Canada Border Services Agency | Agence des services frontaliers du Canada

CARM Client Portal

User Guide

Post financial security for Release Prior to Payment privileges

Canada

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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.

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.

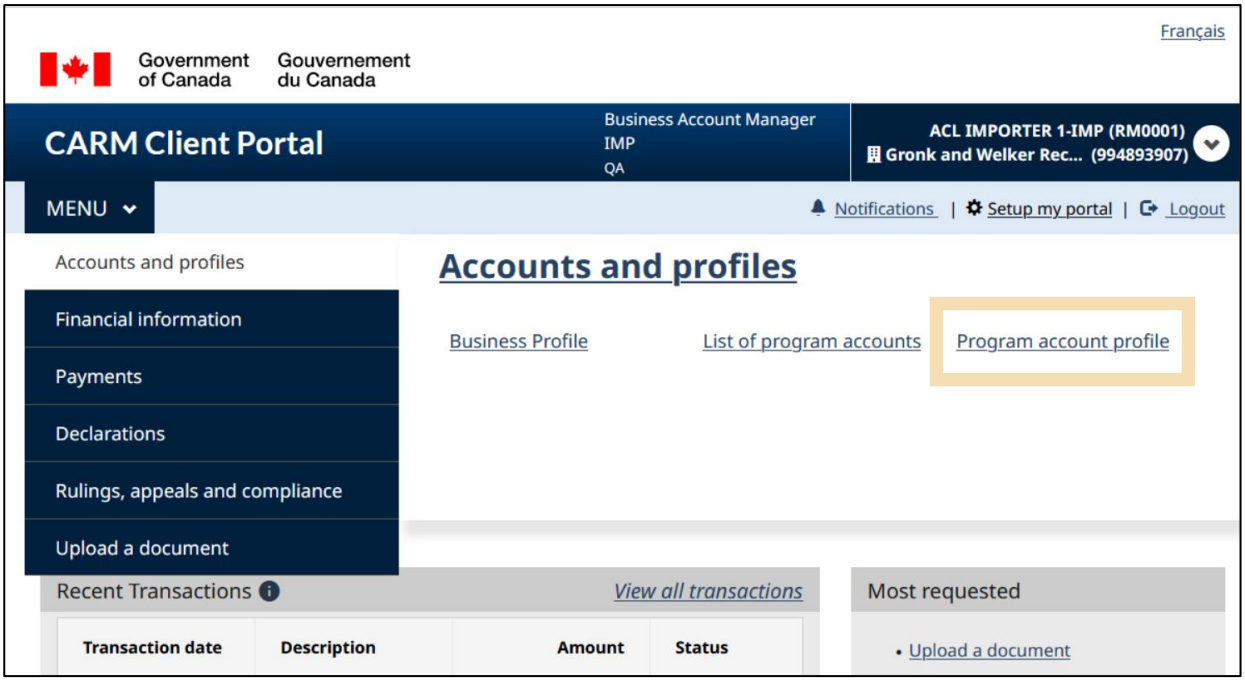
For more information, please refer to Memorandum D17-1-8- Release Prior to Payment Privilege.

Contact

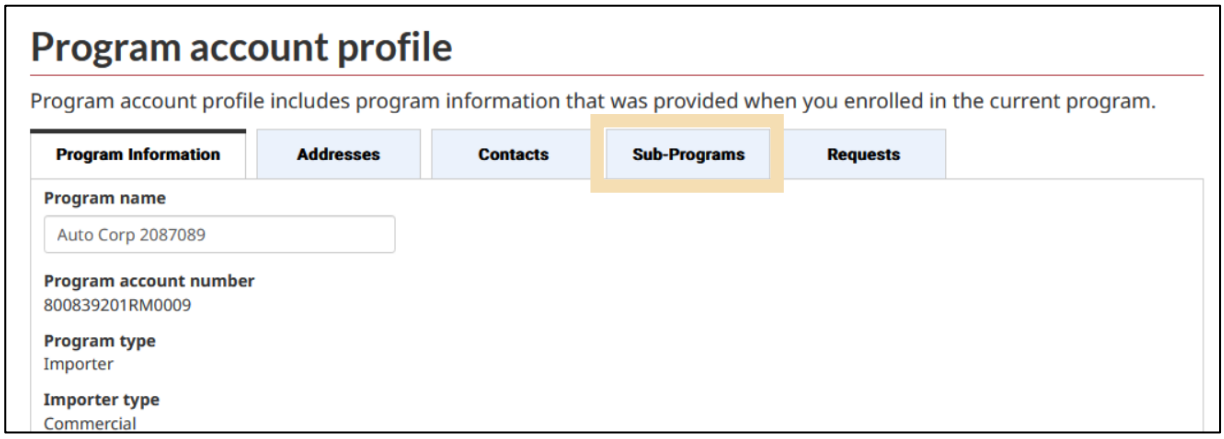
Contact the CARM Client Support Helpdesk if you need additional support.

