



MUITINĖS DEPARTAMENTAS PRIE LIETUVOS RESPUBLIKOS FINANSŲ MINISTERIJOS

**BENDRO NAUDOTOJŲ VALDYMO SISTEMOS, ATITINKANČIOS EUROPOS
KOMISIJOS REIKALAVIMUS, SUKŪRIMO PASLAUGŲ PROJEKTAS**

BAP USER GUIDE

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BAP USER GUIDE

BENDRO NAUDOTOJŲ VALDYMO SISTEMOS, ATITINKANČIOS EUROPOS KOMISIJOS REIKALAVIMUS, SUKŪRIMO PASLAUGŲ PROJEKTAS



Purpose of the BAP

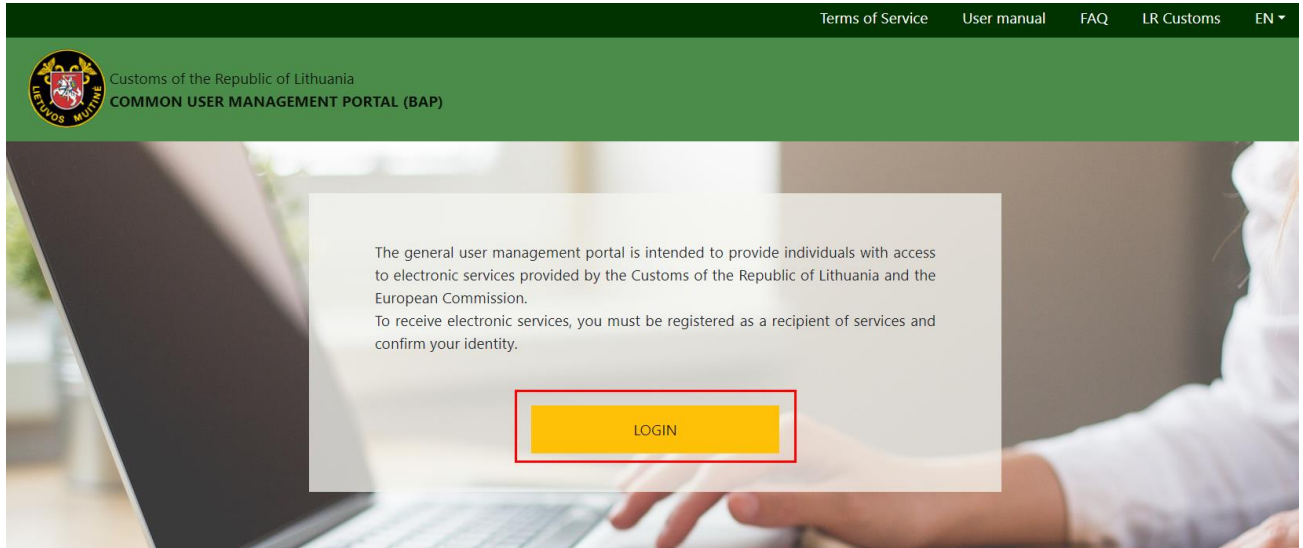
The Common User Management Portal (BAP) is intended to authenticate and authorize users wanting to connect to the Customs Information Systems of the Republic of Lithuania. BAP is also a common user management system that manages the activity profiles and rights as well as delegation agreements of the recipient's representatives.

1 LOGIN AND LOGOUT

BAP is available at <https://bap.lrmuitine.lt>

1.1 Login

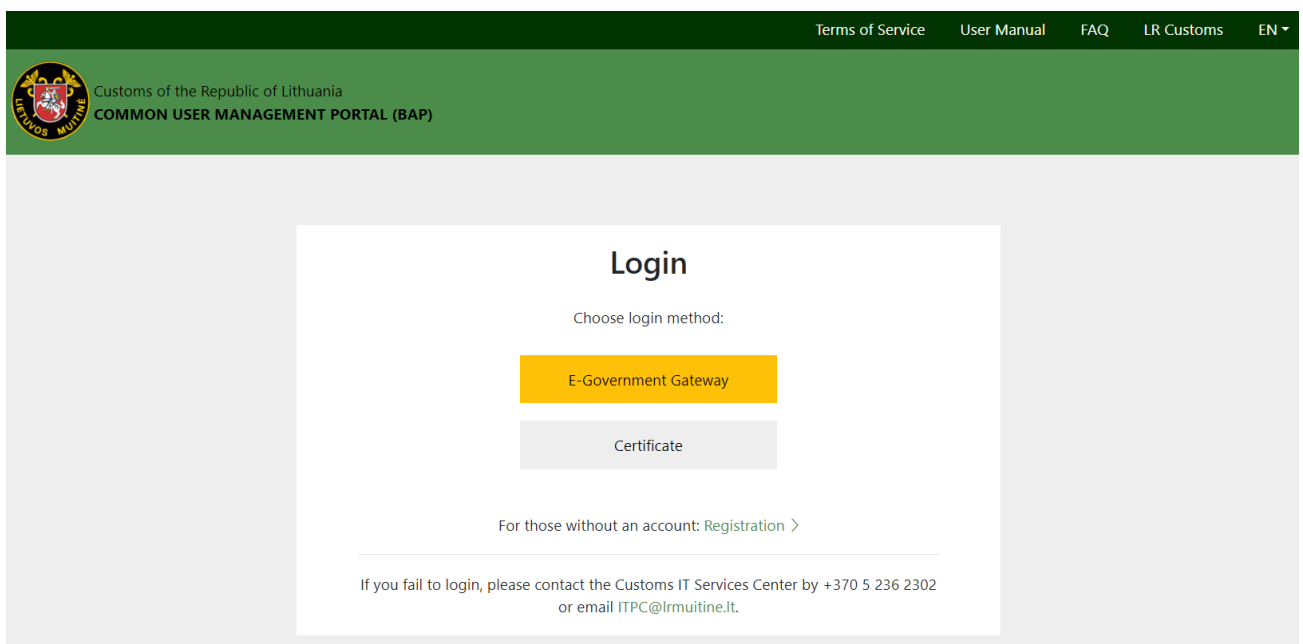
Choose "Login" to start log in to the system:



Picture 1. Login

When logging in, there are two ways to verify your identity with BAP:

- Connecting via the E-Government Gateway.
- Using a certificate issued by the customs of the Republic of Lithuania. If you use several certificates, clicking the "Certificate" button will display all the certificates you have, from which you will have to select one.

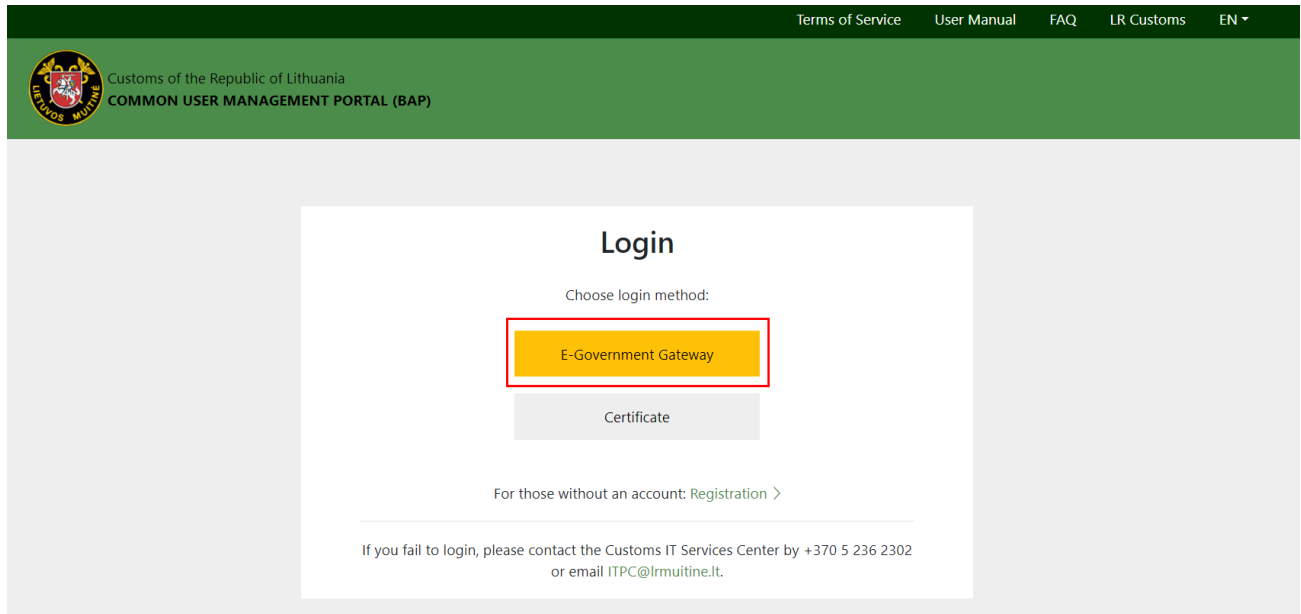


Picture 2. Verify your identity

Note: Using *Chrome* next time you connect, the list of certificates will only be displayed if you have previously closed all windows in that browser.

1. Connecting via Electronic Government Gateway

Click the "E-Government Gateway" button:



Picture 3. "E-Government Gateway" button

You will be directed to a page where you can choose the authentication service method and provider:




Picture 4. The authentication service methods and providers

Note: Authentication methods and providers may change.


Perform the authentication step. Some service providers may not direct you to the BAP service, in which case you may select the E-Government Gateway service:

i By clicking on "Enter" I express my agreement with the disclosure of my personal data for customer identification purpose to the beneficiary and confirm that I am familiarized with the right to disagree with the processing and disclosure of personal data.




TAX Board declaration
With help of Electronic declaration system you can submit your declarations to Tax Board. More information with help of presenting declarations in Electronic declaration system (EDS).

[Enter](#)




E-Government
Public e-services portal allows individuals to access government institution and municipality public services through the Internet bank.

[Enter](#)




Centre of registers
Here you can log on to the portal of Center of registers.

[Enter](#)



Sodra e-services
Possibility to connect to The State Social Insurance Fund Board under the Ministry of Social Security and Labour e-services web-page for the insured, insurers and other e-services users.

[Enter](#)




Certificates for declaration
Swedbank information needed for annual income tax declaration you'll find in Internet bank.

[Review certificates](#)

Picture 5. E-Government Gateway service

Depending on the authentication service provider, you will be directed to a page where you will need to confirm your consent to the transfer of personal data.

Check the box as shown in the image below and click "Confirm" ("Patvirtinti"):



Elektroniniai valdžios vartai
E-Government Gateway
Administracinių ir viešųjų elektroninių paslaugų portalas

Naudotojas: NAME SURNAME
Atstovaujamas asmuo: NAME SURNAME

Pradžia
Gyventojams
Verslui
Viešajam sektoriui
e.dokumentai
e.pristatymas
Centralizuoti viešieji pirkimai

SAVITARNA
Pranešimai 1
Mano užduotys 0
Mano profilis
Mano meniu

Muitinės elektroninių paslaugų naudotojų, siekiančių gauti prieigą prie Europos Komisijos centrinių sistemų, autentifikavimo paslauga

Vardas:	NAME
Pavardė:	SURNAME
El. pašto adresas:	name.surname@namesurname.test
Asmens kodas:	12345678901
Trumpas aprašymas:	Paslauga skirta autentifikuoti naudotojus, kurie nori gauti Europos Komisijos centrinių sistemų teikiamas paslaugas.
Paslaugos teikėjas:	Muitinės departamentas prie Lietuvos Respublikos finansų ministerijos
Kontaktai:	Muitinės IT paslaugų centras Tel. +370 5 236 2302 ITPC@lrmuitine.lt

Atšaukti
Patvirtinti

Spustelėję aukščiau esančią nuorodą "Patvirtinti", Jūs patvirtinsite, kad sutinkate, jog Jūsų asmeniniai ar įmonės duomenys, kurie yra nurodyti aukščiau, būtų perduoti šiai trečiajai šaliai - Muitinės departamentas prie Lietuvos Respublikos finansų ministerijos. Jei Jūs nesutinkate jog Jūsų duomenys būtų perduoti šiai trečiajai šaliai, spauskite nuorodą "Atšaukti"

Jei norite, kad nebūtų reikalaujama Jūsų papildomo duomenų perdavimo patvirtinimo jungiantis prie šio teikėjo paslaugų, pažymėkite apačioje esantį sutikimą. Sutikimas vėliau gali būti keičiamas [profilio](#) nustatymuose.

Sutinku, kad mano asmens duomenys, reikalingi tapatybės nustatymui, būtų perduodami šiam teikėjui be papildomo patvirtinimo.

Picture 6. Confirm your consent

After confirmation, you will be redirected to the BAP service page.

2. Logging in with a certificate issued by the Customs of the Republic of Lithuania

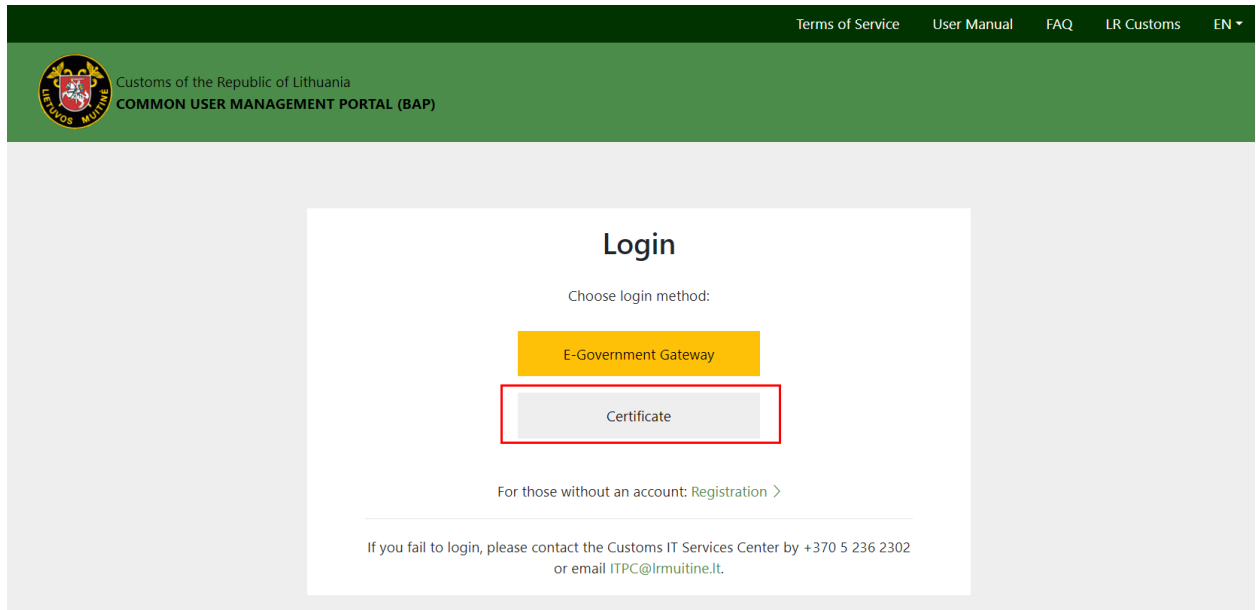
- To connect using a certificate, you must first verify your identity by connecting via Electronic Government Gateway and generate the certificate.

How to generate a certificate is described in the section "Generating a certificate".

- If you are not able to confirm your identity by connecting through the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a service recipient.

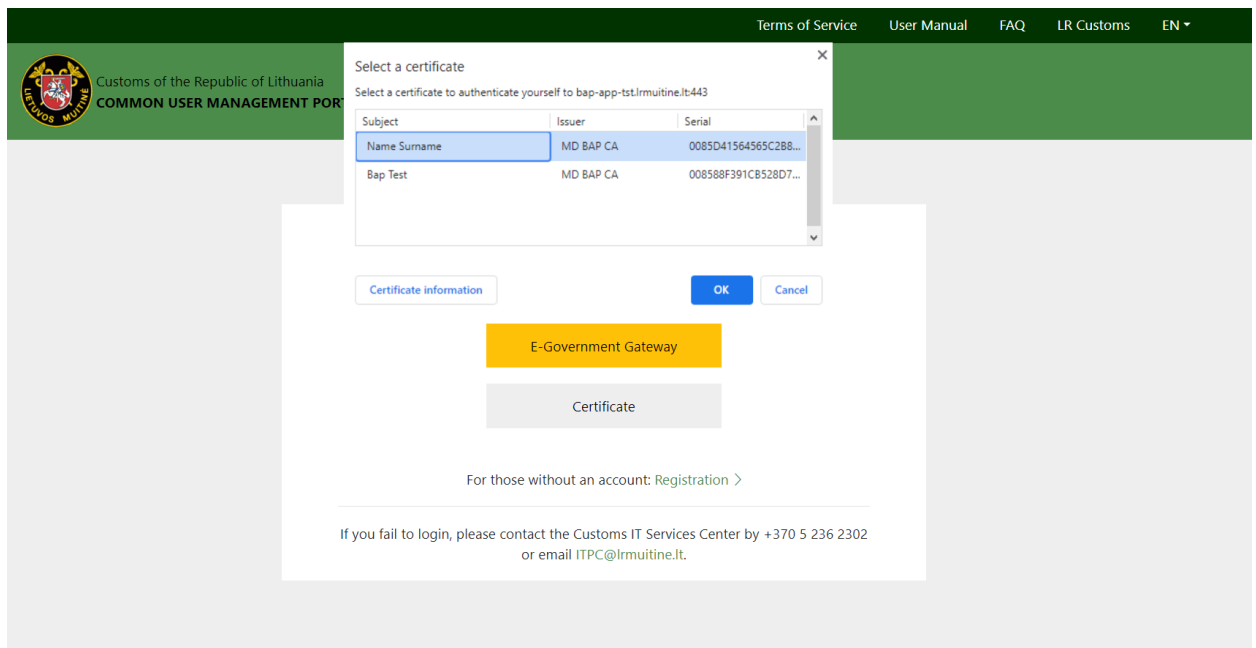
How to submit a request is described in the section "User registration and data change".

Click the "Certificate" button:



Picture 7. "Certificate" button

You will be redirected to a page where you can select the certificate you want to sign in with:

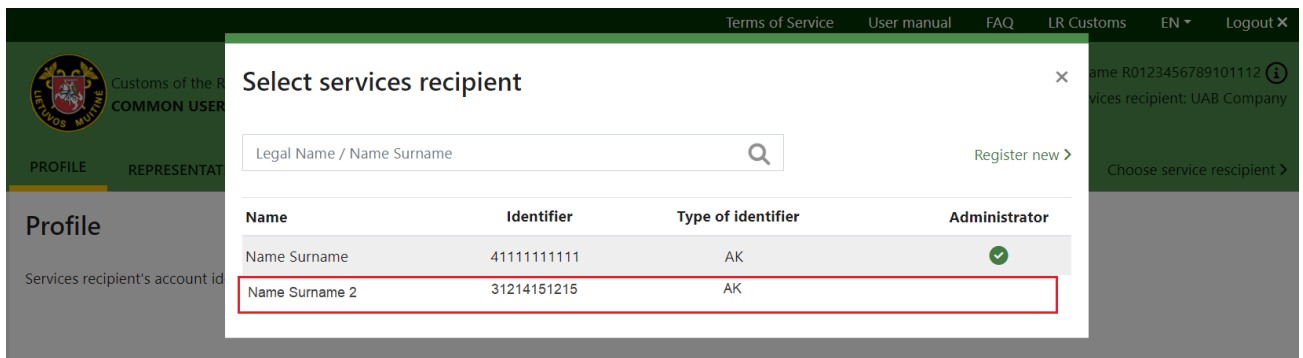


Picture 8. Select the certificate

Note. If you use multiple certificates, we suggest using the *Chrome* browser.

1.2 Choice of the represented service recipient

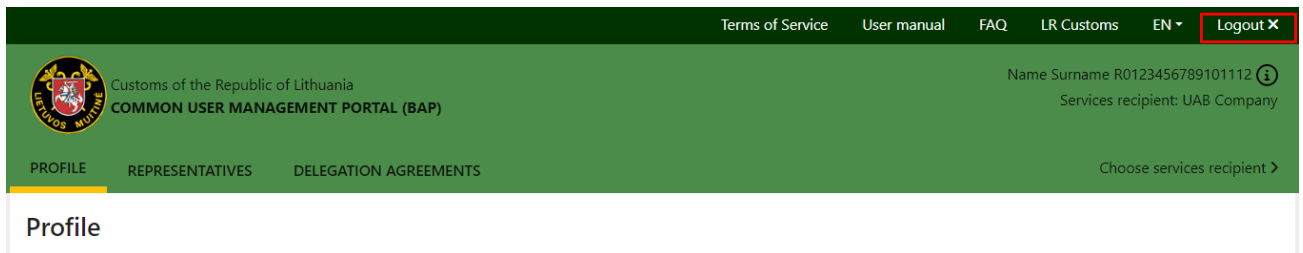
If you are a registered BAP user and represent only one services recipient, only that recipient's account will be logged in. If you represent multiple recipients of the service, a table of recipients will be provided for selection:



Picture 1. Select services recipient

1.3 Logout

To log out of the BAP, click the "Logout" button:



Picture1. Logout

Note: If you work with several Customs systems, disconnecting from one system will automatically disconnect you from all the systems you have worked with.

2 USER REGISTRATION AND DATA MODIFICATION

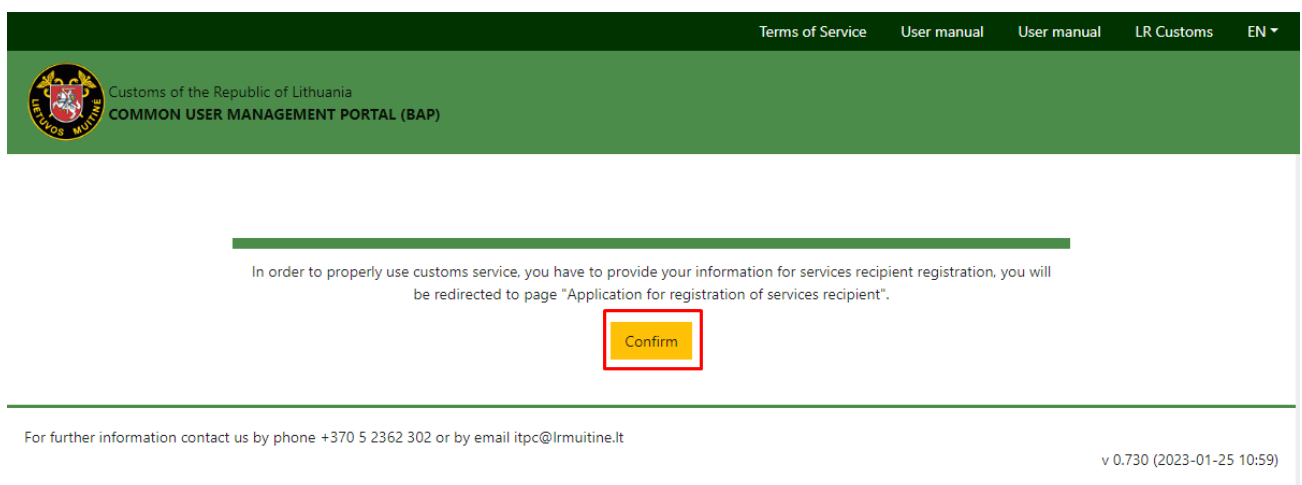
Users of the Customs systems of the Republic of Lithuania can join the BAP. There are two ways to register:

- after confirming the identity by logging in via the Electronic Government Gateway, fill in the authenticated user form "Request to a services recipient";
- if it is not possible to confirm the identity via the Electronic Government Gateway, the Customs of the Republic of Lithuania shall submit a request to register as a services recipient by filling in the form "Request to register a services recipient" using the link in the login window.

2.1 Authenticated user registration

To register, follow these steps:

1. Confirm your identity by connecting via the E-Government Gateway (see Login and logout).
2. When the Common User Management Portal (BAP) page opens, click "Confirm":



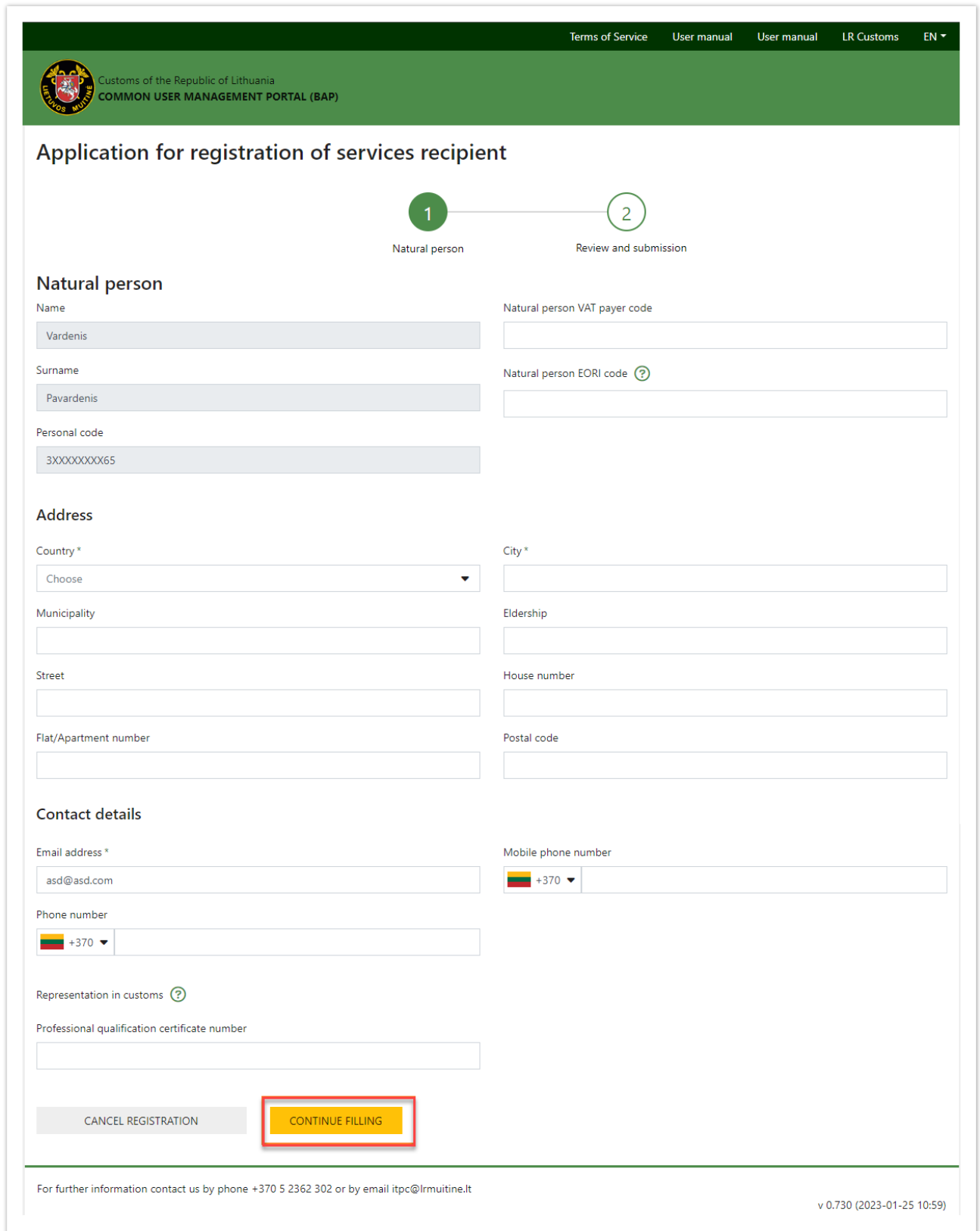
Picture 1. Confirm your identity

Note. When connecting via the Electronic Government Gateway as a natural person, a natural person registration form will be provided.


When connecting via the Electronic Government Gateway as a representative of a legal entity, a registration form for an individual and a legal entity will be provided.

2.1.1 Registration of a natural person as a recipient of services

1. In the form of Application for registration of services recipient fill in the fields and click "Continue filling":



Terms of Service User manual User manual LR Customs EN ▼

 Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Application for registration of services recipient

1 Natural person 2 Review and submission

Natural person

Name
Vardenis

Natural person VAT payer code

Surname
Pavardenis

Natural person EORI code ?

Personal code
3XXXXXXXX65

Address

Country *
Choose ▼

City *

Municipality

Eldership

Street

House number

Flat/Apartment number

Postal code

Contact details

Email address *
asd@asd.com

Mobile phone number
+370 ▼

Phone number
+370 ▼

Representation in customs ?

Professional qualification certificate number

CANCEL REGISTRATION CONTINUE FILLING

For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt

v 0.730 (2023-01-25 10:59)

Picture 2. Registration of a natural person Step 1

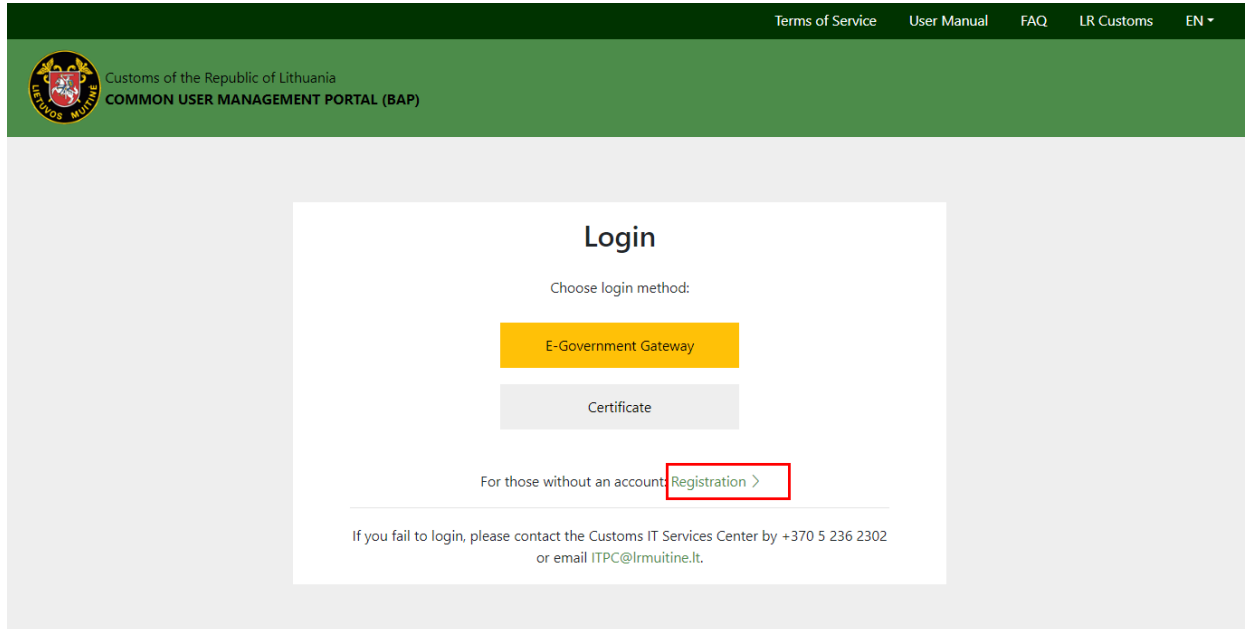
2. In the review form of the request to register a recipient of services check the entered data, mark that you are familiar with the rules for the provision of electronic services and click "Submit":

2.2 Unauthenticated user registration

If you are not able to confirm your identity by connecting through the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a services recipient. After examining the application, you will be given a certificate with which you will be able to confirm your identity by connecting to the Customs Systems of the Republic of Lithuania.

