

Canada Border Agence des services Services Agency frontaliers du Canada

CARM Client Portal User Guide

Post financial security for Release Prior to Payment (RPP) privileges



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Purpose of this guide

This guide shows how to enrol in the Release Prior to Payment (RPP) sub-program in the CARM Client Portal. It also covers how to post financial security to your account, a necessary step in RPP enrolment.

A financial security must be added to the account if an importer wishes to participate in RPP program. Please refer to D17-1-8 and D17-5-2 for more information.

Audience

This guide is intended for the following kinds of users of importer and broker accounts:

- Business Account Manager (BAM)
- Program Account Manager (PAM)

Preamble

RPP is a privilege and permits you to obtain the release of goods from CBSA before paying duties and taxes, defer accounting for the goods and defer the payment of duties and taxes. To enrol in RPP, you will need to set up your financial security. You can post a cash or electronic non-cash bond to maintain your program compliance or to secure a transaction.

For more information, please refer to <u>Memorandum D17-1-8- Release Prior to Payment Privilege</u>.

Contact

Contact the <u>CARM Client Support Helpdesk</u> if you need additional support.

1. Begin enrolment in the Release Prior to Payment (RPP) subprogram

1. Go to the **Program account profile** page (**Home** or **Menu** → **Accounts and profiles** → **Program account profile**).

Government of Canada	Gouvernement du Canada				<u>Français</u>
CARM Client F	Portal	Busin IMP QA	ess Account Manager	ر Gronk 🗄	ACL IMPORTER 1-IMP (RM0001) and Welker Rec (994893907)
MENU 😽			↓ <u>N</u>	lotifications	🌣 Setup my portal 🕒 Logout
Accounts and profiles		Accounts and	<u>d profiles</u>		
Financial information		Business Profile	List of program	accounts	Program account profile
Payments			<u></u>		<u> </u>
Declarations					
Rulings, appeals and c	ompliance				
Upload a document					
Recent Transactions	0	View	w all transactions	Most re	equested
Transaction date	Description	Amount	Status	• <u>Upl</u>	oad a document

2. Click the Sub-programs tab.

Program account profile					
Program account profile	e includes progra	m information tha	t was provided whe	en you enrolled ir	the current program
Program Information	Addresses	Contacts	Sub-Programs	Requests	
Program name					
Auto Corp 2087089					
Program account number 800839201RM0009					
Program type Importer					
Importer type					
Commercial					

3. Click Enrol in a sub-program.

Program acco	ount profil	е				
ogram account profile	e includes program	n information the	at was provided wh	en you enrolled ir	the current	program.
Program Information	Addresses	Contacts	Sub-Programs	Requests		
Requesting sub-pro To update the profile of a	gram profile update sub-program, submit a	s a new enrolment for	m and provide the requi	red changes.		
Active Filter items						
Sub-program type						Actions
		Nor	ows to show.			
Items per page: 10 v)			0 to 0 of 0	< Page 0 of	fo > >I
Enrol in a sub-program	Request dis	senrolment				

4. Click the information icon next to any of the sub-programs in the list to learn more.

Home > Accounts and Profiles	> <u>Sub-Programs</u>
Select the sub-program you wi CEDI Canadian Goods Abroad Container Bank	The Release Prior to Payment (RPP) Privilege is a privilege that entitles importers and licenced customs brokers who have posted financial security and obtained an account security number to: (a) obtain the release of goods from the CBSA before paying duties and taxes; (b) defer accounting for goods; and,
 Duties Relief Licence () Release Prior to Payment (RPF) Trusted Trader () 	(c) dele payment of duties and taxes.
Cancel	Enrol in sub-program

5. Click the radio button for Release Prior to Payment (RPP), then click Enrol in the sub-program.

Home > Accounts and Profiles > Sub-Programs	
Enrol in a sub-program	
* Select the sub-program you wish to enrol in: (required)	
 EDI () Canadian Goods Abroad () Container Bank () Duties Relief Licence () Release Prior to Payment (RPP) () Trusted Trader () 	
Cancel Enrol in sub-program	

6. Scroll down to **System calculated security requirement** under the **Calculated security requirement** section.

The **System calculated security requirement** is how much financial security (the value of the bond) you need to post to your account to enrol in RPP.