1. Begin enrolment in the Release Prior to Payment (RPP) sub-program

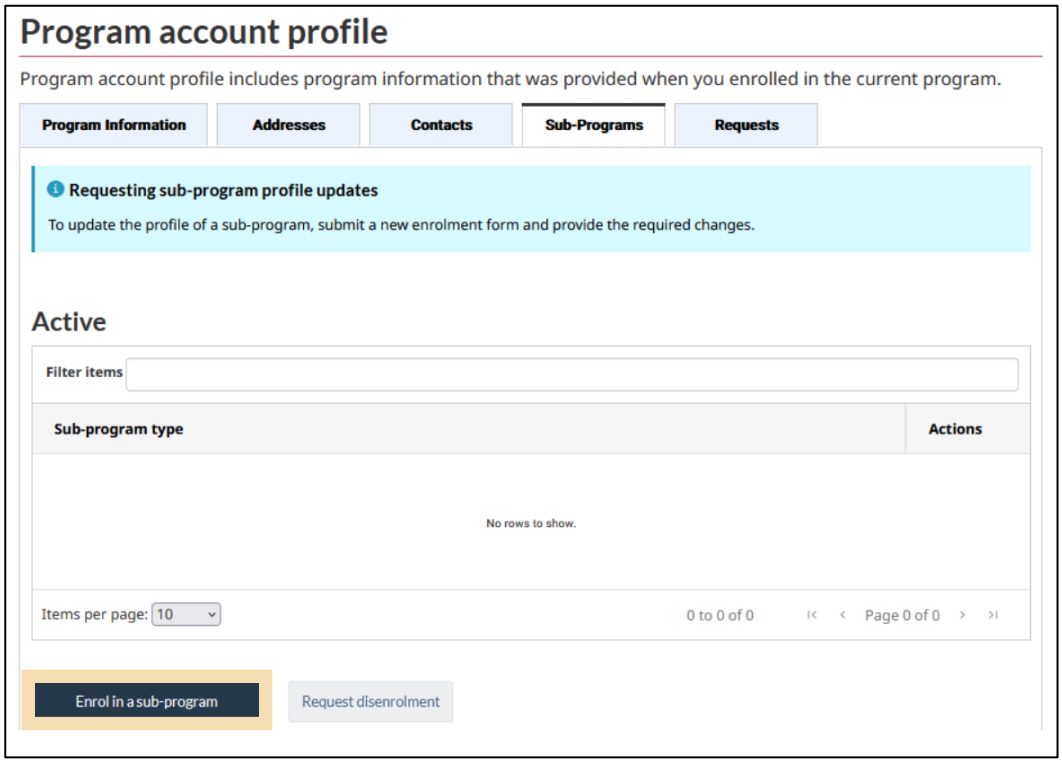
1. Go to the **Program account profile** page (**Home** or **Menu → Accounts and profiles → Program account profile**).