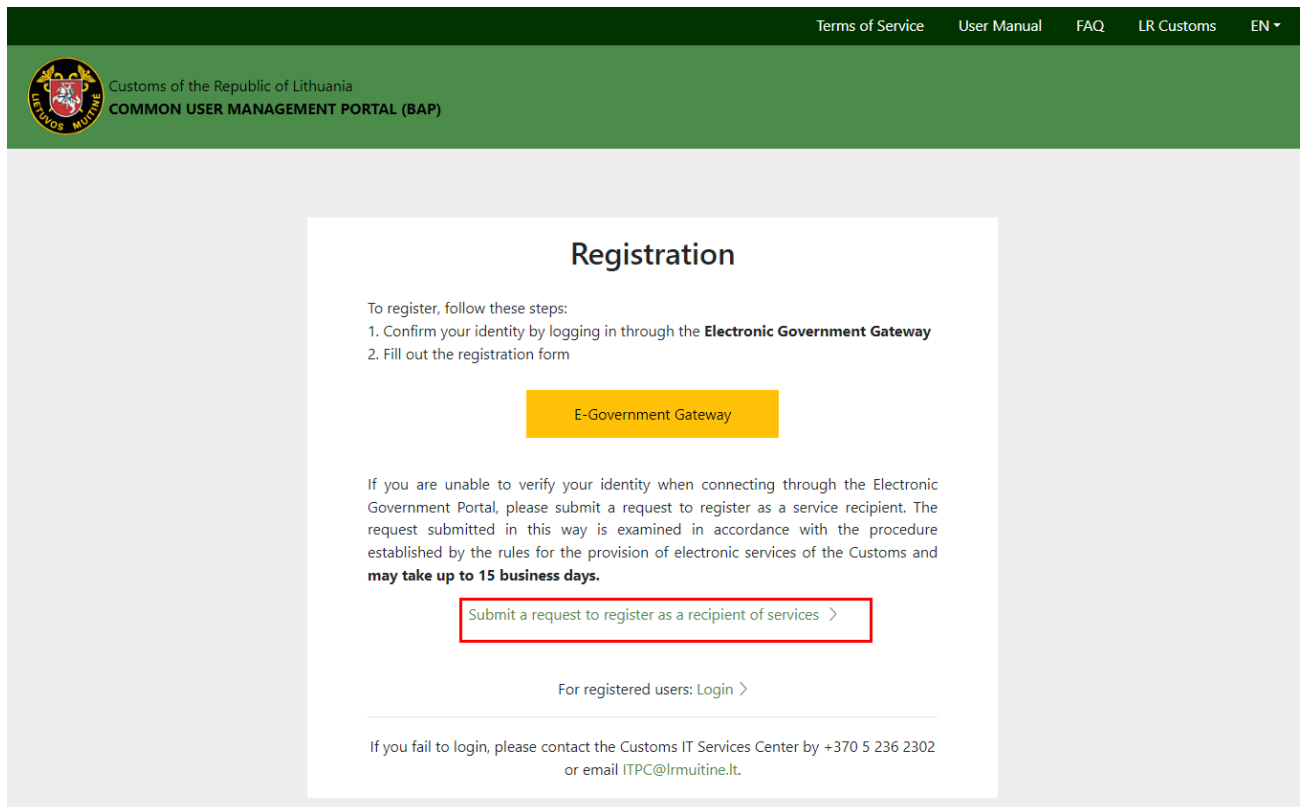
To apply for registration of services recipient, follow these steps:

1. In the Login window, open the "Registration" ink:



Picture 1. Registration

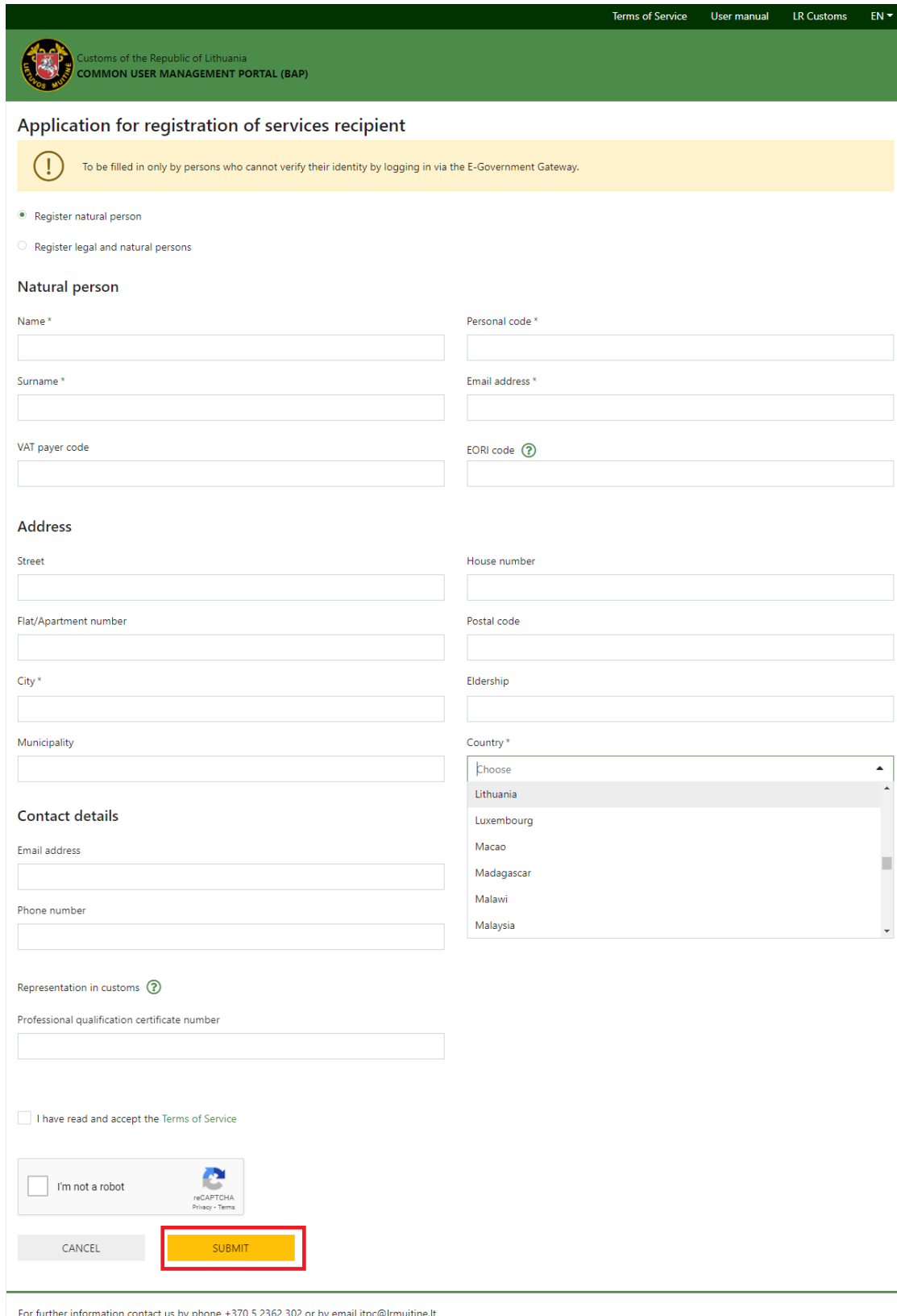
2. At Registration window choose a link "Submit a request to register as a recipient of services":




Picture 2. Submit a request to register as a recipient of services

3. Fill in the application form provided. Below is the registration form for a natural person.


4. Save the data by clicking the "Submit" button:



Terms of Service User manual LR Customs EN


 Customs of the Republic of Lithuania
 COMMON USER MANAGEMENT PORTAL (BAP)

Application for registration of services recipient


 To be filled in only by persons who cannot verify their identity by logging in via the E-Government Gateway.

Register natural person
 Register legal and natural persons

Natural person


Name *

Personal code *

Surname *

Email address *

VAT payer code

EORI code 

Address

Street

House number

Flat/Apartment number

Postal code

City *

Eldership

Municipality


Country *

- Lithuania
- Luxembourg
- Macao
- Madagascar
- Malawi
- Malaysia

Contact details


Email address

Phone number

Representation in customs 

Professional qualification certificate number

I have read and accept the Terms of Service

I'm not a robot 

CANCEL **SUBMIT**

For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt

Picture 3. Submitting

After submitting the data, it will be transferred to the Customs of the Republic of Lithuania and the Customs officials will contact you by your e-mail address for clarification of information (if required) and issuance of a certificate of access.

2.3 Changing profile data

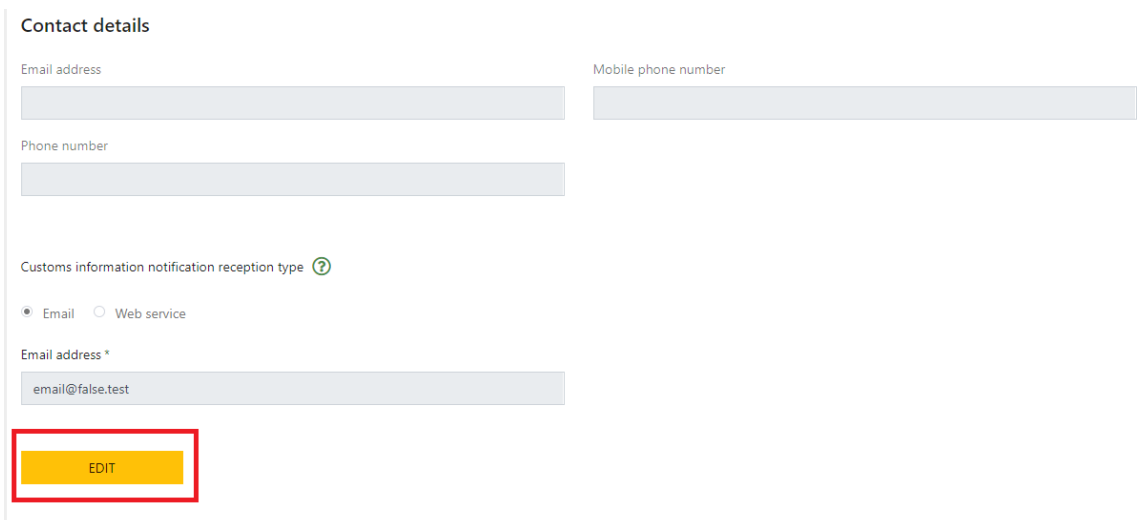
The user is allowed to change the e-mail, postal address, and method of obtaining a reply (for legal persons only) and provide additional data such as EORI, VAT identification number, number of the certificate of professional qualification of customs representation. To change profile data, follow these steps:

1. Select "Profile" from the top menu. The opened window shows the data of the connected user (representative) and the selected services recipient:



Picture 1. Menu Profile

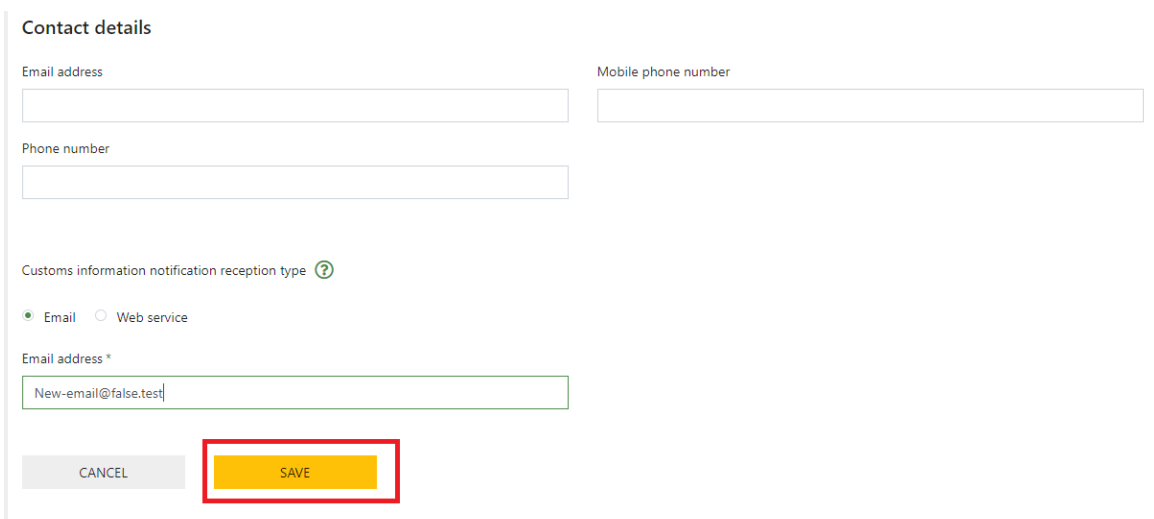
2. Click the "Edit" button at the bottom of the window:



Picture 2. Edit profile information

3. Modify or complete the form with the desired data. If certain data cannot be changed, the fields are inactive.

4. Save your changes by clicking the "Save" button:



Picture 3. Save changes

3 VIEW THE DETAILS OF THE RECIPIENT AND THE RECIPIENT'S REPRESENTATIVE

To view the details of the services recipient and/or the recipient's representative, select the "Profile" tab in the top menu.



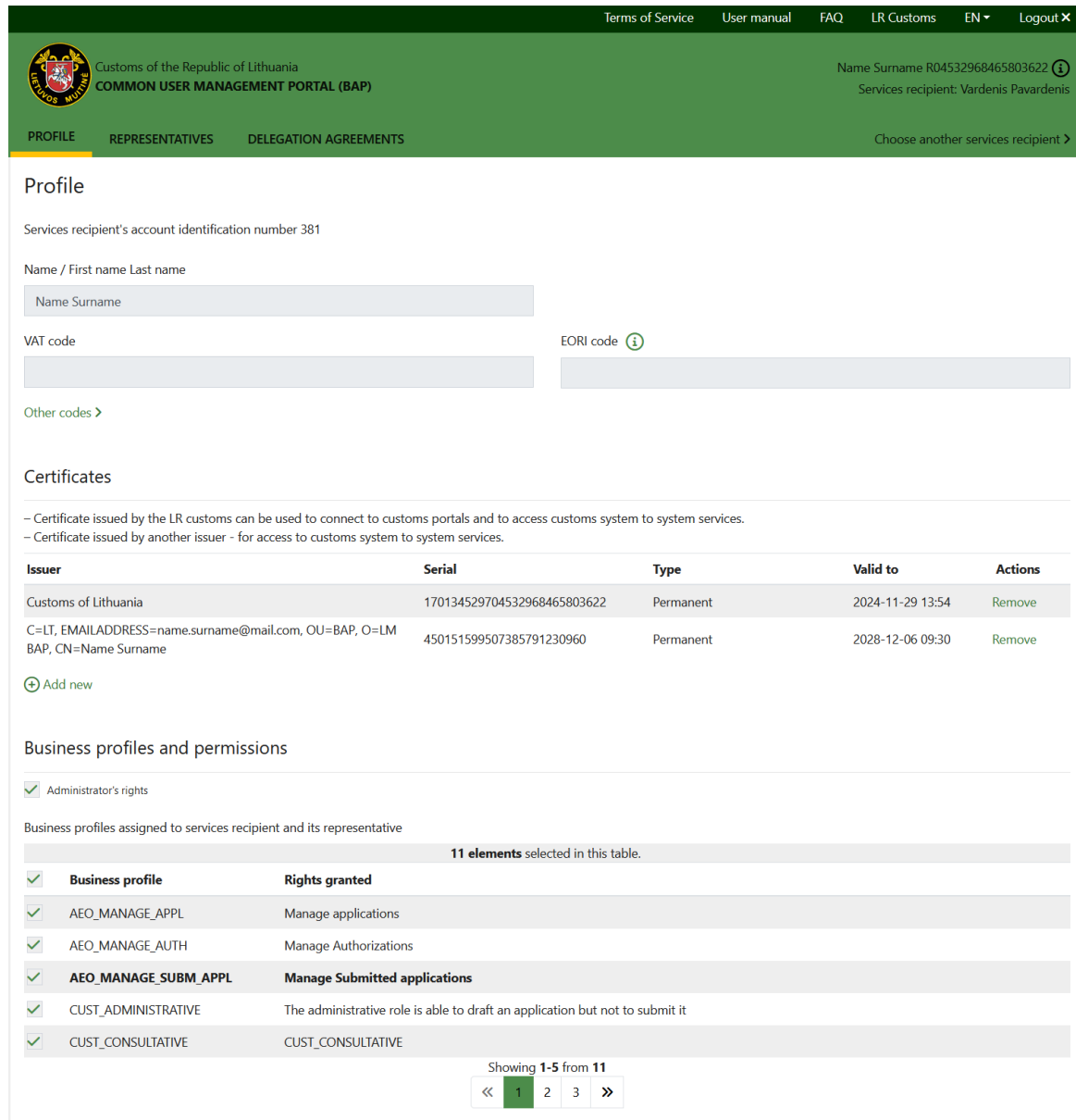
Picture 1. Profile tab selection

There are two possible cases:

- The recipient's representative is the same person as the recipient
- The services recipient and the representative of the services recipient are different persons.

3.1 View data when the recipient and the recipient's representative match

1. The top of the "Profile" page displays the profile information, i.e. the registration identification number of the service recipient's account and the representative of the service recipient, the details of the service recipient's representative: "Certificates", "Business profiles and permissions":



The screenshot shows the 'Profile' page of the BAP Common User Management Portal. The page header includes navigation links: Terms of Service, User manual, FAQ, LR Customs, EN, and Logout. The user is logged in as 'Name Surname R04532968465803622' with the role 'Services recipient: Vardenis Pavardenis'. The main navigation tabs are PROFILE, REPRESENTATIVES, and DELEGATION AGREEMENTS. The 'Profile' section displays the services recipient's account identification number (381) and fields for Name / First name Last name, VAT code, and EORI code. Below this is the 'Certificates' section, which includes a table of issued certificates and an 'Add new' button. The 'Business profiles and permissions' section shows that the user has administrator's rights and lists 11 business profiles assigned to the services recipient and its representative. The table below shows the first five profiles.

Issuer	Serial	Type	Valid to	Actions
Customs of Lithuania	170134529704532968465803622	Permanent	2024-11-29 13:54	Remove
C=LT, EMAILADDRESS=name.surname@mail.com, OU=BAP, O=LM BAP, CN=Name Surname	450151599507385791230960	Permanent	2028-12-06 09:30	Remove

Business profile	Rights granted
<input checked="" type="checkbox"/> AEO_MANAGE_APPL	Manage applications
<input checked="" type="checkbox"/> AEO_MANAGE_AUTH	Manage Authorizations
<input checked="" type="checkbox"/> AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input checked="" type="checkbox"/> CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input checked="" type="checkbox"/> CUST_CONSULTATIVE	CUST_CONSULTATIVE

Picture 1. Profile information: certificate information, business profiles and permissions of the service recipient and his representative

To view the details of a specific activity profile, click on the row of the activity profile entry in the list of activity profiles. A pop-up window will display all the information.

Business profile AEO_MANAGE_AUTH

Customs electronic service

EU Customs Trader Portal

GTP

CLOSE

Picture 2. Business profile details

The layout of the service user data is shown below:

- "Representation in customs" - shown only for a natural person.
- At the bottom of the page, there is an "Edit" button, which gives the possibility to edit the data of the service recipient profile.

Representation in customs



Representation in customs ⓘ

Professional qualification certificate number

Address

Country *	Street
Lithuania ▼	<input type="text"/>
City *	House number
Vilnius	<input type="text"/>
Municipality	Flat/Apartment number
<input type="text"/>	<input type="text"/>
Eldership	Postal code
<input type="text"/>	<input type="text"/>

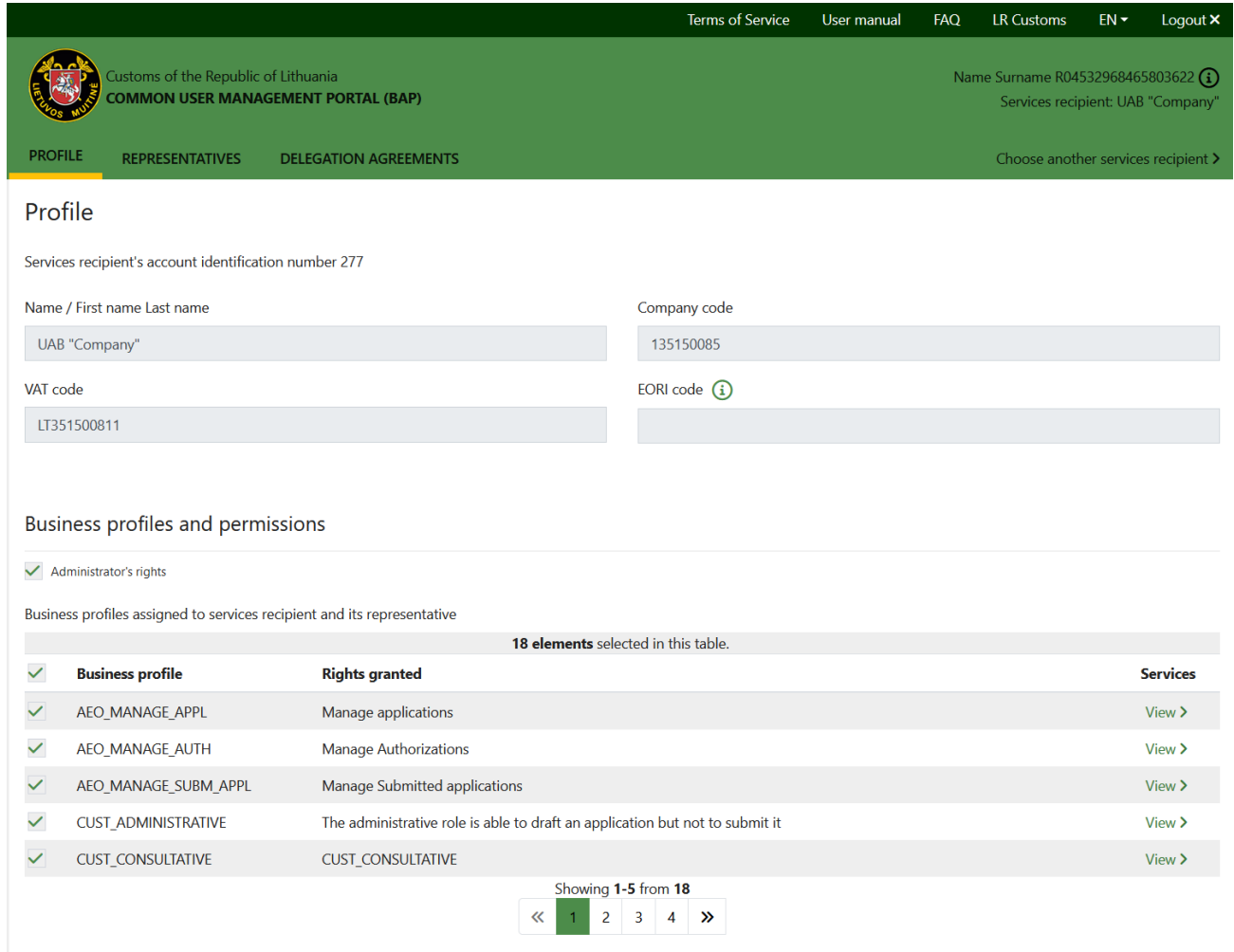
Contact details

Email address *	Phone number
name.surname@mail.com	 +370 ▼ <input type="text"/>
Mobile phone number	
 +370 ▼ <input type="text"/> 61011511	

Picture 3. Profile information: address, contact details, method of receiving notifications

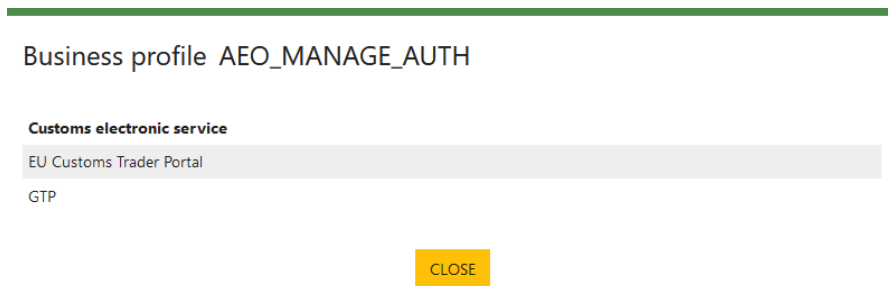
3.2 View data when the services recipient and the representative of the services recipient are different persons

1. The top of the "Profile" page displays the profile information, i.e. the registration identification number of the service recipient's account and the representative of the service recipient, "Business profiles and permissions" details:



Picture 1. Profile information: business profiles and permissions of the service recipient and his representative

To view the details of a specific activity profile, click on the row of the activity profile entry in the list of activity profiles. A pop-up window will display all the information.



Picture 2. Business profile details

3. The layout of the service user data is shown below:

- "Representation in customs" - shown only for a natural person.

- "Notification reception type" - selected method and address to which messages from Customs information systems might be sent.
- At the bottom of the page, there is an "Edit" button, which gives the possibility to edit the data of the service recipient profile.

Representation in customs

Representation in customs ⓘ

Professional qualification certificate number

Address

Country* Lithuania

City* Kaunas

Municipality Kauno m. sav.

Eldership

Street Jonavos g. 196

House number

Flat/Apartment number

Postal code

Contact details

Email address * info@mail.com

Mobile phone number +370

Phone number +370

Notification reception type

Customs information notification reception type ⓘ

Email Web service

Email address * info@mail.com

EDIT

Picture 3. Profile information: representation in customs, address, contact details, method of receiving notifications

4 CERTIFICATE GENERATION

In order to receive a Lithuanian customs certificate, you must first confirm your identity by connecting through the Electronic Government Gateway.

If you cannot confirm your identity by connecting via the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a recipient of services.

See section "User registration and data modification", section "Unauthenticated user registration".

4.1 Generating a certificate offline

If you are already registered as a service recipient but are unable to log in with your existing certificate, select the "Generate new certificate" link in the "Login" window:

Login

Certificate login failed

Possible reasons:

- The validity period of the certificate issued to you by the customs of the Republic of Lithuania, which you chose to log in, has expired.
- You do not have a certificate issued by the LR customs.
- The certificate issued to you by the LR customs is not installed in the browser/computer you are using.

We would suggest trying to connect through the Electronic Government Gateway.

E-Government Gateway

If you cannot verify your identity through the Electronic Government Gateway, generate a new certificate.

Generate new certificate >

For those without an account: [Registration >](#)

If you fail to login, please contact the Customs IT Services Center by +370 5 236 2302 or email ITPC@lrmuitine.lt.

Picture 1. Generate new certificate

In the new certificate order window, enter your email address to receive a confirmation link, which will allow you to generate a new certificate.

Once you have provided your email address, select the "Submit" button:

[Terms of Service](#) [User manual](#) [FAQ](#) [LR Customs](#) [EN](#)

Customs of the Republic of Lithuania

COMMON USER MANAGEMENT PORTAL (BAP)

Ordering a new certificate

If you are **already registered as a recipient of services** and do not have the possibility to confirm your identity by connecting to the Electronic Government Portal, after entering email e-mail address, you will submit a request to receive a new certificate issued by customs. A confirmation link will be sent to your provided email address, after opening it you will be able to generate new certificate.

Email *

RETURN

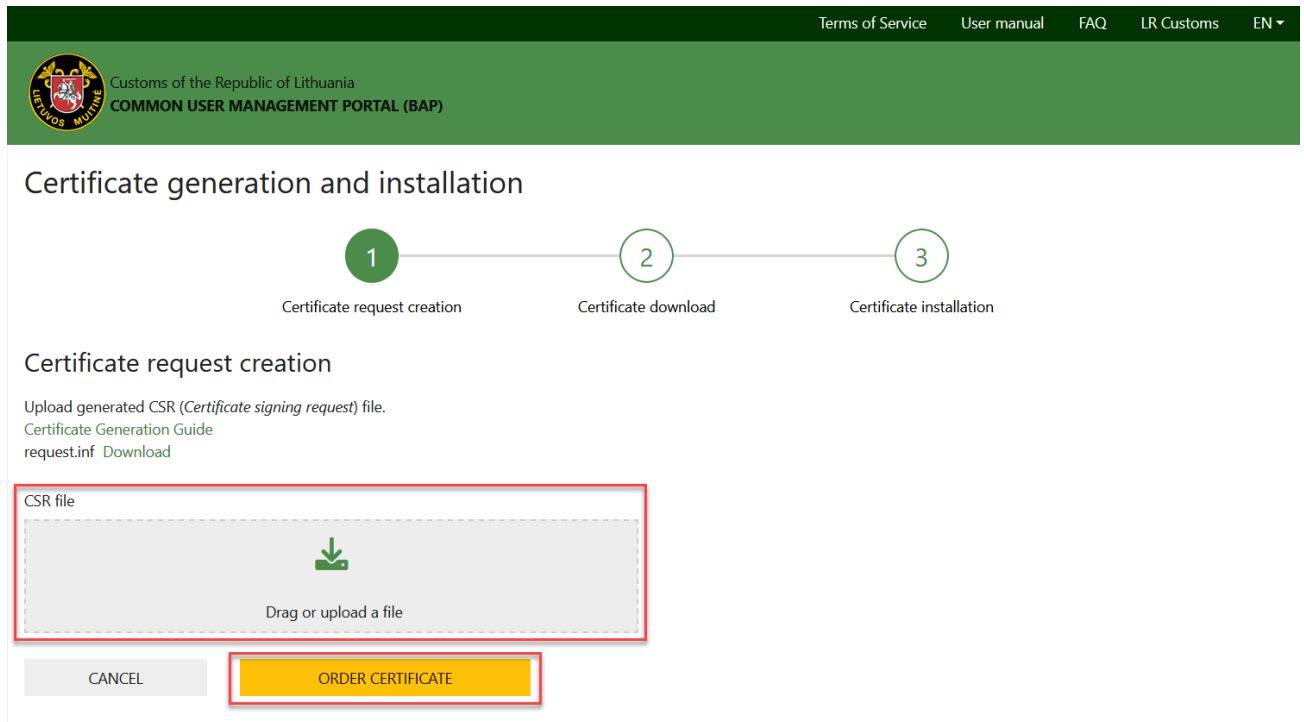
SUBMIT

Picture 2. Requesting a new certificate

20

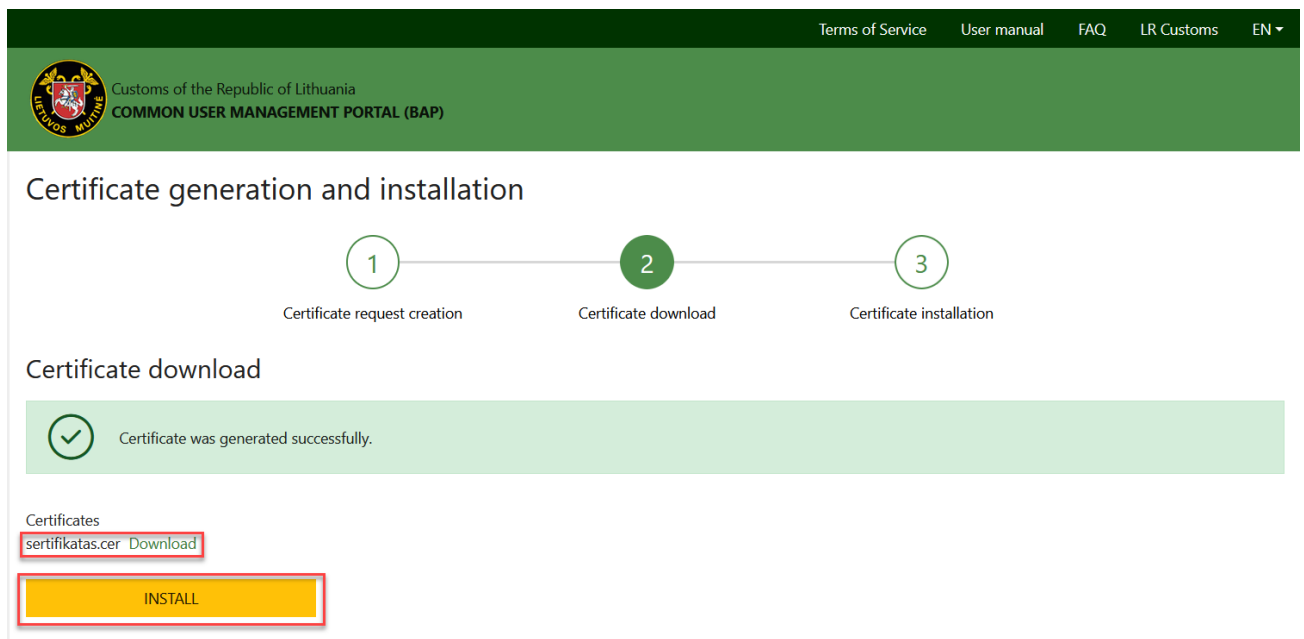
Once you have activated the link you received by email, please follow these steps:

1. Certificate request creation. Upload the CSR file from your computer and select the "Order certificate" button. The creation of the CSR file is described in the "Creating a certificate signing request" section of the "Instructions for certificate preparation", depending on the operating system used.



Picture 3. Certificate request creation step

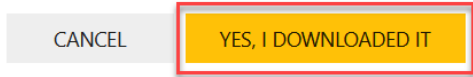
2. Certificate download. Download the certificate by selecting the "Download" link. After downloading the certificate, select the "Install" button:



Picture 4. Certificate download step

Make sure you have downloaded the certificate again and select the "Yes, I downloaded it" button in the pop-up window:

Make sure you have actually downloaded the certificate to your computer. After closing the window, the certificate file will no longer be available for download.



Picture 5. Confirmation about downloaded certificate

3. Certificate installation. To use a certificate to connect to the BAP, install it in the browser you are using. On the certificate file, call the install certificate function and follow the wizard instructions:

Terms of Service User manual FAQ LR Customs EN ▾

Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Certificate generation and installation

1 — 2 — 3

Certificate request creation Certificate download Certificate installation

Certificate installation

To use a certificate to connect to BAP, please install it in the browser you are using. Call the install function on the certificate file and follow the instructions of the wizard.

Detailed certificate installation instruction:

- Windows
- MacOS
- Linux

After installing the certificate, restart the browser you are using: close all browser tabs and windows, then reopen the browser. The installed certificate will not be visible unless the browser is restarted.

CLOSE

Picture 6. Certificate installation step

Remark. The same steps need to be followed if you are generating a certificate for the first time after receiving a link via email.

4.2 Generating and adding a certificate after logging into the portal

Once you have logged in to the portal and selected to represent yourself to generate a certificate, please follow these steps:

1. Select the "Profile" tab from the top menu:

Terms of Service User manual FAQ LR Customs EN ▾ Logout ✕

Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Name Surname R0123456789101112 ⓘ
Services recipient: Company

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose services recipient >

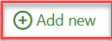
Picture 1. Menu Profile

2. In the "Certificates" section, click on the "Add New" button.

Certificates

- Certificate issued by the LR customs can be used to connect to customs portals and to access customs system to system services.
- Certificate issued by another issuer - for access to customs system to system services.

