Government of Canada    Gouvernement du Canada

# Launch of our e-filing system for *Special Import Measures Act* proceedings

Ottawa, June 30, 2025

The CBSA has an Anti-dumping and countervailing e-filing (ACE) web application.

The ACE web application is a digital, self-service tool for our external clients and their counsel. It provides access to *Special Import Measures Act* (SIMA) exhibits and materials for proceedings.

Users are able to:

- Electronically submit documents related to an active proceeding under SIMA
- Access and download exhibits pertaining to SIMA proceedings

All parties who wish to access the ACE web application must have the following valid credentials:

- An existing GCKey (refer to GCKey help for more information) or Sign in partner
- Canadian Business Number (BN)
- CBSA Import/Export Program Account (i.e. import and export RM program account)

| **Important**   They must then complete the mandatory registration for an ACE account. Those who choose not to obtain or provide a valid BN will not be able to participate in SIMA proceedings.

The ACE web application will:

- Create increased transparency and procedural fairness
- Grant all users 24/7 self-service capabilities along with immediate access to non-confidential exhibits related to ongoing SIMA proceedings
- Allow authorized Canadian counsel to have immediate access to protected exhibits related to ongoing SIMA proceedings
- Make it easier to upload large submissions in one transaction

The web application is accessible from the CBSA's <u>Anti-dumping and countervailing proceedings</u>.

# Contact us

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# CARM Client Portal

# User Guide Catalogue

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# Section 1: Overview

## 1.1 Description

This document contains a high level overview of all CARM transactions, to help guide clients that are accessing the CARM Client Portal.

All User Guides have been listed in this document and are organized by business process.

Each User Guide will contain a brief description and will list all sections found within that guide, to assist the reader.

## 1.2 Before getting stated

Ensure you have proper access to the CARM Client Portal.

More information about the CARM Client Portal, including the functionalities and step-by-step onboarding instructions can be found in the User Guide **Onboarding to the CARM Client Portal**.

## 1.3 Contact

Contact the [CARM Client Support Helpdesk](#) if you need any additional support.

## 1.4 CARM Go-Live Playbook

The **CBSA Assessment and Revenue Management (CARM) Playbook** provides information on the different concepts, scenarios and clarifications for the CARM processes.

## 1.5 Clear your browsing data

This guide shows how users can clear the web browser data. It is the first step to preform, if you are experiencing trouble with the system and this allows system updates to load properly.

# Section 2: Registration

## 051- Onboarding to the CARM Client Portal

Shows the process for setting up individual and business accounts in the CARM Client Portal (CCP). This includes the detailed steps to be followed for accessing the portal either through a GCKey or Sign-In Partner, registering for multi-factor authentication and setting up user profile.

The sections in this User Guides are:

- Onboarding to the CARM Client Portal
- Overview
- Accessing the CARM Client Portal
- Logging in with a Sign-In Partner
- Logging in using an existing GCKey
- Creating a new GCKey
- Registering for Multi-Factor Authentication
- Creating your personal profile
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- Employees requesting access to a business number
- Basic navigation and features of the CARM Client Portal
- Login navigation and features
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- Uploading documents
- Requesting a new business relationship
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- Business relationships
- Resources

## 091- First time set up – Register my business scenarios

This guide explains the different situations that can occur for businesses when registering on the CARM Client Portal (CCP) for the first time. The portal is very specific, depending on the various situations for both resident businesses and non-resident businesses. There are 5 general scenarios that are explained, it is important to take the time to find the scenario that aligns with your business situation.

The sections in this User Guides are:

- Scenario 1 – Business has no BN9 and no CBSA program account

- Scenario 2 – Business has BN9 but no importer-exporter RM and no other CBSA program account
- Scenario 3 – Business has BN9 and has an existing importer -exporter RM
- Scenario 4 – Business has BN9, no importer-exporter RM, and does have another CBSA program account
- Scenario 5 – Business has no BN9, no RM, and does have another CBSA program account

# 087- Register for a new business number (Scenario 1)

This guide explains how to register for a business number in the CARM Client Portal. Once the business number is obtained, you then need to enrol into at least one program.