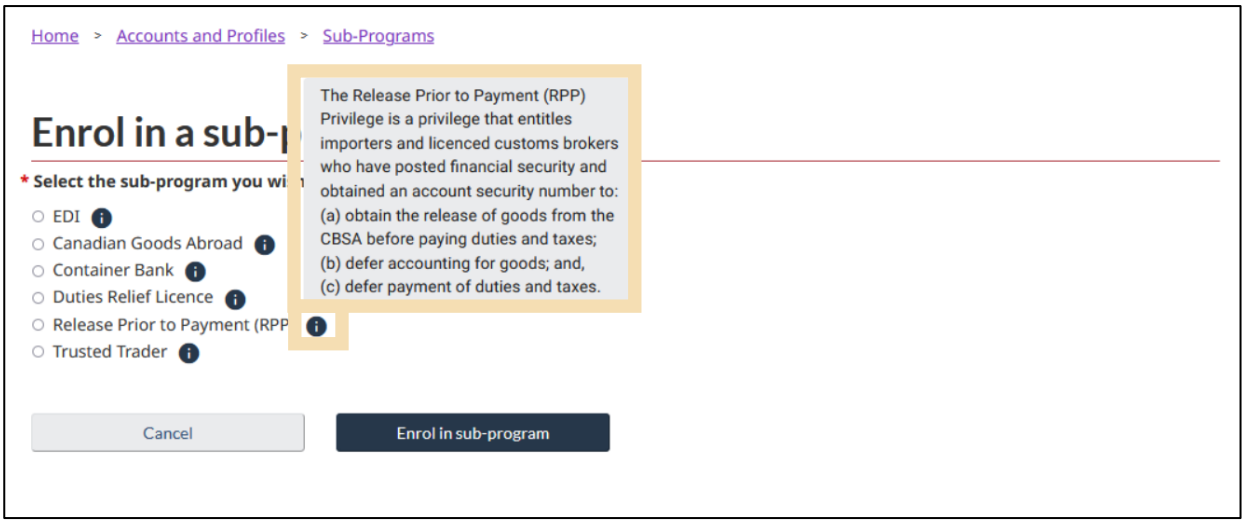
2. Click the **Sub-programs** tab.



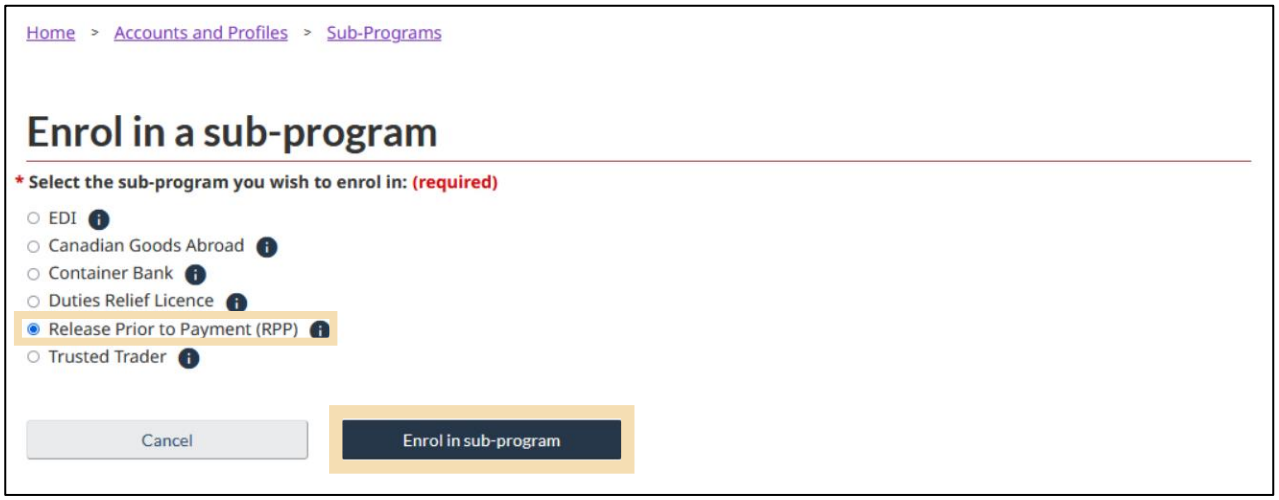
3. Click **Enrol in a sub**-program.



