Environment Agency
Grand Duchy of Luxembourg

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.

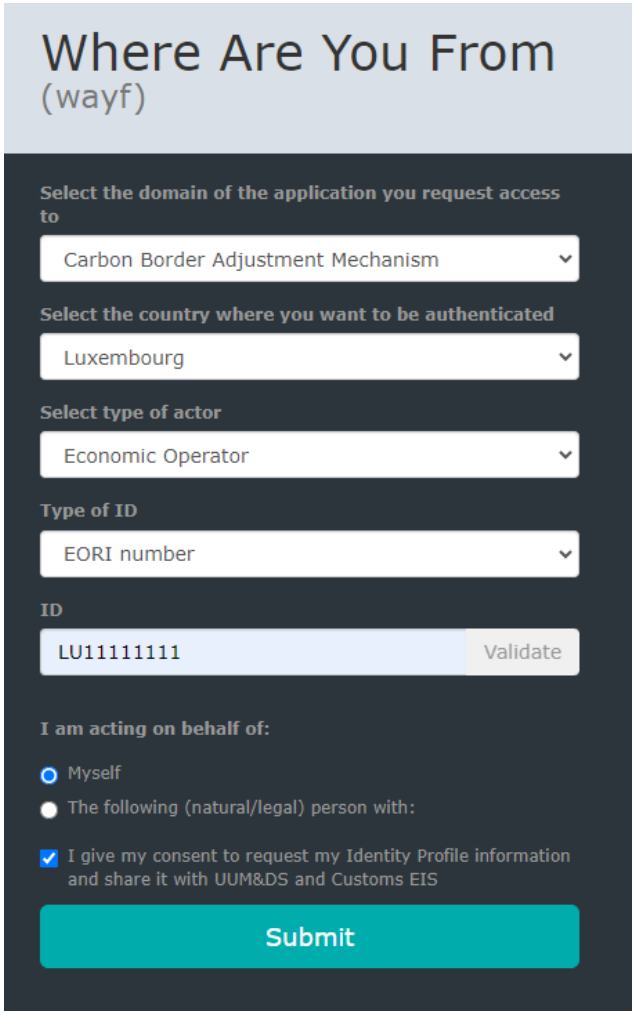
First, you need to create an EU-Login account:
https ://webgate.ec.europa.eu/cas/eim/external/register.cgi

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:

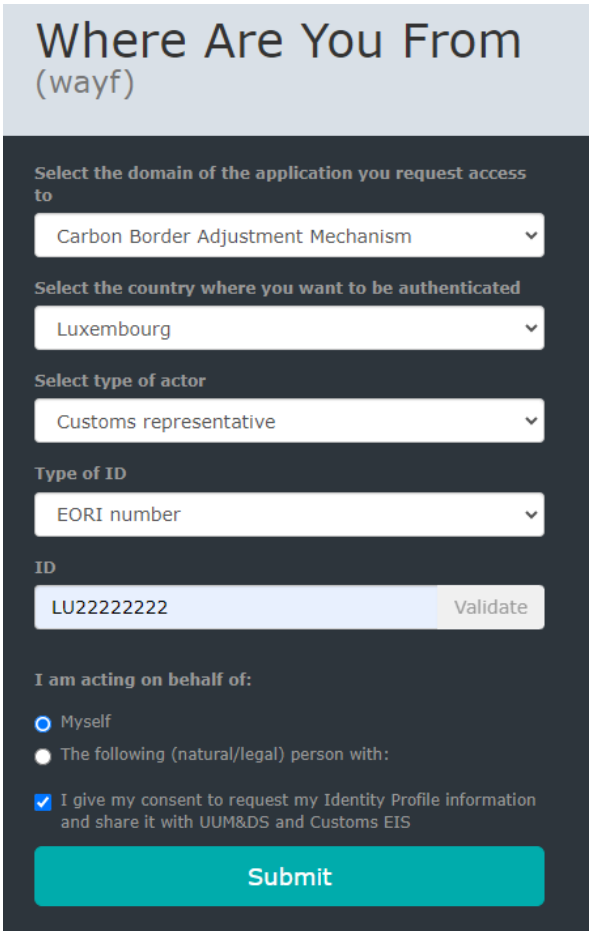
Administration de l'Environnement
ETS/CBAM
1, avenue du Rock'n'Roll
L-4361 Esch-sur-Alzette

