How to setup CDS on Government Gateway

1) Logon to the CDS portal via the link below (using your Government Gateway credentials)

   https://www.tax.service.gov.uk/customs/payment-records

2) i) Where in possession of an EORI number but not CDS access, click 'get access to CDS'

   or

   ii) where not in possession of an EORI number – follow the steps below:

To continue with this you need to get access to Customs Declaration Services (CDS)

How to get access to CDS

You'll need an Economic Operator and Registration Identification (EORI) number (opens in a new window or tab).

If you already have an EORI number, you can get access to CDS (opens in a new window or tab).

It can take up to one hour for HMRC to process your application.

If you've already applied to get access to CDS

You can check the status of your application (opens in a new window or tab).

3) Move to the bottom of the page, and click 'Get access'

How to get access

You'll need the Government Gateway user ID and password that you use for:

- your business or organisation
- yourself, if you're applying as an individual

If you do not have a user ID, you can create one when you start.

You'll need to tell us:

- your Economic Operator Registration and Identification (EORI) number that starts with GB
- Unique Taxpayer Reference (UTR) - find your UTR if you do not know it
- the address for your business that we hold on our customs records
- National Insurance number (if you're an individual or sole trader)
- the date you started your business

It takes 5 to 10 minutes to apply.

Get access >

4) Login to the Government Gateway

5) Follow the prompts - enter your credentials

   Once access has been permitted to the CDS, postponed VAT statements will be available.