If you already have a business number and you have never used the CARM Client Portal, you need to register your business number into the system. The first time setup is done by entering your business number (BN9) into step 2 of this guide, answer yes at step 3 and then you must fill out the rest of the information, as required.

As you complete this registration, it is required to fill in every line that has a red asterisk. Click on the drop down arrow to see all of the available options. By completing this registration process, you will create a 9 digit business number that is the standard identifier for businesses and is unique to a business or legal entity.

The sections in this User Guides are:
- Register for a business number in the Portal
- Enrol in a program

# 100- Delegation of Authority in the CARM Client Portal

Shows the process of delegation of authority.

The sections in this User Guide are:
- Overview of delegation of authority
- User roles and permissions in the CARM Client Portal If you do not have a Business Number (BN9)
- Assigning user roles step-by-step
- Business relationships in the CARM Client Portal
- Managing business relationships from the importer's point of view
- Delegation of authority activities for third party service providers

# 094- Register my business with no existing CBSA program accounts (Scenario 2)

This guide explains how to register your business with an existing 9 digit business number (BN9) and no existing CBSA program accounts on the CARM Client Portal (for example no importer – exporter RM, no carrier code, no warehouse sub-location code). This is referred to as a Scenario 2 registration (with BN9 and no existing CBSA program account) in the **First time set up – Register my business scenarios** user guide. The First time set-up user guide also provides information on how to make a Status Check enquiry to verify if the business already has an existing CBSA program account.

As you complete this registration, it is required to fill in every line that has a red asterisk. Click on the drop down arrow to see all of the available options.

The sections in this User Guides are:
- Register my business on the Portal
- Enrol in a program

# 095- Register my business with an existing importer-exporter RM (Scenario 3)

This guide explains how to register your business and existing active importer-exporter RM program account on the CARM Client Portal. This is referred to as a Scenario 3 registration in the **First time set up – Register my business scenarios** user guide. The First time set-up user guide also provides information on how to make a Status Check enquiry to verify if the business already has an existing CBSA program account, and whether or not it is active.

As you complete this registration, it is required to fill in every line that has a red asterisk. Click on the drop down arrow to see all of the available options.

The section in this User Guide is:
- Register my business on the Portal

# 096- Register my business with a BN9 and existing CBSA program but no importer-exporter RM (Scenario 4)

This guide explains how to register your business with a 9 digit business number and an existing active CBSA program account, but no importer-exporter RM on the CARM Client Portal. This is referred to as a Scenario 4 registration in the **First time set up – Register my business scenarios**

user guide. The First time set-up user guide also provides information on how to make a Status Check enquiry to verify if the business already has an existing CBSA program account, and whether or not it is active.

There is a very important step which must be taken for this business scenario prior to beginning registration on the CARM Client Portal. Please follow the instructions found below.

As you complete this registration, it is required to fill in every line that has a red asterisk. Click on the drop down arrow to see all of the available options.

The sections in this User Guides are:
- Prior to registering my business on the Portal
- Register my business on the Portal

# 097- Register for a new business number with an existing CBSA program that has no importer-exporter RM (Scenario 5)

This guide explains how certain resident businesses can register for a new 9 digit business number (BN9) via the CARM Client Portal when the business is already enrolled in an existing active CBSA program account, but has no importer-exporter RM on the CARM Client Portal. This is referred to as a Scenario 5 registration in the **First time set up – Register my business scenarios** user guide.

Non-Resident businesses should not follow this registration process; businesses with a BN9 should not follow this process. Please see **First time set up – Register my business scenarios** user guide and find the scenario that aligns with your business. Follow the appropriate instructions in that guide.

The First time set-up user guide also provides information on how to make a Status Check enquiry to verify if the business already has an existing CBSA program account, and whether or not it is active.

As you complete this registration, it is required to fill in every line that has a red asterisk. Click on the drop down arrow to see all of the available options.

The section in this User Guide is:
- Register my business on the Portal

# Section 3: Enrolment

## 009- Enrol in the Importer program

Shows how to enrol, register and track enrolment status in the Importer program.