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:

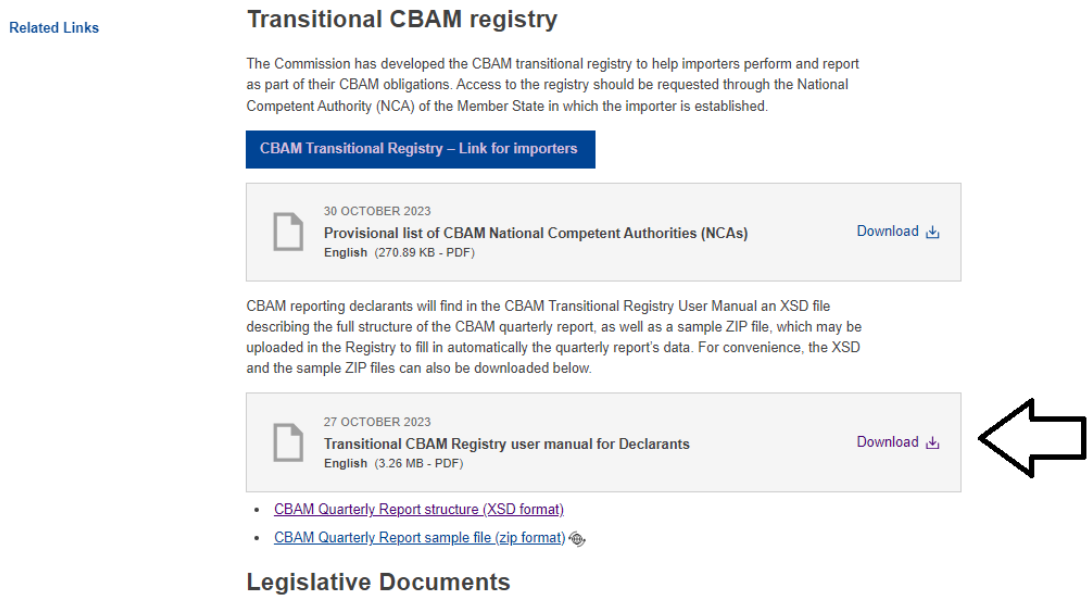


If you are an indirect customs representative, you must log on as follows:



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



Add additional employees (Delegation-system)

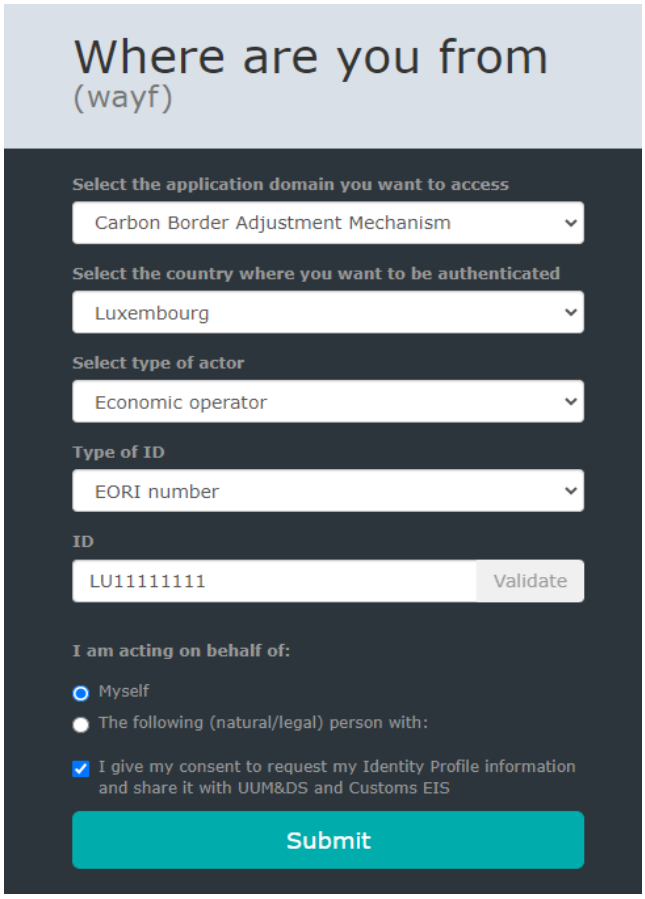
To add an additional employee, please complete the attached template (Access to the CBAM portal as an additional employee) and send it to the following address:

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

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.