Issuer	Serial	Type	Valid to	Actions
User does not have a certificate				



Picture 2. Add new certificate

3. In the "Adding new certificate" pop-up window that appears for adding an LR customs certificate, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs e-mails provided by system to system services." and click the "Continue" button.

Adding new certificate ×

Type of certificate you want to add

Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services.

Certificate issued by another issuer - for access to customs system to system services.

Picture 3. Choosing a certificate

4. If you already have a certificate, to generate a new certificate, click on "Generate new certificate".

You still have a certificate that is valid to 2024-11-13 12:53. Generating new certificate will replace old one. Are you sure you want to generate certificate?

Picture 4. Approve you want to generate new certificate

5. After selecting the "Generate new certificate" button, you will be redirected to the "Generate certificate" window. In the opened window, upload the generated file in CSR format and click on the "Generate certificate" button:

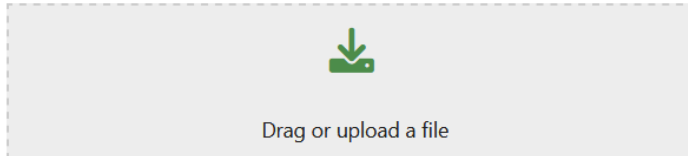
Generate certificate ×

Upload generated CSR (*Certificate signing request*) file.

[Certificate Generation Guide](#)

request.inf [Download](#)

CSR file



GENERATE CERTIFICATE

Picture 5. Customs of Lithuania for authentication certificate generation

Note: You can hold one valid permanent certificate at a time. If you have a valid certificate and generate a new one, the old one will automatically expire.

6. To add a certificate issued by another issuer, select the value "Certificate issued by another issuer - for access to customs and European Commission e-mails provided by system to system services" in the "Adding a new certificate" pop-up window that appears and click the "Continue" button:

Adding new certificate ×

Type of certificate you want to add

Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services.

Certificate issued by another issuer - for access to customs system to system services.

CLOSE

CONTINUE

Picture 6. Choosing a certificate

7. The "Adding a certificate for signing" window that opens shows you what you need to do to sign a document with a certificate. Upload the signed document in PDF format and click the "Add certificate" button:

Adding signing certificate ×

Download document for signing and sign it with certificate of your choosing in Adobe Acrobat Reader. Upload the signed document to add certificate to BAP.

Document for signing [↓ Download](#)

Upload signed document



Drag or upload a file

ADD CERTIFICATE

Picture 7. Adding other issuer's certificate for signing

Note: You can have more than one valid certificate issued by another issuer for signing at the same time.

For digital signing of an uploaded PDF signing document, please refer to the instructions "Signing a PDF document with a certificate using Adobe Acrobat Reader".

8. To download the certificate data, select the row of the certificate record under "Certificates".

Certificates

- Certificate issued by the LR customs can be used to connect to customs portals and to access customs e-mails provided by system to system services.
- Certificate issued by another issuer - for access to customs and European Commission e-mails provided by system to system services.

Issuer	Serial	Type	Valid to	Actions
Customs of Lithuania	170134529704532968465803622	Permanent	2024-11-29 13:54	Remove
C=LT, EMAILADDRESS=mail@email.com, OU=BAP, O=LM BAP, CN=John Doe	450151599507385791230960	Permanent	2028-12-06 09:30	Remove

[+ Add new](#)

Picture 8. Download certificate data

9. Clicking on an entry line will bring up the "Certificate details" pop-up window, where you can confirm the certificate data download action by clicking on the "Download" button.

Certificate details ×

You can download all the certificate data that Customs of Lithuania is storing.

CLOSE

DOWNLOAD

Picture 9. Confirmation of certificate data download

10. A "sertifikatas.cer" file will be sent to your computer.

4.3 Certificate removal

To remove a certificate, follow these steps:

1. Select "Profile" in the top menu.
2. In the "Certificates" section, click the "Remove" button in the row of the certificate record.

Certificates

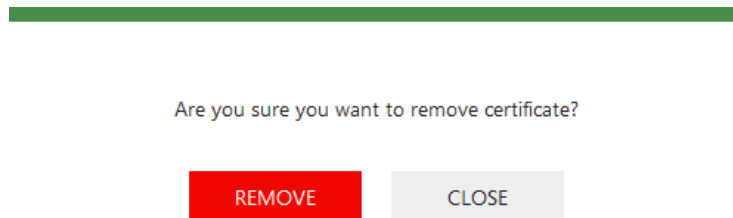
– Certificate issued by the LR customs can be used to connect to customs portals and to access customs system to system services.
– Certificate issued by another issuer - for access to customs system to system services.

Issuer	Serial	Type	Valid to	Actions
Customs of Lithuania	170134529704532968465803622	Permanent	2024-11-29 13:54	Remove
C=LT, EMAILADDRESS=name.surname@mail.com, OU=BAP, O=LM BAP, CN=Name Surname	450151599507385791230960	Permanent	2028-12-06 09:30	Remove

[+ Add new](#)

Picture 1. Removing a certificate

3. Click the "Remove" button in the pop-up window.



Picture 2. Approve the remove

4.4 Instructions for certificate preparation

4.4.1 Introduction

To login to BAP using a certificate, you must first prepare a certificate signing request. With this request, a certificate is generated which must be installed on your computer. Below are instructions on how to generate a certificate signing request on each operating system, how to download the certificate, install it, and transfer it to another computer.

- Certificate management in Windows environment
- Certificate management in MacOS environment
- Certificate management in Linux environment

If you are using a Windows environment, you will need to download the following file to proceed: request.inf.

4.4.2 Certificate management in Windows environment

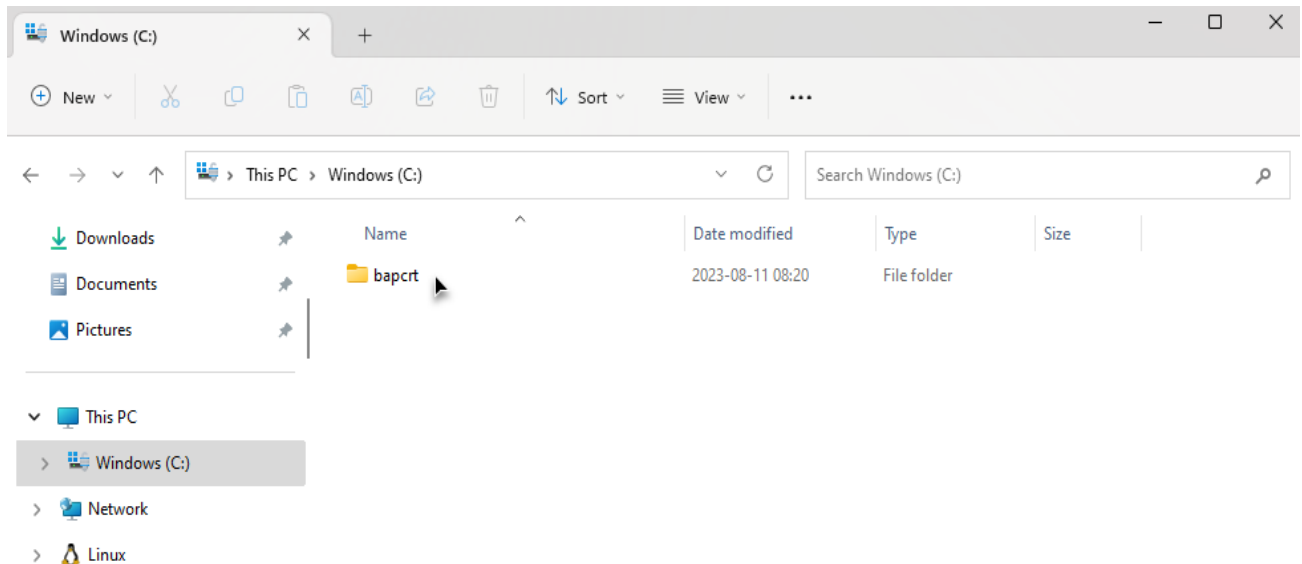
4.4.2.1 Creating a certificate signing request

The following sections describe two ways in which this can be done in a *Windows* environment. Choose the one that suits you better and follow the steps below.

- Using the Microsoft Management Console
- Using Command Prompt

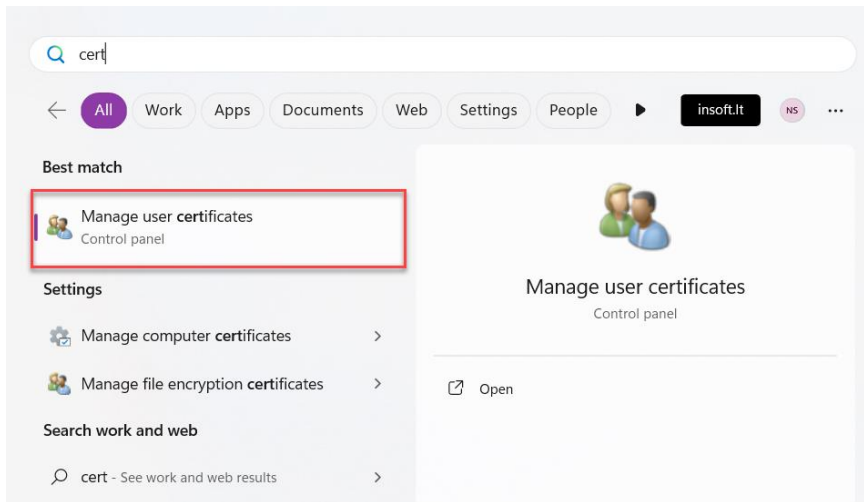
4.4.2.1.1 Using the Microsoft Management Console

1. First, prepare a location on your computer where you can later save the certificate request created in the next steps of these instructions. We recommend that you create a folder named *"bapcrt"* at *"Computer"* → *"Local Disc (C:)"*. The example below shows the folder *"bapcrt"* created in an analogous location at *"This PC"* → *"Windows (C:)"*.



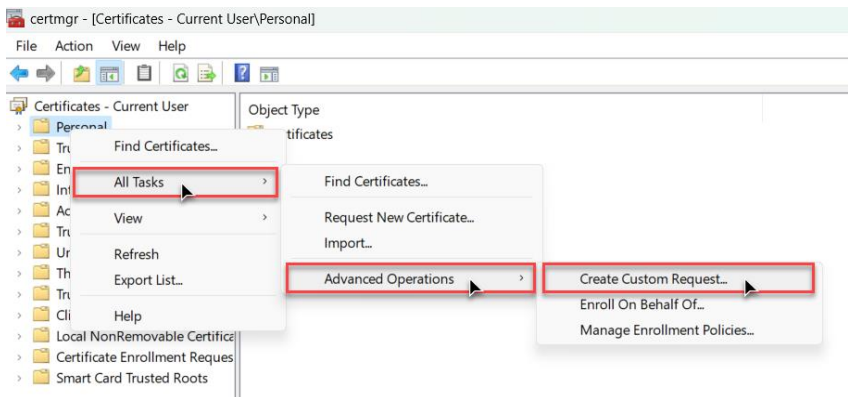
Picture 1. Creating the bapcrt folder

2. To open the user certificates manager, type *"certificates"* in the *"Windows Start"* bar to search for and choose *"Manage user certificates"*.



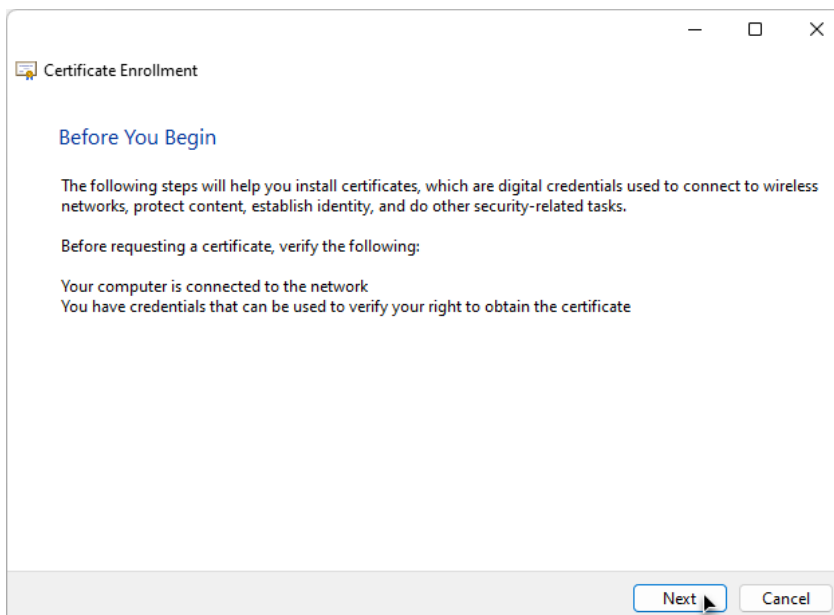
Picture 2. Search in Windows Start bar

3. Right-click on "Personal" catalog to bring up the internal menu. From this menu, select "All Tasks" → "Advanced Operations" → "Create custom request".



Picture 3. Manage user certificates window

4. In opened "Certificates Enrollment" window click "Next".



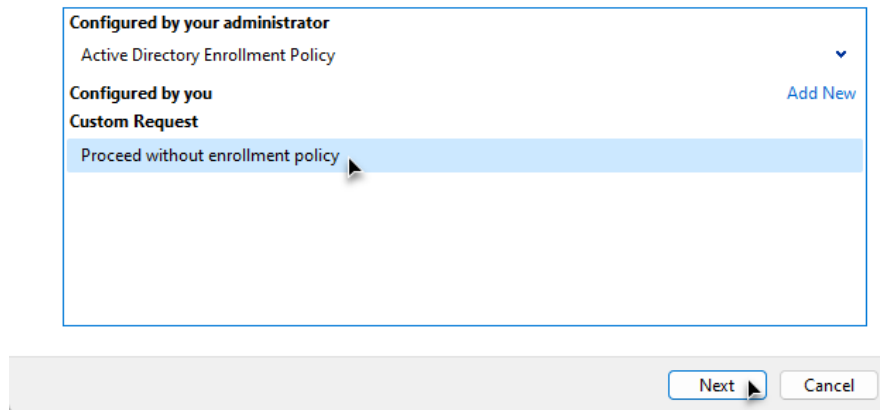
Picture 4. Certificate Enrollment window

5. The next window will suggest a strategy for applying the certificate. In "Custom Request" select "Proceed without enrolment policy" and click "Next".

 Certificate Enrollment

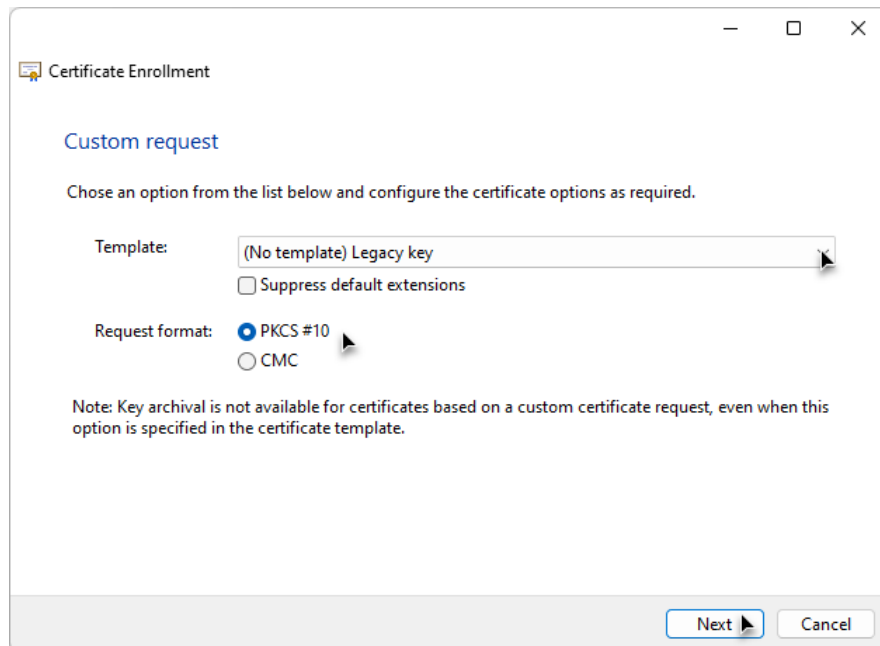
Select Certificate Enrollment Policy

Certificate enrollment policy enables enrollment for certificates based on predefined certificate templates. Certificate enrollment policy may already be configured for you.



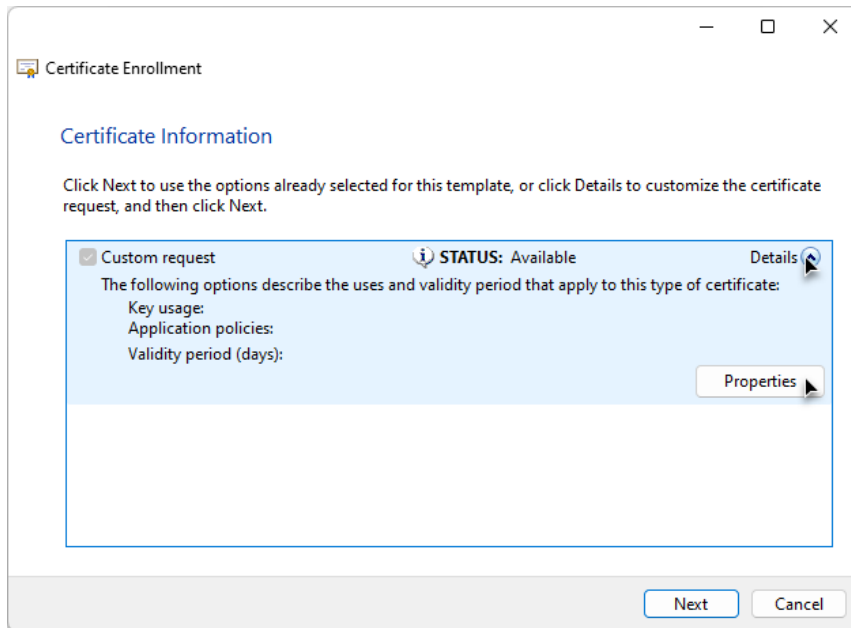
Picture 5. Strategy selection window

6. In the next step expand "Template" dropdown menu and select "(No template) Legacy key". Note the format "PKS # 10" and click "Next".



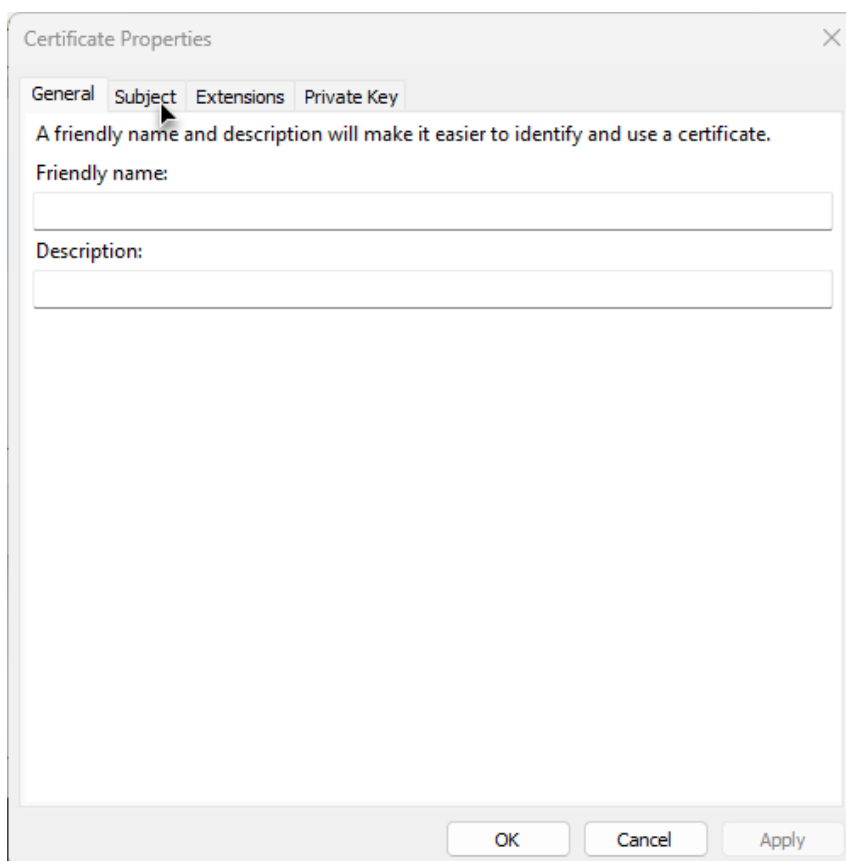
Picture 6. Template selection

7. In the certificate information window, expand the "Details" and click the "Properties" button.



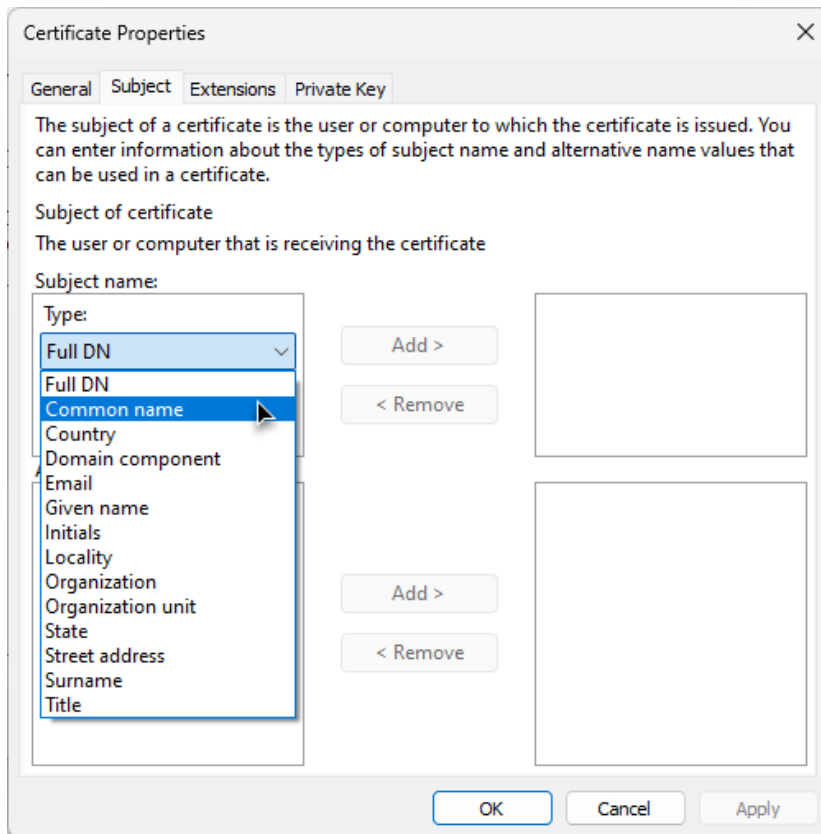
Picture 7. Certificate Information Window

8. Select the "Subject" tab in an opened window.



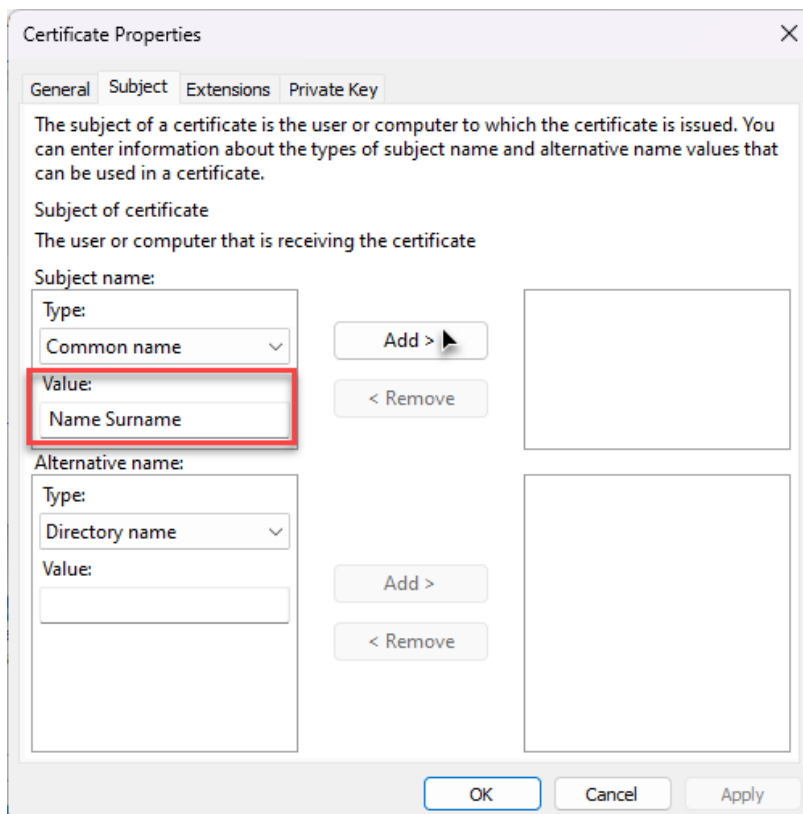
Picture 8. Subject tab

9. In the "Type" dropdown menu select "Common name".



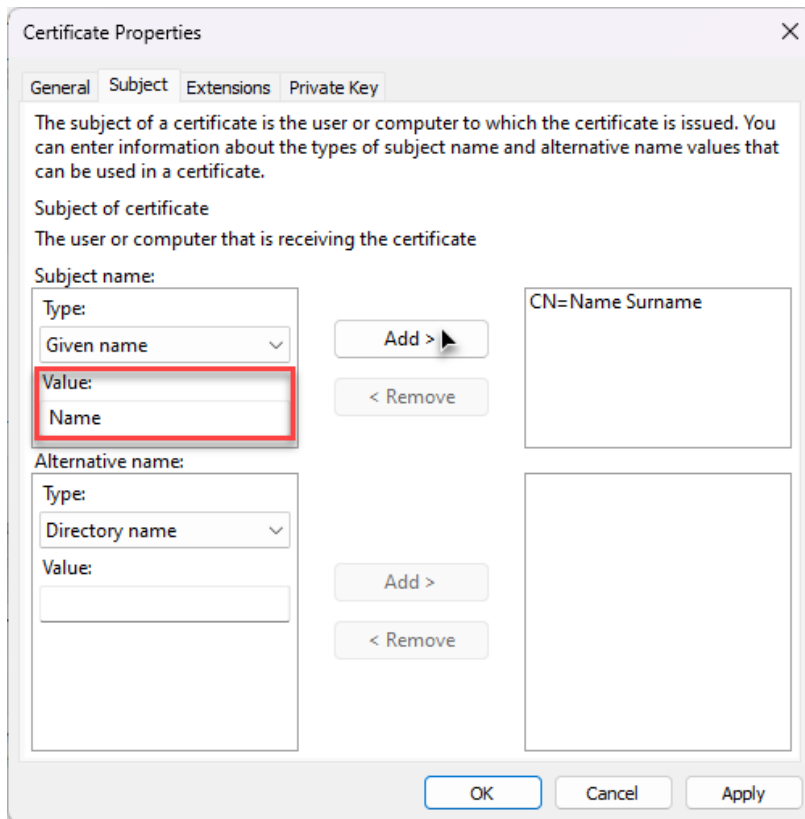
Picture 9. Subject name type selection

10. In the "Value" field enter your Name and Surname and click Add>.



Picture 10. Subject name value

11. In the "Type" dropdown menu select "Given name", in "Value" field enter your name and click "Add>".



Certificate Properties

General Subject Extensions Private Key

The subject of a certificate is the user or computer to which the certificate is issued. You can enter information about the types of subject name and alternative name values that can be used in a certificate.

Subject of certificate
The user or computer that is receiving the certificate

Subject name:

Type: Given name

Add >

Value: Name

< Remove

CN=Name Surname

Alternative name:

Type: Directory name

Add >

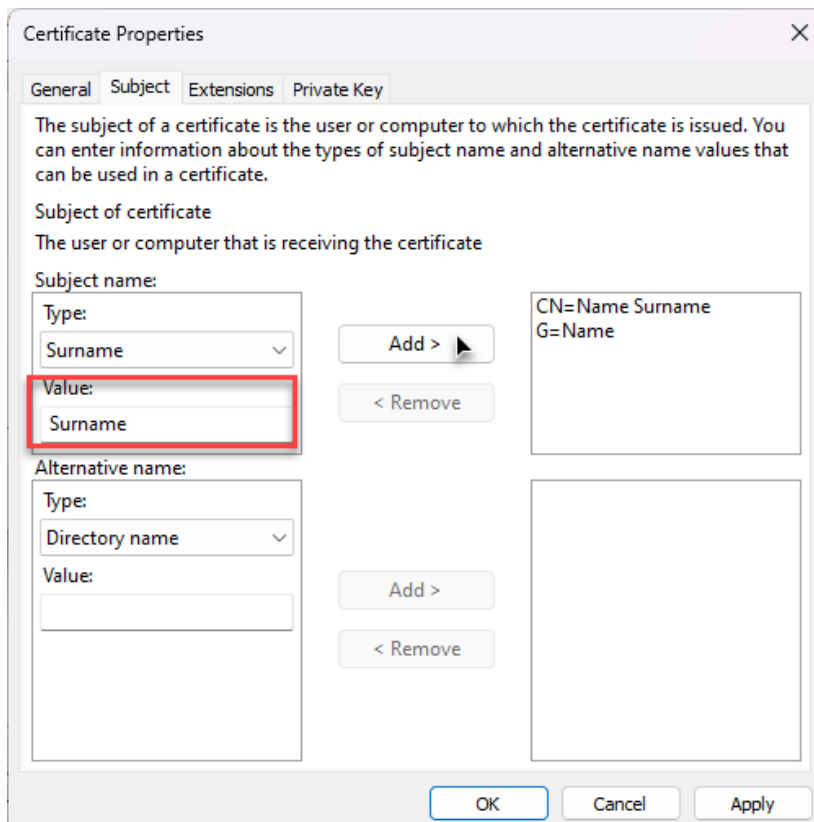
Value:

< Remove

OK Cancel Apply

Picture 11. Filling in subject data

12. In "Type" dropdown menu select "Surname", in "Value" field enter your name and click "Add>".



Certificate Properties

General Subject Extensions Private Key

The subject of a certificate is the user or computer to which the certificate is issued. You can enter information about the types of subject name and alternative name values that can be used in a certificate.