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

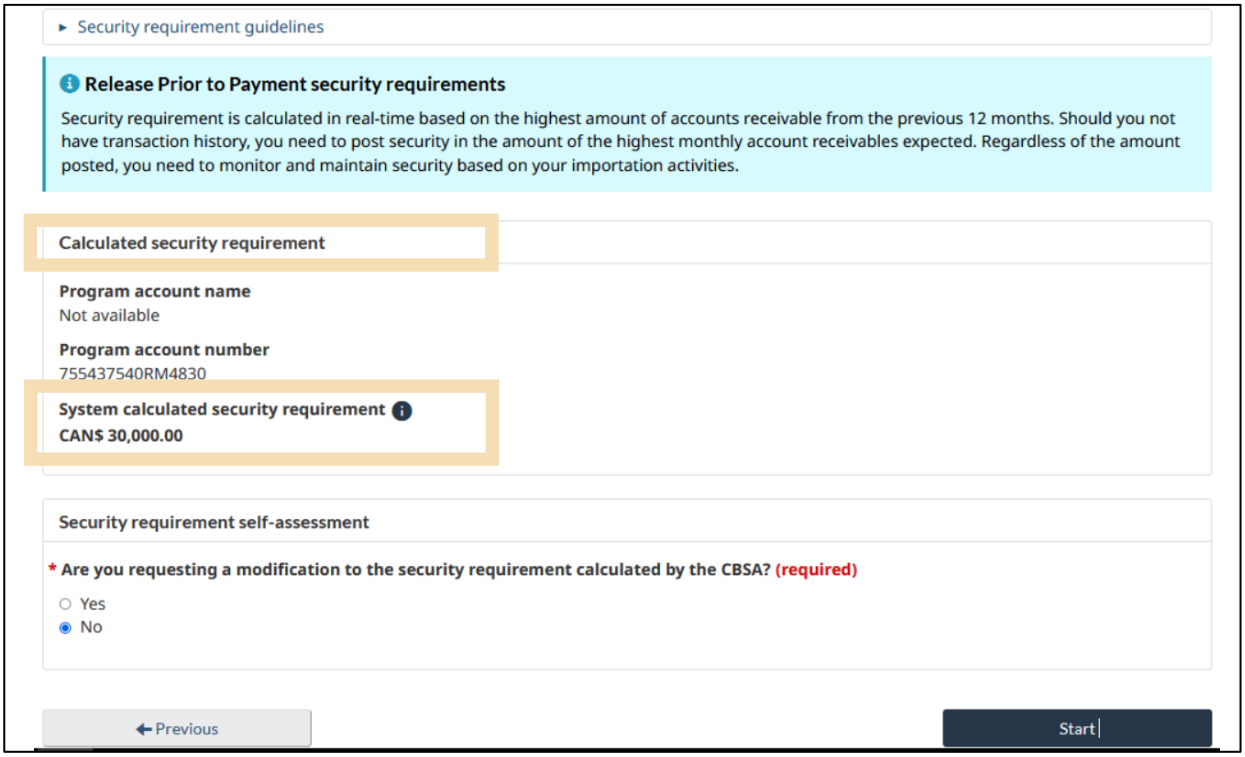


5. Click the radio button for **Release Prior to Payment (RPP)**, then click **Enrol in the sub-program**.



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.

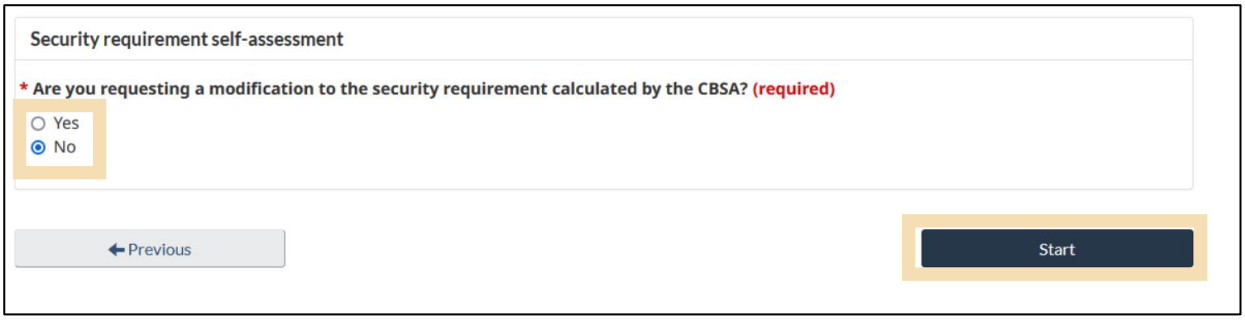


Note:

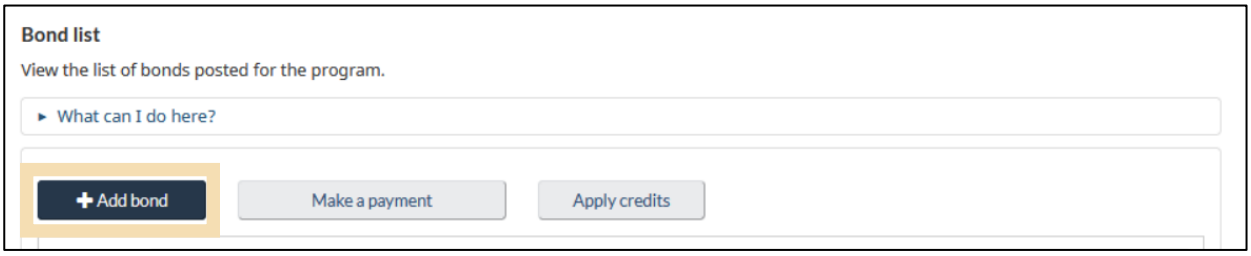
The system determines how much financial security (the total value of all bonds) you need for RPP. This amount depends on the value of the goods that you imported in the past 12 months. If your account is new, then the amount of financial security you need will depend on the amount of business you estimate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



8. Click **Add bond** under the **Bond list**.



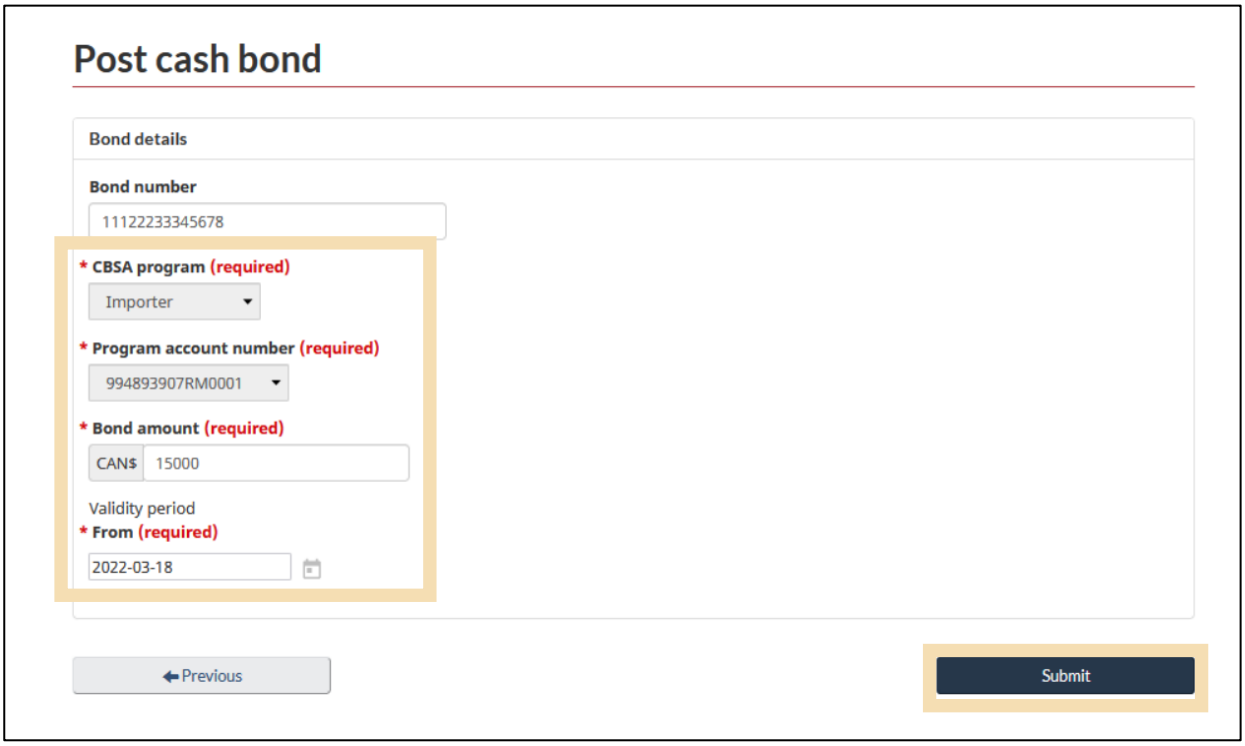
9. Choose the **Bond type** on the **Post security deposit** page.
   - If you choose **Cash**, proceed to the Post a bond for RPP enrolment – Cash Bond, section 2.1.
   - If you choose **Non-cash**, proceed to the Post a bond for RPP enrolment – Non Cash Bond, section 2.2.

