**HM Customs Gibraltar** 

# How to access the ASYCUDA Prepayment System



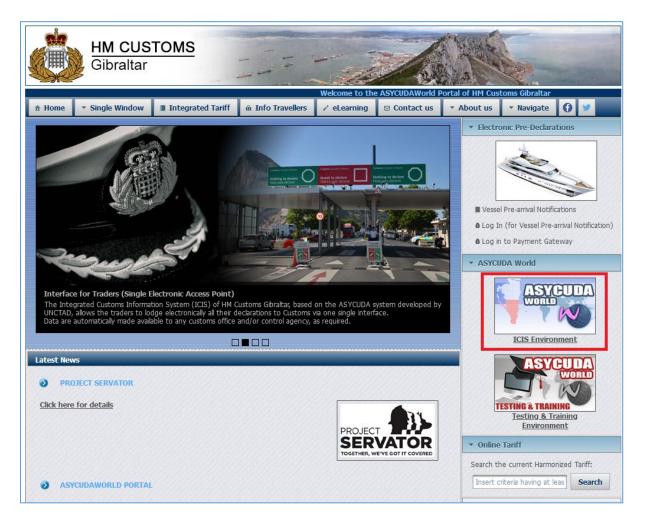
ASYCUDA Section 04/12/2023

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## **Accessing ASYCUDA**

Navigate to the HM Customs Gibraltar <u>website</u> and click on the ASYCUDA World ICIS Environment. A file will be saved to your computer. After the download is complete, simply double-click the file to launch ASYCUDA. Please ensure that you have Java installed on your local computer for the program to function correctly. You can find additional instructions on our website on how to install and configure Java on a Windows machine.



## Login to ASYCUDA

1. Start by logging into the ASYCUDA platform using your current username and password which has been created in the registration process.



Figure 1 - Login popup

2. Navigate to the Account & Payment -> Accounts & Management -> Payment then Right Click on Prepayment Accounts

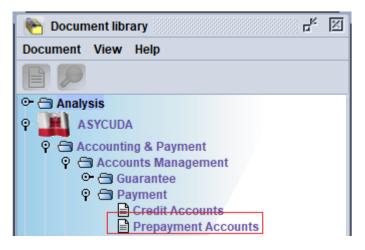


Figure 2 - Prepayment Accounts

3. Chosen the relevant option: -



Figure 3 - Choose either consignee or declarant owned.

4. A new popup window will populate as the screenshot below – figure 4. Enter your company code on value#1 and click on the search button.

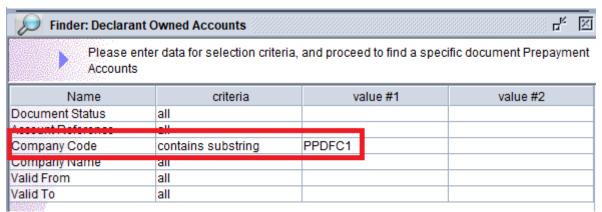


Figure 4 - Filter

## **Account Summary**

5. Right click on the on the declarant owner accounts which appear on finder. Then navigate to the "Account Summary".



Figure 5 - Account Summary

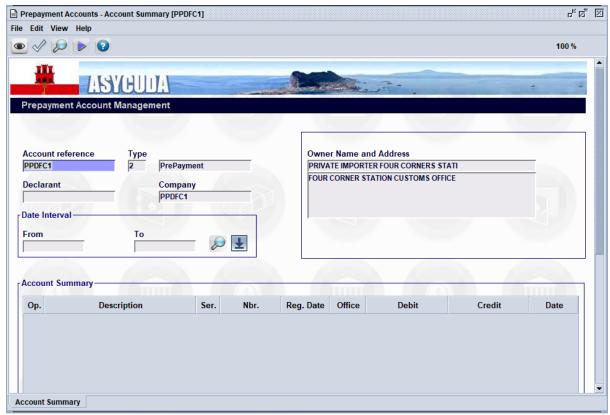


Figure 6 - Account Summary Details

6. Within the Account Summary popup window, you will be able search transactions of your liking. Users will also be able to download the file as an Excel format.