Subject of certificate
The user or computer that is receiving the certificate

Subject name:

Type: Surname

Add >

Value: Surname

< Remove

CN=Name Surname
G=Name

Alternative name:

Type: Directory name

Add >

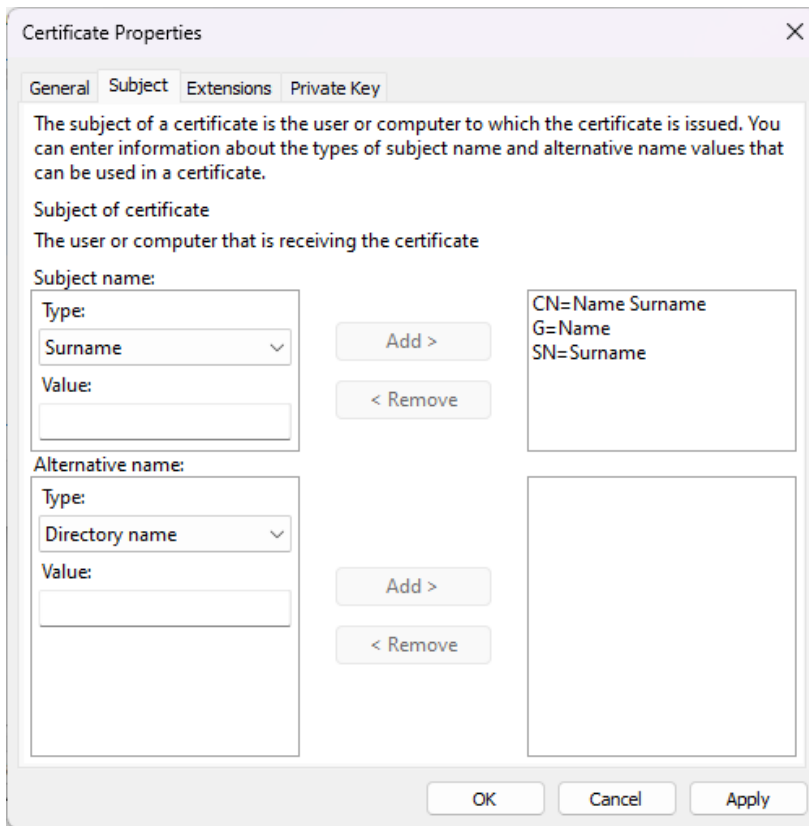
Value:

< Remove

OK Cancel Apply

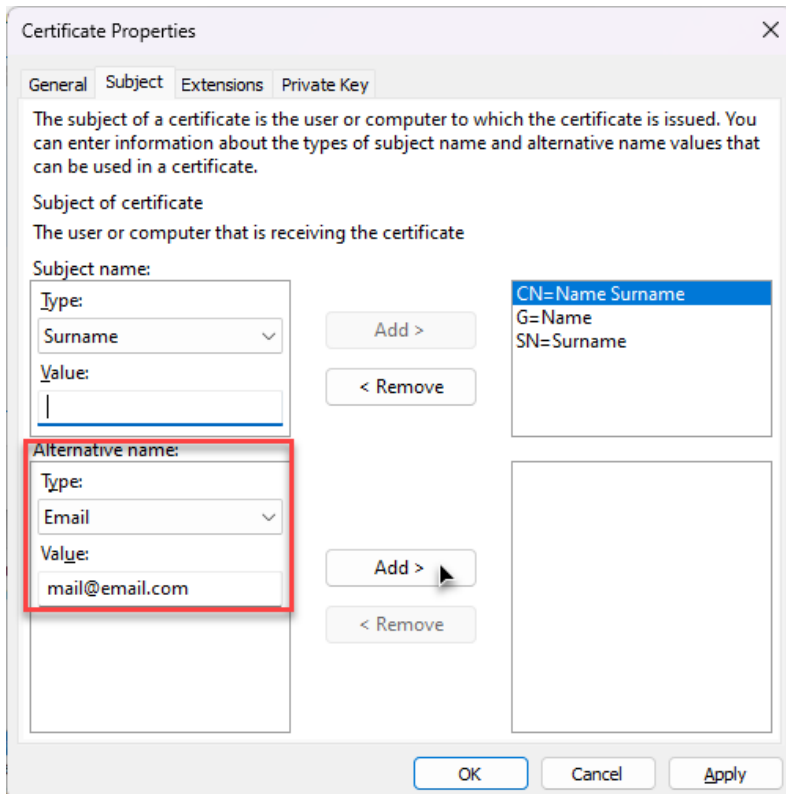
Picture 12. Filling in subject data

13. When the "Subject name" values are filled in you can see them on the right pane with attributes CN, G, SN.



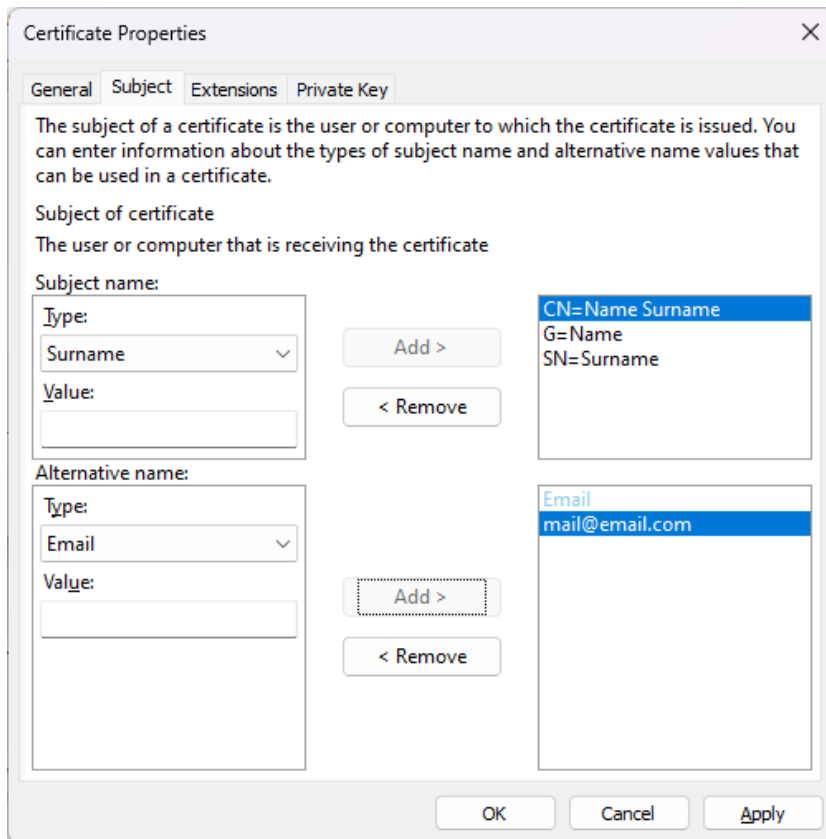
Picture 13. Subject name result

14. In the "Alternative name" section select "Email" from "Type" dropdown menu, enter your email address in "Value" field and click "Add>".



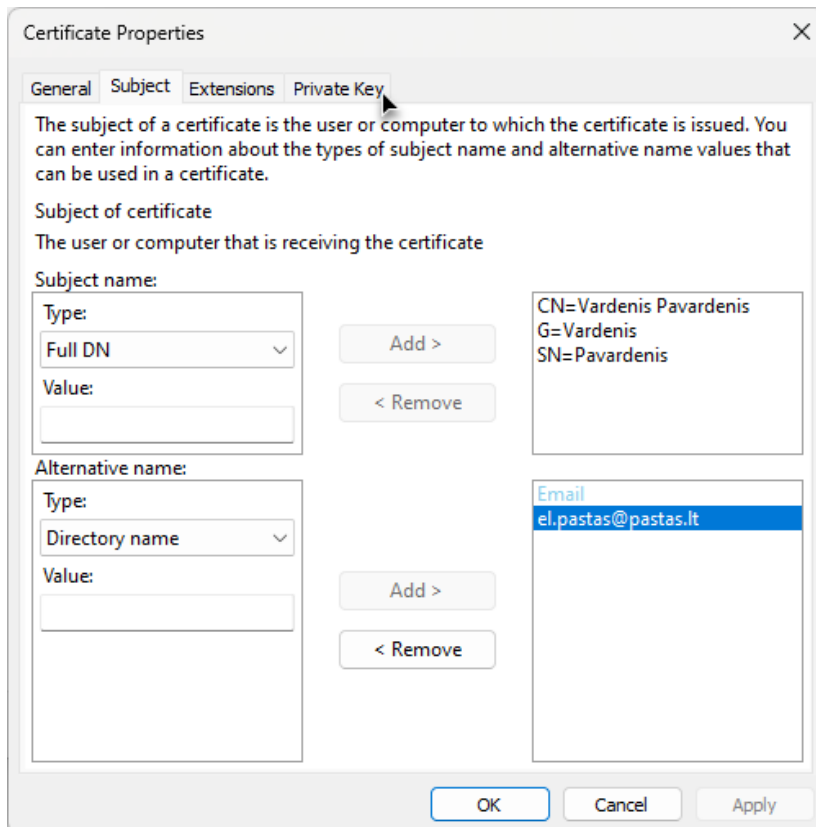
Picture 14. Alternative name data

15. When the "Alternative name" value is filled in you can see email attribute on the right pane.



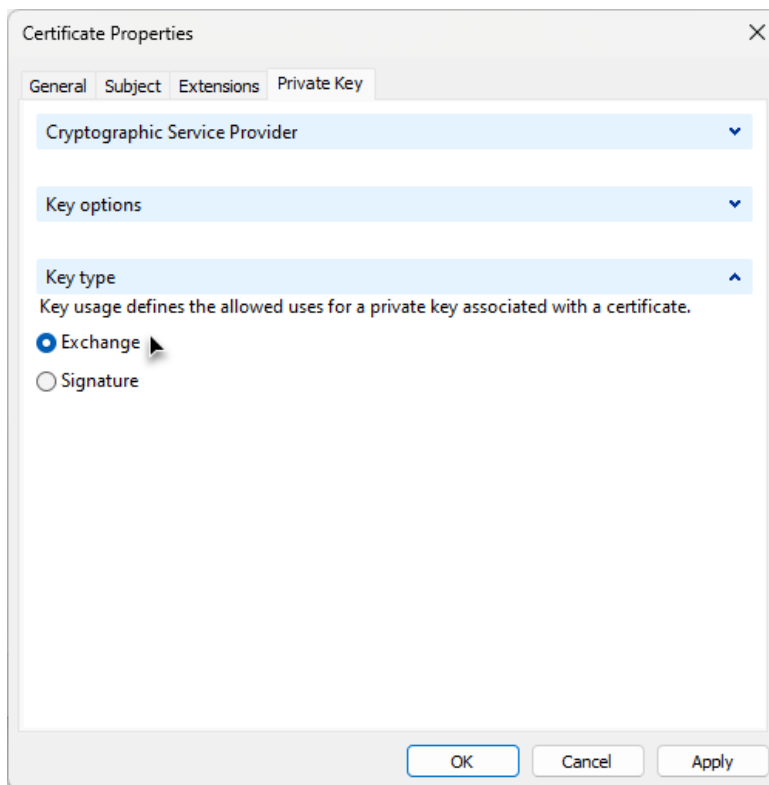
Picture 15. Alternative name result

16. Select "Private Key" tab section.



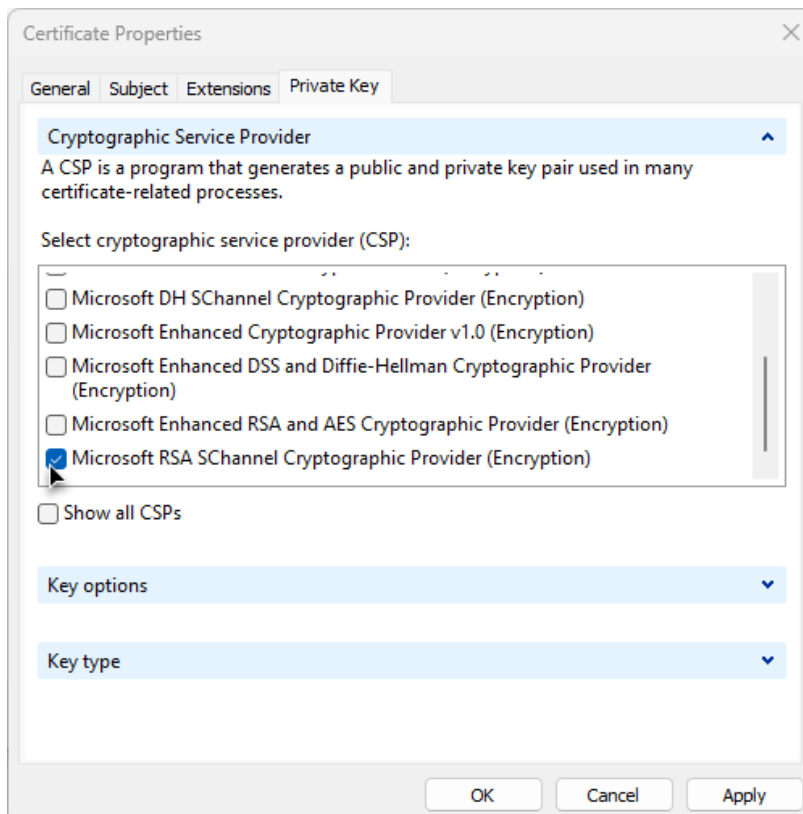
Picture 16. Private key tab selection

17. Expand the "Key type" area and select the "Exchange" option.



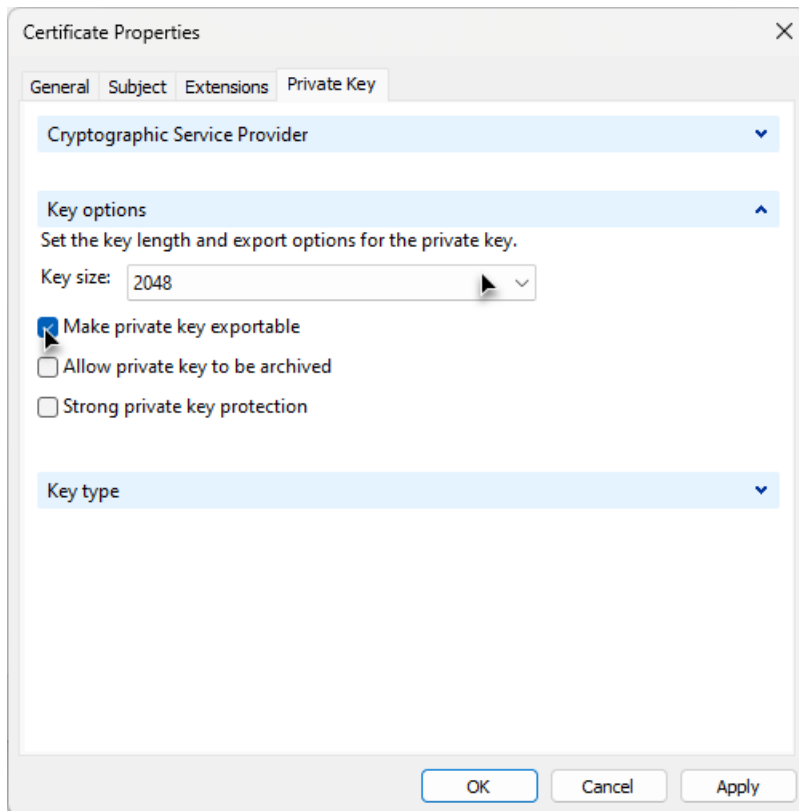
Picture 17. Key type selection

18. Once you have selected the key type, you need to choose which algorithm is used to encrypt the data. To do this, expand the "Cryptographic Service Providers" section and make sure that only one option "Microsoft RSA SChannel Cryptographic Provider (Encryption)" is selected.



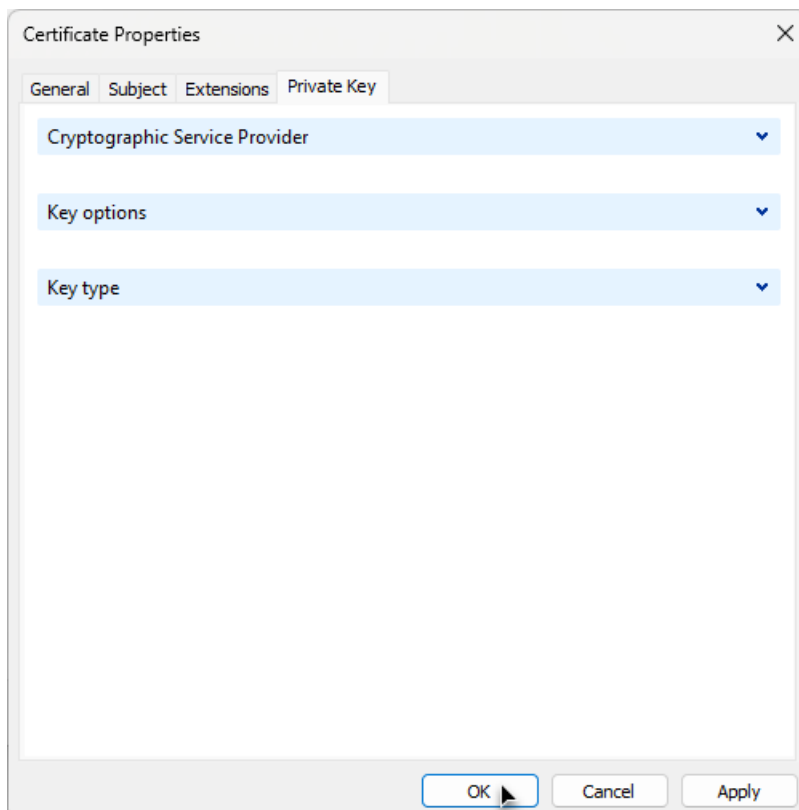
Picture 18. Encryption algorithm selection

19. Finally, you need to specify the key size by expanding the "Key options" section, selecting "2048" next to Key size and marking the "Make private key exportable" checkbox.



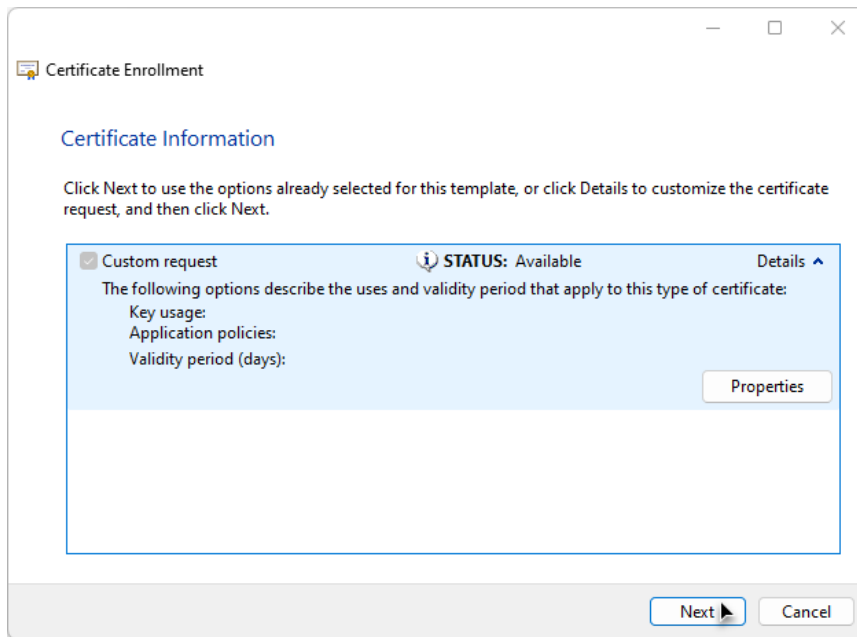
Picture 19. Key size selection

20. After completing all the above steps, click on the "OK" button and you will be returned to the "Certificate Enrollment" wizard.



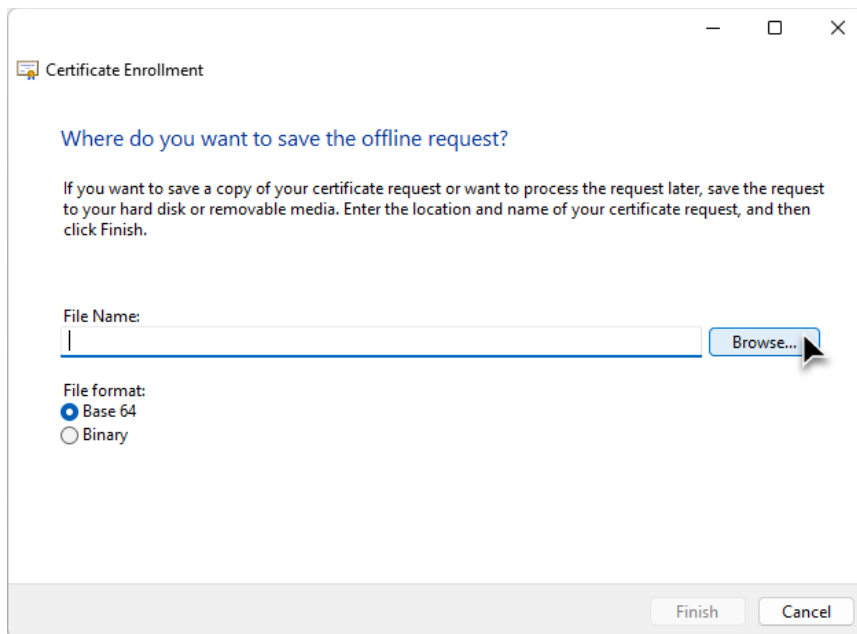
Picture 20. Certificate properties window closing

21. In "Certificate Enrollment" wizard click "Next" button.



Picture 21. Certificate Enrollment wizard

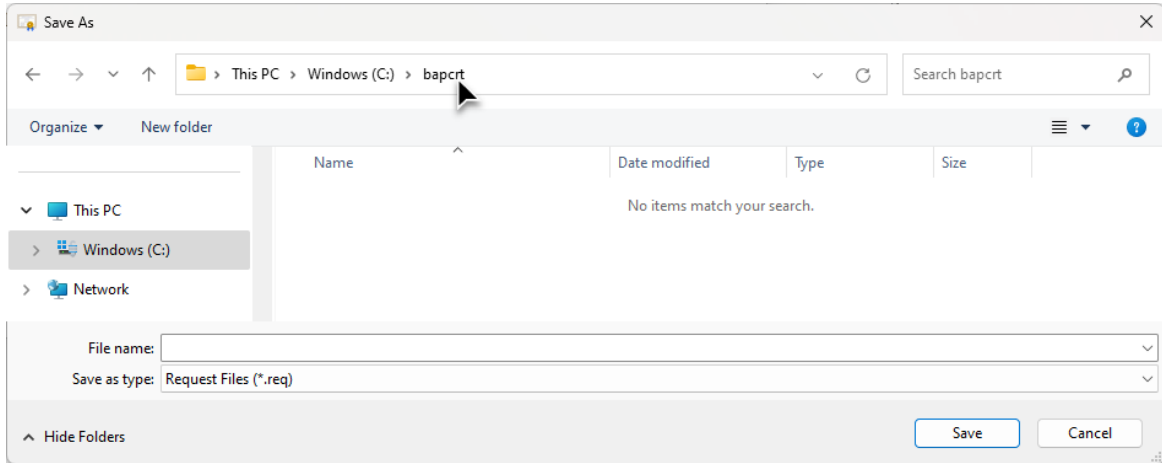
22. The next step is to specify the disk location where you want to save the certificate request. To do this, click on the "Browse..." button.



Picture 22. Query save dialog

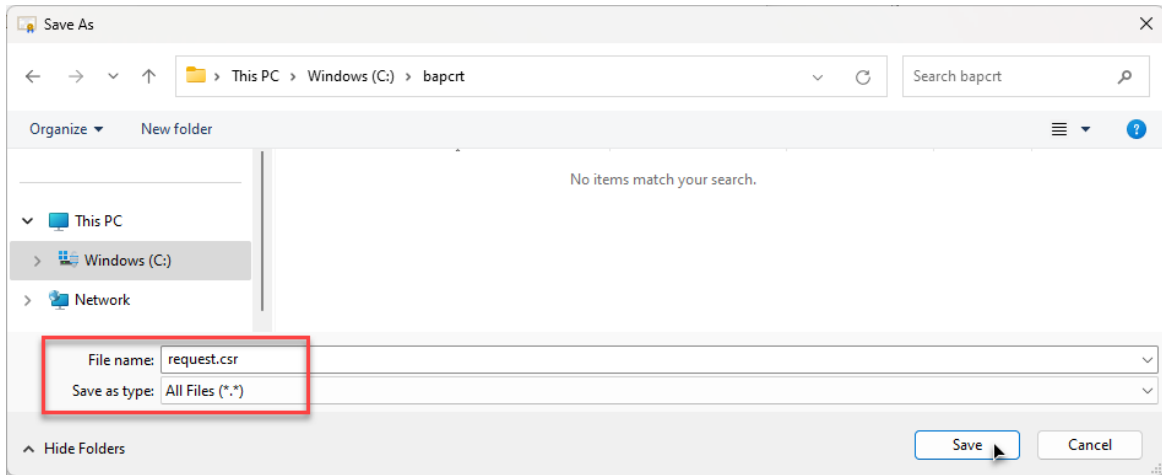
23. Select where you want to save the file.

It is recommended to store the file in the directory "bapcrt" created at the address given in step 1.



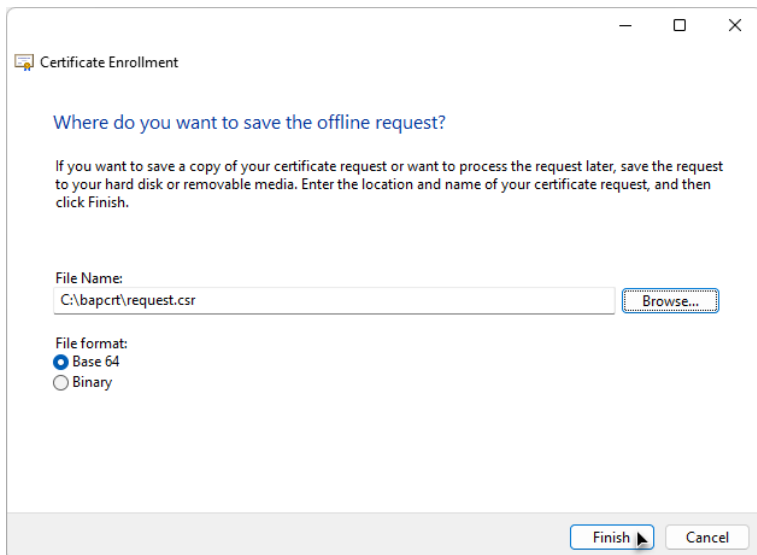
Picture 23. File save dialog

24. It's important to save a file with a ".csr" extension - to do this, add ".csr" ending to the file name and specify "All files (*.*)" option in the "Save as type" field. Click "Save" in the dialog box after completing all the steps.



Picture 24. File save dialog

25. You will be returned to the "Certificate Enrolment" wizard. Click the "Finish" button. The CSR has been generated successfully and saved to the file you specified.



Picture 25. End of the wizard

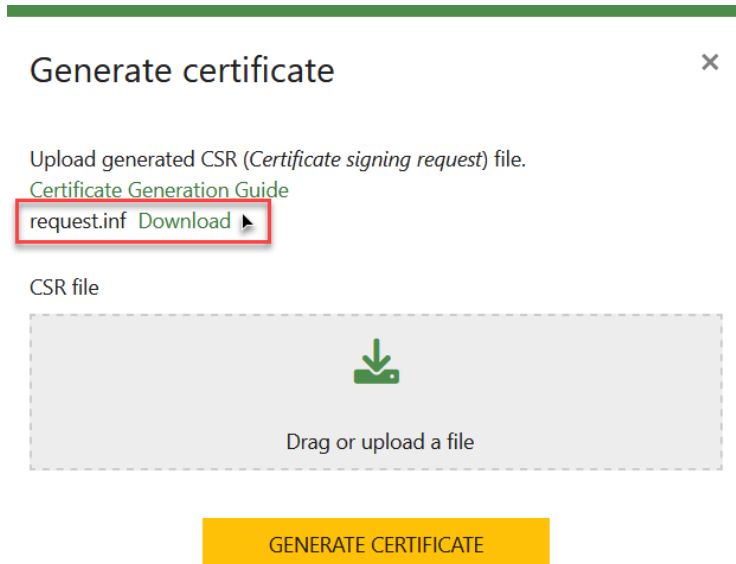
Continue generating the certificate from the "Download and install the certificate" chapter.

4.4.2.1.2 Using Command Prompt

1. Create a "request.inf" file. The contents of the file are listed below.

Note

You can download the prepared "request.inf" file in the certificate generation window or on the login page.



Picture 26. Download of the request.inf file for authenticated BAP user

After downloading the file, please enter your full name (CN, G, SN) in the "Subject" line instead of "Name Surname" and your email address in the "_continue_" line.

```

;----- request.inf -----
[Version]
Signature="$Windows NT$"

[NewRequest]
Subject = "CN=Name Surname, G=Name, SN=Surname"
KeySpec = 1
KeyLength = 2048
Exportable = True
MachineKeySet = False
SMIME = False
PrivateKeyArchive = FALSE
UserProtected = FALSE
UseExistingKeySet = FALSE
ProviderName = "Microsoft RSA SChannel Cryptographic Provider"
ProviderType = 12
RequestType = PKCS10
KeyUsage = 0xa0

[Extensions]
2.5.29.17 = "{text}"
_continue_ = "email=email@example.com"

[EnhancedKeyUsageExtension]
OID=1.3.6.1.5.5.7.3.1
;-----

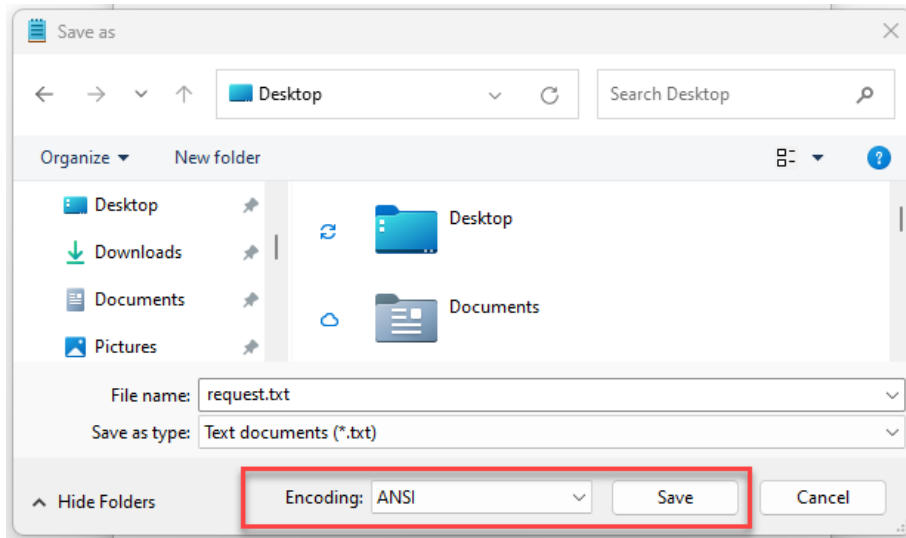
```

Note

If you have not used the BAP system before and do not have the possibility to log in via the eGovernment Gateway, please see the section "Download and install the certificate".

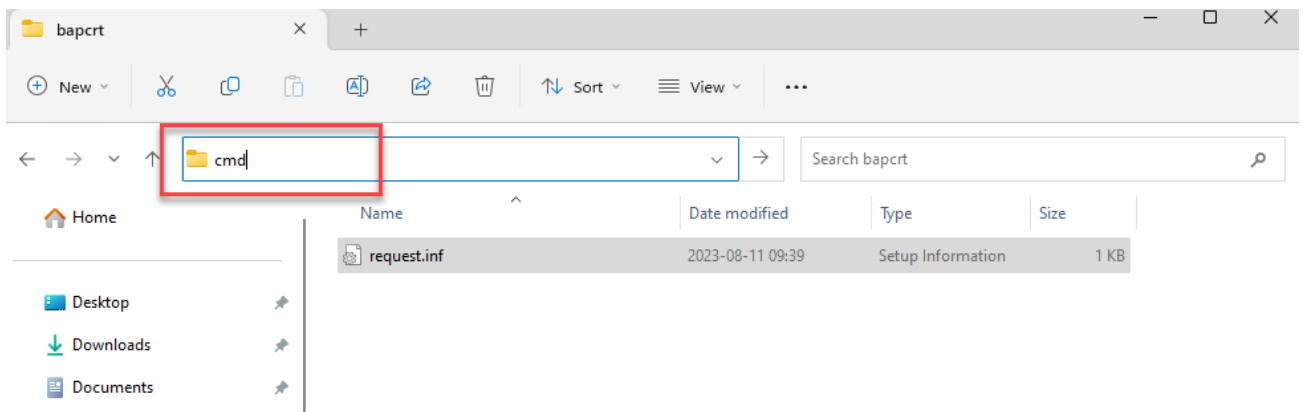
Important

When saving the file "Encoding" must be selected "ANSI".



Picture 27. Choosing a file encoding

2. Open the "cmd" command line. To do this, type "cmd" in the address bar of the current "bapcrt" folder and press the "Enter" key on your keyboard.



Picture 28. Opening CMD through the address bar



Picture 29. CMD line window

3. In the opened window, enter the following command:

```
C:\bapcrt> certreq -new request.inf request.csr
```



Picture 30. Example of command entry

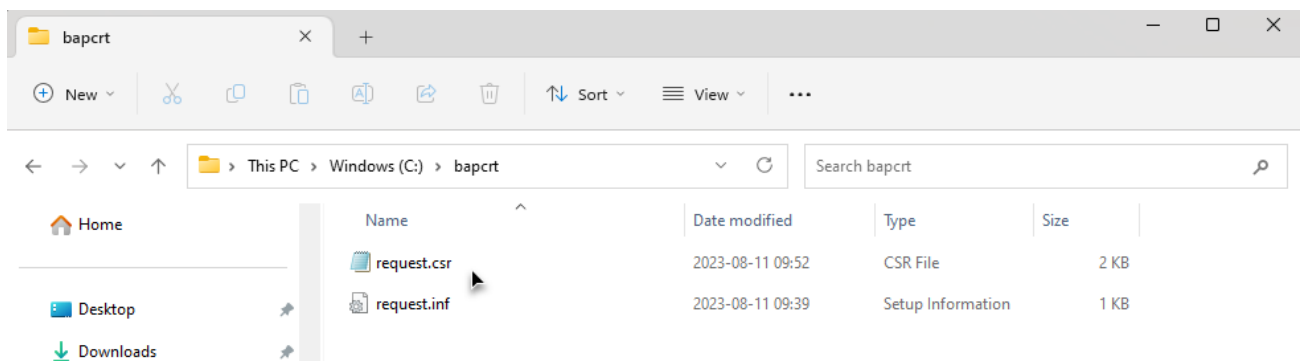
After successfully creating "request.csr", you will receive a response from the command line:

```
CertReq: Request Created
```



```
C:\Windows\System32\cmd.e  X  +  v  
C:\bapcrt>certreq -new request.inf request.csr  
CertReq: Request Created
```

Picture 31. Response

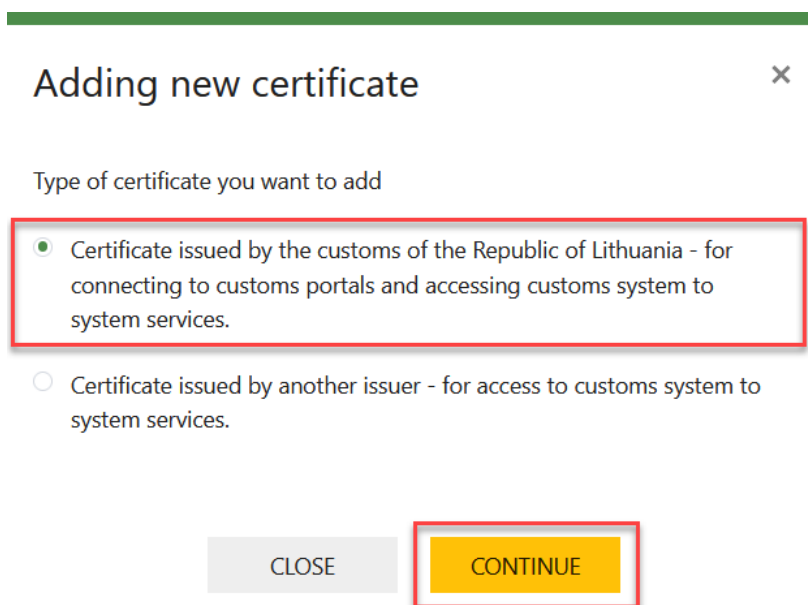


Picture 32. Creating a file request.csr

4.4.2.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "request.csr" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt attached file, which you should save in the "bapcrt" directory you created.