► Security requirement guidelines
Release Prior to Payment security requirements
Security requirement is calculated in real-time based on the highest amount of accounts receivable from the previous 12 months. Should you not have transaction history, you need to post security in the amount of the highest monthly account receivables expected. Regardless of the amount posted, you need to monitor and maintain security based on your importation activities.
Calculated security requirement
Program account name Not available
Program account number 755437540RM4830
System calculated security requirement 👔 CAN\$ 30,000.00
Security requirement self-assessment
 * Are you requesting a modification to the security requirement calculated by the CBSA? (required) Yes No
← Previous Start

Note:

The system determines how much financial security (the total value of all bonds) you need for RPP. This amount depends on the value of the goods that you imported in the past 12 months. If your account is new, then the amount of financial security you need will depend on the amount of business you estimate you will do in the future.

The amount of security that you need can change over time, depending on the amount of business that you do. The CBSA will send you notifications in the portal's **Notification centre** when you need to post more bonds to remain in RPP.

7. Click Yes or No to answer Are you requesting a modification to the security requirement calculated by the CBSA? This example shows No selected. Click Start.

Security requir	ment self-assessment	
* Are you reque	ing a modification to the security requirement calculated by the CBSA? (required)	
YesNo		
← Pre	ious	Start

Note:

As a new importer without transaction history during the previous 12 months, the system will calculate the security requirement to \$0.00. Select 'No' to the question if you are requesting a modification to the security requirement and then click on **Submit**. The system will automatically enrol you into the Release Prior to Payment sub-program.

System calculated security requirement.	
Security requirement self-assessment	
* Are you requesting a modification to the security requirement calculated by the CBSA? (required)	
⊙ ves ○ Nio	
← Prevlous	Submit

Note:

If you select **Yes** to the question **Are you requesting a modification to the security requirement calculated by the CBSA?**, then you are required to fill in the modified dollar amount and click on **Submit**. This request is then actioned by CBSA. The client will receive a notification with a case number and a request to provide supporting information for the reduction request.

8. Click Add bond under the Bond list.



- 9. Choose the **Bond type** on the **Post security deposit** page.
 - If you choose **Cash**, proceed to the <u>Post a bond for RPP enrolment Cash Bond, section 2.1</u>.
 - If you choose Non-cash, proceed to the Post a bond for RPP enrolment Non Cash Bond, section 2.2.

Post security	y deposit		
* Bond type (required) Cash Non-cash			
Cancel			Next 🔿

2. Post a bond for RPP enrolment

2.1 Cash bond

1. Select Cash. Click Next.

Post security d	eposit	
 ★ Bond type (required) ● Cash ○ Non-cash 		
Cancel]	Next →

Note:

In accordance with <u>D17-5-2</u>, when you select a deposit (cash bond), you will need to post 100% of the "Calculated security requirement" without any minimum requirement.

2. Fill in the required fields (marked with an asterisk *) on the **Post cash bond** page. Adding a bond number or personal reference number in the **Bond number** field is mandatory and required at this time. The Bond number format can be whatever you wish to use for your reference. Click **Submit**.

Bond number		
11122233345678		
* CBSA program (required)		
Importer 👻		
* Program account number (required)		
994893907RM0001 -		
* Bond amount (required)		
CAN\$ 15000		
Validity period		
* From (required)		

3. Click Make a payment on the Confirmation of successful bond posting page.

Case number: 6000010075	nitted.	
Bayment requirement	its	
Your cash bond has been c	reated and is pending payment. Your bon	d is not valid until it has been paid.

4. Enter the amount you would like to pay and click **Make payment**.

Online payment				
Make payment				
	Make payment			

Note:

Be aware that the screenshots in this user guide are from several cases.

5. Once you have read the terms and conditions, check the box beside I have read, understood, and agree to the Terms and Conditions listed above. Click Agree.

