

Under the Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM) project all commercial importers (resident and non) must register their business in the CBSA CARM Client Portal PRIOR to MAY 2024. In addition to registering your business, you will also need to delegate authority to any approved representatives in your CARM client portal account and post Release Prior to Payment (RPP) Surety bond.

How to Register for the CARM Client Portal

1. Go to the CBSA CARM homepage at

<https://ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/auth/login>

and select Log into the CARM Client Portal

- G** Select how you would like to access the CARM client portal, either via Sign-In Partner or GCKey (GCKey is preferred)

- H** If you already have a GCKEY then continue to sign in. If you do not have GCKEY, then select "sign up" on right hand side of the Welcome to GCKEY screen and follow the prompts.

- I** Once you have your GCKEY, each time you sign in you will be asked to verify your email via multi-step authentication. Fill in your email address and enter the code that is emailed to you. Once complete, you can then navigate to the CARM Client Portal. You must read and accept the terms/conditions of use each time you log in.

- Í** You will then need to create your personal profile (remember the person who registers the business automatically becomes the BAM- Business Account Manager in CARM for your business, so should be a Controller/CFO or owner. Additional BAM's can be added later, and you should have at least 2). Make sure you subscribe to email notifications when setting up your profile.

- Î** Register your Business. You will need to input the 9 digit Business Number for your company and your RM Import/Export account extension (IE: RM0001) and select that you authorized person to register the business.

- Ï** Enter the Legal Business Name and Address. If system does not accept your answers then the legal name/address on file with the CBSA does not match what you are inputting. Information must match exact, including punctuation. You will need to verify your information with the CBSA prior to continuing.

- Ì** Once above accepted, you will be required to select/answer some financial affinity questions.

- J** Last step, you will be asked to review and confirm that all information entered is correct.

How to Delegate Authority in the Portal

1. When logged into the CARM Client Portal on your homepage, select "Setup my portal"
2. Select "Manage my business relationships"
3. Select "Received Requests"
4. Select the "Approve" beside the authorized requestor.
5. Select "All Programs"
6. Select "Business Management"
7. Business Settings >Transaction Visibility Rules>Check all 3
8. Review details and select approve
9. Repeat the process for any new additions

Release Prior to Payment (RPP) Requirement

As of March 2, 2023 it is heavily implied from the CBSA that importers who are registered in the CARM Client Portal, PRIOR to MAY 2024 will have a 180 day grace period to have a Release Prior to Payment (RPP) Bond in place. Importers not registered in the portal prior to October may suffer serious delays as a result. Please do not delay, get your business registered prior to this deadline to take advantage of any relief and make sure that you are ready for this change that is coming. Further information on obtaining the RPP Bond will follow as it becomes available.

CBSA Onboarding Instructions

<https://ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/onboarding-documentation>