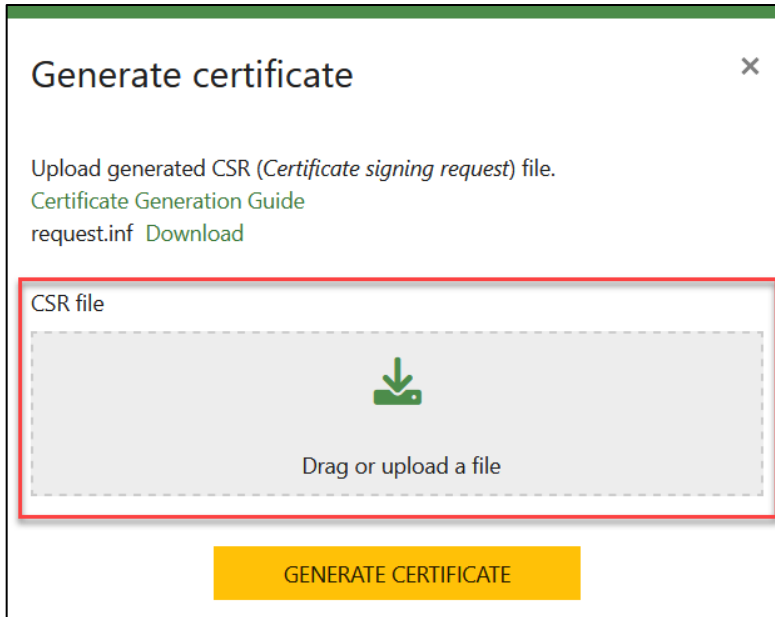
If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the "+Add New" button in the "Profile" section, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services." in the "Adding a new certificate" modal window, then click on the "Continue" button.



Picture 33. "Customs of Lithuania for authentication" selection

Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.

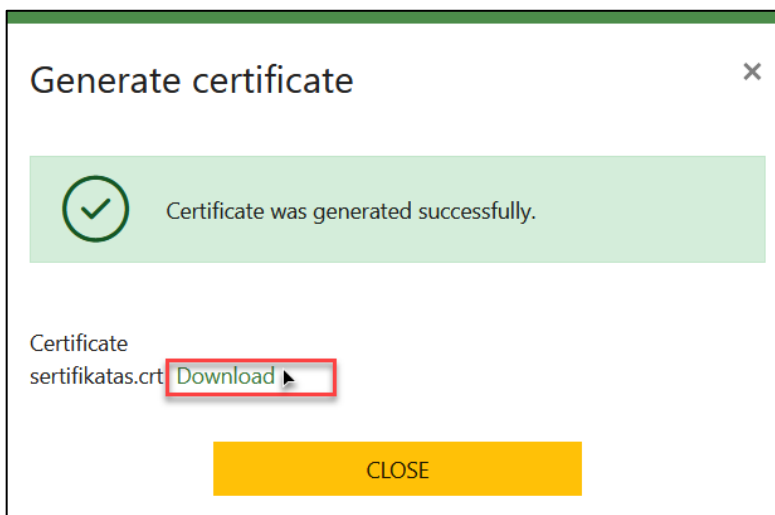
Figure 1 CSR file upload location



Picture 34. Uploading the CSR file

Download the "sertifikatas.crt" file by clicking the "Download" button in the pop-up window or in the certificate data table. Move the downloaded file to the "bapcrt" directory.

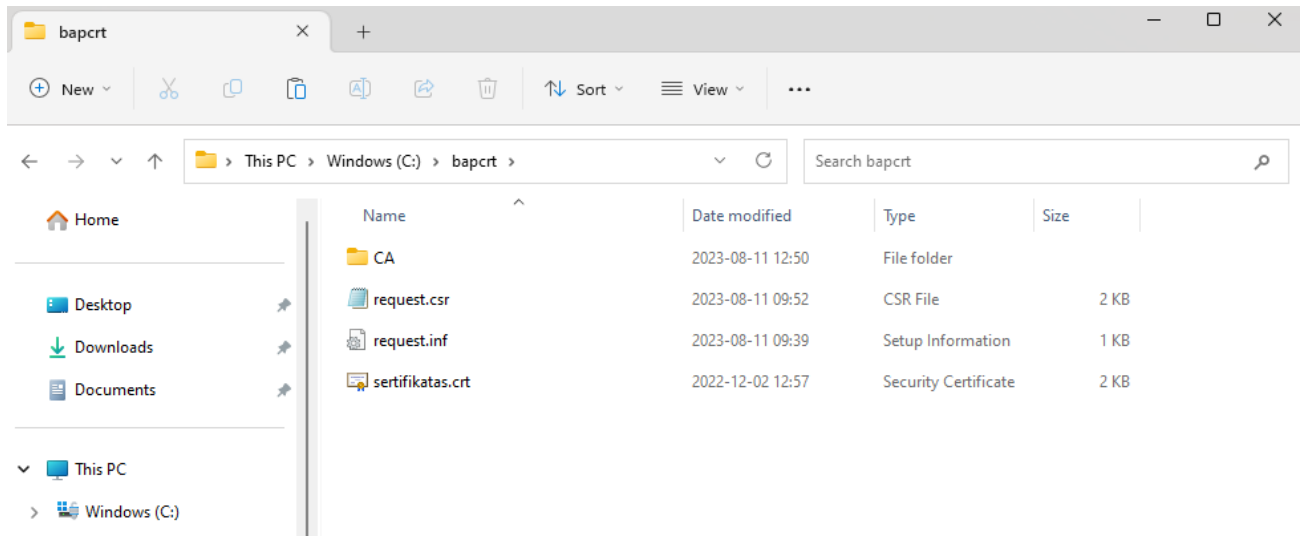
Figure 2 CRT file download



Picture 35. Downloading the CRT file

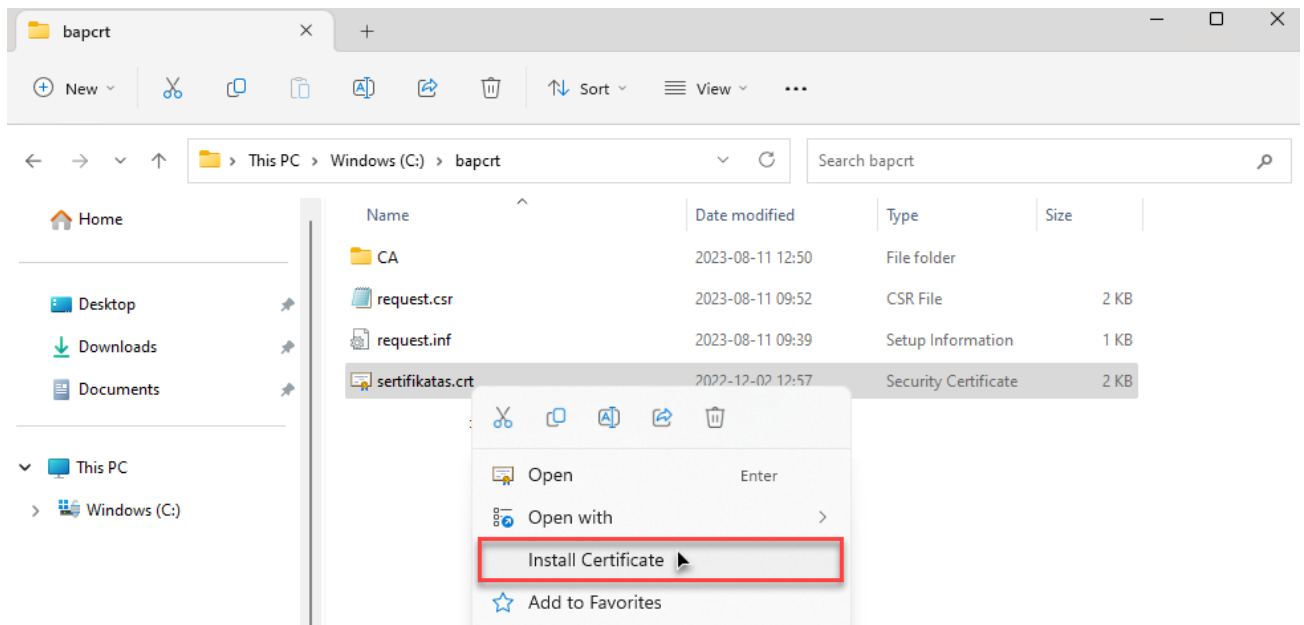
Note

The certificate can also be downloaded from the "Profile" certificate list by selecting the row of the certificate entry in the list and clicking the "Download" button. For more information see "Generating and adding a certificate after logging into the portal".

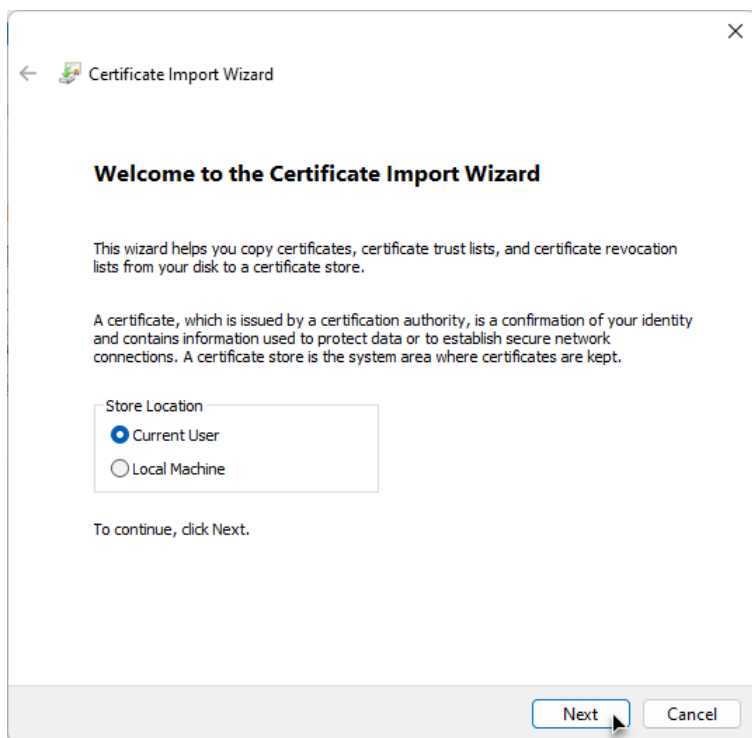


Picture 36. Creating sertifikatas.crt file

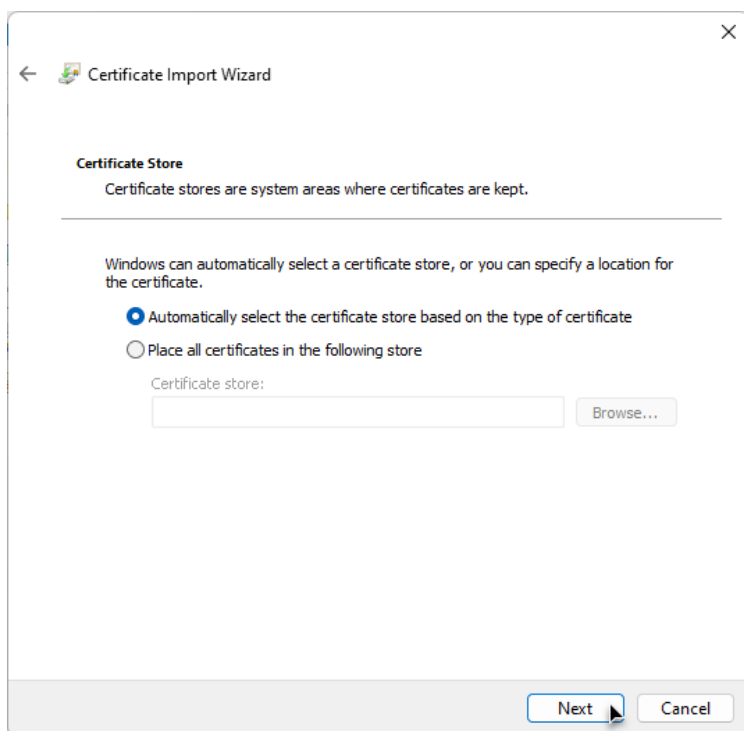
2. Import the certificate into the user certificate cache. Right-click on the "sertifikatas.crt" file and select "Install Certificate" in the pop-up window that opens.



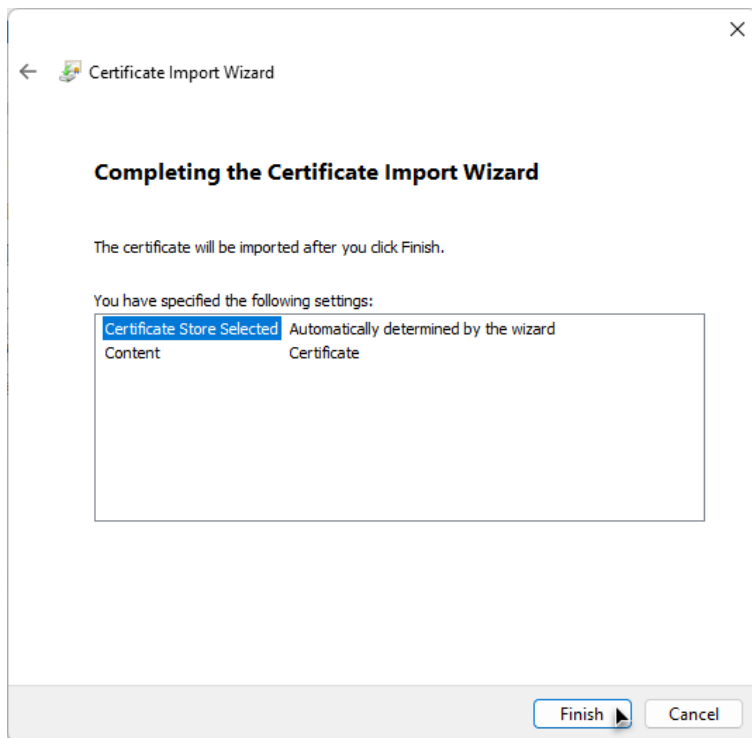
Picture 37. Importing a certificate into the user certificate cache



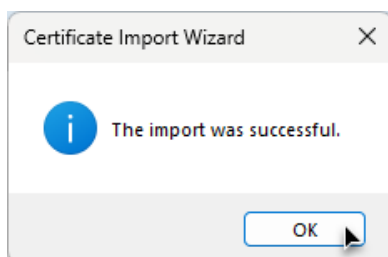
Picture 38. Certificate Import Wizard: placement location selection



Picture 39. Certificate Import Wizard: specifying the location



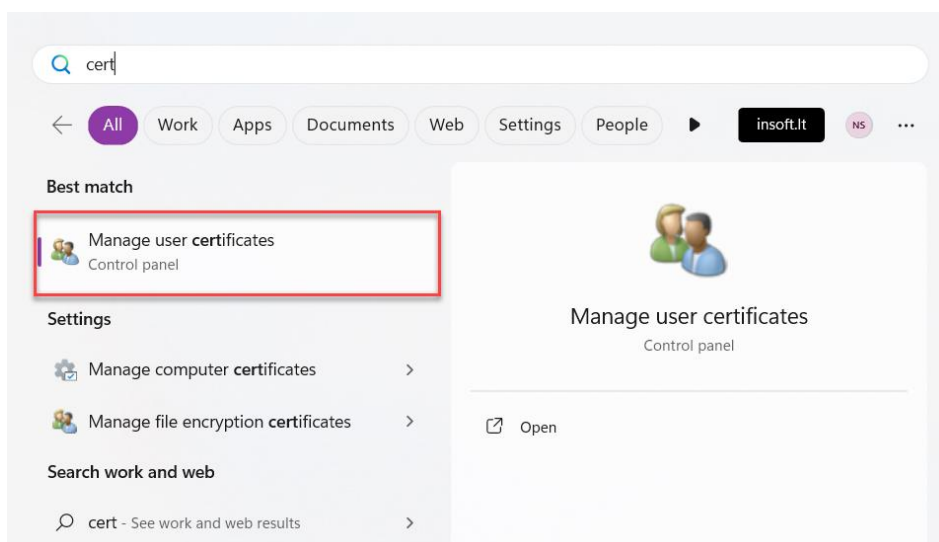
Picture 40. Certificate Import Wizard: Reviewing settings



Picture 41. Certificate Import Wizard: notification of the successful completion of a certificate import

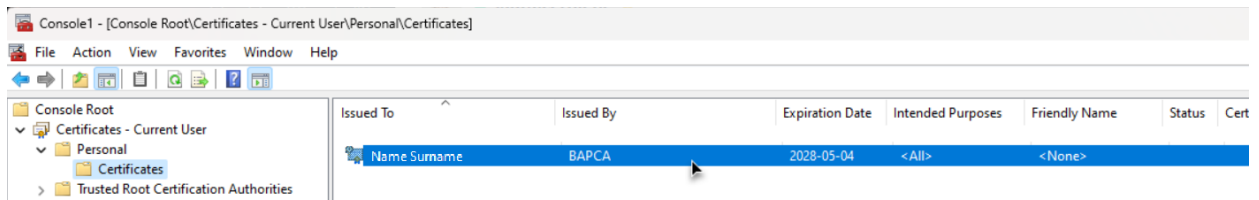
4.4.2.3 Preparing a certificate to run on another computer

1. To open the user certificates manager, type "certificates" in the "Windows Start" bar to search for and choose "Manage user certificates".



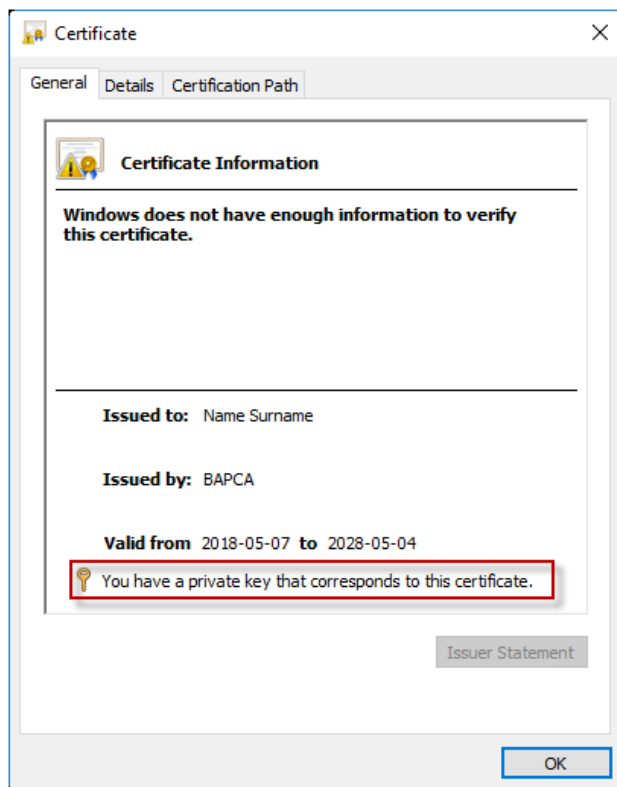
Picture 42. Search in the Windows Start bar

You should see the imported certificate in the "Certificates" directory.



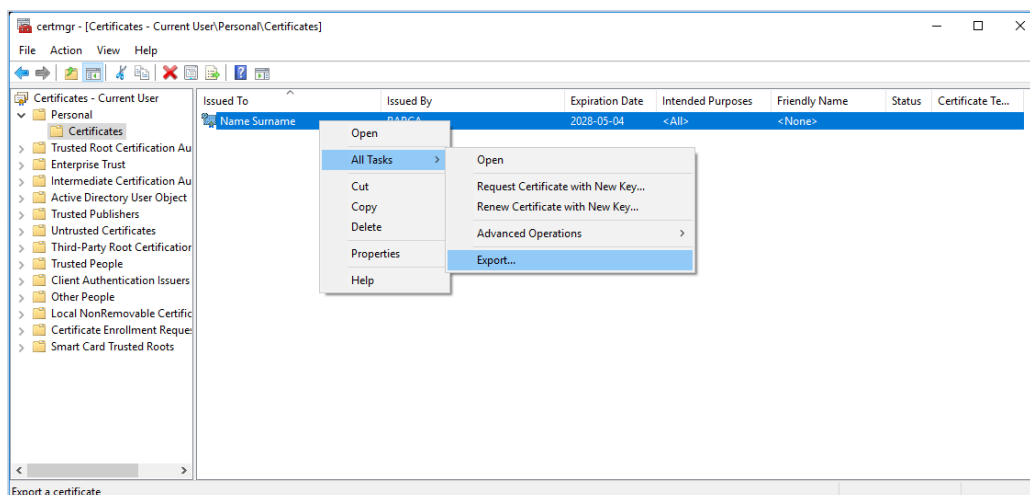
Picture 43. View the imported certificate

6. Check that the certificate has the appropriate private key. If you double left-click on the certificate, you should see "You have a private key that corresponds to this certificate".



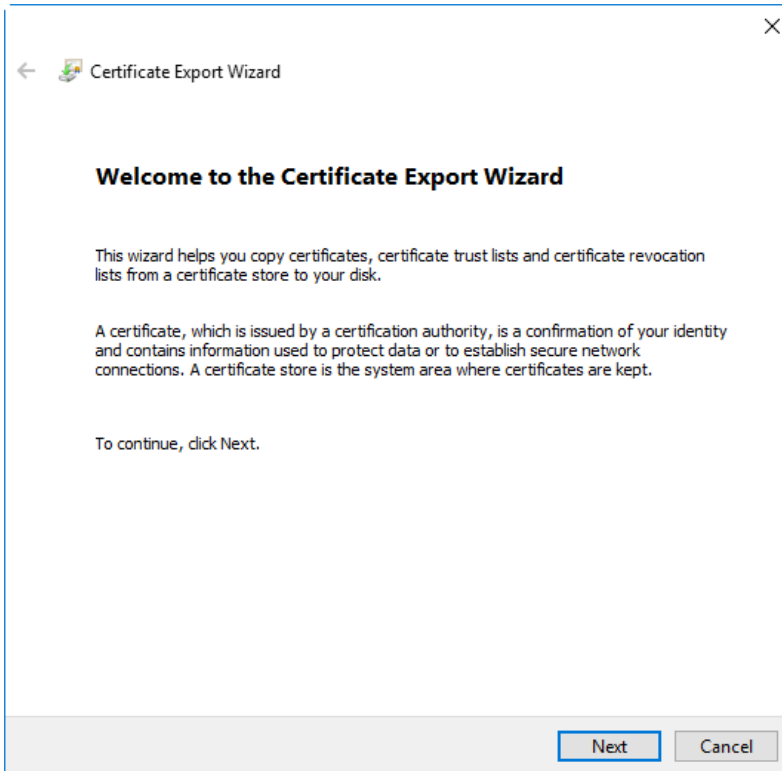
Picture 44. Certificate private key verification

7. Export the certificate along with the private key to a file so you can use it on other computers and have a backup:



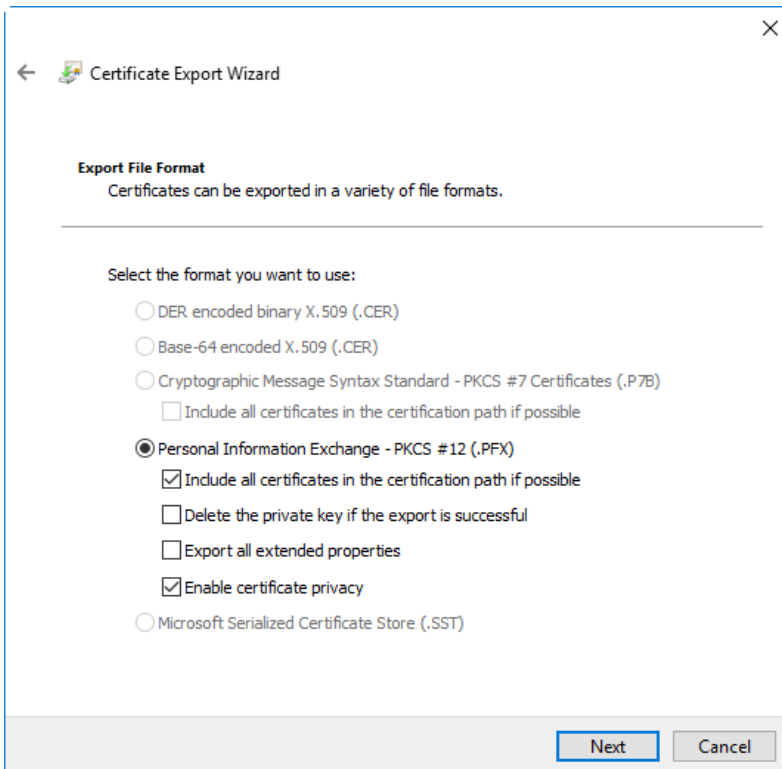
Picture 45. Certificate Export

8. In the "Certificate Export" wizard, click the "Next" button.



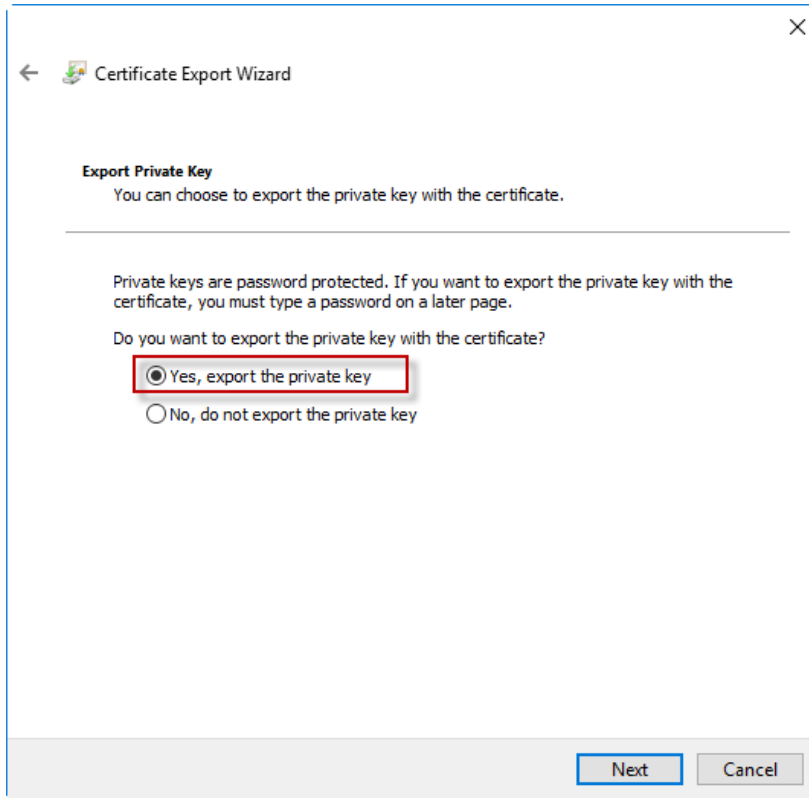
Picture 46. Certificate Export Wizard

9. Mark "Personal Information Exchange - PKCS #12 (.PFX)", mark checkbox "Include all certificates in the certification path if possible" and "Enable certificate privacy" and click "Next".



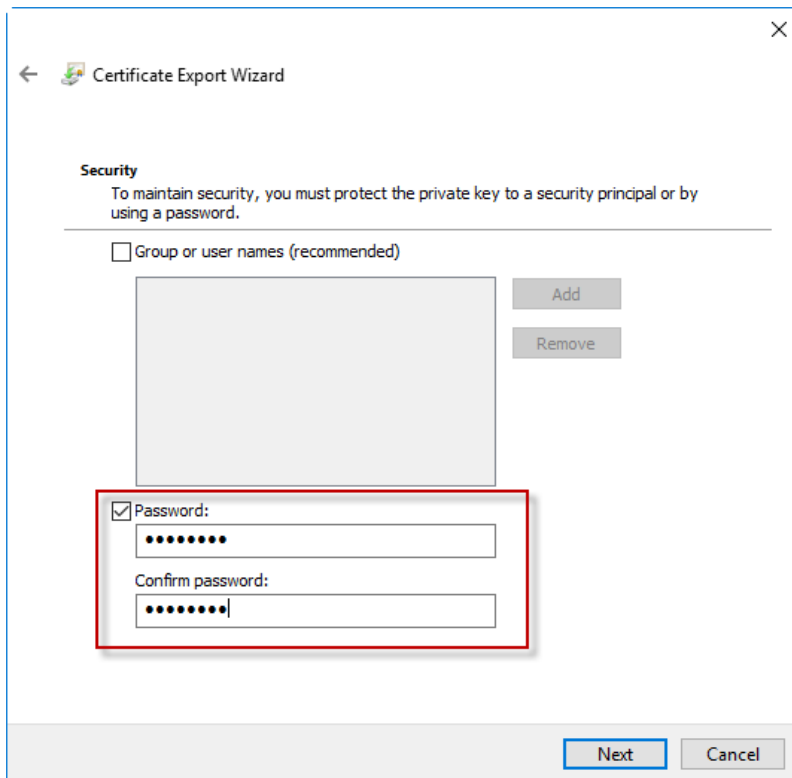
Picture 47. Certificate Export Wizard: Format selection

10. Select "Yes, export the private key" to export the private key together with the certificate and click "Next".



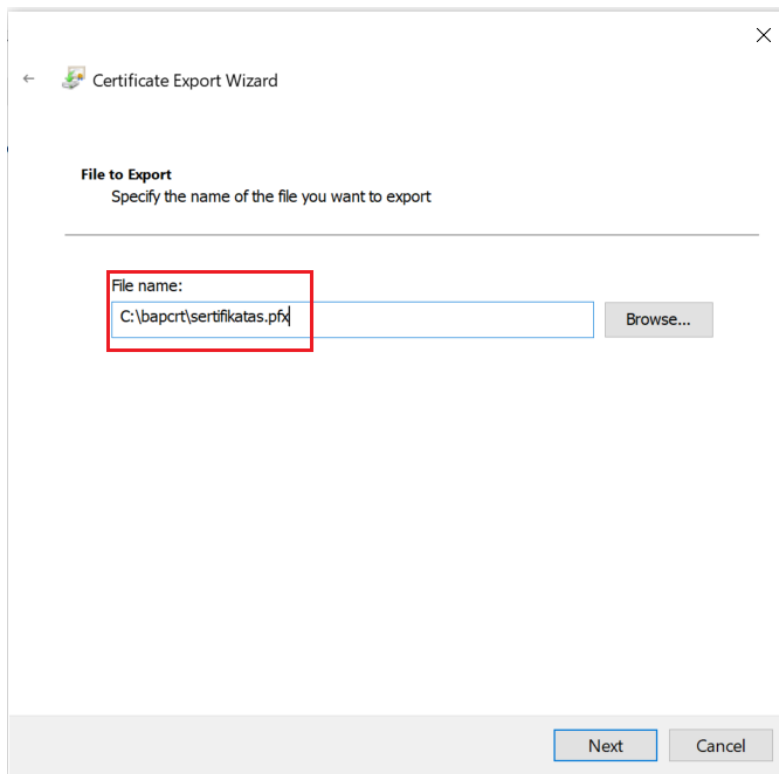
Picture 48. Certificate Export Wizard: Exporting a private key

11. Create a password that will protect the private key of the certificate and click "Next".



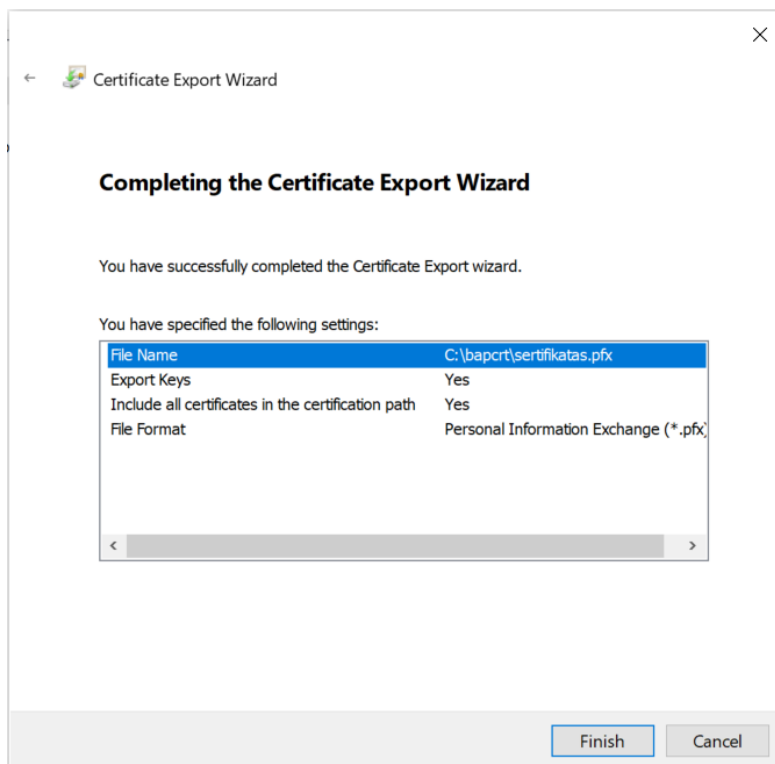
Picture 49. Certificate Export Wizard: Creating a password

12. Specify the export location and file name through "Browse..." function and click "Next".



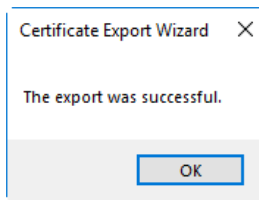
Picture 50. Certificate Export Wizard: Creating file name

13. Review the settings and complete the export operation and click "Finish".



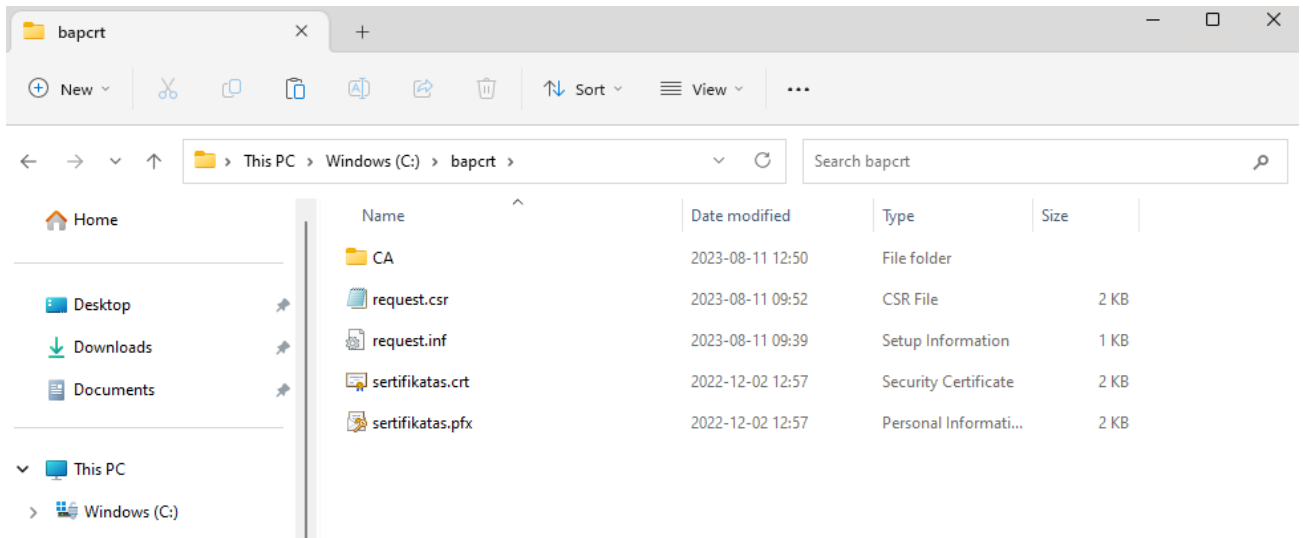
Picture 51. Certificate Export Wizard: Settings review

14. After completing this step you will be notified of successful completion of the export.



Picture 52. Certificate Export Wizard: Notification of the successful completion of a certificate export

15. . The resulting "*sertifikatas.pfx*" file contains your certificate and its private key. You can easily import it to another computer.



