



## CARM Client Portal Business Registration Checklist

The CBSA Assessment and Revenue Management (CARM) Project has entered Release 1 on May 25<sup>th</sup> 2021, opening the portal for importers, customs brokers, and trade consultants to register and begin their transition to the platform. Importers will have to access the CARM Portal and register **themselves** (brokers *cannot* register their clients). The following Data Elements will be required during the CARM Portal registration process.

### ☐ Identify your Business Account Manager (BAM)

The Business Account Manager is responsible for all activities associated to the management of the business account in the CARM Client Portal. The first individual who links their user account to the business automatically becomes the Business Account Manager.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

NOTE: *It is strongly recommended to appoint more than one BAM as a contingency plan.*

### ☐ Determine your preferred sign-in option

Depending on your current setup, you may find it more advantageous to select one of the following sign-in options available:

- ☐ Use an existing GCKey that has been created for other Government of Canada portals
- ☐ Create a new GCKey specifically for the CARM Client Portal
- ☐ Use the Sign-In Partner where users authenticate themselves using their own banking credentials

LINK: [Information on GCKey](#) and [Information on Sign-in Partners](#).

### ☐ Your business number (BN9) and importer/exporter program account identifier (ex. RM0001)

This number may be found on CBSA related documents such as a completed B3 Canada Customs Coding form, a Daily Notice, Statement of Account, a completed B2 Adjustment Request, and/or Detailed Adjustment Statement.

BN9 #: \_\_\_\_\_ RM: \_\_\_\_\_

*If your business does not have a Business number, OR the business has a business number, but not an importer/exporter program account, you will need to register with the CRA.*

LINK: [How to register for a business number or Canada Revenue Agency program accounts](#).



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### ☐ Transaction Information

You may/will be asked to answer 2 of 3 questions regarding your business. All of the information that is needed to activate your CCP business account may be found on Daily Notices and Statement of Account documents.

**1. Recent transaction numbers.** The CARM Client Portal will ask you to provide the total duties and taxes for 1 of your 5 most recent importations that were accounted for on a B3 or through the EDI process for the Business number/importer program account you will be using to register. *There is a random selection process so be sure to have all five recent transactions ready.* Transaction numbers may be found on Daily Notices or on the presented B3 Canada Customs Coding form that was presented and accepted by the CBSA.

If your company has opted to receive these documents, they should be on file in your accounting or administrative files. If your company has contracted the services of a Customs Broker, you may or may not have received these. Contact your customs broker to see if they might be able to assist you.

Transaction Number	Field 51: Total Duties & Taxes
# _____	\$ _____.
# _____	\$ _____.
# _____	\$ _____.
# _____	\$ _____.
# _____	\$ _____.

**2. Last transaction payment amount:** \$ \_\_\_\_\_.

**3. Last Statement of Account Balance:** \$ \_\_\_\_\_.

NOTE: If you are not successful in activating your business account with the information you have in your own business records or with information provided to you by your customs broker(s), you may opt in to receive Daily notices (DNs) and Statement of Account (SOA) documents directly from the CBSA.

You may do so by complete the [web contact form on this website](#). Select the topic of “Online portal support” and “CARM Client Portal – setting up my business account” with a description of: I would like to request to receive Daily notices and statement of accounts. Once we receive the request, we will contact you to follow through on next steps.



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### Business Information

For security purposes, the BAM will be asked to enter information that will be used to authenticate that they are a delegated individual of the company before the CBSA will allow the activation of the business account in the portal. The following information must **match exactly** to CBSA records (this includes spaces, punctuation, upper and lower case letters). **All information provided must be related to the BN/RM importer program account being used to register the business.**

Legal Entity Name of the Business: \_\_\_\_\_

#### Full Legal Physical or Mailing Address of the Business

Street and Number: \_\_\_\_\_

City: \_\_\_\_\_

Province/State Code: \_\_\_\_\_

Country: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

NOTE: The **legal name** may be found on CBSA related documents such as a Daily Notice, Statement of Account, and/or Detailed Adjustment Statement. The **legal address** may be found on CBSA related documents such as a Daily Notice or Statement of Account.

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### Ready?

Once you have the checklist ready, log onto the [CARM Client Portal](#) and begin the registration process!

Refer to our [CARM Program Overview Flyer](#) for more information.

Visit [the CBSA website](#) to learn more about the CARM program.