

How to submit an adjustment

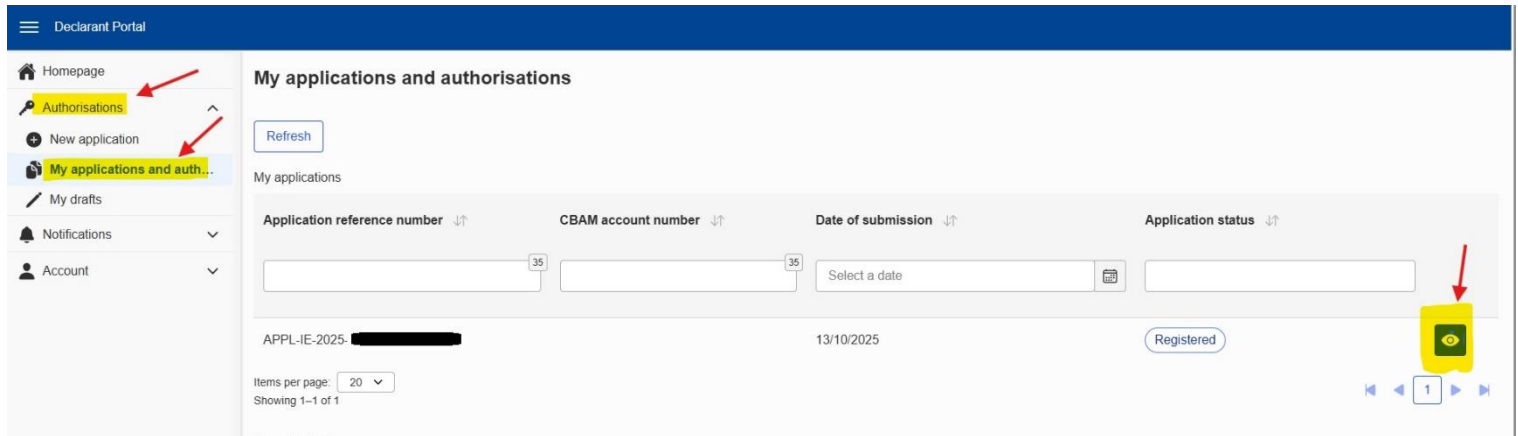
- **Step 1:** Log into the AMM Portal - <https://cbam.ec.europa.eu/authorised-declarant>
 - Before starting, close your entire browser if you have attempted to log in previously.
 - Click on this link to access the AMM - <https://cbam.ec.europa.eu/authorised-declarant>
 - The first page you see will be the following:

The screenshot shows the 'TAXUD AUTHENTICATION PORTAL' login page. At the top, there is a header with the European Commission logo, the text 'TAXUD AUTHENTICATION PORTAL UUM&DS', and links for 'Legal notice | Cookies | Contact' along with a language selector set to 'English (en)'. Below the header, a breadcrumb trail reads 'European Commission > TAXUD authentication portal'. The main heading is 'Where Are You From (wayf)'. The form contains three dropdown menus: 'Select the domain of the application you request access to' (set to 'Customs'), 'Select the country where you want to be authenticated' (set to 'Ireland'), and 'Select type of actor' (set to 'Economic Operator'). Below these is a section 'I am acting on behalf of:' with two radio button options: 'Myself' (selected) and 'The following (natural/legal) person with:'. A checkbox is checked, stating '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.

- Make the selections as laid out above –
 - **“Customs”**
 - **“Ireland”**
 - **“Economic Operator”**
- When you click submit, you will be brought to a ROS page. Here, load your ROS cert (associated with the EORI number) by clicking the “Manage my certificates” link and enter the associated password.
- Then click “Return to login” – you will see your cert has been loaded in the box above. Re-enter the ROS password and you will be brought into the AMM portal.