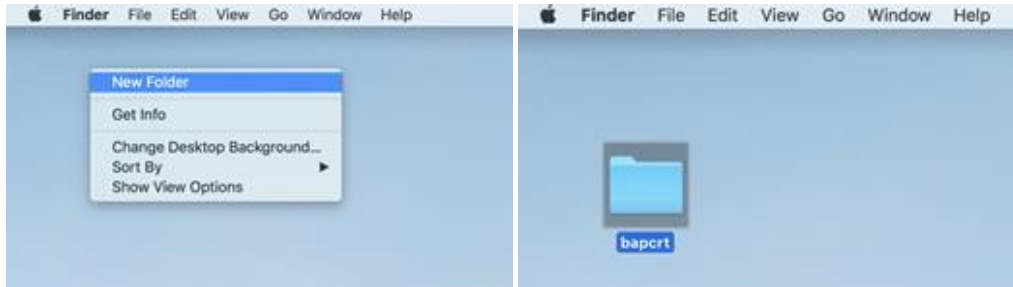
Picture 53. Display of the exported sertifikatas.pfx file

4.4.3 Certificate management in MacOS environment

4.4.3.1 Creating a certificate signing request

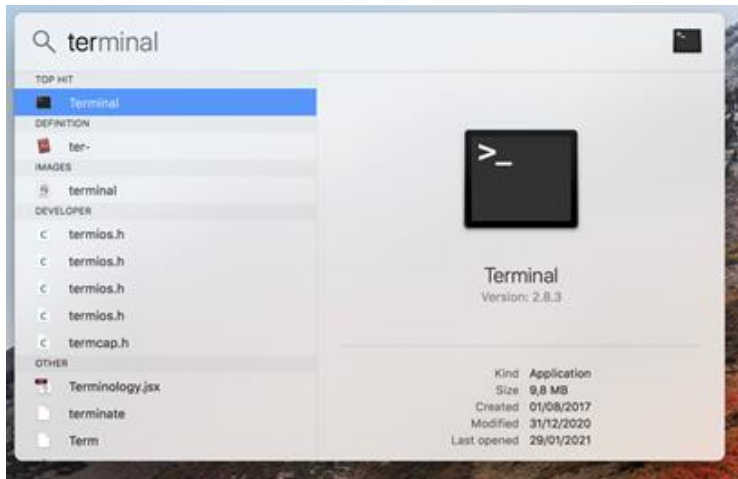
If you are using macOS, you can generate a certificate request using the "openssl" command via a terminal.

1. For your convenience, we recommend that you create a new folder (such as "bapcrt") on your desktop.



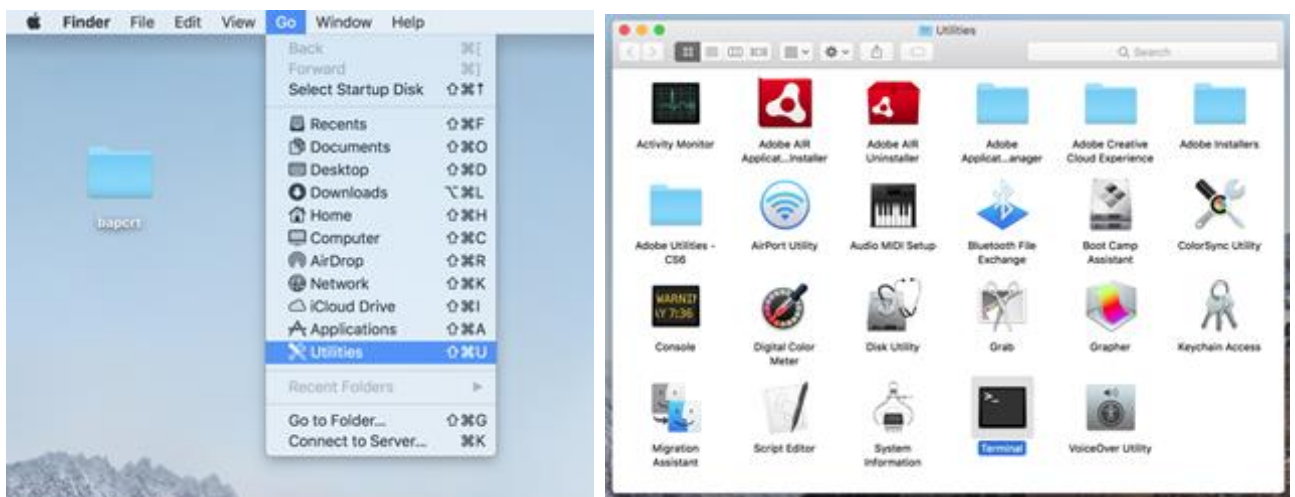
Picture 1. Creating a folder

2. Launch the "Terminal" app. This can be done by using the Command-Space bar and typing "terminal" in the search field:



Picture 2. Terminal launching

OR by selecting "Go" → "Utilities" in the "Finder" menu:



Picture 3. Terminal launching

3. In the terminal, navigate to the "bapcrt" directory you created by typing the command (press the "Enter" key to execute the command):

```
cd Desktop/bapcrt
```

4. Generate a certificate request using the "openssl" command:

```
openssl req -out request.csr -utf8 -new -newkey rsa:2048 -nodes -keyout certificate.key \  
-subj "/GN=Name/SN=Surname/CN=Name Surname" \  
-reqexts SAN \  
-config <(cat /etc/ssl/openssl.cnf <(printf "\n[SAN]\nsubjectAltName=email:mail@email.com"))
```

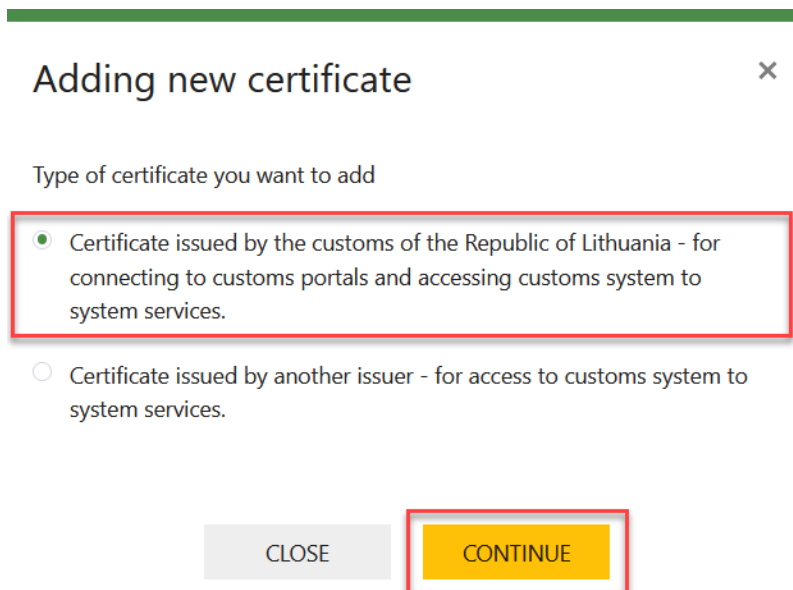
5. Check available files:

```
JN-iMac:bapcrt Jonas$ ls -l  
total 16  
-rw-r--r--  1 Jonas  staff  1704  Sau 29 21:29 certificate.key  
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 request.csr
```

4.4.3.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "request.csr" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt file, which you should save in the "bapcrt" directory you created.

If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the "+Add New" button in the "Profile" section, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services." in the "Adding a new certificate" modal window, then click on the "Continue" button.



Picture 4. "Customs of Lithuania for authentication" selection

2. Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.

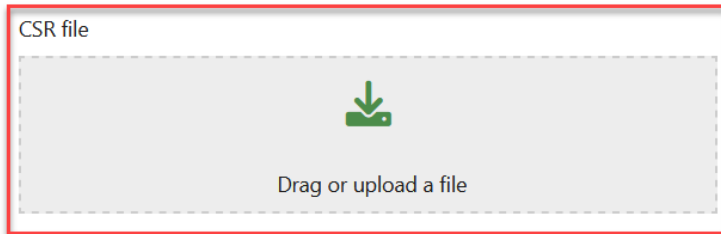
Generate certificate



Upload generated CSR (*Certificate signing request*) file.

[Certificate Generation Guide](#)

request.inf [Download](#)



GENERATE CERTIFICATE

Picture 5. Uploading the CSR file

3. Download the "*sertifikatas.crt*" file by clicking the "*Download*" button in the pop-up window or in the certificate data table. Move the downloaded file to the "*bapcrt*" directory.

Generate certificate



Certificate was generated successfully.

Certificate

sertifikatas.crt

[Download](#)

CLOSE

Picture 6. Downloading the CRT file

Note

The certificate can also be downloaded from the "*Profile*" certificate list by selecting the row of the certificate entry in the list and clicking the "*Download*" button. For more information see "Generating and adding a certificate after logging into the portal".

4. Catalogue content:

```
JN-iMac:bapcrt Jonas$ ls -l
total 12
-rw-r--r--  1 Jonas  staff  1704  Sau 29 21:29 certificate.key
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 request.csr
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 sertifikatas.crt
```

5. Generate a PFX file from the certificate and key files. Create a password that will protect the private key.

```
openssl pkcs12 -export -out sertifikatas.pfx -inkey certificate.key -in
sertifikatas.crt
```

Figure 3 Example of export



```
JN-iMac:bapcrt Jonas$ ls -l
total 24
-rw-r--r--  1 Jonas  staff  1704  Sau 29 21:29 certificate.key
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 request.csr
-rw-r--r--@ 1 Jonas  staff  1985  Sau 29 21:45 sertifikatas.crt
JN-iMac:bapcrt Jonas$ openssl pkcs12 -export -out sertifikatas.pfx -inkey certificate.key -in
sertifikatas.crt
Enter Export Password:
Verifying - Enter Export Password:
JN-iMac:bapcrt Jonas$
```

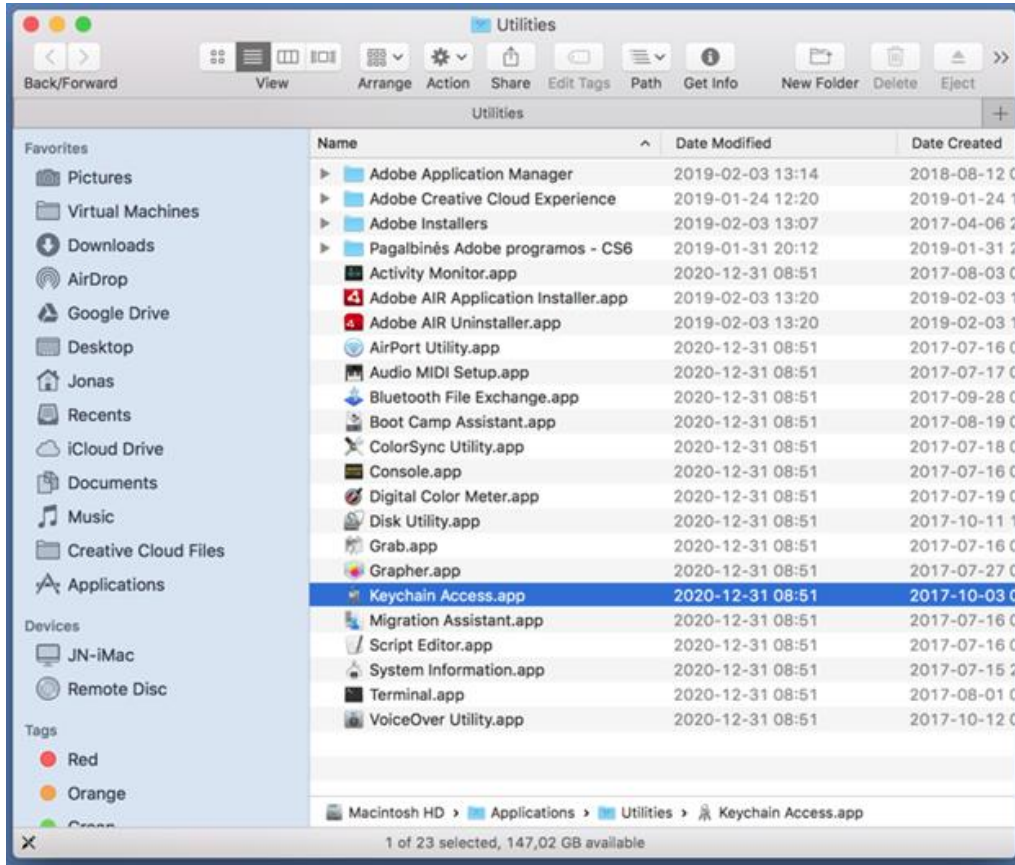
Picture 7. Example of export

6. Check available files:

```
JN-iMac:bapcrt Jonas$ ls -l
total 12
-rw-r--r--  1 Jonas  staff  1704  Sau 29 21:29 certificate.key
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 request.csr
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 sertifikatas.crt
-rw-r--r--  1 Jonas  staff   915  Sau 29 21:29 sertifikatas.pfx
```

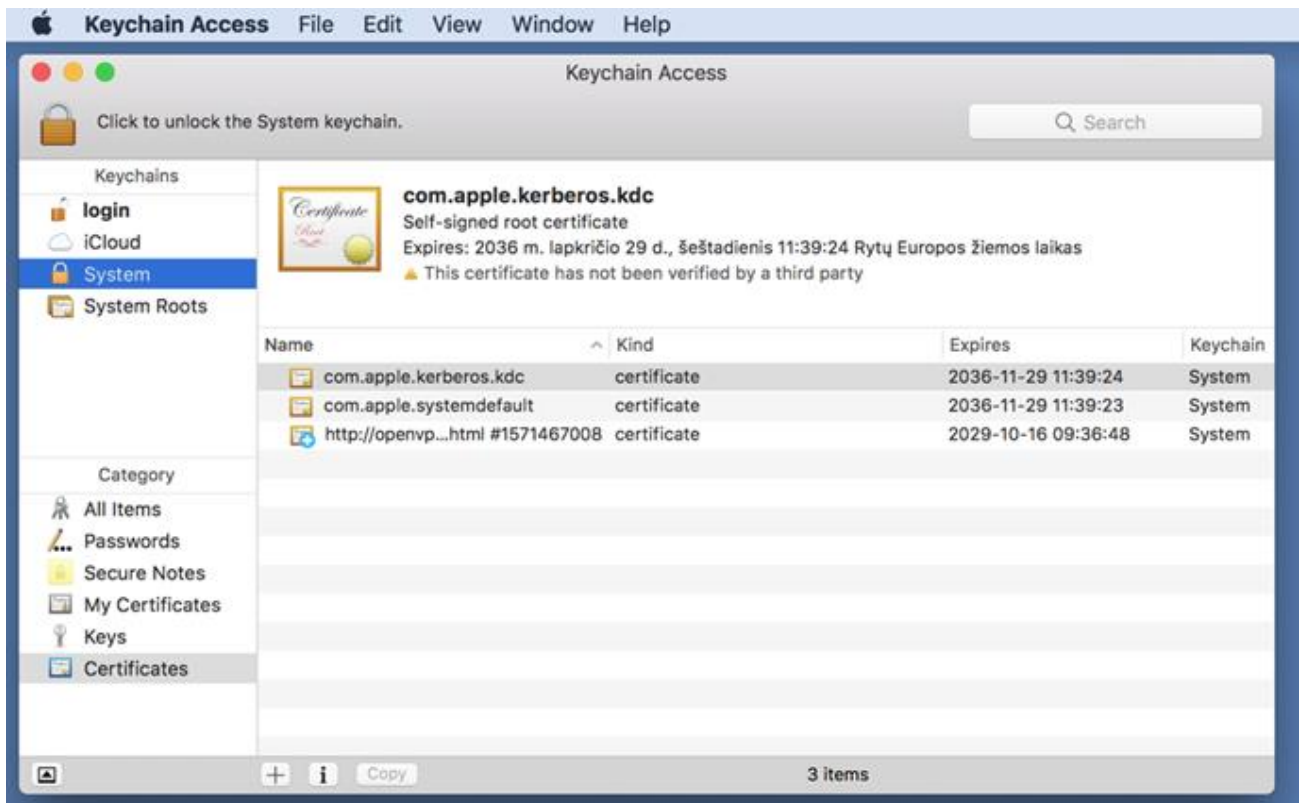
sertifikatas.pfx - a file that contains your certificate and its private key.

7. To import a certificate from the "Finder", select "Go" -> "Utilities" and start the "Keychain Access" application.



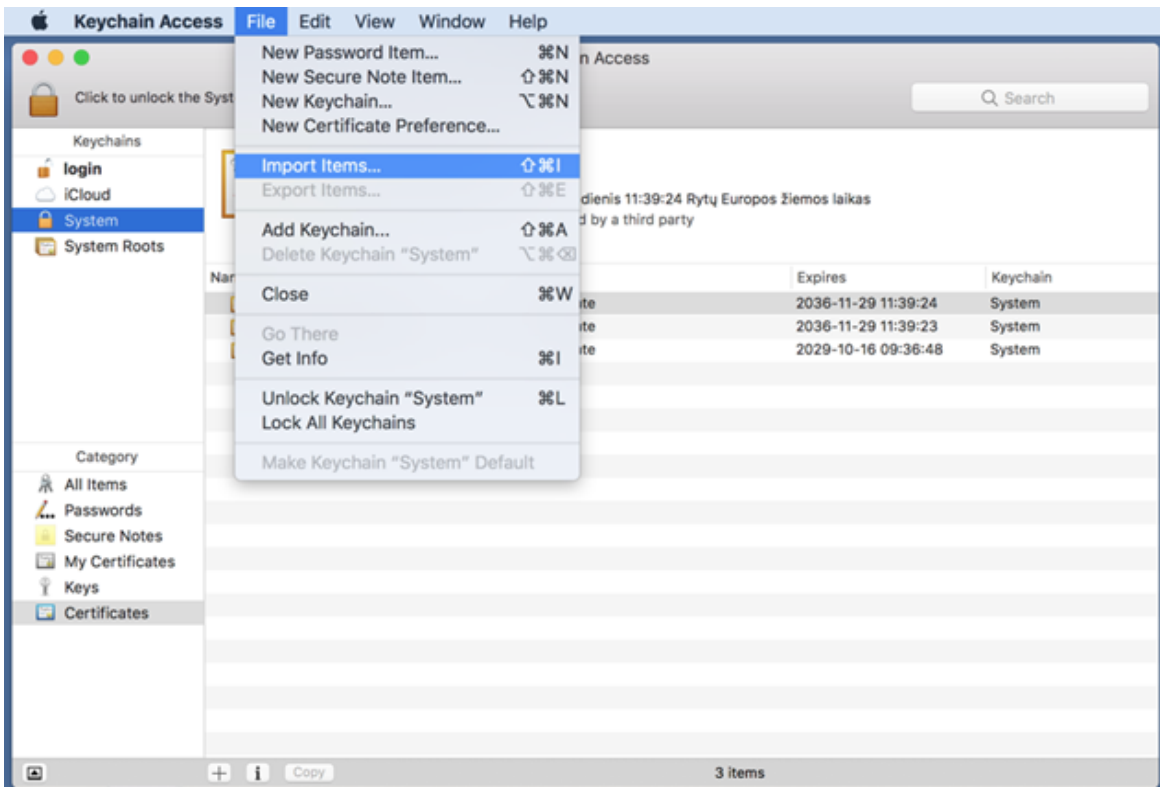
Picture 8. Importing a certificate on macOS

4. On the left side of the "Keychain Access" application, select "System".



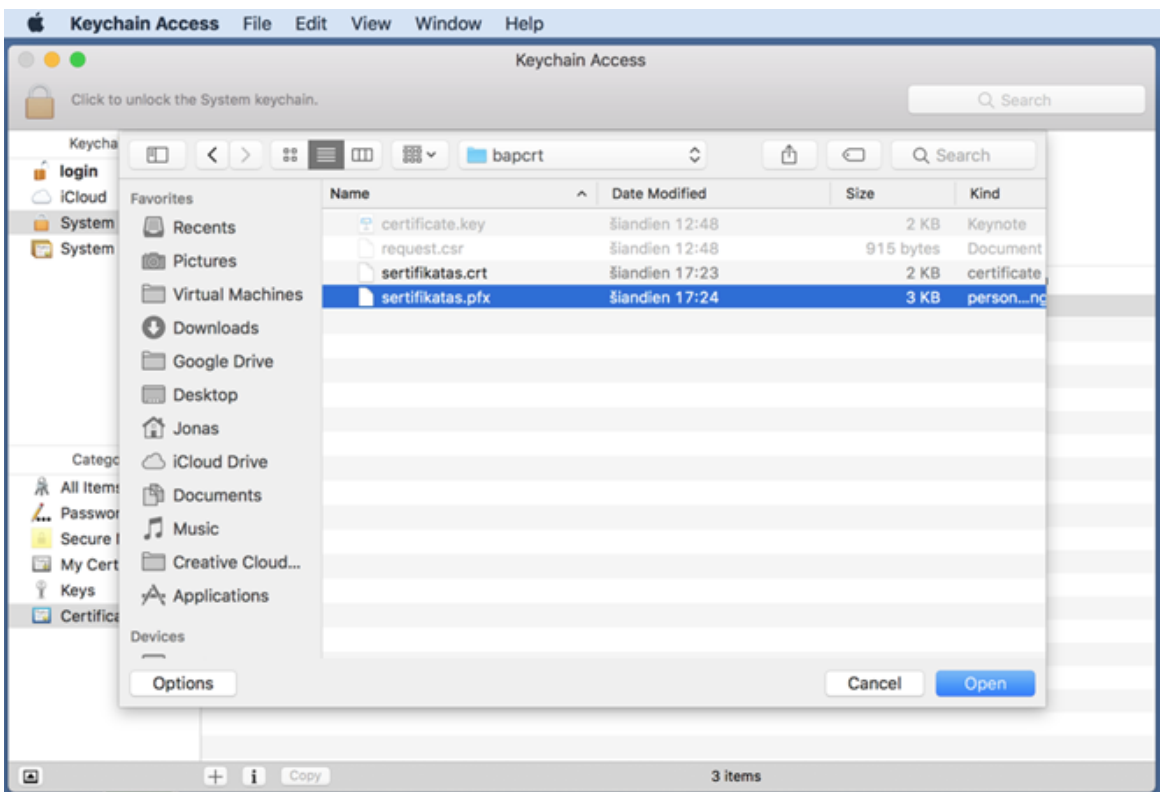
Picture 9. "System" selection

5. From the "File" menu, select "Import Items..." function.



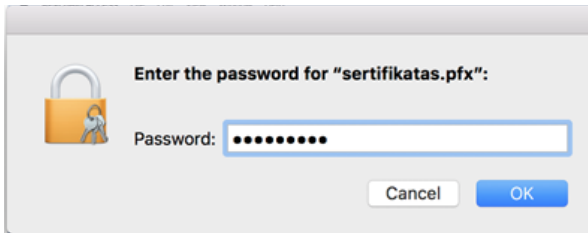
Picture 10. „Import Items...” selection

6. Select the generated certificate.



Picture 11. Certificate selection

7. After selecting the certificate, the system will ask you to enter the administrator password, followed by the password of the generated certificate that was created in step 2.



Picture 12.

Once the certificate has been imported, a new Safari browser will allow you to log in to bap.lrmuitine.lt by selecting the certificate. The first time you log in, macOS System will ask you again for your administrator name and password. These will then be used to log in to the system.

4.4.3.3 Preparing the certificate to work on another computer

The PFX file, which was generated in step 2 of *"Download and install the certificate"*, is required for work on another computer. Transfer this file to the new computer and continue with the steps described in the installation instructions below.

4.4.4 Certificate management in Linux environment

4.4.4.1 Creating a certificate signing request

If you are using *Linux*, you can generate a certificate request using the *"openssl"* command via a terminal.

1. First of all, prepare a location on your computer where you will store the certificate request created in the following steps, for this we recommend creating the directory *"bapcrt"*. Navigate to this directory and generate the certificate request using the *"openssl"* command:

```
linux@PC$ openssl req -out request.csr -utf8 -new -newkey rsa:2048 -nodes -keyout
certificate.key \
  -subj "/GN=Name/SN=Surname/CN=Name Surname" \
  -reqexts SAN \
  -config <(cat /etc/ssl/openssl.cnf \
    <(printf "\n[SAN]\nsubjectAltName=email:mail@email.com"))
```

2. Check available files:

```
linux@PC$ ls -l
total 8
-rwxrwxrwx 1 root root 1704 May  7 15:37 certificate.key
-rwxrwxrwx 1 root root  980 May  7 15:37 request.csr
```

4.4.4.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "request.csr" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt file, which you should save in the "bapcrt" directory you created.

If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the *"Add New"* button in the *"Profile"* section, select the value *"Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services."* in the *"Adding a new certificate"* modal window, then click on the *"Continue"* button.

Adding new certificate



Type of certificate you want to add

- Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services.
- Certificate issued by another issuer - for access to customs system to system services.

CLOSE

CONTINUE

Picture 1. "Customs of Lithuania for authentication" selection

2. Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.

Generate certificate



Upload generated CSR (*Certificate signing request*) file.

[Certificate Generation Guide](#)

request.inf [Download](#)

CSR file



Drag or upload a file

GENERATE CERTIFICATE

Picture 2. Uploading the CSR file

3. Download the "sertifikatas.crt" file by clicking the "Download" button in the pop-up window or in the certificate data table. Move the downloaded file to the "bapcrt" directory.

Generate certificate ×

Certificate was generated successfully.

Certificate

sertifikatas.crt

Picture 3. Downloading the CRT file

Note

The certificate can also be downloaded from the "Profile" certificate list by selecting the row of the certificate entry in the list and clicking the "Download" button. For more information see "Generating and adding a certificate after logging into the portal".

4. Catalogue content:

```
linux@PC$$ ls -l
total 12
-rwxrwxrwx 1 root root 1704 May  7 15:37 certificate.key
-rwxrwxrwx 1 root root  980 May  7 15:37 request.csr
-rwxrwxrwx 1 root root 1127 May  7 15:41 sertifikatas.crt
```

5. Generate a PFX file from the certificate and key files. Create a password that will protect the private key.

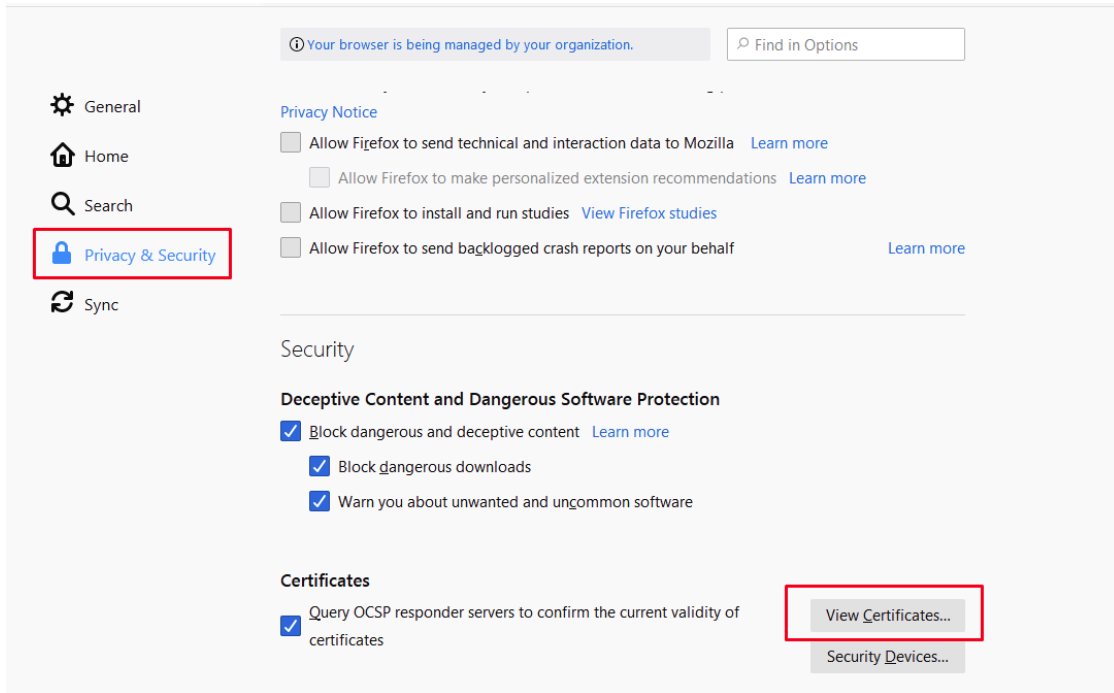
```
linux@PC$:/mnt/d/bapcrt/linux$ openssl pkcs12 -export -out sertifikatas.pfx -inkey
certificate.key -in sertifikatas.crt
Enter Export Password:
Verifying - Enter Export Password:
```

6. Check available files:

```
linux@PC$:/mnt/d/bapcrt/linux$ ls -l
total 16
-rwxrwxrwx 1 root root 1704 May  7 15:37 certificate.key
-rwxrwxrwx 1 root root  980 May  7 15:37 request.csr
-rwxrwxrwx 1 root root 1127 May  7 15:41 sertifikatas.crt
-rwxrwxrwx 1 root root 2389 May  7 15:43 sertifikatas.pfx
```

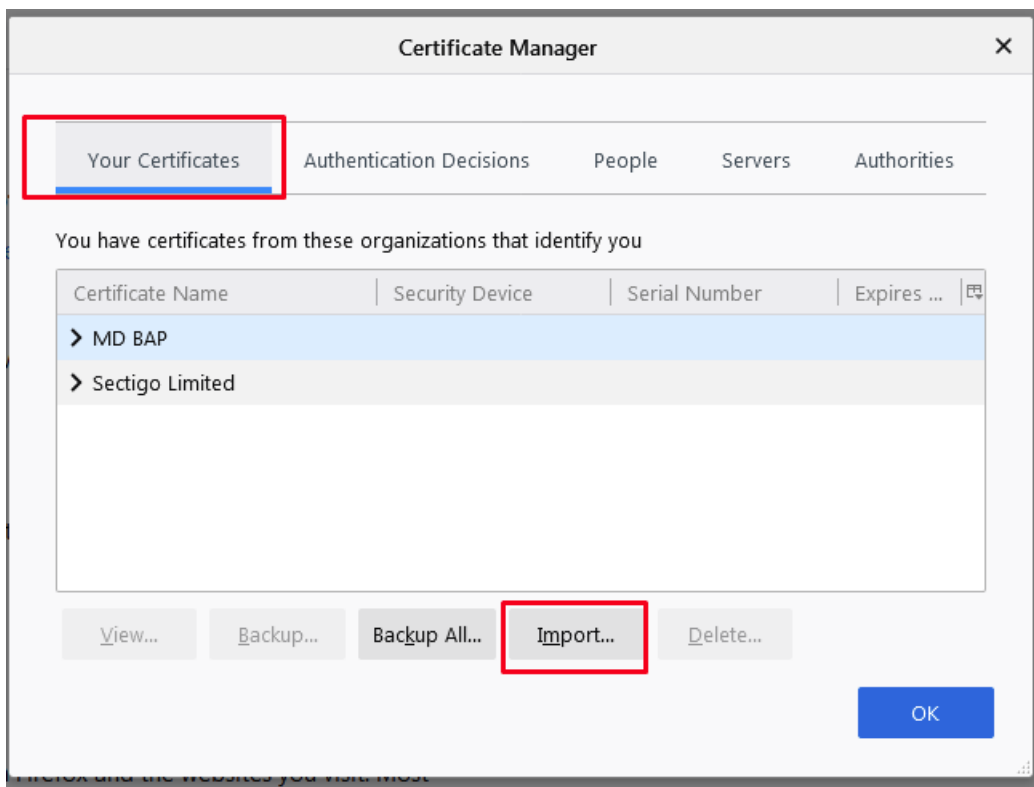
sertifikatas.pfx - a file that contains your certificate and its private key.