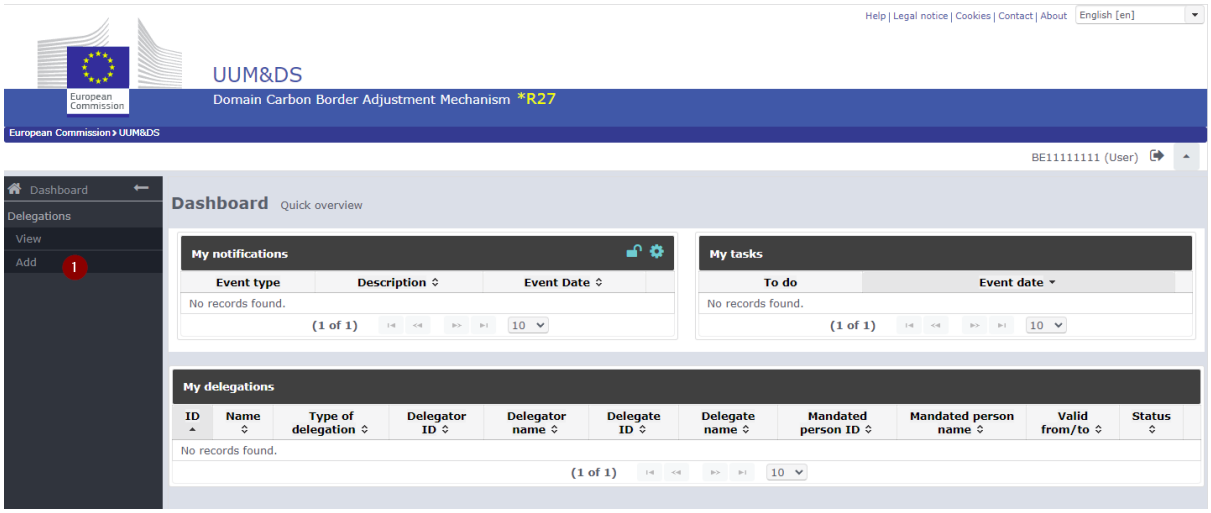
To do this, first send us the completed employee template by post. No further information will be required, as the responsibility to verify the identity of the persons you grant access on your behalf lies with you. This also applies to employees of a company providing a CBAM service that has not carried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



This function is also available as an indirect customs representative.

