



## HOW TO REGISTER FOR ICMS IMPORT LICENCES

1. You will need to register if you import:
  - Textiles and clothing from Belarus or North Korea.
  - Steel from Kazakhstan.
  - Firearms.
  - Landmines.
  - Pine and Spruce round logs from Russia.
2. To apply for an import licence, you first need to register onto the ICMS system. You will only need to register once. The following images show you how to register.
3. You can access the ICMS system home page by clicking:  
[www.ilb.bis.gov.uk](http://www.ilb.bis.gov.uk)
4. At the login screen, click **REGISTER**.

Microsoft Internet Explorer provided by FUJITSU

https://icmst1.fivium.co.uk/icmst1/fox/icmst1/IMP\_LOGIN/

File Edit View Favorites Tools Help

Testing... Department for Business, Innovation & Skills Loading... Guest User

### Import Case Management System (ICMS) Login

Welcome - If you have not used the ICMS site before, please register

Welcome to the Import Case Management System (ICMS) website. Once you have registered and logged in, you will be able to apply to import goods, and track the progress of applications.

Login using your email address or click 'Register'

Username

Password

[Forgotten your password?](#)

User: Guest User (GUEST) Powered by FOXopen

3 items remaining) Downloading picture https://icmst1.fivium.co.uk/icmst1/fox/icmst1/img/systemenu... Unknown Zone 100% 13:33

5. You will be taken to the **REGISTRATION PAGE**. It is important that you fill in all of the information boxes and that you keep this information up to date. If you are unclear about what information you need to give, please check the **INFORMATION BOXES** (i) at the end of each information box).

The screenshot shows a Microsoft Internet Explorer browser window displaying a registration page. The browser's address bar shows the URL <https://cmsst.fivium.co.uk/cmsst1/fox>. The page header identifies the organization as the Department for Business, Innovation & Skills. The main content area is titled "Registration" and contains a "User Details" section with the following fields:

- \*Email Address
- \*Email Confirm
- \*Title
- \*Forename
- \*Surname
- \*Telephone No
- \*Job Title
- \*Date Of Birth
- \*Security Question (Select One)
- \*Security Answer
- \*Security Answer Confirm

Below the security question fields, there is a security code verification section:

Please enter the security code displayed below. This is necessary to safeguard the portal against automatic registration.

Security Image:

\*Enter Security Code

At the bottom of the form, there is a "Terms and Conditions" section with a "Register" button and a "Cancel" button.

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6. Once you have filled in the registration form and checked that it is correct, enter the security code. If you accept the terms and conditions for using ICMS, click **REGISTER**.

The screenshot displays a web browser window with a registration form titled "User Details". The form contains the following fields and values:

- \*Email Address: applicant.test@test.com
- \*Email Confirm: applicant.test@test.com
- \*Title: MR
- \*Forename: APPLICANT
- \*Surname: TEST
- \*Telephone No: 0123 456789
- \*Job Title: DIRECTOR
- \*Date Of Birth: 01-APR-2013
- \*Security Question: What is the name of your first school?
- \*Security Answer: ....
- \*Security Answer Confirm: ....

Below the form, there is a security code verification section:

- Text: "Please enter the security code displayed below. This is necessary to safeguard the portal against automatic registration."
- Security Image: A distorted image showing the code "ENT464".
- Text: "The image is unreadable, give me a new one" (with a link).
- \*Enter Security Code: ENT464

At the bottom of the form, there is a "Terms and Conditions" section with a "Register" button and a "Cancel" button. The footer of the page includes "User: Guest User (GUEST)" and "Powered by FOXopen". The browser's taskbar at the bottom shows "Done", "Internet", and "100%" zoom level.

7. You will be sent an confirmation email with a temporary password and a link to activate your user account. **CLICK THE LINK** to continue the registration process.

8. You are now at the **ACTIVATE USER ACCOUNT** page, where you will need to create your own password.

Testing ... Department for Business, Innovation & Skills Activate User Account Guest User

### Activate User Account

Thank you APPLICANT for your registration. We have sent you an e-mail with a temporary password, once you have received the e-mail please use the password to activate your account. Please note that for security you have to set a new password for future use.