7. Importing a certificate for use on a *Linux* system is configured in the browser. Open your browser settings, locate the "Privacy & Security" section, select "Certificates" option and click "View Certificates".



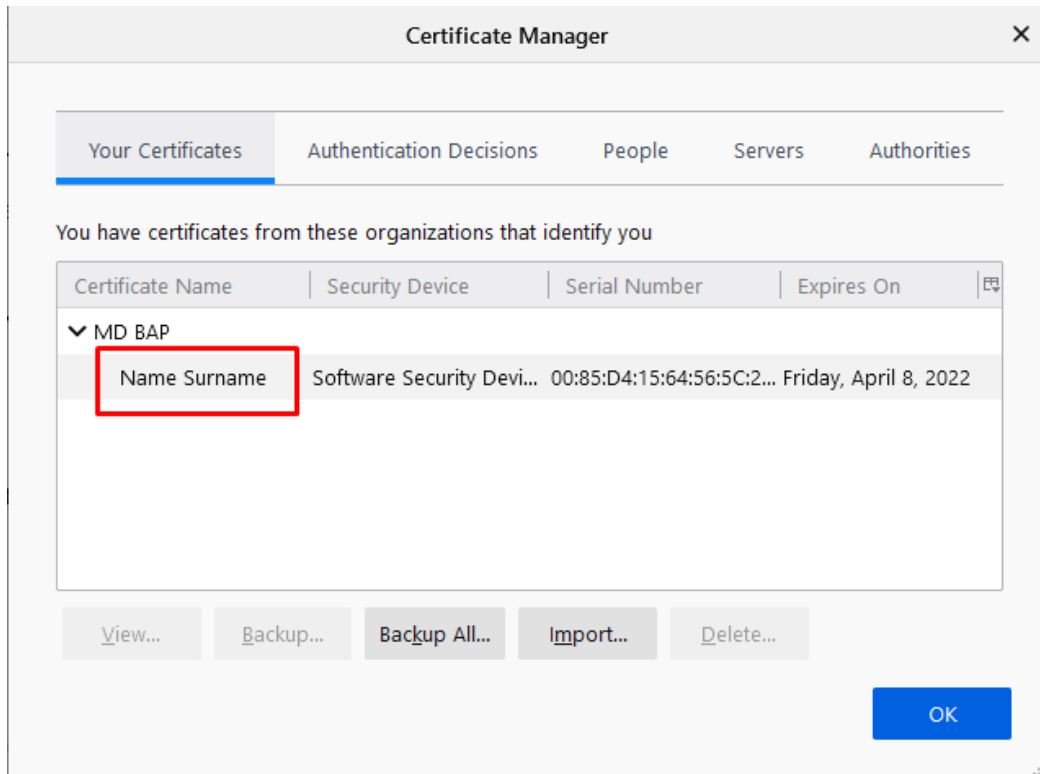
Picture 4. "View Certificates" tab

8. In an opened window in the "Your Certificates" section, click "Import", specify your PFX file and the password you specified in step 3.



Picture 5. Certificate installation window

9. After the certificate has been uploaded successfully, you will see it in the list.



Picture 6. List of certificates

4.4.4.3 Preparing the certificate to work on another computer

To work on another computer, you need the *PKX* file that was generated in step 2 in the section "*Download and install the certificate*". Transfer this file to a new computer and continue with the steps in the installation instructions below.

4.5 Signing a PDF document with a certificate using Adobe Acrobat Reader

To sign a downloaded document for signature, follow these steps.

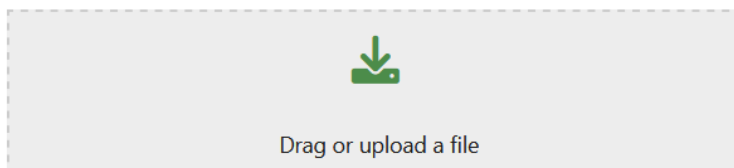
1. Download the PDF document and open the file.

Adding signing certificate

Download document for signing and sign it with certificate of your choosing in Adobe Acrobat Reader. Upload the signed document to add certificate to BAP.

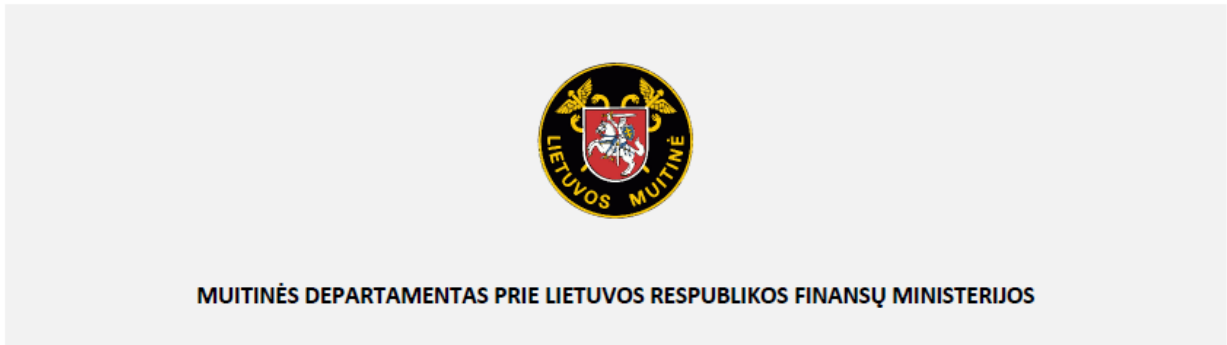
Document for signing [Download](#)

Upload signed document



ADD CERTIFICATE

4. In the open document, click on the signature area.

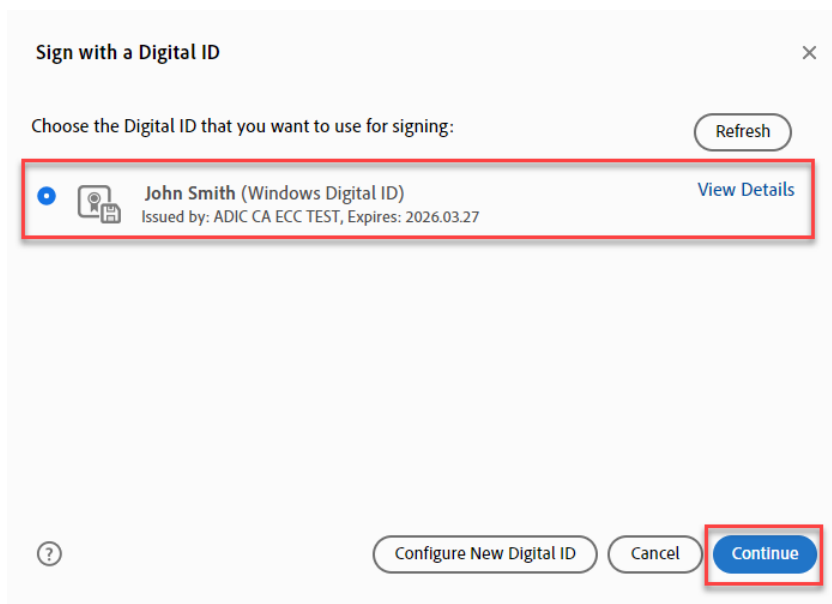


Prašome pasirašyti dokumentą kvalifikuotu parašu.



2 pav. Signing a document: selecting the signature area

4. In the "Sign with a Digital ID" window that opens, select the signature you want to sign with from the list and click the "Continue" button.



3 pav. Signing a document: choosing a digital identity

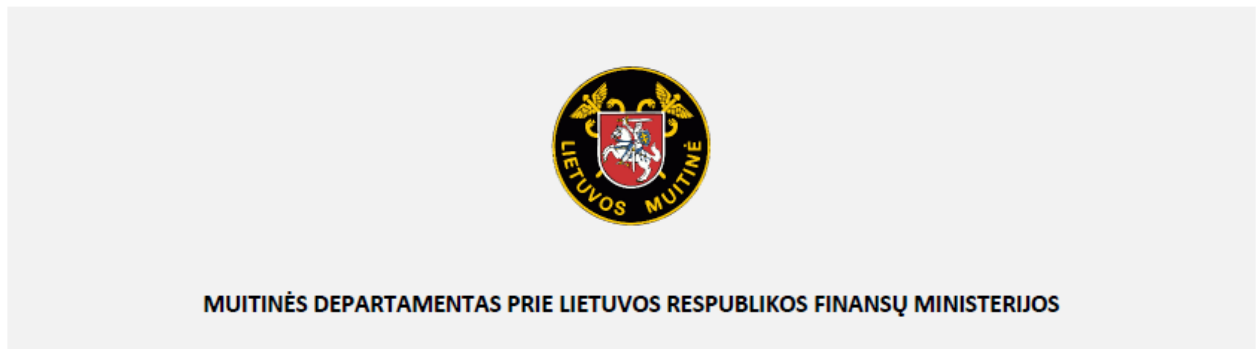
5. The "Sign as 'First name Last name'" box will display the standard text of the signature. Click on the "Sign" button.



4 pav. Signing a document: choosing a signature display

6. Follow the on-screen instructions - depending on the type of certificate, you may be asked to provide a certificate PIN, password or other information identifying the certificate. Once these have been provided, the document will be signed and will need to be saved on your computer.

7. PDF document signed with a certified signature.



Prašome pasirašyti dokumentą kvalifikuotu parašu.

John Smith Digitally signed by John Smith
Date: 2024.01.03 16:08:52
+02'00'

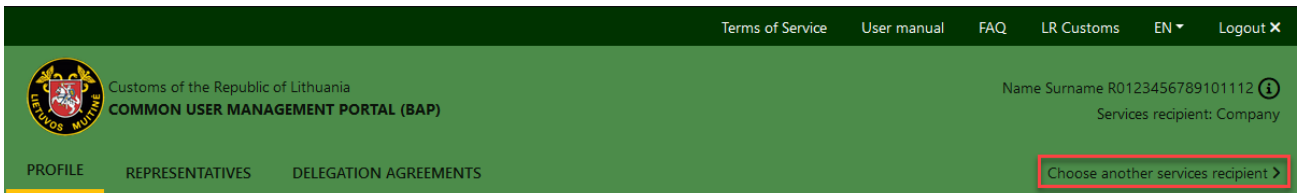
5 pav. Example of a document signed with a certificate

8. Upload the signed document to the BAP as described in "Generating and adding a certificate after logging into the portal".

5 SERVICE RECIPIENT REGISTRATION

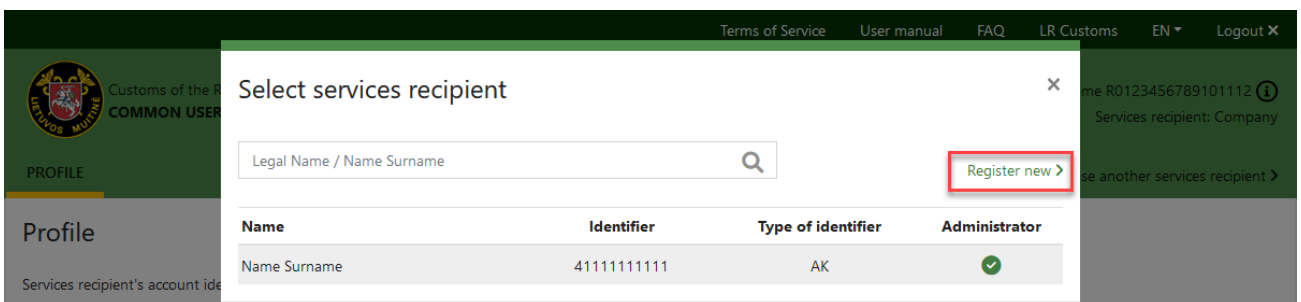
Only a registered user can register a new service recipient. To do this, log in to your registered user account and follow these steps:

1. In the top menu, select "Choose another services recipient":



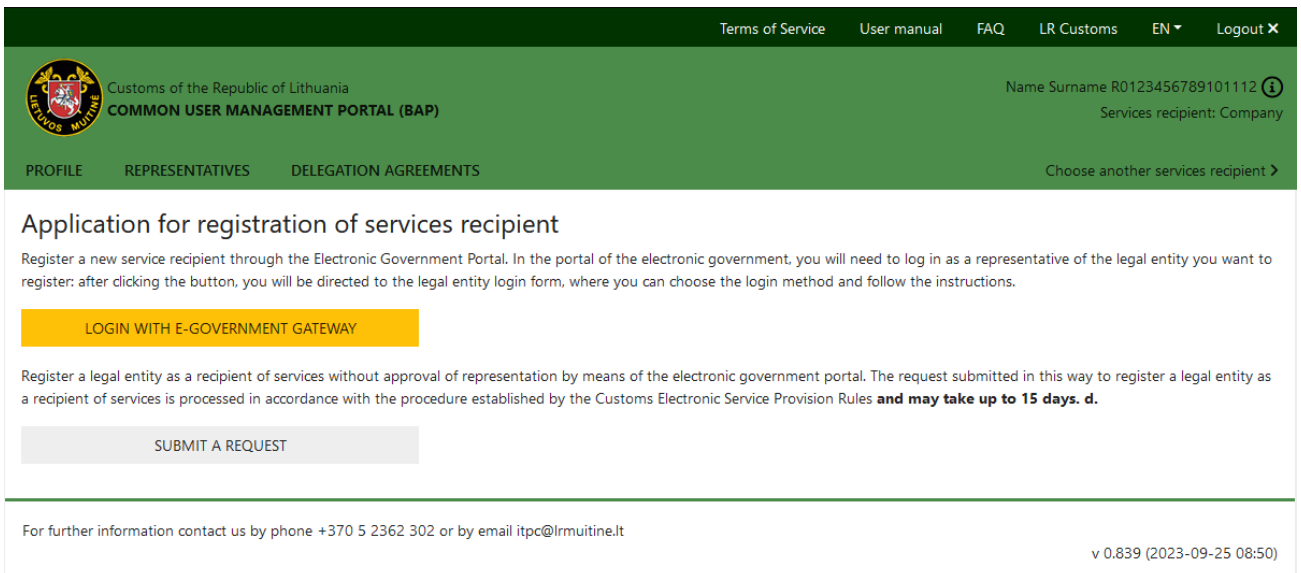
Picture 1. Choose services recipient

2. If you don't find recipient, register by choosing "Register new":



Picture 2. Register new service recipient

3. You will be directed to the page where you will need to choose the type of registration: via e-government gateway or submit a request.



Picture 3. Choose the type of registration

5.1 Services recipient registration on request

1. On the screen "Application for registration of services recipient" click "Submit a request" button.

Terms of Service User manual FAQ LR Customs EN Logout

Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Name Surname R0123456789101112
Services recipient: Company

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose another services recipient

Application for registration of services recipient

Register a new service recipient through the Electronic Government Portal. In the portal of the electronic government, you will need to log in as a representative of the legal entity you want to register: after clicking the button, you will be directed to the legal entity login form, where you can choose the login method and follow the instructions.

LOGIN WITH E-GOVERNMENT GATEWAY

Register a legal entity as a recipient of services without approval of representation by means of the electronic government portal. The request submitted in this way to register a legal entity as a recipient of services is processed in accordance with the procedure established by the Customs Electronic Service Provision Rules **and may take up to 15 days. d.**

SUBMIT A REQUEST

For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt

v 0.839 (2023-09-25 08:50)

Picture 1. Choose the type of registration

2. Fill out the form provided. This form has 5 steps:

- 1) Legal person
- 2) Address
- 3) Contact details
- 4) Notification reception type
- 5) Review and submission

Save the request by clicking the "Submit" button on Review and submission step:

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose another services recipient >

Application for registration of services recipient

- 1 Legal person
- 2 Address
- 3 Contact details
- 4 Notification reception type
- 5 Review and submission

Review and submission

Company data

Company name *	Company code *
<input type="text" value="Caompany title"/>	<input type="text" value="LT00000123"/>
Legal person VAT payer code	Legal person EORI code
<input type="text"/>	<input type="text"/>

Address

Country *	Street
<input type="text" value="Lithuania"/>	<input type="text"/>
City *	House number
<input type="text" value="Vilnius"/>	<input type="text"/>
Municipality	Flat/Apartment number
<input type="text"/>	<input type="text"/>
Eldership	Postal code
<input type="text"/>	<input type="text"/>

Contact details

Email address *	Phone number
<input type="text" value="company@mail.com"/>	<input type="text" value="+370"/>
Mobile phone number	
<input type="text" value="+370"/>	

Notification reception type

Customs information notification reception type *

Email Web service

Email address *

Cancel registration

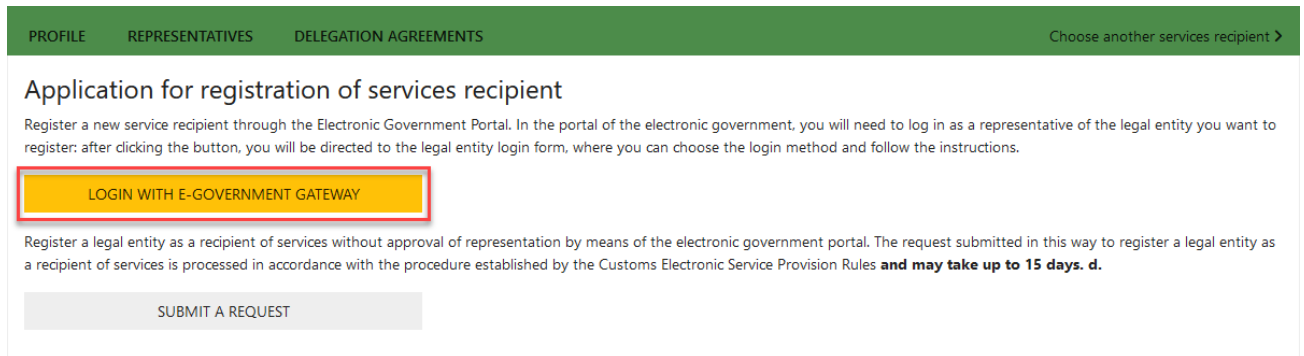
Picture 2. Application for registration of services recipient

The data will be transmitted to customs.

The customs officers will contact you via e-mail address or telephone number specified in your registration request after examining your application or after examining and activating the account of the registered service recipient.

5.2 Service recipient registration by logging via e-government gateway

1. On the screen "Application for registration of services recipient" click "Login with e-government gateway" button.



Picture 1. Choose the type of registration

2. You will be directed to a page where you can choose the authentication service method and provider.
3. After authentication you will be directed to "Application for registration of services recipient" form of 5 steps:
 - 1) Legal person
 - 2) Address
 - 3) Contact details
 - 4) Notification reception type
 - 5) Review and submission

Save the request by clicking the "Submit" button on "Review and submission" step:

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose another services recipient >

Application for registration of services recipient

- 1 Legal person
- 2 Address
- 3 Contact details
- 4 Notification reception type
- 5 Review and submission

Review and submission

Company data

Company name *	Company code *
<input type="text" value="Caompany title"/>	<input type="text" value="LT00000123"/>
Legal person VAT payer code	Legal person EORI code
<input type="text"/>	<input type="text"/>

Address

Country *	Street
<input type="text" value="Lithuania"/>	<input type="text"/>
City *	House number
<input type="text" value="Vilnius"/>	<input type="text"/>
Municipality	Flat/Apartment number
<input type="text"/>	<input type="text"/>
Eldership	Postal code
<input type="text"/>	<input type="text"/>

Contact details

Email address *	Phone number
<input type="text" value="company@mail.com"/>	<input type="text" value="+370"/>
Mobile phone number	
<input type="text" value="+370"/>	

Notification reception type

Customs information notification reception type *

Email Web service

Email address *

Cancel registration

Picture 2. Application for registration of services recipient

6 ADDITION OF A REPRESENTATIVE OF THE RECIPIENT OF SERVICES AND MANAGEMENT OF REPRESENTATION RIGHTS

Recipient rights management functionality is available to users with administrator privileges.

Managing agent rights includes adding representatives, terminating representation, assigning administrator rights, assigning activity profiles.

6.1 Review of the list of representatives

The list of representatives of the services recipient shall include all the representatives assigned to the services recipient. To view a list of agents or the details of a specific agent, follow these steps:

1. Select "Representatives" tab from the top menu:



Picture 1. Selecting the "Representatives" menu item

2. The opened window shows the list of representatives assigned to the service recipient. Click the "View" button to view the details of a specific agent:



Management of services recipient's representatives' rights

+ ADD REPRESENTATIVE

List of services recipient's representatives

Services recipient's representative	User identification number
Name Surname 1	R21612486659607244
Name Surname	R04532968465803622

Showing 1-2 from 2

Picture 2. List of service user representatives

3. To view the data of a specific representative, click on the row of the representative's record in the list of service recipient's representatives and you will be redirected to the "Representative of services recipient" data view window.

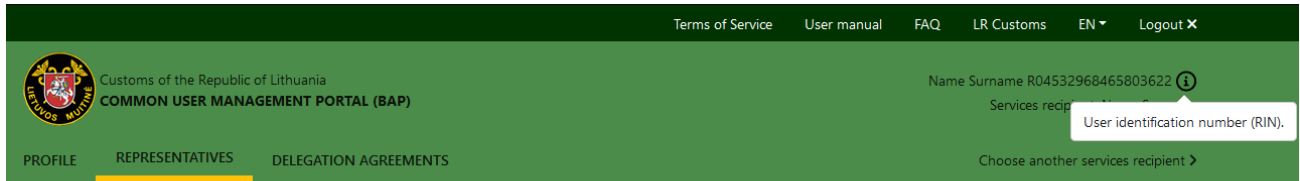
To view or edit the details of a specific representative, click on the row of the representative's record in the list of service recipient's representatives and follow the steps described in "Management of representation rights".

6.2 Addition of a representative

You can only add a person already registered in the Customs Information System to the services recipient you represent.

The person who will be assigned as the services recipient must self-register with the BAP (the registration process is described in the section "User registration and data change") and pass on the user identification number (RIN) assigned to the user by the user of the user.

1. It is displayed in the top bar below the Representatives's name as shown in the image below:



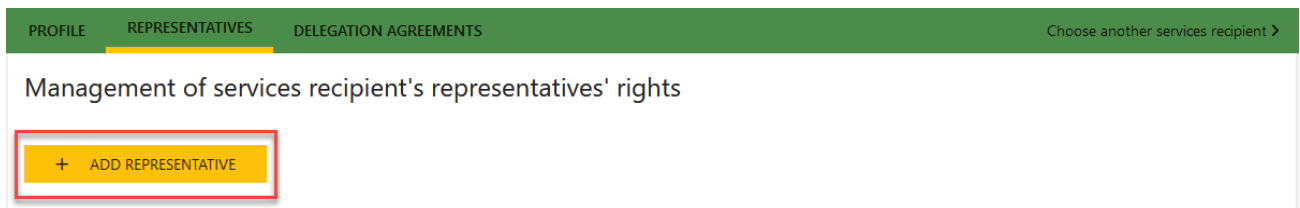
Management of services recipient's representatives' rights

Picture 1. User Identification Number (RIN)

To add a recipient representative, follow these steps:

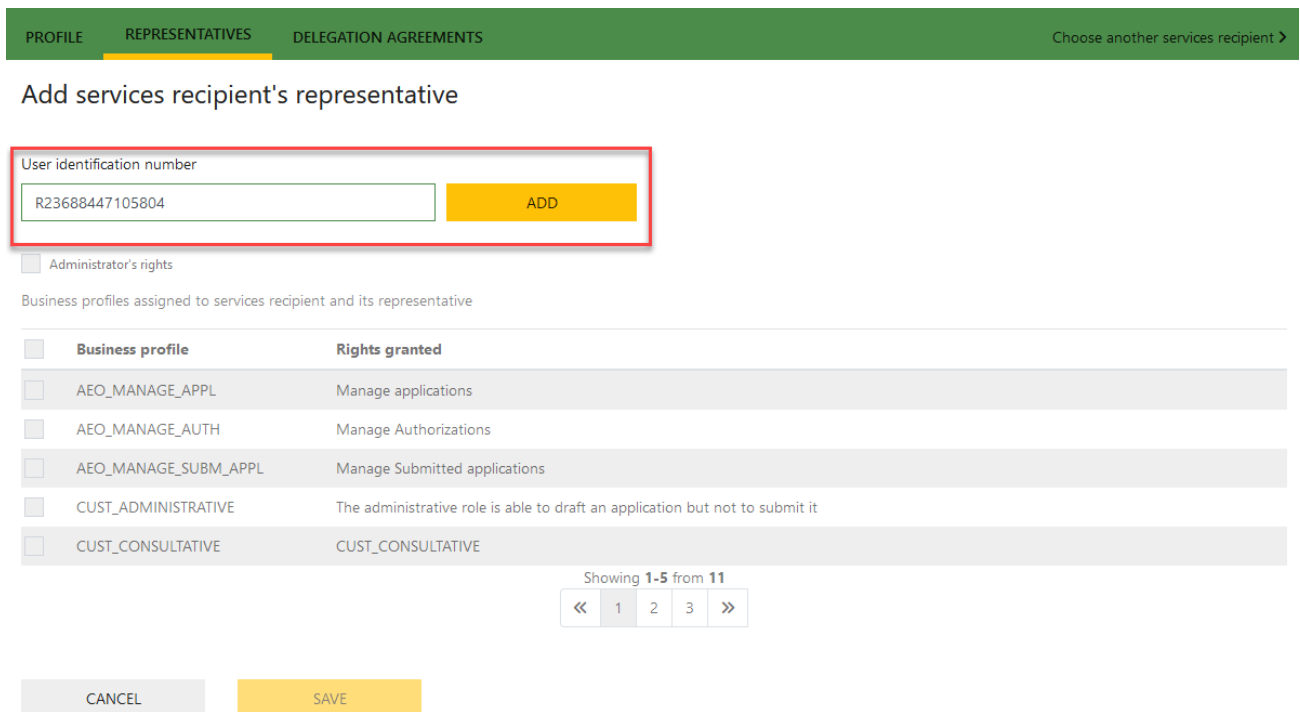
2. In the top menu, select "Representatives" (see step 1 in the "Review of the list of representatives" section).

In the window that opens, click the "+ Add Representative" button:



Picture 2. Add representative

3. In the window that opens, enter the user identification number (RIN) you want to add in the field "User ID number" and click the "Add" button:



Picture 3. User identification number

4. Make sure you really add the person you want. The user name found is displayed below the user identification number (RIN).

