

# Phase 2 – Get connected

Step 1 – Request access to test DMS Import via Customer Portal



# DMS Import



Onboarding mine guide for System-to-System users



# Step 1

## Request access to DMS Import test (TFE) via Customer Portal

When you have received the welcome e-mail from the technical onboarding team you can start Phase 2. If not – go to [Phase 1](#).

Please note that it is not possible to submit declarations through the AS4 Gateway until the system user is properly set up. For the test environment the roles and rights for your system user can only be set up by the technical onboarding team and to do so, the team need the UUID of your OCES (MitID) certificate - we recommend you use either a VOCES or FOCES certificate

You may want to coordinate with your software vendor on this step.

- For the test environment you have to log in to the Customer Portal and create a case, Choose the service *Notification about certificate details* – to set up the system user.

To log into Customer Portal, you have to use your Microsoft Login account. You will find the Customer Portal credential in the welcome e-mail. Learn more about Customer Portal use link below.

- Fill in the blanks in the template and click ‘Submit’

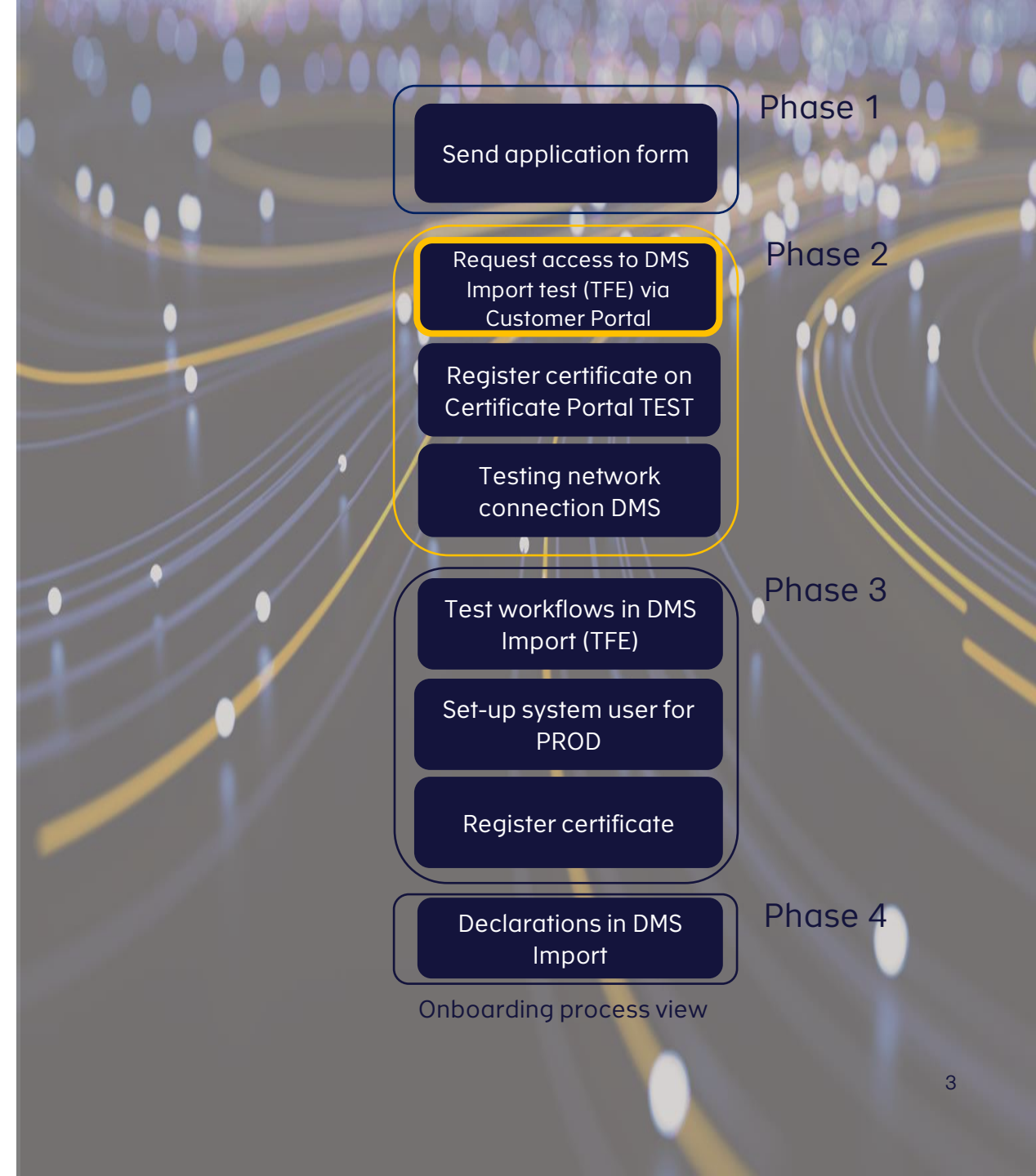
Relevant Links:

Login: [Customer Portal](#)

Guide: [Customer Portal](#)

For details on how to find the UUID see the [Connectivity Guide](#) section 8.1.1.

Detailed onboarding guide: see [DMS Onboardingguide](#)



# Appendix

More details about the installation process, verification and registration can be found in chapter 8 and chapter 4 of the [DMS Connectivity Guide](#) or the [Installation and Registration - Miniguide](#)

A video guide can also be found by watching the video '[Møde om adgang til DMS](#)' around the timestamp 1:10:00 .

Need technical support?

Go to [Customer Portal \(Toolkit\)](#) to book online session or ask your question.

Need non-technical support?

Contact Toldstyrelsens Servicedesk/Vejledningen:  
[servicedesk@toldst.dk](mailto:servicedesk@toldst.dk)  
Phone: +4572221212