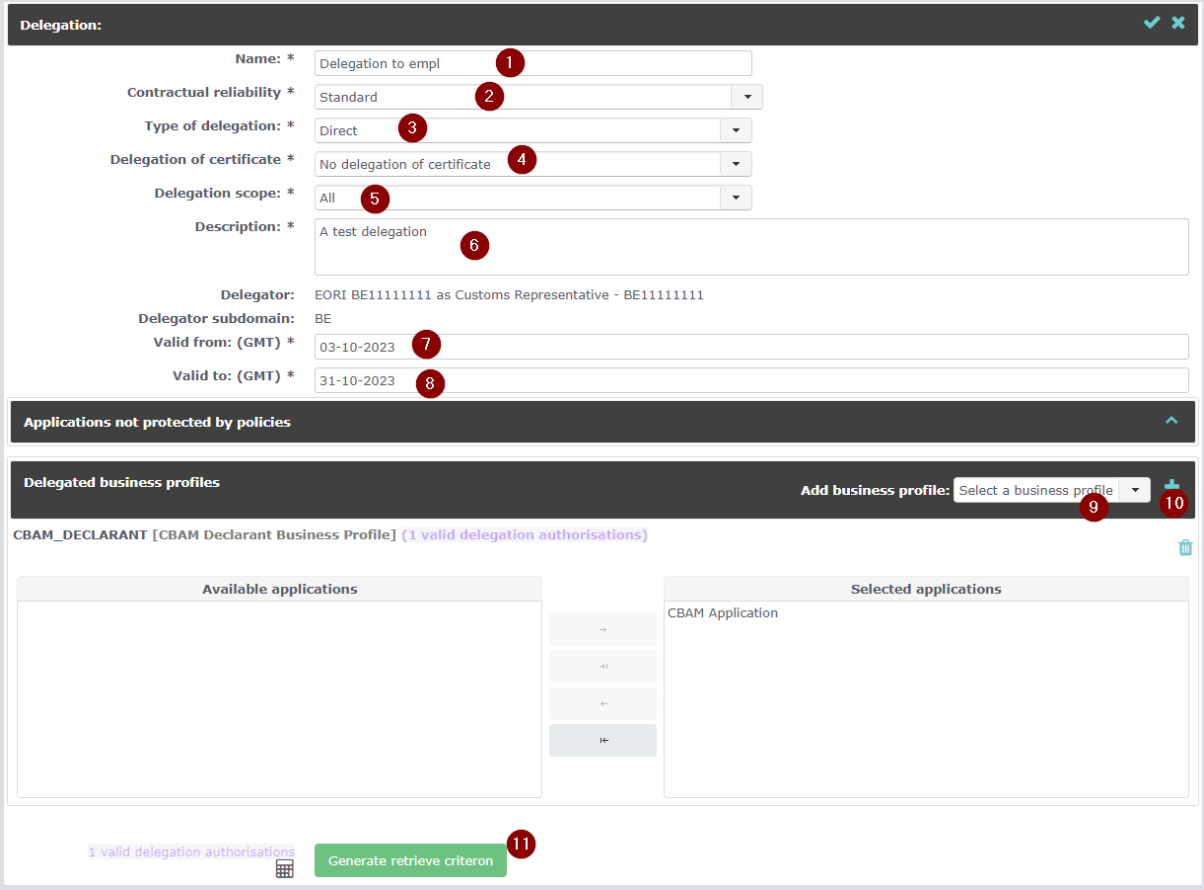
You need to connect with your EU-Login. The page you arrive at is as follows:

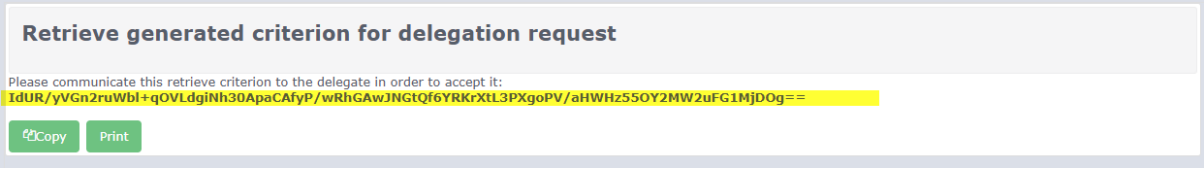


Press the Add button (1) to begin delegation.

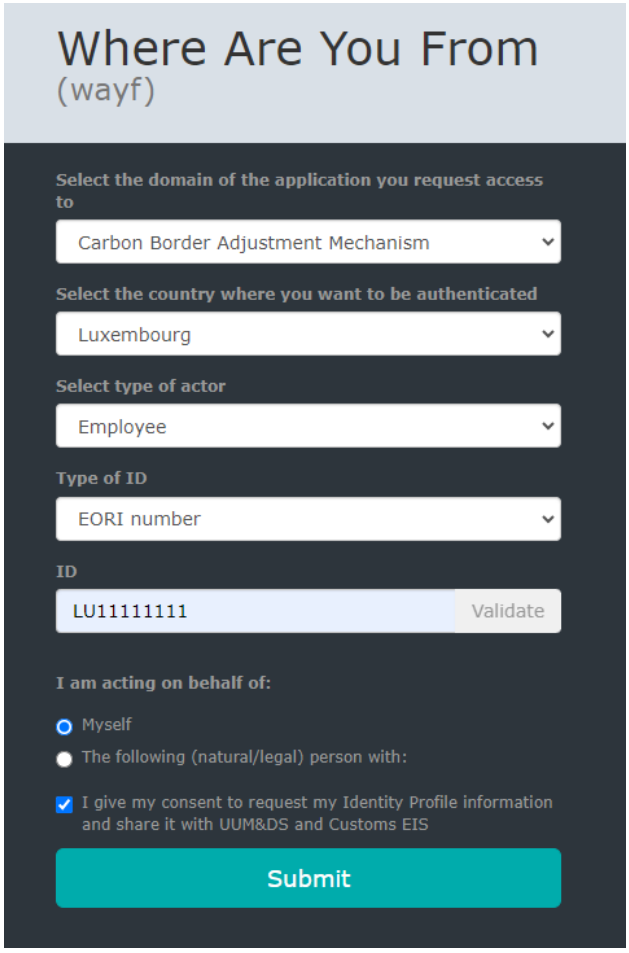
Enter the information in the boxes in the following order:

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.

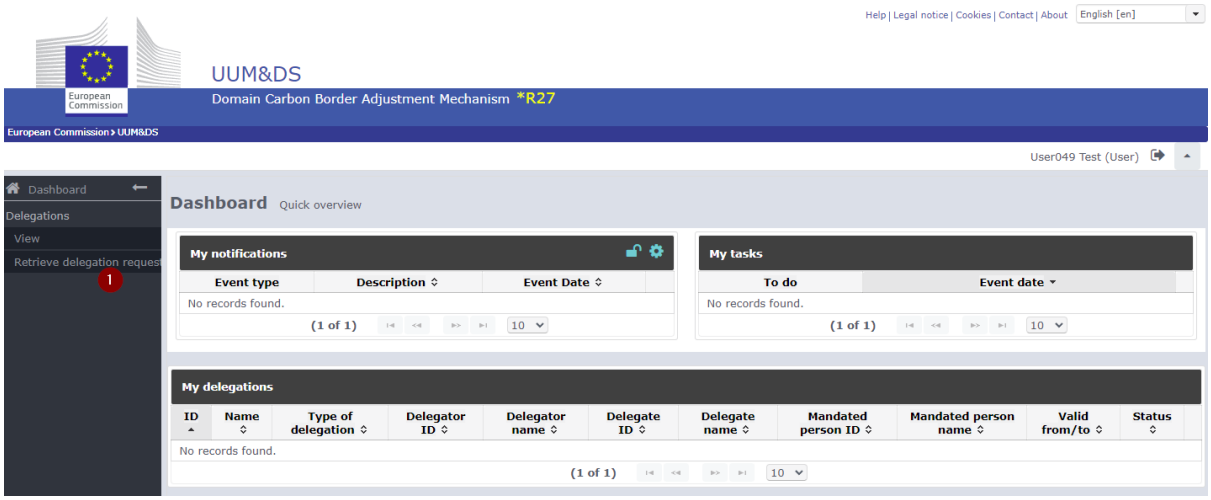




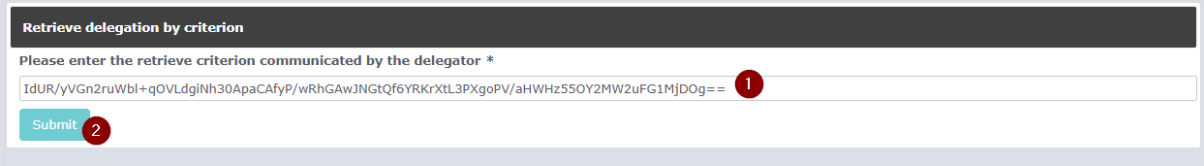
The employee must then log on to the following site https://customs.ec.europa.eu/taxud/uumds/admin-ext/ using the importer's EORI as a means of connection.