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose another services recipient >

Add services recipient's representative

Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number

R23688447105804 ADD

Picture 4. Name and surname of the found user

5. By default, the added user is assigned all the activity profiles available to the service user. You can modify the assigned activity profiles by unchecking or re-checking the check-boxes, as shown in the image below:

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose another services recipient >

Add services recipient's representative

Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number

R23688447105804 ADD

Name Surname

Administrator's rights

Business profiles assigned to services recipient and its representative

17 elements selected in this table. [Clear selected elements](#)

<input checked="" type="checkbox"/>	Business profile	Rights granted
<input checked="" type="checkbox"/>	AEO_MANAGE_APPL	Manage applications
<input checked="" type="checkbox"/>	AEO_MANAGE_AUTH	Manage Authorizations
<input checked="" type="checkbox"/>	AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input checked="" type="checkbox"/>	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input checked="" type="checkbox"/>	CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 17

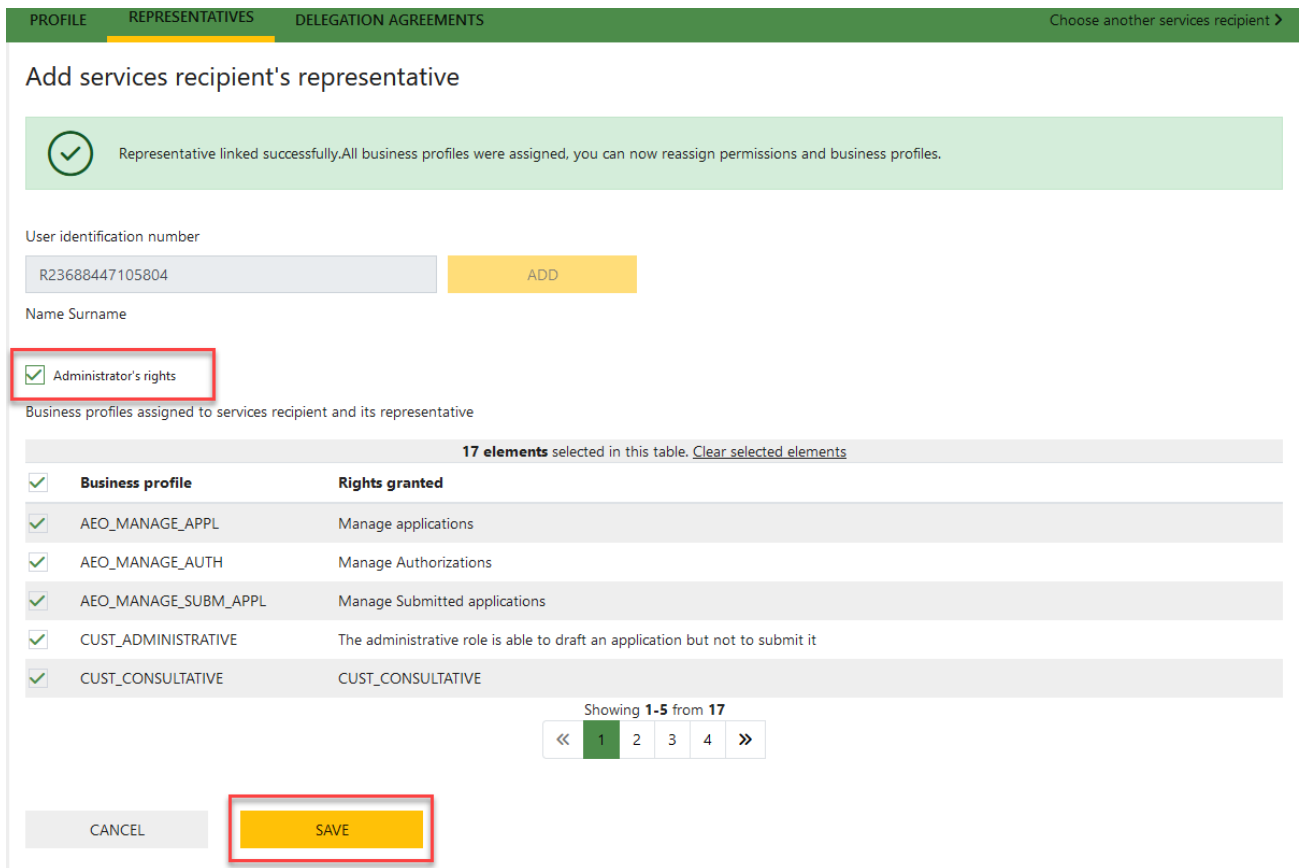
<< 1 2 3 4 >>

CANCEL SAVE

Picture 5. Business profiles

6. If necessary, assign the user administrator rights to a user. Save your data by clicking the "Save" button.

Note: The administrator right allows you to manage the rights of service user representatives and delegation agreements

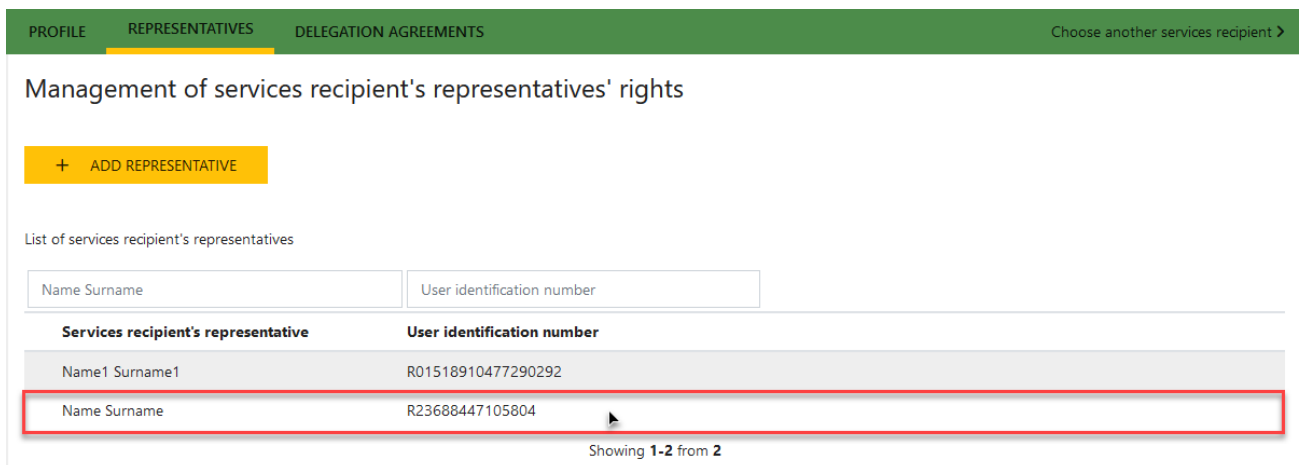


Picture 6. Adding administrator rights

6.3 Management of representation rights

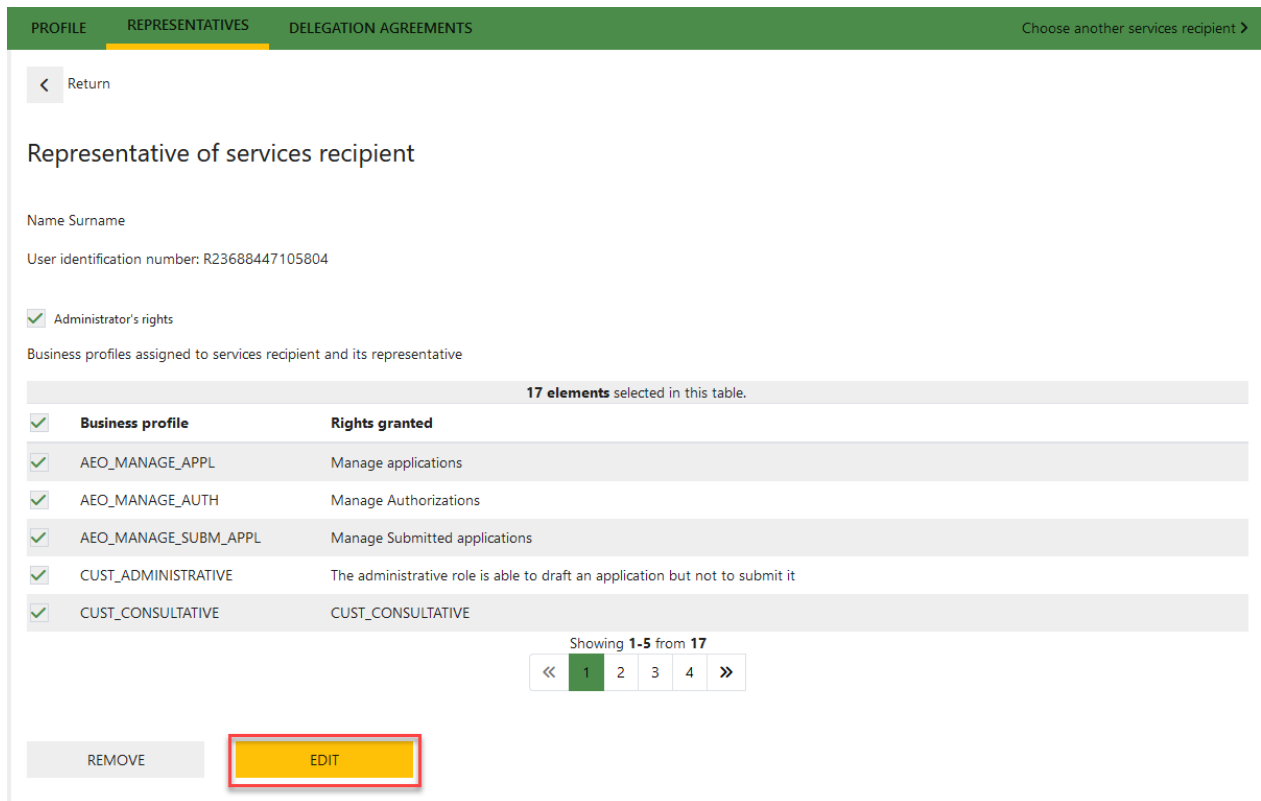
You can grant or revoke administrator rights and grant or revoke activity profiles to the recipient's representative. To manage representation rights, follow these steps:

1. In the top menu select tab "Representatives".
2. In the list of service recipient's representatives, select the row of the representative's record and you will be redirected to the service representative of services recipient data view window:



Picture 1. List of services recipient's representatives

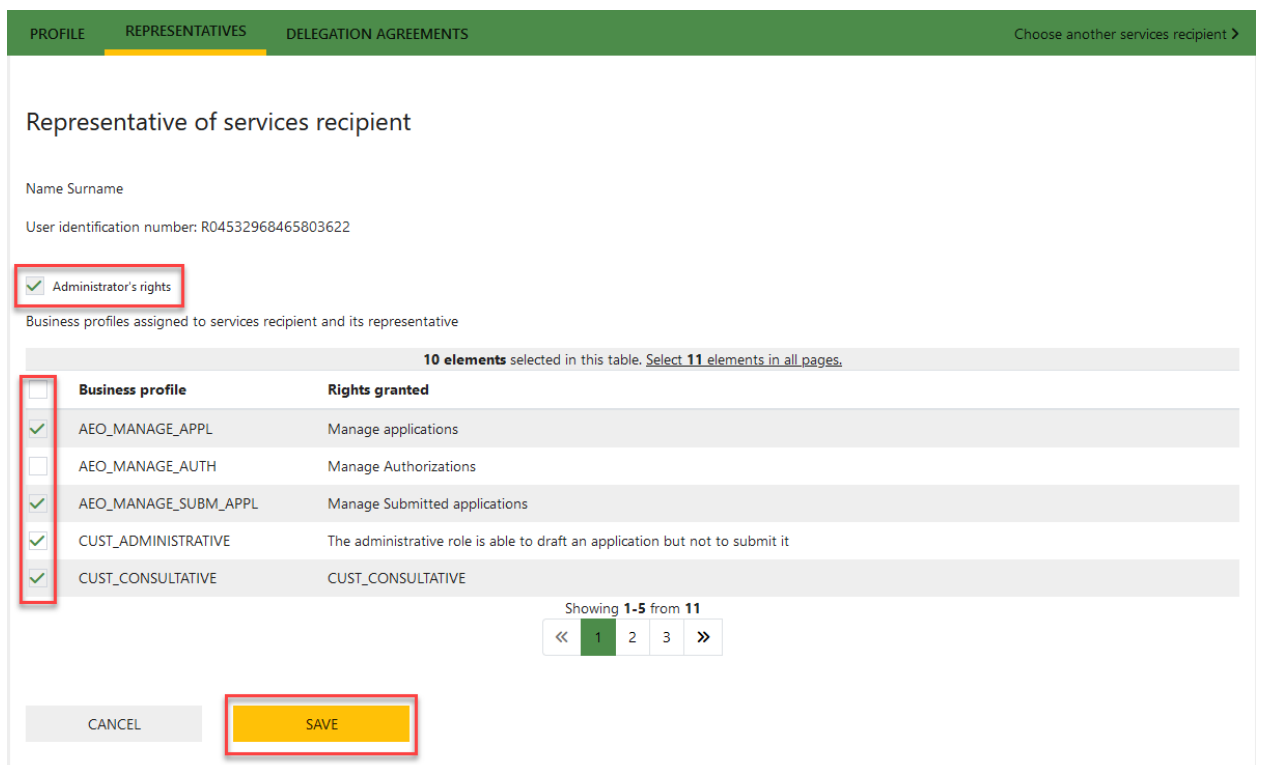
3. In the representative of services recipient preview window click the button „Edit“.



Picture 2. Editing the rights of service user representatives

4. In the window that opens, select the desired activity profiles and/or administrator rights by unticking or re-ticking the checkboxes as shown in the image below.

Save your data by clicking on the "Save" button:



Picture 3. Managing the rights of Service User Representatives

6.4 Removal of a representative

To remove a representative from the list of recipients, follow these steps:

1. In the top menu, select "Representatives" tab.
2. In the list of service recipient representatives, click on the row of the representative's record and you will be redirected to the "Service recipient representative" data view window.

The screenshot shows the 'COMMON USER MANAGEMENT PORTAL (BAP)' interface. The top navigation bar includes 'PROFILE', 'REPRESENTATIVES', and 'DELEGATION AGREEMENTS'. The 'REPRESENTATIVES' tab is active. The user's name and surname are 'R04532968465803622'. Below the navigation bar, there is a yellow button labeled '+ ADD REPRESENTATIVE'. Underneath, the text 'List of services recipient's representatives' is followed by two search input fields: 'Name Surname' and 'User identification number'. A table lists the representatives with columns 'Services recipient's representative' and 'User identification number'. The first row is highlighted with a red border, showing 'Name Surname 1' and 'R21612486659607244'. The second row shows 'Name Surname' and 'R04532968465803622'. At the bottom right of the table, it says 'Showing 1-2 from 2'.

Picture 1. List of service user representatives

2. In the window that appears, click the "Remove" button.

The screenshot shows the 'Representative of services recipient' data view window. The top navigation bar is the same as in Picture 1. Below the navigation bar, there is a 'Return' button with a left arrow. The title 'Representative of services recipient' is displayed. Below the title, the user's name and surname are shown, followed by the user identification number: 'R23688447105804'. There is a checked checkbox for 'Administrator's rights'. Below this, the text 'Business profiles assigned to services recipient and its representative' is followed by a table. The table has a header '11 elements selected in this table.' and two columns: 'Business profile' and 'Rights granted'. The table lists five rows, each with a checked checkbox, a business profile name, and a description of the rights granted. At the bottom right of the table, it says 'Showing 1-5 from 11'. Below the table, there is a pagination control with arrows and the numbers 1, 2, and 3. The number 1 is highlighted. At the bottom of the window, there are two buttons: 'REMOVE' (highlighted with a red border) and 'EDIT'.

Picture 2. Selecting the "Remove" action

3. In the dialog box that opens, confirm that you want to remove the representative from the list of representatives by clicking on the "Remove" button.



Are you sure you want to remove user from representative list?



Picture 3. Confirmation of removal

7 REGISTRATION AND MANAGEMENT OF DELEGATION AGREEMENTS

Delegation contract management functionality is available to users with administrator rights.

The representative of the service recipient (delegator) may delegate the activity profiles assigned to the service recipient to authorised service recipient - the delegate, by creating a delegation agreement between these service recipients. The initiator of the delegation agreement is always the delegate. The delegation agreement enters into force when it is approved by the authorized recipient of services (delegate) and the date corresponds to the date of commencement of the agreement specified in the agreement. After the conclusion of the delegation agreement, the users representing the delegate may act as the delegate's representatives within the activity profiles provided for in the delegation agreement. The delegation agreement shall expire when it expires or is terminated by either party.

7.1 Revision of the list of delegation agreements

The list of delegation agreements shall include all agreements created by the recipient and/or assigned to the recipient.

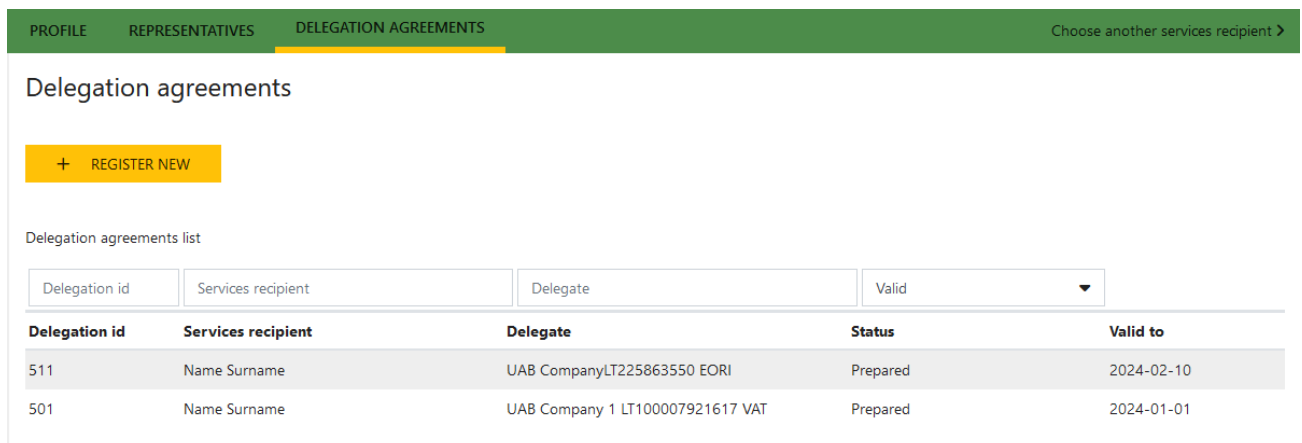
To view a list of delegation agreements or the details of a specific agreement, follow these steps:

1. Select "Delegation agreements" tab in the top menu:



Picture 1. Delegation agreements

2. The window that opens provides a list of delegation agreements created and/or received by the service user.



Picture 2. View the details of a specific delegation agreement

3. To view the details of a specific delegation agreement, click on the row of the delegation agreement record in the list of delegation agreements and you will be redirected to the "Delegation Agreement" data view window.

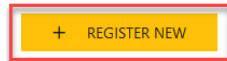
7.2 Creating a delegation agreement

To create a delegation agreement, follow these steps:

1. Select "Delegation agreements" in the top menu (see step 1 in the "Revision of the list of delegation agreements" section).
2. In the window that opens, click the "+ Register New" button:



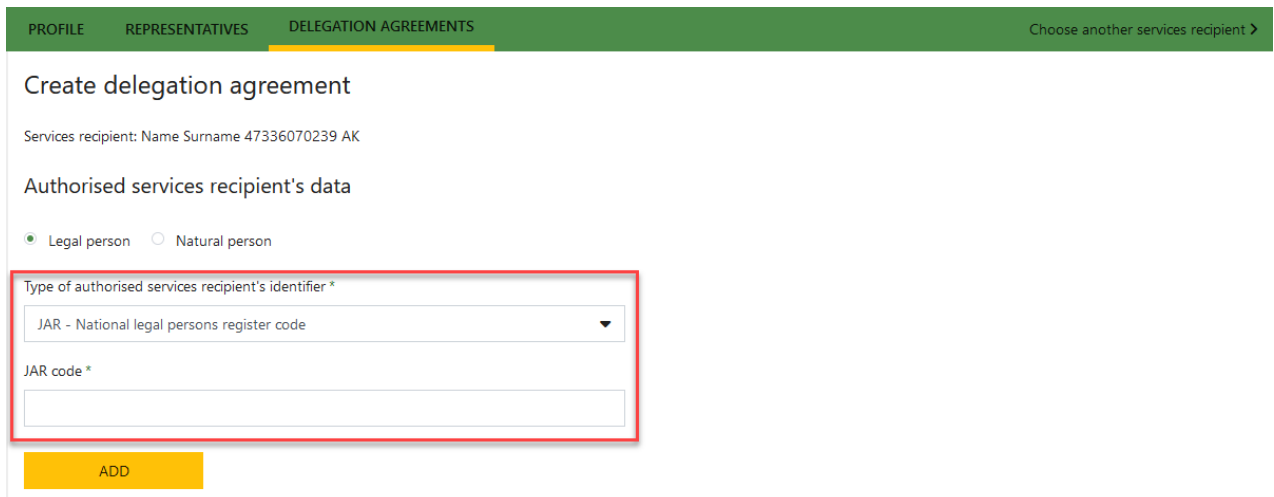
Delegation agreements



Picture 1. Register new delegation agreement

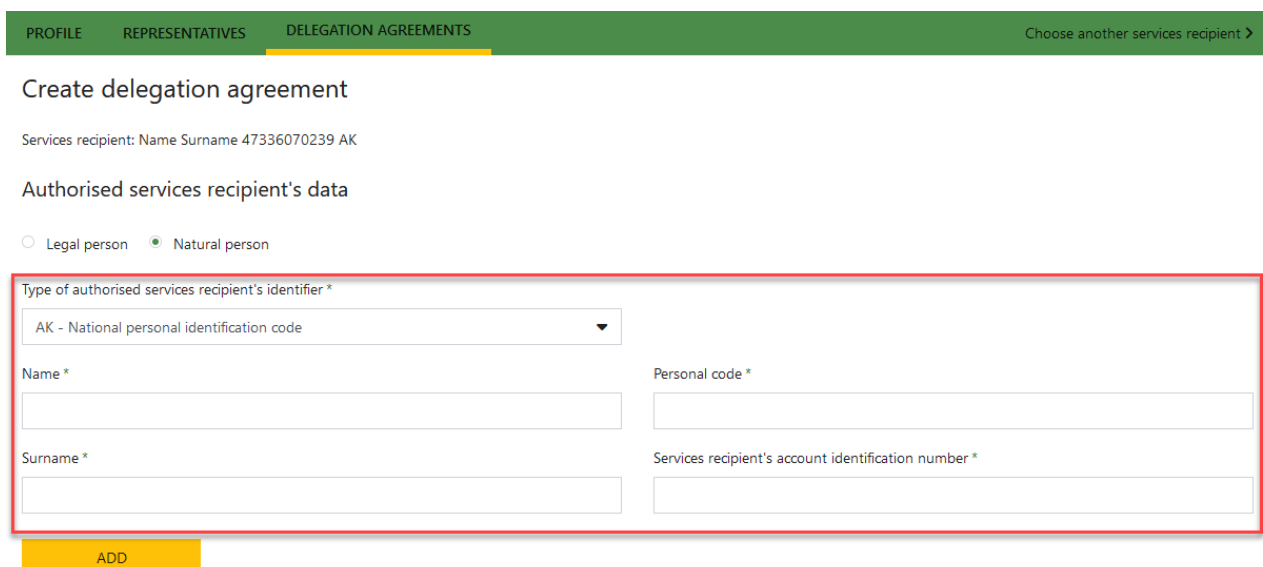
3. Please provide the details of the authorized recipient (delegate).

- If you want to delegate the activity profiles to a legal entity, in the Delegation Agreement creation window, tick that the authorized service recipient will be a legal person. Select and enter the legal entity identification code to be used:



Picture 2. Details of the legal entity of the authorized recipient

- If you want to delegate the activity profiles to a natural person, in the in the delegation agreement creation window, tick that the authorized service recipient will be a natural person.



Picture 3. Authorized recipient's natural person data

- Select an available identification code and provide the person's name, selected code and the registration identification number of the authorised service user's account.
You can find the account number of the authorised recipient number by logging into your account and selecting the "Profile" tab, as shown in the image below:

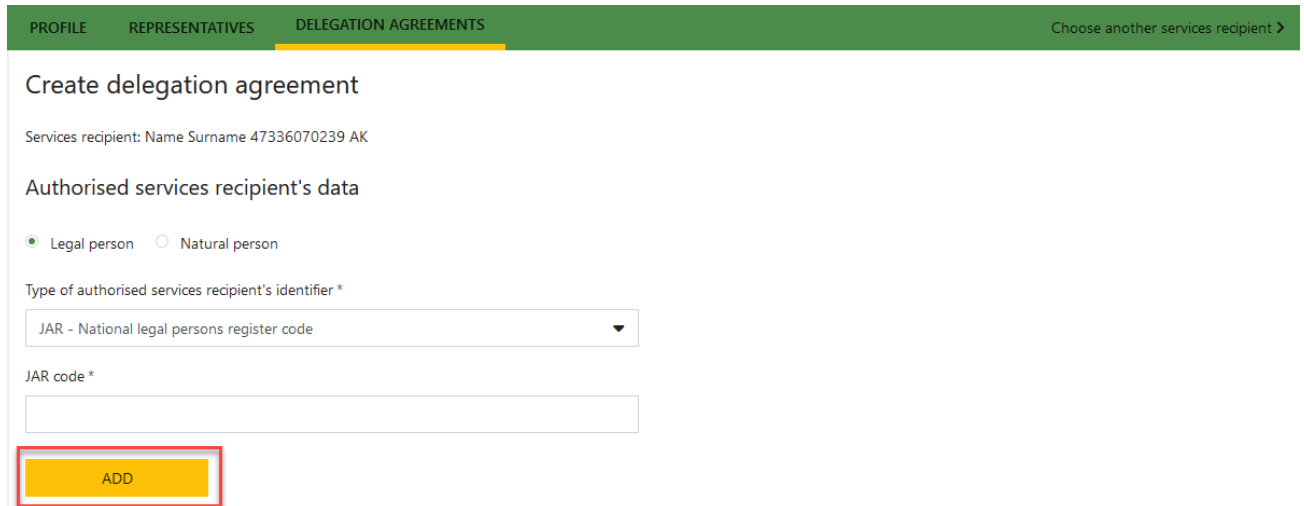


Picture 4. Services recipient's account identification number

Note: You can only conclude a delegation agreement with a natural or legal person who is already registered in the Customs Information System.

How to register a natural or legal person is described in the section "User registration and data modification" and click "Add" button:

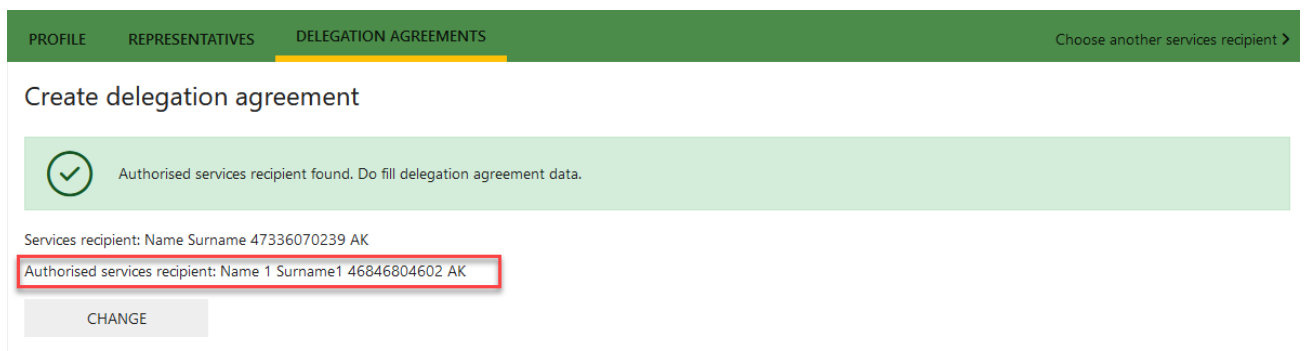
4. Once you have entered the service recipient's details, click the "Add" button:



Picture 5. Adding an authorized recipient

5. Make sure that the delegation agreement contains the correct details of the authorized services recipient.

The details of the authorized services recipient shall be provided below the details of the services recipient creating the agreement.



Picture 6. Authorized services recipient

6. Enter the details of the delegation agreement and specify the activity profiles you want to delegate.

DELEGATION AGREEMENTS Choose another services recipient >

Create delegation agreement

✓ Authorised services recipient found. Do fill delegation agreement data.

Services recipient: Name Surname 47336070239 AK
 Authorised services recipient: Name 1 Surname1 46846804602 AK

Agreement data

Title * Description

Valid from * Valid to *

Delegated business profiles

<input type="checkbox"/>	Business profile	Rights granted
<input type="checkbox"/>	AEO_MANAGE_APPL	Manage applications
<input type="checkbox"/>	AEO_MANAGE_AUTH	Manage Authorizations
<input type="checkbox"/>	AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input type="checkbox"/>	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input type="checkbox"/>	CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 11

Picture 7. Specification of contract details and delegated activity profiles.

7. Save the data by clicking the "Save" button:

Delegated business profiles

<input type="checkbox"/>	Business profile	Rights granted
<input checked="" type="checkbox"/>	AEO_MANAGE_APPL	Manage applications
<input type="checkbox"/>	AEO_MANAGE_AUTH	Manage Authorizations
<input checked="" type="checkbox"/>	AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input type="checkbox"/>	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input type="checkbox"/>	CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 11

Picture 8. Save data

Once the agreement is saved, it will be redirected to the authorized recipient. The representative of the authorized recipient with administrator rights will see the contract by logging into the Authorized services recipient's account which will be able to approve or reject upon review as described in "Approval and rejection of the delegation agreement".

7.3 Approval and rejection of the delegation agreement

Once a delegation agreement has been created by the service recipient, it must be approved by the Authorized service recipient. A contract that is not approved is invalid.

In order to approve a contract delegated to an authorised service recipient, the representative of the authorised service recipient, who has administrator right, must complete the following steps:

1. Select "Delegation agreements" from the top menu. The window that opens shows a list of delegation agreements created and/or received by the service user. Contracts with a status of "Prepared" are awaiting approval.
2. To approve a specific contract, in the list of delegation agreements, click on the row of the delegation agreement record whose status is "Prepared". You will be redirected to the data preview window of the selected delegation agreement.

Delegation id	Services recipient	Delegate	Status	Valid to
513	Name Surname	Name1 Surname1	Prepared	2024-12-31

Picture 1. Delegation agreement selection

3. In the window that opens, click the "Accept" button:

Business profile	Rights granted
✓ AEO_MANAGE_APPL	Manage applications
✓ AEO_MANAGE_AUTH	Manage Authorizations
✓ AEO_MANAGE_SUBM_APPL	Manage Submitted applications
✓ CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
✓ CUST_CONSULTATIVE	CUST_CONSULTATIVE

Picture 2. Accept delegation agreement

- To reject the delegation agreement, click the "Reject" button.
- In the dialogue window that opens, confirm that you want to reject the agreement by clicking on the "Reject" button.

Are you sure you want to reject the agreement?



Picture 3. Rejection of delegation agreement

If the contract is rejected, it will be removed from the list of delegation agreements.

7.4 Editing a delegation agreement

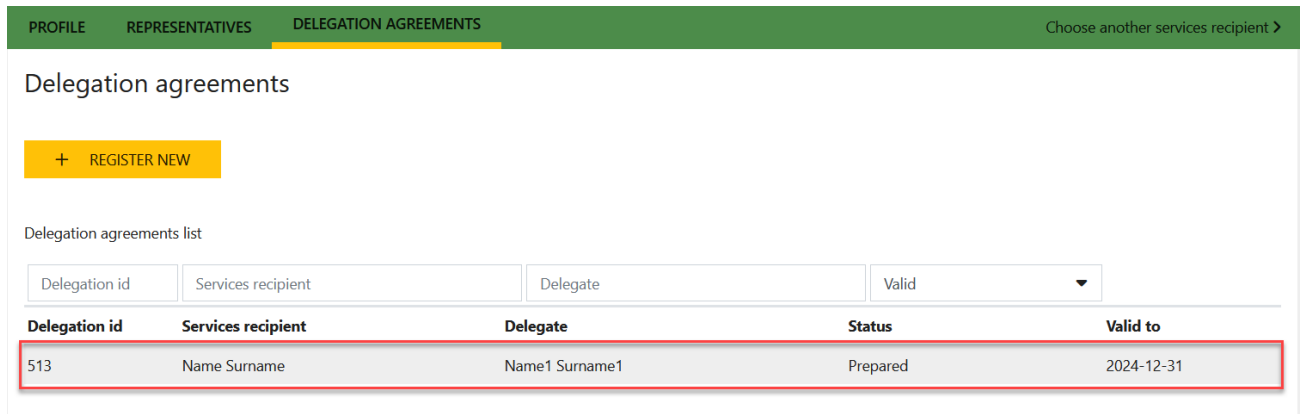
The delegation agreement can be edited by the person who created it. Only a prepared agreement with the status "Prepared" is allowed to edit all fields.

Once the contract has been approved by the Authorized Service Recipient (agreement status "Confirmed by delegator"), editing the contract allows changes to the assigned activity profiles and the agreement expiry date.

Note: The result of editing a Delegation agreement with status "Confirmed by delegator" does not need to be approved by the Authorized service recipient.

To edit a delegation agreement, follow these steps:

- Select "Delegation agreements" in the top menu.
- In the list of delegation agreements, click on the row of the delegation agreement record. You will be redirected to the data view window of the selected delegation agreement.



PROFILE REPRESENTATIVES **DELEGATION AGREEMENTS** Choose another services recipient >

Delegation agreements

+ REGISTER NEW

Delegation agreements list

Delegation id	Services recipient	Delegate	Status	Valid to
513	Name Surname	Name1 Surname1	Prepared	2024-12-31

Picture 1. Delegation agreement selection

- Click the "Edit" button and change the information you want in the contract details. Fields for which changes are not allowed are shown as inactive.

PROFILE REPRESENTATIVES **DELEGATION AGREEMENTS** Choose another services recipient >

[Return](#)

Delegation agreement

Services recipient: Name Surname 39206191972 AK
 Authorised services recipient: Name1 Surname1 47336070239 AK

Agreement data

Title Description

Title Nr.1

Valid from Valid to

2023-12-21 2024-12-31

Delegated business profiles

11 elements selected in this table.

<input checked="" type="checkbox"/> Business profile	Rights granted
<input checked="" type="checkbox"/> AEO_MANAGE_APPL	Manage applications
<input checked="" type="checkbox"/> AEO_MANAGE_AUTH	Manage Authorizations
<input checked="" type="checkbox"/> AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input checked="" type="checkbox"/> CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input checked="" type="checkbox"/> CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 11

<< 1 2 3 >>

EDIT

Picture 2. Edit delegation agreement

4. Save your changes by clicking the "Save" button:

PROFILE REPRESENTATIVES **DELEGATION AGREEMENTS** Choose another services recipient >

Delegation agreement

Services recipient: Name Surname 39206191972 AK
 Authorised services recipient: Name1 Surname1 47336070239 AK

Agreement data

Title * Description

Title Nr.1

Valid from * Valid to *

2023-12-21 2024-12-31

Delegated business profiles

11 elements selected in this table. [Clear selected elements](#)

<input checked="" type="checkbox"/> Business profile	Rights granted
<input checked="" type="checkbox"/> AEO_MANAGE_APPL	Manage applications
<input checked="" type="checkbox"/> AEO_MANAGE_AUTH	Manage Authorizations
<input checked="" type="checkbox"/> AEO_MANAGE_SUBM_APPL	Manage Submitted applications
<input checked="" type="checkbox"/> CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
<input checked="" type="checkbox"/> CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 11

<< 1 2 3 >>

SAVE

Picture 3. Save edited delegation agreement

7.5 Termination of the delegation agreement

An existing delegation agreement may be terminated by either party. To terminate the contract, follow these steps:

1. Select "Delegation agreements" in the top menu.
2. In the list of delegation agreements, click on the row of the delegation agreement record whose status is "Confirmed by delegator". You will be redirected to the data view window of the selected delegation agreement.

Delegation agreements

+ REGISTER NEW

Delegation agreements list

Delegation id Services recipient Delegate Valid

Delegation id	Services recipient	Delegate	Status	Valid to
513	Name Surname	Name1 Surname1	Confirmed by delegator	2024-12-31

Picture 1. Delegation agreement selection

3. In the preview window, click the "Revoke" button.

Delegation agreement

Services recipient: DOVYDAS MAČIULIS 39206191972 AK
 Authorised services recipient: Vardenis Pavardenis 47336070239 AK

Agreement data

Title: Title Nr.1
 Description: [Empty text area]

Valid from: 2023-12-21
 Valid to: 2024-12-31

Delegated business profiles

11 elements selected in this table.

Business profile	Rights granted
✓ AEO_MANAGE_APPL	Manage applications
✓ AEO_MANAGE_AUTH	Manage Authorizations
✓ AEO_MANAGE_SUBM_APPL	Manage Submitted applications
✓ CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
✓ CUST_CONSULTATIVE	CUST_CONSULTATIVE

Showing 1-5 from 11

REVOKE

Picture 2. Termination of delegation agreement

4. In the dialogue that opens, confirm that you want to cancel the contract by clicking on the "Revoke" button.

Are you sure you want to revoke the agreement?

REVOKE

CLOSE

Picture 3. Confirmation of termination

In the event of termination, the delegation agreement will be removed from the "Delegation agreements" list.