The sections in this User Guide are:
- Initiate a program enrolment request
- If you do not have a Business Number (BN9)
- If you have a Business Number (BN9)
- Enrol in the Importer program
- Confirm enrolment if your books and records are in Canada
- Confirm your submission for enrolment if your books and records are outside of Canada
- Track enrolment status
- If your do not have a business Number (BN9)
- If you have a Business Number (BN9)

## 045- Enrol in the Trusted Trader Program

Shows how to enrol and track enrolment status in the Trusted Trader program.

The sections in this User Guides are:
- Enrol in the Trusted Trader program as an Importer
- Enrol in the Trusted Trader program as a Carrier
- Track enrolment status

## 053- Enrol in a CBSA program

Shows how to request enrolment in CBSA programs.

The section in this User Guide is:
- Enrol in a CBSA program

## 056- Enrol in a CBSA sub-program

Shows how to request enrolment in CBSA sub-programs.

The section in this User Guide is:
- Enrol in a CBSA sub-program

# 052- Enrol in the Carrier program

Shows how to request enrolment in the Carrier program in the CARM Client Portal (CCP).

The section in this User Guide is:

- Enrol in program

# 054- Enrol in the Electronic Data Interchange (EDI)

Shows how to enrol in an Electronic Data Interchange (EDI) sub-program.

The section in this User Guide is:

- Enrol in an EDI sub-program

# 055- Enrol in the Electronic Data Interchange (EDI) service provider enrolment

Shows how to enrol in an EDI as a Third-Party Service Provider.

The section in this User Guide is:

- Enrol in an EDI service a third party service provider

# 047- Enrol as a financial security provider

Shows how to enrol as a Financial Security Provider to approve and manage bonds.

The sections in this User Guides are:

- Initiate a Third party program enrolment request
- If you do not have a Business Number (BN9)
- If you have a Business Number (BN9)
- Enrol in the Third parry program
- Track enrolment status
- If you do not have a Business Number (BN9)
- If you have a Business Number (BN9)

# 048- Financial security providers: Manage your bonds

Shows how to accept or reject a new or updated bond application as a Financial Security Provider.

The sections in this User Guides are:

- Accept or reject a new or updated bond application
- If you accept a bond application
- If you reject a bind application
- Track bond application status
- If you have accepted a bond application
- If you have rejected a bond application

# 041- Update your CBSA information at the program level

Shows how to change your company information at the program level using the CARM Client Portal. Refer to the user guide on **Enrol in the importer program** for information on what is required to register your business.

If you need to update or change your business number (BN9) profile (legal entity name or address) after you have registered your business in the CARM Client Portal, you must contact Canada Revenue Agency (CRA) and inform them of the [changes to your business](#).

The sections in this User Guides are:

- Edit addresses at the program level
- Add an accounts payable address
- Remove an address
- Add and update a social media address
- Update contacts
- Update books and records addresses that are outside of Canada
- Upload a document later for books and records addresses outside of Canada

# 084- Disenrolment of Program and Sub-Program

Shows how to submit a disenrolment request for a program or sub-program

The sections in this User Guides are:

- Submit a Program disenrolment

- Sub-program disenrolment
- Viewing notifications
- Viewing the status and adding a document to the request

# Section 4: Communication

## 014- View notifications

Shows how to view notifications on the CARM Client Portal. Notifications are sent as part of different processes following CBSA decisions and interactions with the trade chain partners.

The sections in this User Guide are:
- View notifications
- Search notifications by recipient
- Search notifications by account number
- Search notification by category
- Search notifications by type
- Search notifications by date range

## 007-Upload documents

Shows how to upload documents. It will give step-by-step instructions on the two methods you can use to upload documents.

The sections in this User Guide are:
- Upload documents from the CARM Client Portal home page
- Upload a document into a case or transaction

# Section 5: Rulings

## 071- Request a modification of a ruling decision

Shows how to submit a request for a modification of a ruling decision.

The section in this User Guide is:

- Request a modification of a ruling decision

## 101- Managing rulings in the CARM Client Portal

Shows how to submit a ruling in the CARM Client Portal.