Payment through Moneris Terms and Conditions

By checking the box below, you hereby agree to proceed to a secure third-party website to make a payment of relevant duties, taxes, and any other amounts as may be required by Acts of Parliament, or other instruments or authorities governing customs activities in Canada. After the payment, you will be able to return to the Canada Border Services Agency (CBSA) CARM Client Portal.

Third-Party Website Terms and Conditions

1. You understand that the website is operated by the third-party called "Moneris" and agree that it is your responsibility to clearly understand and comply with its terms and conditions.

Banking and Personal Information are not Retained by the CBSA

2. The CBSA does not retain any banking or any other information that you input on a third-party website to make a payment.

Liability Waiver

- 3. His Majesty the King in Right of Canada, as represented by the CBSA or otherwise, or officers, servants, employees or agents in his service, or who occupy a position of responsibility in his service:
 - a. will, in no event be held liable or responsible for any claims, liabilities, disputes, demands, inconvenience, damages, and/or causes of action of any nature and kind, including actions for damages in contract, tort/fault (including negligence) or otherwise, caused by your use of or reliance on the website operated by the thirdparty "Moneris", including, but not limited to:
 - i. any matters or factors outside of its control, including the availability or unavailability of the Internet, or third-party telecommunications or other infrastructure systems due to system maintenance or otherwise;
 - ii. the availability or unavailability of the website operated by the third-party "Moneris" to make a payment for duties, taxes, and any other amounts for any reason;
 - iii. any injury to any person, such as, economic loss or infringement of rights;
 - iv. Any illegal or fraudulent use of credentials such as user ID or password in relation to the website operated by the third-party "Moneris"; or
 - v. The use of the website operated by the third-party "Moneris" in a foreign country where such use is prohibited, or otherwise governed, by the law of that country.
 - b. are discharged from any claims, liabilities, disputes, demands, inconvenience, damages, and/or causes of action of any nature and kind, including actions for damages in contract, tort/fault (including negligence) or otherwise, caused by the use of or reliance on the website operated by the third-party "Moneris".
 - c. make no express or implied warranties or representations with respect to the use, accuracy, availability, or unavailability of the website operated by the third-party "Moneris".
- 4. Without limiting the generality of the foregoing, CBSA disclaims any and all liability for any claims associated with the website operated by the third party called "Moneris".

Amendment of Terms and Conditions

5. These terms and conditions of use may be amended from time to time. When this occurs, you will be presented with the new version and asked to indicate your acceptance once again.

Disagree

Agree

6. Enter the card information. Click Pay.

Payment informat	on
Enter your card details.	
	VISA DE VISA CART Cardholder Name
	Card Number MMYY CVV (2)
	Total \$456.00 Beck Pay

7. Once the payment is processed, you will see the transaction details. You may print or save the receipt for your records by selecting the **Print** button. Click the **Back** button to continue your enrolment.

Please print this page	and keep it as your transaction receipt.
Payment receipt	
Transaction total:	\$4,999.99
Transaction type:	Purchase
Date/time:	2023-08-16 17:43:12
Order ID:	71b903e059
Card number:	5454***5454
Card type:	MC
Reference number:	660160060010570030
Resp code - Message	: 27 Approved
Auth Code: Print Back	476-0_510

8. Under step 2. Add bond & Submit tab, click Allocate credit.

ir enroiment is not con ure will result in a notic	nplete until you submit te of rejection.	this form. You should post eno	ugh security to meet securi	ity requirement p	rior to submitting,
list					
the list of bonds posted	l for the program.				
filet carry or merce.					
+ Add bond	Make a paymen	t Allocate credi	:		
Non-cash	Cash				
Date submitted	Status	Program account	Bond number	Security c	Actions
2022.05.16	Dequarted	number	Carb band	10	Actions O
2025-05-10	nequested		Casir Donio	1000000	View Cancel
	1				
items per page: 10 🗸]		1 to 1 of 1	is s Pag	ge 1 of 1 > >I
			- Total security o	equirement: overage ():	\$4,000.00 \$0.00