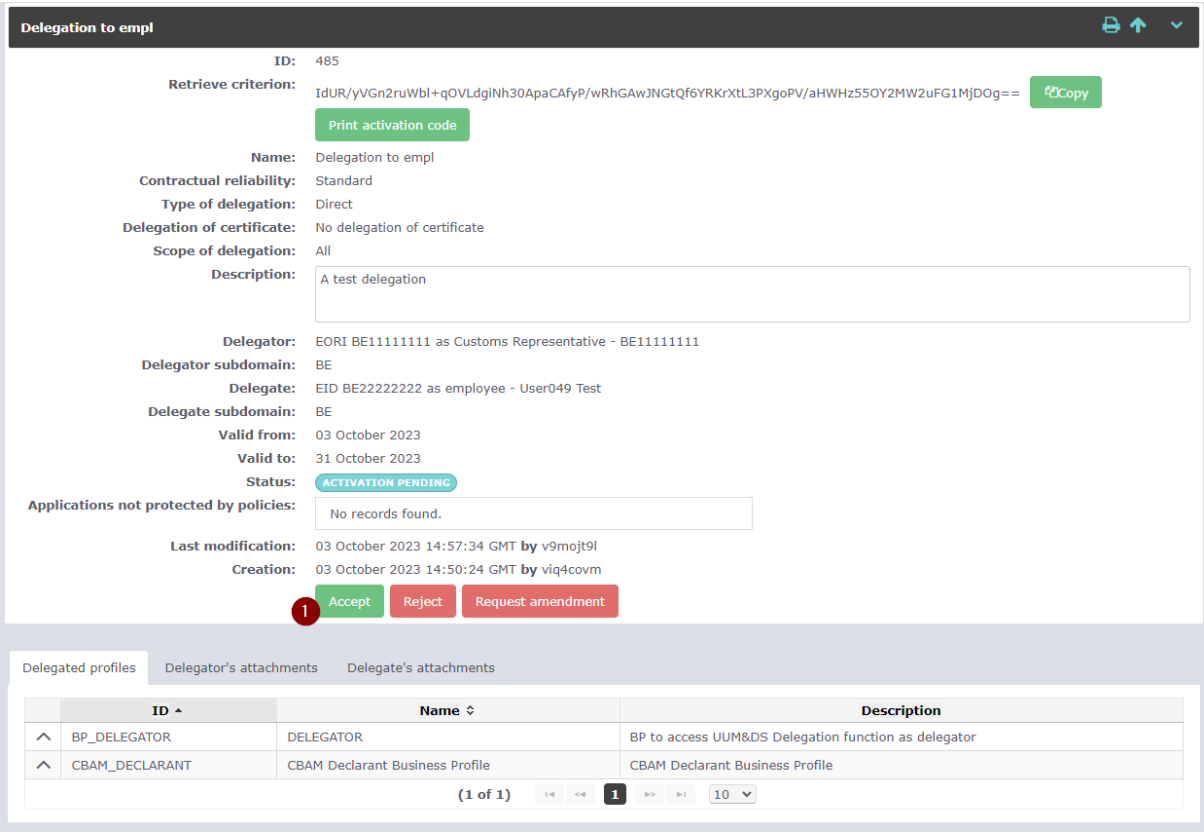
After authenticating via the EU login, the employee will be taken to the following page.