The sections in this User Guide are:

- Overview of rulings in the CARM Client Portal
- Requesting a ruling
- CBSA ruling responses
- Requesting a modification to a ruling decision
- View published rulings

# Section 6: Commercial Accounting Declarations

## 001- Submit a Commercial Accounting Declaration (CAD) for Type C and for all declaration types

Shows how to submit a Commercial Accounting Declaration (CAD). Each declaration will require the invoice, vendor and commodity details.

Importers, when they are self clearing their shipments, will use Type C entries to make their declaration and obtain the release at the port of entry.

There are 9 different types of declaration, they are:
- 10 – Warehouse In
- 13 – Re-Warehouse
- 20 – Ex-Warehouse for Consumption
- 21 – Ex-Warehouse for Export
- 30 – Transfer of Goods
- AB – With Release
- C – To Obtain Release of Goods
- F – Courier Low Value Shipment, and
- V – Voluntary

The section in this User Guide is:
- Submit a Commercial Accounting Declaration

## 017- Find a Commercial Accounting Declaration

Shows how to find a Commercial Accounting Declaration (CAD) in the CARM Client Portal.

The section in this User Guide is:
- Find a Commercial Accounting Declaration

## 059- Submit a Commercial Accounting Declaration for goods released on minimum documentation (RMD) – Type AB

Shows how to submit a Commercial Accounting Declaration (CAD) for goods released on minimum documentation (RMD) - Type AB.

The section in this User Guide is:
- Submit a Commercial Accounting Declaration for goods released on minimum documentation- Type AB

# 060- Submit a Commercial Accounting Declaration - Type V

Shows how to submit a Commercial Accounting Declaration - Type V (voluntary CAD).

The section in this User Guide is:
- Submit a Commercial Accounting Declaration – Type V

# 062- Submit a CAD for Courier Low Value Shipment (CLVS) Goods (Type F)

Shows how to submit a Commercial Accounting Declaration (CAD) for Courier Low Value Shipment (CLVS) Goods (Type F).

The section in this User Guide is:
- Submit a CAD for Courier Low Value Shipment goods (Type F)

# 063- Submit a Commercial Accounting Declaration by Trusted Trader (Type TT - Customs Self Assessment)

Shows how to create and submit a Commercial Accounting Declaration (CAD) for a Trusted Trader (TT) Customs Self Assessments.

The section in this User Guide is:
- Submit a Commercial Accounting Declaration (CAD) by Trusted Trader

# 064- Submit a Customs Bonded Warehouse Receipt – Confirming entry (Type 10)

Shows how to submit a Customs Bonded Warehouse Receipt – Confirming Entry (Type 10) Commercial Accounting Declaration (CAD).

The section in this User Guide is:
- Submit a Customs Bonded Warehouse Receipt- Confirming entry (Type 10)

# 065- Submit a Customs Bonded Warehouse Receipt – Obtain Release (Type 10)

Shows how to submit a Customs Bonded Warehouse Receipt – Obtain Release (Type 10) Commercial Accounting Declaration (CAD).

The section in this User Guide is:
- Submit a Customs Bonded Warehouse Receipt- Obtain Release (type 10)

# 081- Submit a Commercial Accounting Declaration for SIMA subject goods

Shows how to submit a Commercial Accounting Declaration (CAD) for Special Import Measure Act (SIMA) subject goods in the CARM Client Portal.

The section in this User Guide is:
- Submit a CAD for SIMA subject goods

# 092- Submit a declaration with a Surtax claim

This guide explains how certain goods that are imported into Canada and originating in the U.S. are subject to a surtax in the amount of 25% of the value for duty in accordance with the United States Surtax Order (2025-1). The value for duty is determined in accordance with sections 47 to 55 of the *Customs Act*. Please see Customs Notice 25-10: United States Surtax Order (2025-1) for more information and the List of products from the United States subject to 25 per cent tariffs effective March 4th, 2025

Importers must declare imported goods as subject to a surtax when completing a Commercial Accounting Declaration (CAD) via CARM Client Portal (CCP) and declare the applicable surtax or safeguard code. For the most up to date information, refer to the Canada Border Services Agency website and Customs Notices.