9. Select the correct Security Deposit (SD) line amount and then click on Submit.

	cate credit as	payment			
Allocate	account credit to specifi	c transactions you wa	nt to clear immed	iately.	
 Nur 	nber of items selected: 1				
	Transaction type	Description	Due date	Amount	Clearing amount
	B3	Assessment (B3)	2023-05-09	\$50,000.00	\$0.00
	SD	Security Deposit	2023-05-16	\$4,000.00	\$4,000.00
Items pe	r page: 10 V			1 to 2 of 2 ic <	Page 1 of 1 → →
Items pe	r page: 10 🗸			1 to 2 of 2 K ≤ Total open credit: -Total clearing amount:	Page 1 of 1 > > \$4,000.00 \$4,000.00
Items pe	r page: 10 V			1 to 2 of 2 K K Total open credit: -Total clearing amount: Remaining credit:	Page1of1 → → \$4,000.00 \$4,000.00 \$0.00

Note:

The Total open credit amount must be equal to or greater than the Total clearing amount to proceed.

10. You will receive a **Confirmation of successful credit allocation** message. Click on **Return to enrolment** to continue with the enrolment process.

Your submission has bee	n received.
A total of \$4,000.00 has been successfully	posted toward the selected transaction(s).
Your account has \$0.00 of credit remaining	18.
Return to enrolment	

Note:

This will take you to the **Sub-Program** tab and you will need to click on the **\$Deposit** icon under the **Action** column, which will take you to the step **1** Security requirement tab.

11. The system will return to step **2. Add bond & Submit** tab. The status will now be **Paid**. Click on **Submit security**.

enrolment is not con re will result in a notion	plete until you subm te of rejection.	it this form. You should post enou	igh security to meet securit	ty requirement p	rior to submitting,
ist					
e list of bonds poster	l for the program.				
hat can I do herer					
+ Add bond	Make a paym	ent Allocate credit			
Non-cash	Cash				
Date submitted	Status	Program account number	Bond number	Security c ID	Actions
2023-05-16	Paid		Cash bond	10000000	<u>e</u>
			1 to 1 of 1	ic c Pa	ge1of1 ≻ ×
ems per page: 10 🗸]				
ems per page: 10 💌]		Total security re	equirement: overage ①:	\$4,000.00 \$4,000.00

Note:

The **Total security coverage** amount must be equal to or greater than the **Total security requirement** to proceed.

12. You will receive a **Confirmation of successful enrolment** message. You are now fully enrolment for this cash bond.



2.2 Non-cash bond

1. Select Non-cash. Click Next.

Post security d	eposit		
* Bond type (required) O Cash Non-cash			
Cancel			Next →

Note:

This process explains how a TCP with no active RPP financial security generates a **Non-cash** financial security request in the system.

In accordance with <u>D17-5-2</u>, when you select a written security agreement (for example a non-cash bond), you will need to post only 50% of the "Calculated security requirement" with a minimum of \$5,000. Your security will be doubled in the "Security amount".

The maximum required for a financial security is \$10M.

 Fill in the required information (marked with an asterisk *) on the Post non-cash bond page. The Bond number field should be filled out with the instrument ID provided by the Security Provider. Once completed, click on Submit.

Surety company	
Surety Provider (required)	
Surety A 🗸	
Bond details	
Bond category	
Electronic Bond	
Bond number (required)	
112113344	
CBSA program	
Importer	
Program account number	
755437540RM4830	
Bond amount (required)	
CAN\$ 30000	

	RPP calculated security requirement and RPP util	ization
	The amount posted in the form of a non-cash bond shall be (i.e. one dollar of the non-cash bond will cover two dollars of	at least 50% of the requirement calculated by the CBSA f debt).
*	Is it a Release Prior to Payment (RPP) bond? (required)	
1	Yes	
2	O No	

Legislative authority Accounting For Imported	Goods And Payn	nent Of Duties Regulations		
Validity period * From (required) 2022-05-25		* To (required) 2024-05-25		
← Previous				Submit

3. If you are an importer who entered the financial security agreement details on your own, your status will read: **Under Guarantor Approval** until your Financial Security provider approves. Once your written security agreement (WSA) is accepted, you will be notified.