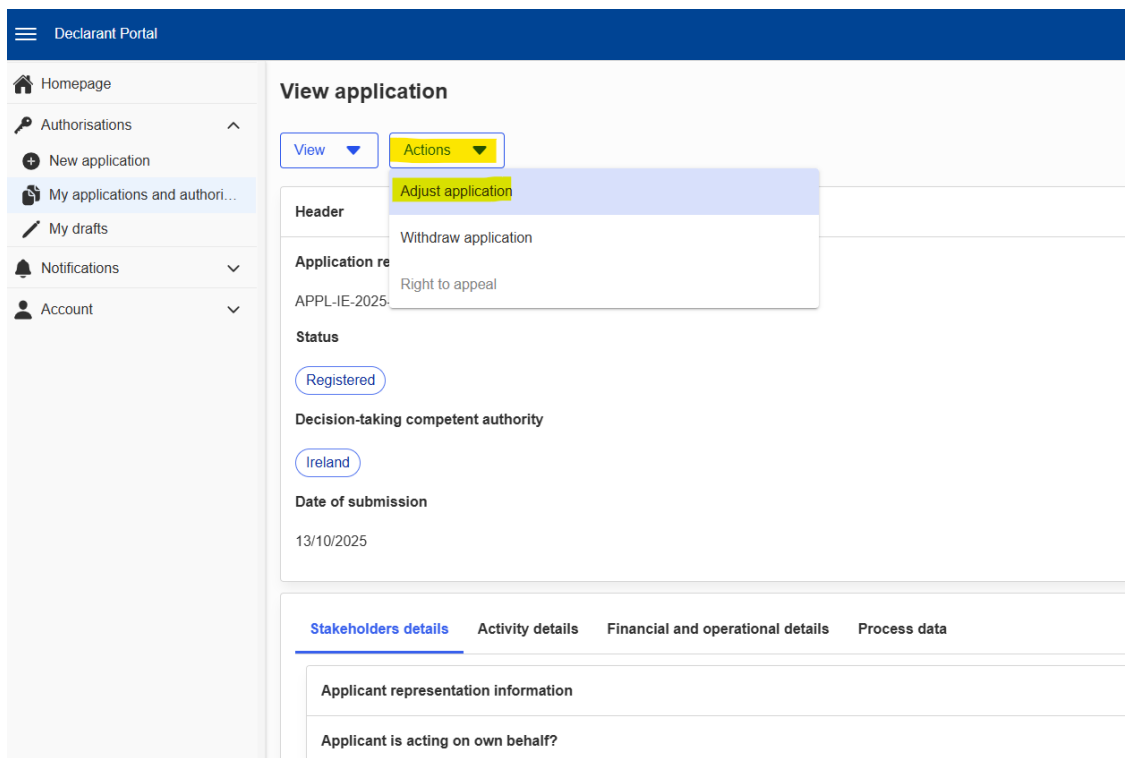
- **Step 2: Access your application**

- Click “My Applications and Authorisations on the left-hand side panel (under “Authorisations”)
- Then click the blue eye icon on the right side of your screen which is on the same row of your CBAM Application Reference Number.



- **Step 3: Adjust Application**

- When viewing your application, click “Actions” at the top and click “Adjust Application”



- **Step 4: Submitting adjustment**

- You will click “No” for the question “Are the adjustments related to the information set out in Article 5(5), points (a), (c), and (h), of Regulation (EU) 2023/956?”.
- That question relates to any changes to your application that include the following; Indirect Customs Representation, details on the contact person or the Economic Activity.
- You will see two “Create” buttons, click the second one, as this represents the “Other Adjustments” panel.

The screenshot shows the 'Declarant Portal' interface. On the left is a sidebar with navigation links: Homepage, Authorisations, New application, My applications and authori..., My drafts, Notifications, and Account. The main content area is titled 'Submit adjustments to application'. It contains an 'Overview details' section with the application reference number 'APPL-IE-2025-401700'. Below this is the 'Adjustments to application' section, which includes a question: 'Are the adjustments related to the information set out in Article 5(5), points (a), (c), and (h), of Regulation (EU) 2023/956?'. The 'No' radio button is selected. There are two 'Create' buttons: one for 'Adjustments related to the information set out in Article 5(5), points (a), (c), and (h), of Regulation (EU) 2023/956' and another for 'Other adjustments'. At the bottom right are 'Close', 'Save for later use', and 'Proceed' buttons.

Declarant Portal

Homepage

Authorisations

New application

My applications and authori...

My drafts

Notifications

Account

Submit adjustments to application

Overview details

Application reference number

APPL-IE-2025-401700

Adjustments to application *

Are the adjustments related to the information set out in Article 5(5), points (a), (c), and (h), of Regulation (EU) 2023/956? *

☐ Yes ☒ No

Adjustments related to the information set out in Article 5(5), points (a), (c), and (h), of Regulation (EU) 2023/956 Create

Other adjustments Create

Close Save for later use Proceed

****steps continue below****

- When you click Create, a panel will open where it will allow you to type into the description box, and you can upload documents from your device.
- When uploading documents, it gives you an option to give the document a description, so please give the document some description so we know what you have submitted before we check it.
- You can submit multiple adjustments by clicking the blue “Add” button at the bottom of your screen, if you’d like to separate out your CN Codes and Financials.
- When you are happy that you have included everything, click Proceed and the adjustment will be submitted.

Other adjustments
Delete
^

Adjustment description *
2495

Please find attached spreadsheet of CN Codes with their tonnage

English
X

Attached documents
^

+

Document description
Document date
Functionality

No records found

Add

Close
Save for later use
Proceed

PLEASE EMAIL US TO LET US KNOW THAT YOU HAVE SUBMITTED THE ADJUSTMENT