The section in this User Guides are:
- Add a surtax to a declaration
- View the Surtax information in a CAD

# 078- Request a Commercial Accounting Declaration (CAD) Report

Shows how to request a Commercial Accounting Declaration (CAD).

The sections in this User Guides are:
- Request a Commercial Accounting Declaration report
- Download your declaration report

# 085- Create a Master Provisional request

Shows how to submit a Master Provisional Request in the CARM Client Portal (CCP).

The sections in this User Guides are:
- Submit a Master Provisional request
- Uploading Release Package
- Viewing the status of the Master Provisional Request

# Section 7: Temporary Imports

## 013- Create a Temporary Admission Permit

Shows how to create a Temporary Admission Permit.

The section in this User Guide is:

- Create a Temporary Admission Permit

## 058- Request an extension to a Temporary Admission Permit

Shows how to request an extension to your Temporary Admission Permit. Only commercial Temporary Admission Permits are completed in the CARM Client Portal.

The section in this User Guide is:

- Request an extension

# Section 8: Corrections and Adjustments

## 002- Request a correction of a Commercial Accounting Declaration

Shows how to request a change(s) to a Commercial Accounting Declaration (CAD) before the payment due date.

The section in this User Guide is:
- Submit a request for a correction

## 028- Request an adjustment of a Commercial Accounting Declaration

Shows how to request a change(s) to a Commercial Accounting Declaration (CAD) after the payment due date.

The section in this User Guide is:
- Submit a request for an adjustment

## 068- Request an adjustment of a Commercial Accounting Declaration (CAD) - Courier Low Value Shipment, Type F

Shows how to request an adjustment of a Commercial Accounting Declaration (CAD) - Courier Low Value shipment (CLVS), Type F.

The section in this User Guide is:
- Request an adjustment of a CAD- Courier Low-Value Shipment (Type F)

## 030- Request a change to a business number of Commercial Accounting Declaration

Shows how to request a change to the Business Number on a Commercial Accounting Declaration by transferring it to the correct account. This process applies if you have delegated authority for both Business Numbers.

The section in this User Guide is:
- Request a change to the Business Number on a Commercial Accounting Declaration

# 018- Submit a mass adjustment request

Shows how to request a mass adjustment. A mass adjustment is a change to more than one Commercial Accounting Declaration (CAD) at the same time.
The section in this User Guide is:

- Submit a mass adjustment request

# 020- Submit a record of intent

Shows how to submit a record of intent.
The section in this User Guide is:

- Create a record of intent

# 031- Convert a pre-CARM B3 to a Commercial Accounting Declaration

Shows how to convert a pre-CARM transaction (the B3 Canada Customs Coding Form) to a Commercial Accounting Declaration.

The sections in this User Guides are:

- Convert the B3 to a Commercial Accounting Declaration
- Submit an adjustment request after conversion

# 029- Withdraw / cancel a Commercial Accounting Declaration (CAD)

Show how to submit a request to withdraw a Commercial Accounting Declaration.
You can request to withdraw a Commercial Accounting Declaration after the payment due date.
The section in this User Guide is:

- Request to withdraw a Commercial Accounting Declaration

# 019- Generate a case number for an EDI or API mass adjustment request

Shows how to generate a case number to submit a mass adjustment request using electronic data interchange (EDI) and the Commercial Accounting Declaration (CAD) Application Program Interface (API).
The section in this User Guide is:

- Generate a case number for an EDI or API mass adjustment request

# Section 9: Drawbacks

# 093- Request a duty drawback

This guide explains the steps to submit a duty drawback request using a web-form and view the corresponding decision letter through the CARM Client Portal (CCP).

The sections in this User Guides are:

- Submit a duty drawback request
- View decision letter

# Section 10: Compliance

## 046- Trade compliance verification

Shows you how to view compliance verification reports, upload documents and enter comments on compliance reports.

