**My delegations**

ID	Name	Type of delegation	Delegator ID	Delegator name	Delegate ID	Delegate name	Mandated person ID	Mandated person name	Valid from/to	Status
No records found.										

(1 of 1)

1

Press the Add button (1) to begin delegation.

Enter the information in the boxes in the following order:

1. The first 5 boxes (1-5) must always contain the information shown in the image, including:
  - > "Delegation to empl" (1),
  - > "Standard" (2),
  - > "Direct" (3),
  - > "No delegation of certificate" (4) and
  - > "All" (5).
2. In description, indicate the employee's function (6).
3. You can define the validity period yourself (7-8).
4. Press Select a business profile (9). Select CBAM\_DECLARANT.
5. Then press + (10). Make sure that "CBAM Application" is in the right-hand box.
6. Press the green "Generate retrieve criterion" button (11) to receive a one-time code. Give it to the employee you are adding to the register.

**Delegation:**

Name: \* Delegation to empl (1)

Contractual reliability: \* Standard (2)

Type of delegation: \* Direct (3)

Delegation of certificate: \* No delegation of certificate (4)

Delegation scope: \* All (5)

Description: \* A test delegation (6)

Delegator: EORI BE11111111 as Customs Representative - BE11111111

Delegator subdomain: BE

Valid from: (GMT) \* 03-10-2023 (7)

Valid to: (GMT) \* 31-10-2023 (8)

**Applications not protected by policies**

**Delegated business profiles** Add business profile: Select a business profile (9) (10)

CBAM\_DECLARANT [CBAM Declarant Business Profile] (1 valid delegation authorisations)

Available applications

Selected applications: CBAM Application

1 valid delegation authorisations (11) Generate retrieve criterion

**Retrieve generated criterion for delegation request**

Please communicate this retrieve criterion to the delegate in order to accept it:

**IdUR/yVGn2ruWbl+qOVLdgiNh30ApaCAfYP/wRhGAWJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1HjDOg==**

Copy Print

The employee must then log on to the following site

<https://customs.ec.europa.eu/taxud/uumds/admin-ext/> using his eID as a means of connection.

**Where Are You From (wayf)**

Select the domain of the application you request access to  
Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated  
Luxembourg

Select type of actor  
Employee

Type of ID  
EID

ID  
LU22222222 Validate

I am acting on behalf of:  
 Myself  
 The following (natural/legal) person with:  
 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

After authenticating via the EU login, the employee will be taken to the following page.

European Commission UUM&DS Domain Carbon Border Adjustment Mechanism \*R27

User049 Test (User)

**Dashboard** Quick overview

**My notifications**

Event type	Description	Event Date
No records found.		

(1 of 1)

**My tasks**

To do	Event date
No records found.	

(1 of 1)

**My delegations**

ID	Name	Type of delegation	Delegator ID	Delegator name	Delegate ID	Delegate name	Mandated person ID	Mandated person name	Valid from/to	Status
No records found.										

(1 of 1)

In the box (1) below, the employee adds the code provided, then clicks on submit (2).



**Retrieve delegation by criterion**

Please enter the retrieve criterion communicated by the delegator \*

IdUR/yVGn2ruWbl+qOVLdgiNh30ApaCAfyP/wRhGawJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg== 1

Submit 2

The following page appears:

**Delegation to empl**

ID: 485

Retrieve criterion: IdUR/yVGn2ruWbl+qOVLdgiNh30ApaCAfyP/wRhGawJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg== Copy

Print activation code

Name: Delegation to empl

Contractual reliability: Standard

Type of delegation: Direct

Delegation of certificate: No delegation of certificate

Scope of delegation: All

Description: A test delegation

Delegator: EORI BE11111111 as Customs Representative - BE11111111

Delegator subdomain: BE

Delegate: EID BE22222222 as employee - User049 Test

Delegate subdomain: BE

Valid from: 03 October 2023

Valid to: 31 October 2023

Status: ACTIVATION PENDING

Applications not protected by policies: No records found.

Last modification: 03 October 2023 14:57:34 GMT by v9mojt9l

Creation: 03 October 2023 14:50:24 GMT by viq4covm

1 Accept Reject Request amendment

Delegated profiles | Delegator's attachments | Delegate's attachments

ID ^	Name ↕	Description
BP_DELEGATOR	DELEGATOR	BP to access UUM&DS Delegation function as delegator
CBAM_DECLARANT	CBAM Declarant Business Profile	CBAM Declarant Business Profile

(1 of 1) 10

The employee needs to press "Accept" (1)

The "Economic Operator" can then see that the code has been used and must validate the information one last time. Click on (1):

**Dashboard** Quick overview

**My notifications**

Event type	Description	Event Date
No records found.		

(1 of 1) |< << >> >| 10

**My tasks**

To do	Event date
Delegation [Delegation to empl] was accepted by EID BE22222222 (User049 Test). Review and accept it to activate delegation.	03 October 2023 15:01:09 GMT

(1 of 1) |< << 1 >> >| 10

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**My delegations**

ID	Name	Type of delegation	Delegator ID	Delegator name	Delegate ID	Delegate name	Mandated person ID	Mandated person name	Valid from/to	Status
485	Delegation to empl	Direct	EORI BE11111111	BE11111111	EID BE22222222	User049 Test			03/10/23 - 31/10/23	READY

(1 of 1) |< << 1 >> >| 10

Then press "Accept" (1)

**Delegation to empl**

ID: 485

Retrieve criterion: IdUR/yVGn2ruWbl+qOVLdgiNh30ApaCAfyP/wRhGawJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg== Copy

Print activation code

Name: Delegation to empl

Contractual reliability: Standard

Type of delegation: Direct

Delegation of certificate: No delegation of certificate

Scope of delegation: All

Description: A test delegation

Delegator: EORI BE11111111 as Customs Representative - BE11111111

Delegator subdomain: BE

Delegate: EID BE22222222 as employee - User049 Test

Delegate subdomain: BE

Valid from: 03 October 2023

Valid to: 31 October 2023

Status: READY

Applications not protected by policies: No records found.

Last modification: 03 October 2023 15:01:09 GMT by v9mojt9l

Creation: 03 October 2023 14:50:24 GMT by viq4covm

Reason for approval: ok

Accept Reject

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Delegated profiles | Delegator's attachments | Delegate's attachments

ID	Name	Description
BP_DELEGATOR	DELEGATOR	BP to access UUM&DS Delegation function as delegator
CBAM_DECLARANT	CBAM Declarant Business Profile	CBAM Declarant Business Profile

(1 of 1) |< << 1 >> >| 10

The employee can now log on to the registry using the following link:

<https://cbam.ec.europa.eu/declarant>

With the following configuration:

# Where Are You From (wayf)

Select the domain of the application you request access to

Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated

Luxembourg

Select type of actor

Employee

Type of ID

EID

ID

LU22222222

Validate

I am acting on behalf of:

- Myself
- The following (natural/legal) person with:

Type of actor

Economic Operator

Type of ID

EORI number

ID

LU11111111

Validate

- Directly
- Having a mandate from
- I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit