



**USER MANUAL FOR DOWNLOADING CUSTOMS  
BROKER PASS ON CBLMS**

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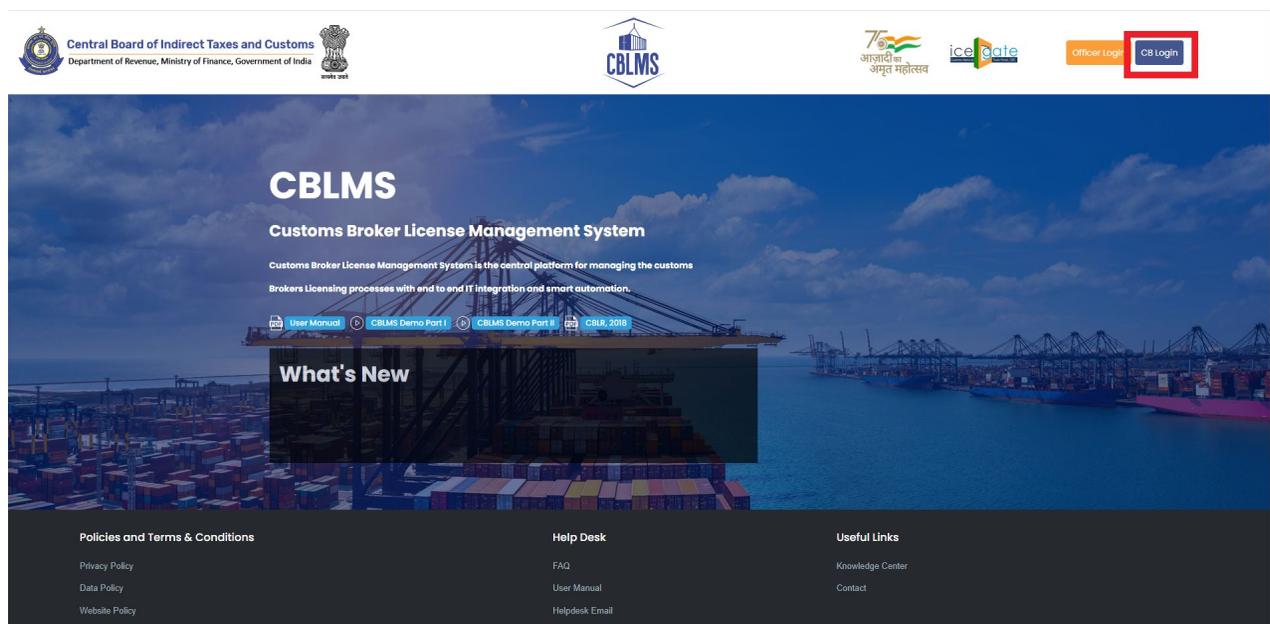
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## Customs Brokers License Management System (CBLMS) USER MANUAL FOR DOWNLOADING CUSTOMS BROKER PASS ON CBLMS

A Customs Broker can download the Customs Pass issued through CBLMS portal. The detail step by step process to download the Customs Pass is as follows:

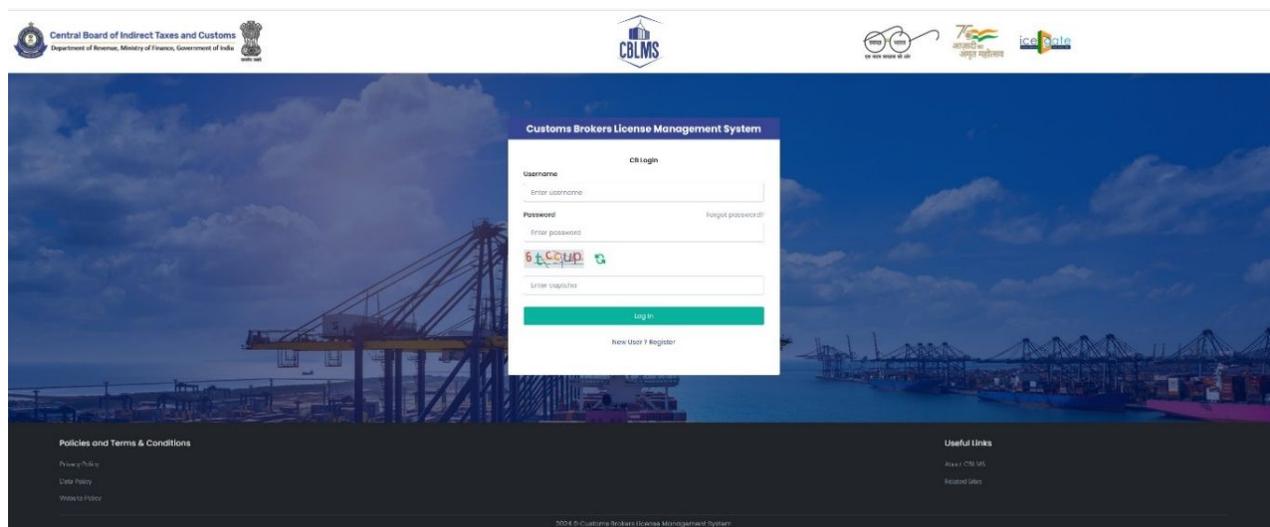
### 1. Login:

- a. Open the CBLMS portal vide the URL “<https://cblms.gov.in>” in the web browser. The following page will appear. Click on CB Login (see Image 1 below) :



**Image 1**

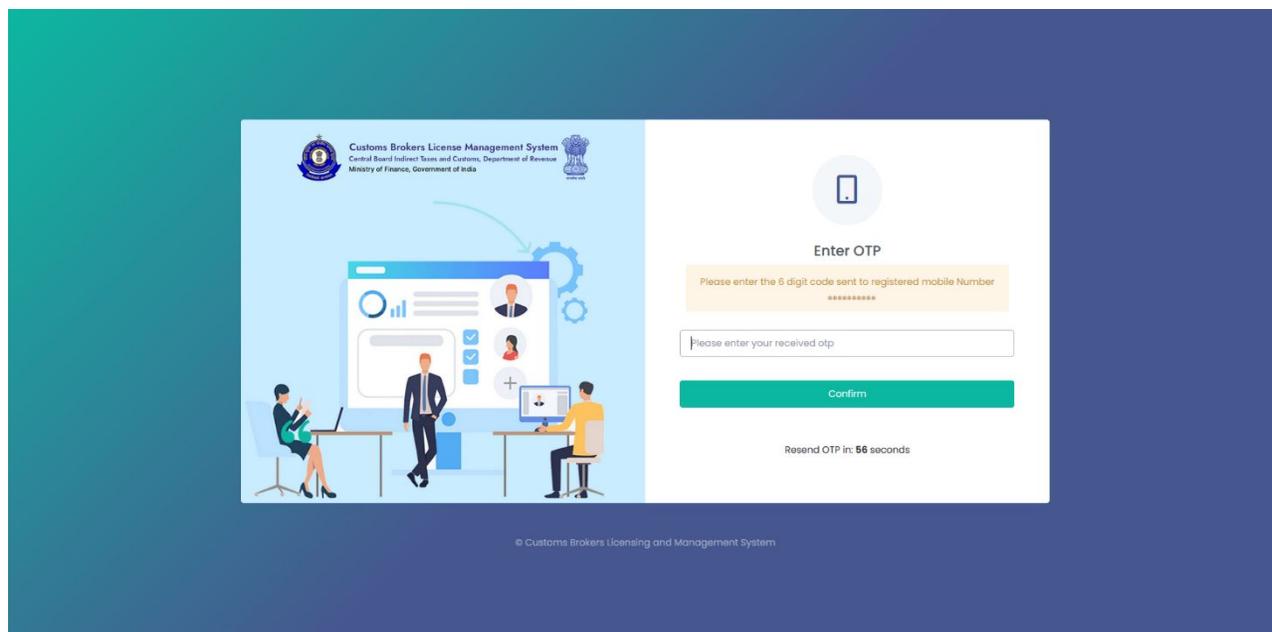
- b. On clicking the CB login button on the homepage as shown in Image 1 above, the login page will appear (See Image 2 below). Please provide details as per the instructions below:



**Image 2**

- i. **Username** : Enter the PAN of the Customs Broker as username.

- ii. **Password** : Enter the password.
- iii. Enter the displayed CAPTCHA and click on **Login** button.
- iv. The One Time Password (OTP) page will appear (See Image 3 below) and a 6-digit OTP will be sent on the registered mobile number of the Customs Broker.



**Image 3**

- v. Enter the 6-digit OTP received on the Mobile Number and click on the **Confirm** button to login.

2. Now, on successful login, click on the ‘My Applications’ tab. A list of all the applications either created or submitted or approved will appear (see Image 4 below) :



**Image 4**

3. Under ‘Application List, click on the ‘View’ button for Issuance of Customs Pass or Renewal of Customs Pass (see Image 5 below) application. It may be noted that only after the Issuance of Customs Pass or Renewal of Customs Pass application has been approved and the Custom Pass has been uploaded by the Customs Broker Section, the Customs Pass will be available for download to the Customs Broker.



**Image 5**

4. On clicking on 'View' button as shown in Image 5 above, the CBLMS application of Issuance of Customs Pass or Renewal of Customs Pass, as the case may be, will open. Click on the + symbol on the 'Generated CB Pass' tab (see image 6 below)



**Image 6**

5. On clicking on the + symbol, the Generated Customs Pass section will open. Click on the 'View' Button on Customs Pass (see image 7 below) to download the Customs Pass. The Customs Pass will automatically be downloaded.



**Image 7**

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