The sections in this User Guides are:
- View notification
- View compliance verification reports
- Submit comments in response to Interim report
- Follow-up

## 075- View documents related to trade compliance, program compliance, SIMA compliance, or Release Prior to Payment cases

Shows how to view documents related to trade compliance, program compliance, SIMA compliance or Release Prior to Payment cases.

The sections in this User Guides are:
- View the notification
- View the document attached to the case

## 077- Program compliance

Shows how to access a program compliance case, view reports, upload documents and submit comments.

The sections in this User Guides are:
- View the notification
- Access the program compliance case
- View documents
- Upload documents
- Submit comments

# Section 11: Administrative Monetary Penalty System (AMPS)

## 044- View a Notice of Penalty

Shows how to find the list of enforcement actions, including penalty assessments and view a Notice of Penalty Assessment (NPA).

The section in this User Guide is:

- View a Notice of Penalty Assessment (NPA)

## 042- View a Notice of Penalty Assessment correction notification

Shows how to request a correction of a penalty and demonstrates how to view a correction decision.

The sections in this User Guides are:

- Request a correction to a Notice of Penalty Assessment
- View the correction decision

# Section 12: Appeals

## 015- Submit an appeal of a Trusted Trader program membership decision

Shows how to submit an appeal for a denied enrolment and submit an appeal for a suspended or canceled authorization.

The sections in this User Guide are:
- Trusted Trader (Customs Self-assessment) program
- How to submit an appeal for a denied enrolment
- How to submit an appeal for a suspended or cancelled authorization

## 072- Submit an appeal of a ruling decision

Shows how to submit an appeal of a ruling decision.

The section in this User Guide is:
- Submit an appeal of a ruling decisions

## 006- Appeal a Commercial Accounting Declaration adjustment decision

Shows how the process for appealing an adjustment for transactions that have been determined or re-determined by the CBSA for tariff classification, origin, value for duty, marking, and safeguard/surtax.

The sections in this User Guide are:
- View statement of adjustment
- Request an appeal to an adjustment
- Appeal the statement of adjustment
- Appeal a Pre-CARM adjustment (Former B2)

## 016- Request an adjustment or appeal (re-determination) of SIMA duties

Shows how to request a re-determination of SIMA duties.

The sections of this User Guide are:
- Submit a re-determination of SIMA duties
- View submitted re-determination requests

# 043- Submit an appeal of a Notice of Penalty Assessment

Shows how to Appeal (redress) a Notice of Penalty Assessment, Submit a request for extension and View the appeal decision.

The sections in this User Guides are:
- Request an appeal (redress) of the Notice of Penalty Assessment
- Request an extension of time
- View that appeal decision

# 004- Submit an appeal of a commercial enforcement action (seizures and forfeitures)

Shows how to submit an appeal for a commercial seizure (K19), submit a third-party appeal of a commercial seizure (K138) and submit an appeal for an ascertained forfeiture (K9).

The sections in this User Guide are:
- Commercial enforcement actions appeal (seizures and forfeitures)
- How to submit an appeal for a commercial seizure (K19)
- How to submit a third-party appeal of a commercial seizure (K138)
- How to submit an appeal of an ascertained forfeiture (K9)
- Validation of an appeal

# Section 13: Billing

## 003- Select an Offsetting preference

Shows how to select a preference for the offsetting (payments or refunds) of an account.

The section in this User Guide is:

- Select an offsetting preference

## 010- Add and allocate payment funds

Shows how to make a payment using credit card or debit card, credits or pre-authorized debit (PAD).

The sections in this User Guide are:

- Make a payment by credit card or debit card
- Apply credits to specific invoices
- Setup your pre-authorized debit agreement
- Edit a pre-authorized debit agreement

## 034- View your financial transaction history

Shows how the process for viewing, downloading and printing your financial transaction history.

The sections in this User Guides are:

- View your account balance details and make payments
- Filter your transaction data
- Download your transaction data
- Print your transaction receipts

## 035- View your Statement of Account

Show how to download your Statement of Account (SOA).

The section in this User Guide is:

- Download your Statement of Account (SOA)

# 037- Customs brokers: View clients' financial transaction history

Shows how the process for viewing, downloading and printing your clients' transaction history.

The sections in this User Guides are:
- View your client account balance and make payments
- Filter your transaction data
- Download your clients transaction data
- Print your clients transaction receipts

# 036- View your Customs Broker Summary Statement

Shows how to download your Customs Broker Summary Statement. A Customs Broker Summary Statement contains the transactions performed by you (the broker) for your clients.

The section in this User Guide is:
- Download your Customs Broker Summary Statement

# 102- Financial information, payment processing and tariff tools in the CARM Client Portal

Shows the types of financial information available, how to navigate the portal to access this information, and how to make an electronic payment.

The sections in this User Guides are:
- Overview of financial information in the CARM Client Portal
- Accessing your financial information
- Payments on the CARM Client Portal
- The Duties and taxes calculator

# Section 14: Financial Security

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

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.

The sections in this User Guide are:
- Begin enrolment in the Release Prior to Payment (RPP) sub-program
- Post a bond for RPP enrolment
- Cash bond
- Non-cash bond

## 023- View your Release Prior to Payment (RPP) financial security information

Shows how to view and manage your financial security information for the Release Prior to Payment (RPP) sub-program in the CARM Client Portal. This guide also shows you what happens when your security is overdrawn.

The sections in this User Guides are:
- Verify the amount of financial security that you need
- Update a security requirement or request a reduction in security
- Notifications

## 027- Post financial security for a Temporary Importation form

Shows how to use the CARM Client Portal to apply a cash or non-cash bond for financial security to a temporary importation. This guide also explains how to post a cash or non-cash bond to your account.

The sections in this User Guides are:
- Apply a bond to a temporary importation
- Post a bond to your account

- Cash bond
- Non-cash bond

# 026- Post financial security for (SIMA) provisional duties

Shows how to post financial security for the *Special Import Measure Act* (SIMA) provisional duties.

The sections in this User Guides are:
- Post a non-cash bond
- Post a cash bond

# 082- Post financial security for bonded carriers

Shows how to post financial security for bonded carriers.

The sections in this User Guides are:
- Post a non-cash bond
- Post a cash bond

# 079- Post financial security bonds and cash for other bonded programs

Shows how to post financial security for Sufferance Warehouses.

The sections in this User Guides are:
- Post a non-cash bond
- Post a cash bond

# 024- Post financial security for an appeal of a Commercial Accounting Declaration decision

Show how to post financial security for an appeal of a Commercial Accounting Declaration (CAD) decision.

The sections in this User Guides are:
- Post financial security for an appeal of a Commercial Accounting Declaration decision
- Request a non-cash bond as financial security
- Post a cash bond as a security deposit
- Apply a bond to a transaction
- Validation of a Trusted Trader appeal

# Section 15: Collections

## 039- View collection letters and Notices of Arrears

Shows how to view collection letters and notices of arrears in the CARM Client Portal. It also explains what information you should expect to see in those documents, and the progressive schedule of when collection letters are sent.

The sections in this User Guides are:
- View collection letters
- View notices of arrears
- He schedule for collection letters and notices of arrears

## 038- Simulate interest amounts for late payments

Shows how to view interest rates and simulate interest amounts for payments made after their due date.

The section in this User Guide is:
- Simulate interest amounts for late payments

## 040- Create and view a promise to pay arrangement

Shows how to create and view a promise to pay arrangement for overdue transactions on your business account.

The sections in this User Guides are:
- Create a promise to pay arrangement
- View your open pay agreement

# Section 16: Interim Processes

## 089- Interim Process for Duties Relief Program (DRP) Diversions

This process overview outlines the interim solution for accounting for Duties Relief Program (DRP) diversions (i.e., adjustments) to the economy of Canada between Go-Live and the introduction of further enhancements to the DRP diversions solution. This "Interim Process" for DRP diversions makes use of the existing functionality of the CARM System to enable program requirements until changes can be introduced. The purpose of this overview is to help TCPs simulate the interim process for DRP Diversions in the system. Once enhancements have been implemented, this document will become obsolete.