2. Post a bond for RPP enrolment

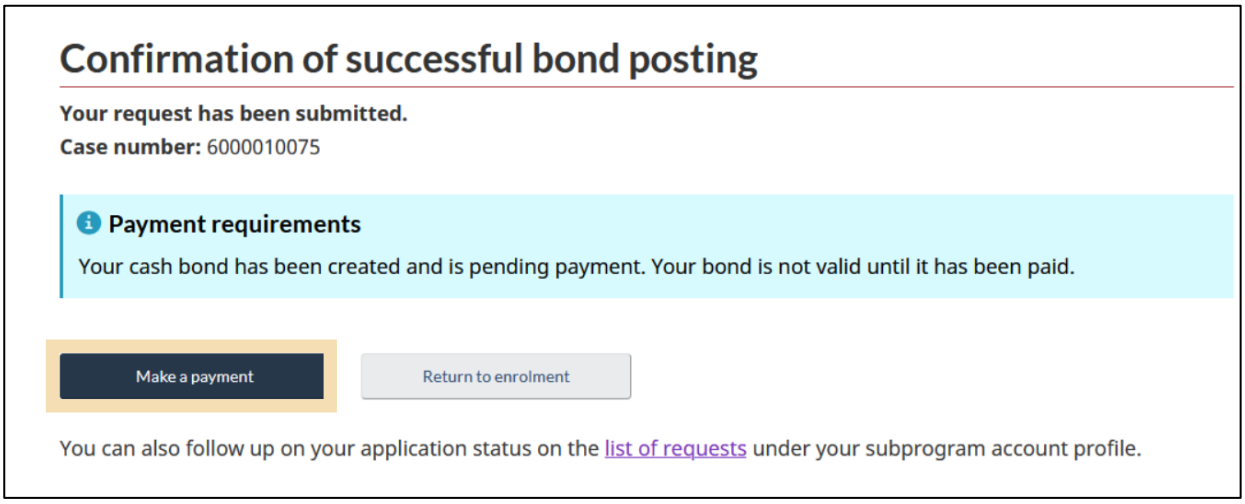
2.1 Cash bond

1. Select **Cash**. Click **Next**.

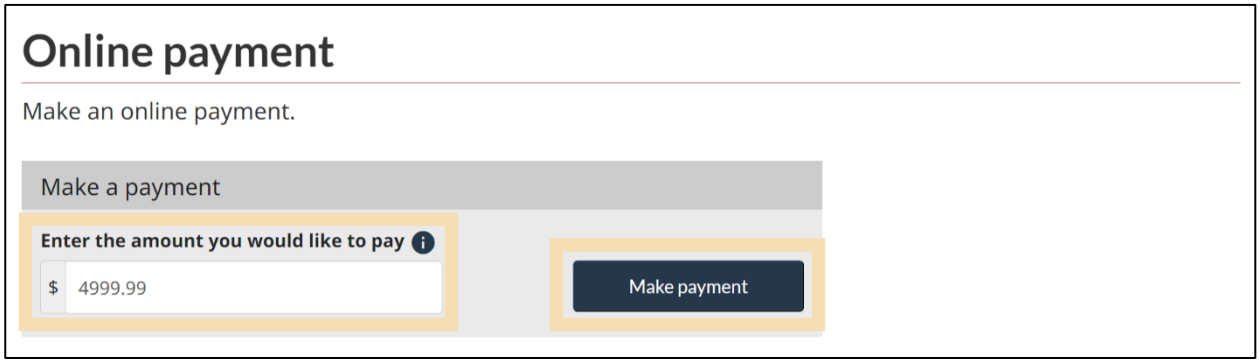
2. Fill in the required fields (marked with an asterisk *) on the **Post cash bond** page. Adding a bond number or reference number in the **Bond number** field is optional. Click **Submit**.