The e-mail will contain a link to the login page so if you do not receive the e-mail right away you can return later to activate your account.

For information on keeping your account secure while using this system please see: [Password Policy](#).

Passwords must be at least 8 characters in length, must contain at least one number and must not be the same as one you have already used.

\*Password

\*New Password

\*New Password Confirm

Security Question What is the name of your first school?

\*Security Answer

Login Cancel Login

User: Guest User (GUEST) Powered by FOXopen

Done Internet 100%

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9. Input your temporary password, create your own unique password, answer your security question, and **CLICK LOGIN**.

Testing ... Department for Business, Innovation & Skills Activate User Account Guest User

### Activate User Account

Thank you APPLICANT for your registration. We have sent you an e-mail with a temporary password, once you have received the e-mail please use the password to activate your account. Please note that for security you have to set a new password for future use.

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\*Password

\*New Password

\*New Password Confirm

Security Question What is the name of your first school?

\*Security Answer

Login Cancel Login

User: Guest User (GUEST) Powered by FOXopen

10. This completes your registration as a user. You are now automatically taken to your **WON BASKET** where you can complete the registration process.

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11. In order to apply for import licences, you will need to provide further information and be approved by ILB. To complete your registration process, click **REQUEST IMPORTER ACCESS**.

Testing ... Department for Business, Innovation & Skills MR APPLICANT TEST • Log Out

Request Importer Access  
Update My Details  
Update My Password  
User Preferences

### Workbasket

Transaction / Subject Ref Topic Company Status Information \*Filter Tag Apply Filter

All For Attention

Your workbasket is currently displayed in the standard Workbasket order

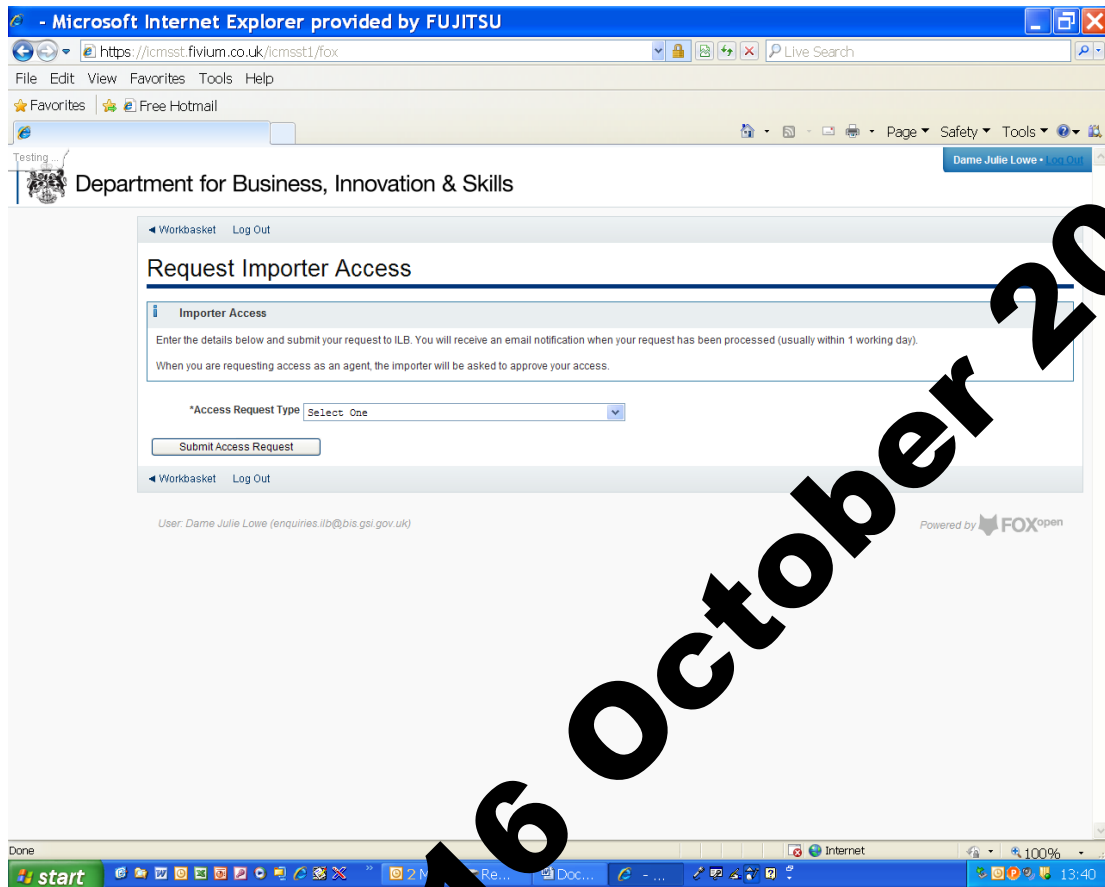
Transaction / Subject Ref	Topic	Company	Status / Date	Information	Action
Account successfully created			N/A	Welcome & Introduction	<a href="#">View Workbasket</a> <a href="#">Message</a> <a href="#">Workbasket</a> <span>New</span>
MR APPLICANT TEST					<a href="#">View Workbasket</a> <a href="#">Message</a> <a href="#">Workbasket</a> <span>New</span>

Apply Filter Reset Filter Show All Refresh Workbasket Item Count: 1

User: MR APPLICANT TEST (applicant.test@test.com) Powered by FOXopen

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12. You are now at the **REQUEST IMPORTER ACCESS** page.



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13. Once you have selected whether you want access as an importer or as an agent acting on behalf of an importer, and given your company name, click **SUBMIT ACCESS REQUEST**.

The screenshot shows a web browser window displaying the 'Request Importer Access' page. The page header includes the Department for Business, Innovation & Skills logo and the user name 'MR APPLICANT TEST' with a 'Log Out' link. The main content area is titled 'Request Importer Access' and contains an 'Importer Access' section. This section includes instructions: 'Enter the details below and submit your request to ILB. You will receive an email notification when your request has been processed (usually within 1 working day). When you are requesting access as an agent, the importer will be asked to approve your access.' Below the instructions are two input fields: '\*Access Request Type' with a dropdown menu set to 'Request access to act as an Importer', and '\*Importer Name' with a text box containing 'APPLICANT TEST'. A 'Submit Access Request' button is located below these fields. The page footer shows the user 'MR APPLICANT TEST (applicant.test@test.com)' and 'Powered by FOXopen'. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Testing ... Department for Business, Innovation & Skills MR APPLICANT TEST • Log Out

Workbasket Log Out

### Request Importer Access

**Importer Access**

Enter the details below and submit your request to ILB. You will receive an email notification when your request has been processed (usually within 1 working day).  
When you are requesting access as an agent, the importer will be asked to approve your access.

\*Access Request Type Request access to act as an Importer

\*Importer Name APPLICANT TEST

Submit Access Request

Workbasket Log Out

User: MR APPLICANT TEST (applicant.test@test.com) Powered by FOXopen

Done Internet 100%

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14. At this point ILB will process your registration request. Once completed, you will receive a registration confirmation by email. You will then be able to log into your workbasket and apply for import licences.

Testing ... Department for Business, Innovation & Skills MR APPLICANT TEST • Log Out

Workbasket

Transaction / Subject Ref Topic Company Status Information \*Filter Tag

All For Attention Show All Refresh

Welcome MR APPLICANT TEST, you last logged in on 18th March 2013 at 14:27. Your current password expires on 18th March 2014.

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
	Account successfully created MR APPLICANT TEST		N/A	Welcome & Introduction	<a href="#">View Welcome Message</a> <a href="#">Clear From Workbasket</a>

Apply Filter Reset Filter Show All Refresh Workbasket Item Count: 1

User: MR APPLICANT TEST (applicant.test@test.com) Powered by FOXopen

Done Internet 100%

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