+ Add bond	Make a payment	Allocate credit			
Non-cash	Cash				
Date submitted	Status	Program account number	Bond number	Security c ID	Actions
2023-05-16	Under Guaranto	627332416RM2070	Non-cash bond	10000000	O Carroel

4. Once you receive that notification, you need to go back into the portal to review your profile. Go to the **Program account profile page (Home or Menu** \rightarrow **Accounts and profiles** \rightarrow **Program account profile**).

	+	Government of Canada	Gouvernement du Canada					Fran	i <u>çais</u>
	CARN	1 Client Po	ortal		Business Account Managei IMP QA		A Gronk	CL IMPORTER 1-IMP (RM0001) and Welker Rec (994893907)	•
1	MENU	·				Notifi	fications	🌣 <u>Setup my portal</u> 🕒 Log	gout
	Account	s and profiles		Accounts a	and profiles				
	Financia	linformation		Business Profile	List of progr	am acco	ounts	Program account profile	
	Paymen	ts							
	Declarat	ions							
	Rulings,	appeals and co	mpliance						
	Upload	a document							
Т	Recent	Transactions	0		View all transactions	N	Most re	quested	
	Trans	action date	Description	Amou	nt Status		• Uplo	oad a document	

5. Click the **Sub-Programs** tab.

CARM Client Port	tal		Business Account Mana IMP QA	ger	ACL Gronk an	. IMPORTER 1-IMP (RM0001) nd Welker Rec (994893907)
MENU 🗸				≜ <u>N</u>	otifications	Setup my portal 🕒 Logout
Home > Accounts and Profiles	2					
Program accou	unt profi	le				
Program account profile in	ncludes progra	m information th	at was provided wh	en yoı	u enrolled ir	n the current program.
Program Information	Addresses	Contacts	Sub-Programs		Requests	

6. Scroll down to the **Requests** section.

rogram account p	rofile			
rogram account profile includes	program information that	t was provided when you enro	olled in the currer	nt program.
Program Information Addres	eses Contacts	Sub-Programs Requi	ests	
Requesting sub-program profil To update the profile of a sub-program	e updates n, submit a new enrolment form	n and provide the required changes.		
Active				
Filter items				
Sub-program type				Actions
Items per page: 10 v		0 to 0 of 0	IK K Page 0	K < 010 (
Enrol in a sub-program	Request disenrolment			
Requests				
Filter items				
Requests Filter items Sub-program type	Case number	Status	Actions	
Requests Filter items Sub-program type EDI	Case number 6000010130	Status Pending documentation	Actions	Ş. Daşiset
Requests Filter items Sub-program type EDI Duties relief licence	Case number 6000010130 6000010090	Status Pending documentation In progress	Actions Data Destructions Data Destructions	Ş Değanî Şeşan

7. In the **Sub-program type** column, you will see your request to enrol in RPP. The **Status** column will show the status of Pending security deposit. Click on the **\$ Deposit** icon.

lter items			
Sub-program type	Case number	Status	Actions
EDI	6000010130	Pending documentation	Upload Documents S
Outies relief licence	6000010090	In progress	Upload Documents Deposit
elease Prior to Payment (RPP)	6000010075	Pending security deposit	Upload Document Deposit

8. As it is approved, your status will read as **Active**. To successfully finalize the process, click on **Submit security**.

+ Add bond	Make a paymen	nt Allocate credit			
Non-cash	Cash				
Date submitted	Status	Program account number	Bond number	Security c ID	Actions
2023-05-16	Active	627332416RM2070	Non-cash bond	1000000!	
ems per page: 10 🗸]		1 to 1 of 1	I< < Page	e1of1 > >I
			Total security re - Total security c	equirement: overage 🚯:	\$50,000.00 \$50,000.00
				-	ćo. 00

Note:

The **Total security coverage** amount must be equal to or greater than the **Total security requirement** to successfully enrol.

9. You will then receive this **Confirmation of successful enrolment** in RPP, using the Non Cash bond option.

Confirmation of successful enrolment

Your enrolment is complete

Your financial security has been successfully submitted.

View and track the processing status on the **list of requests** page.