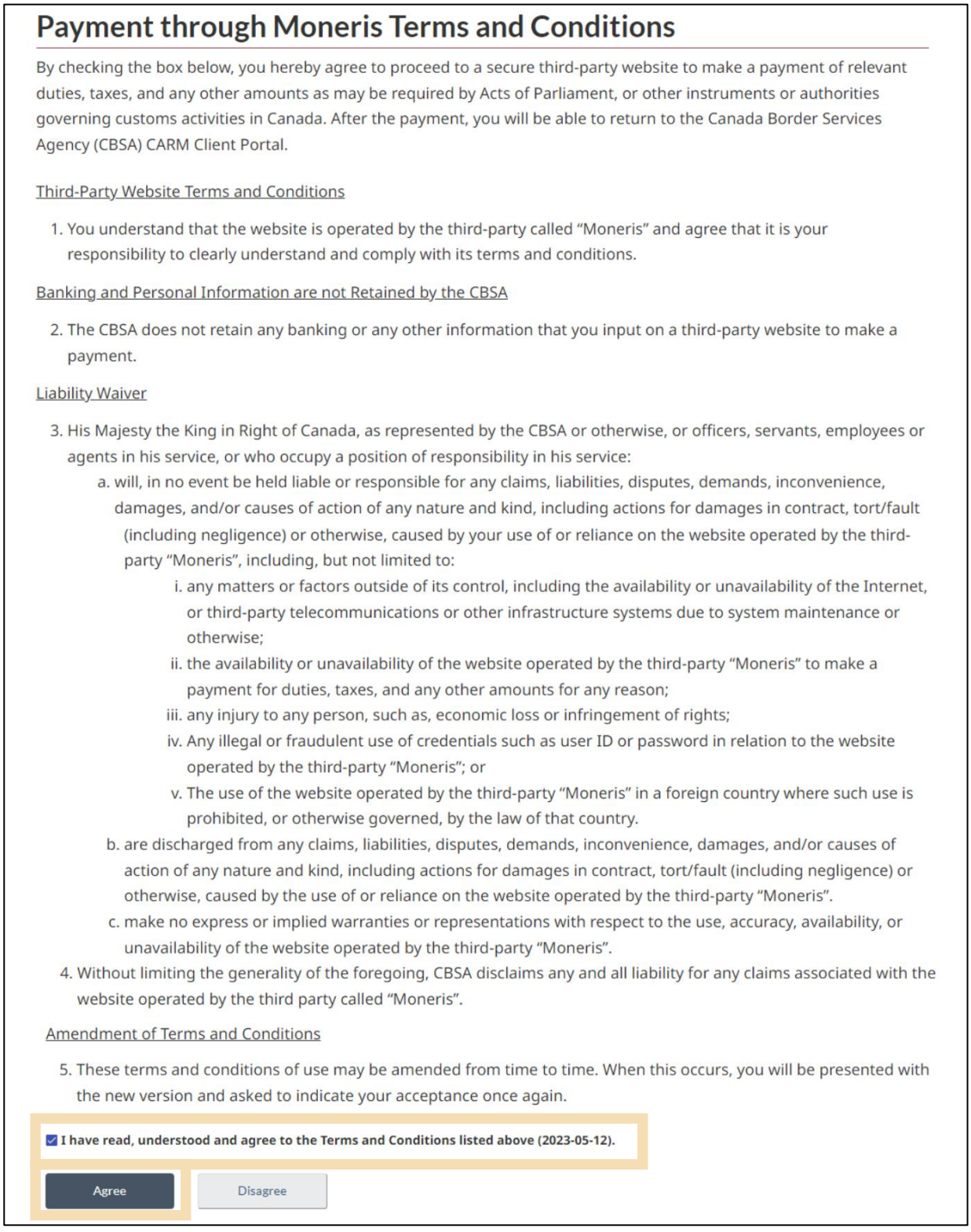
3. Click **Make a payment** on the **Confirmation of successful bond posting** page.