This document outlines the definition and objectives of the process, the prerequisites that must be in place, the triggers that initiate the process, the process flow model and associated business process steps, and the outputs resulting from the execution of the process. An appendix at the end of the document is available for solution screenshots and data elements to support the description of each process step, where applicable.

This document is divided into two process flows: the Post-CARM DRP Diversions (with Tariff Calculator) (Section 2) process and the Alternative DRP Diversions process (Section 3).

## 090- Interim process to submit a Pre-CARM Blanket Request

This document explains how to submit a Pre-CARM Blanket request.

**Taiwanese exporters** who wish to participate in a proceeding under SIMA or access non-confidential information related to a proceeding will need to first register for a CBSA import-export program account (RM). This process is now fully managed through the CBSA Assessment and Revenue Management (CARM) [Client Portal <ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/homepage>](ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/homepage) . To assist you, we've outlined the steps below but would recommend you review the [CARM user guides <ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/onboarding-documentation?pageSize=OnBoardingDocs-10&currentPage=OnBoardingDocs-5>](ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/onboarding-documentation?pageSize=OnBoardingDocs-10&currentPage=OnBoardingDocs-5) for instructions specific to your business scenario.

1. **Obtain a business number (BN9)**
   - A 9-digit business number (BN9) issued by the Canada Revenue Agency (CRA) is required.
     - Non-resident businesses must obtain a BN9 from the CRA before registering.
   - See [how to register for a business number or Canada Revenue Agency program accounts <www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>](www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html) for more information.

2. **Access the CARM Client Portal**
   - Go to the [CARM Client Portal <ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/homepage>](ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/homepage) .
   - Create a GCKey or use a Sign-In Partner to log in.

3. **Enrol in the CBSA import-export program (RM)**

   - Once logged in, initiate a program enrolment request. The first person to register your business will become the business account manager (BAM) and primary administrator for your CBSA account.

   - Follow the prompts to link your BN9 to register for the import-export program (RM) account.

   - Refer to the CARM user guides <ccp-pcc.cbsa-asfc.cloud-nuage.canada.ca/en/onboarding-documentation?pageSize=OnBoardingDocs-10&currentPage=OnBoardingDocs-5> for instructions specific to your business scenario.

4. **Confirm and submit**

   - Review all information carefully.

   - Submit your enrolment request and track its status through the portal.

**Guidance materials**

   - Register for or modify an import-export program account <www.cbsa-asfc.gc.ca/services/carm-gcra/import-export-importation-exportation-eng.html>

Once exporters have obtained their RM account, they can proceed with creating their ACE Web Application account. See set up a user account in the ACE Web Application <www.cbsa-asfc.gc.ca/sima-lmsi/ace-dedac/setup-configurer-eng.html> for more information.

若台灣出口商欲參與貿易救濟調查或取得相關非機密資訊，必須先註冊 CBSA 進出口帳號(RM)。此程序現已全面透過 CBSA 課稅與收入管理(CARM)客戶入口網站辦理。主要步驟如下(建議參考 CARM 使用手冊，以因應不同情境)：

1. 取得商業號碼(BN9)
   - 需先向加拿大稅務局(CRA)申請 9 位數商業號碼(BN9)。
   - 非居民企業亦須向 CRA 申請 BN9。
   - 詳情可參考 CRA 關於「商業號碼及帳號註冊」的相關資訊。

2. 進入 CARM 客戶入口網站
   - 登入 CARM 客戶入口網站。
   - 建立加拿大政府單一身分驗證(GCKey)或使用登入合作夥伴(Sign-In Partner)身分登入。

3. 登記 CBSA 進出口帳號(RM)
   - 登入後，提出進出口帳號申請。首位註冊人將成為該企業的業務帳號管理人(BAM)。
   - 按照系統提示，將 BN9 連結以完成 RM 帳號註冊。
   - 詳細操作建議參考 CARM 使用手冊。

4. 確認與送出
   - 詳細檢查輸入資料。
   - 送出申請，並透過系統追蹤進度。

參考資料：如何註冊或修改進出口帳號

當出口商取得 RM 帳號後，即可繼續建立 ACE 帳號。詳細操作請參考「ACE 使用者帳號設定」指南。