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

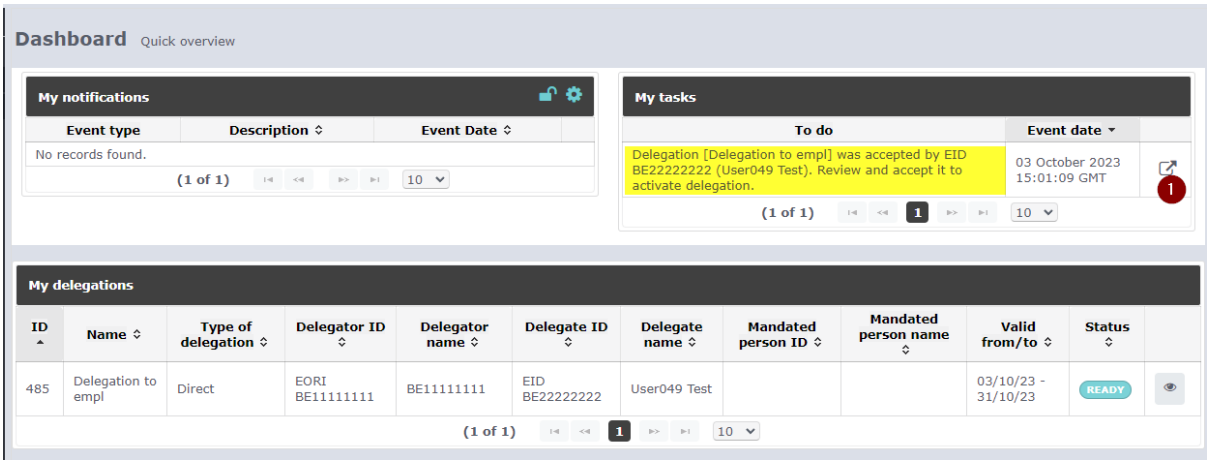


The following page appears:

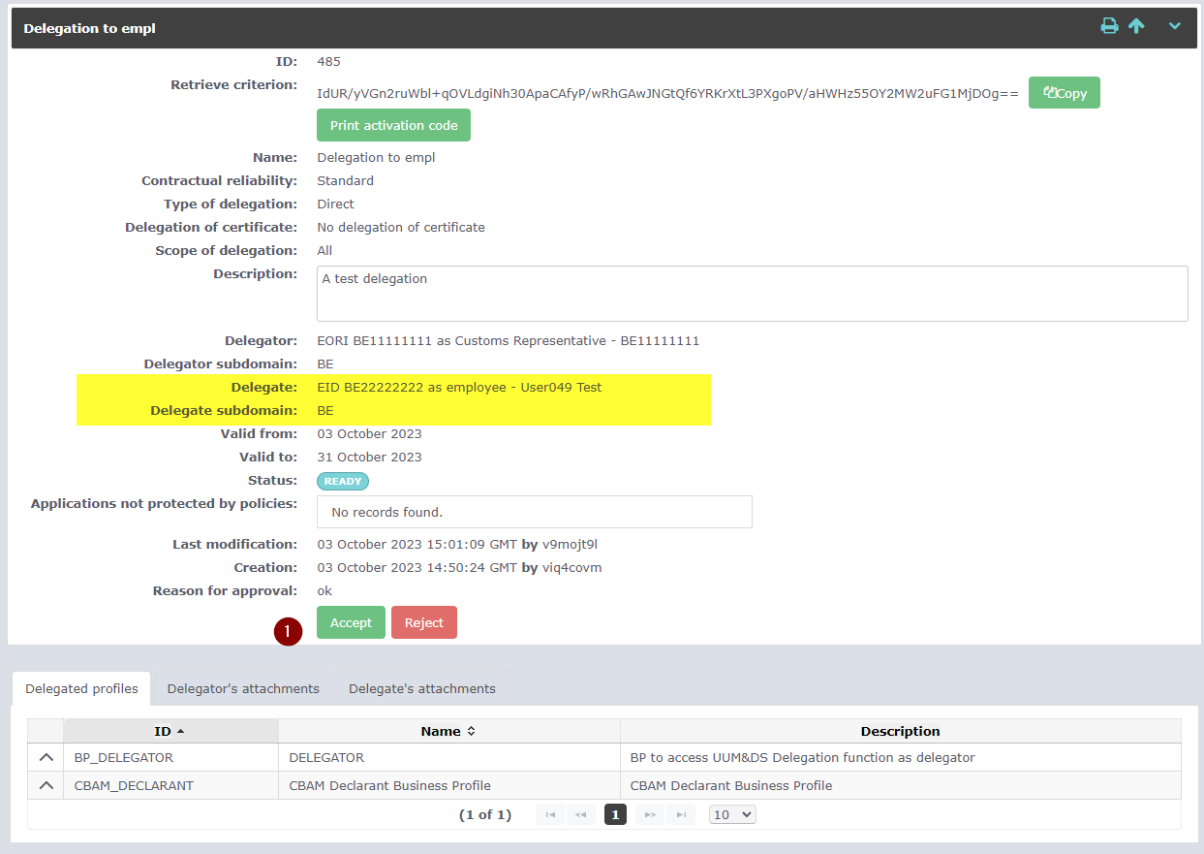


The employee needs to press "Accept" (1)

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



Then press "Accept" (1)



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

EORI number

ID

LU11111111 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