4. Enter the amount you would like to pay and click **Make payment**. You can only make a payment of less than $5000 per transaction. If your amount is $5000 or greater, you will need to submit multiple payment transactions.



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 third-party "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".

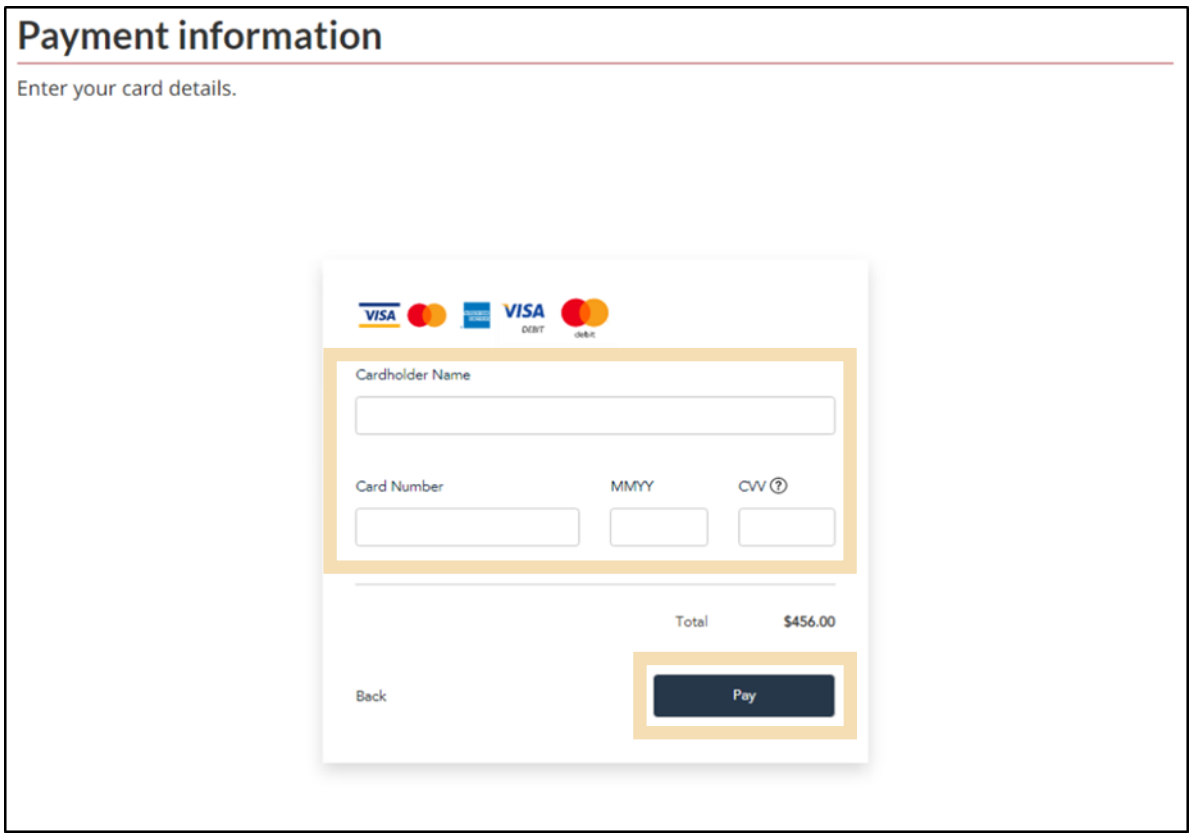
Amendment of Terms and Conditions

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.

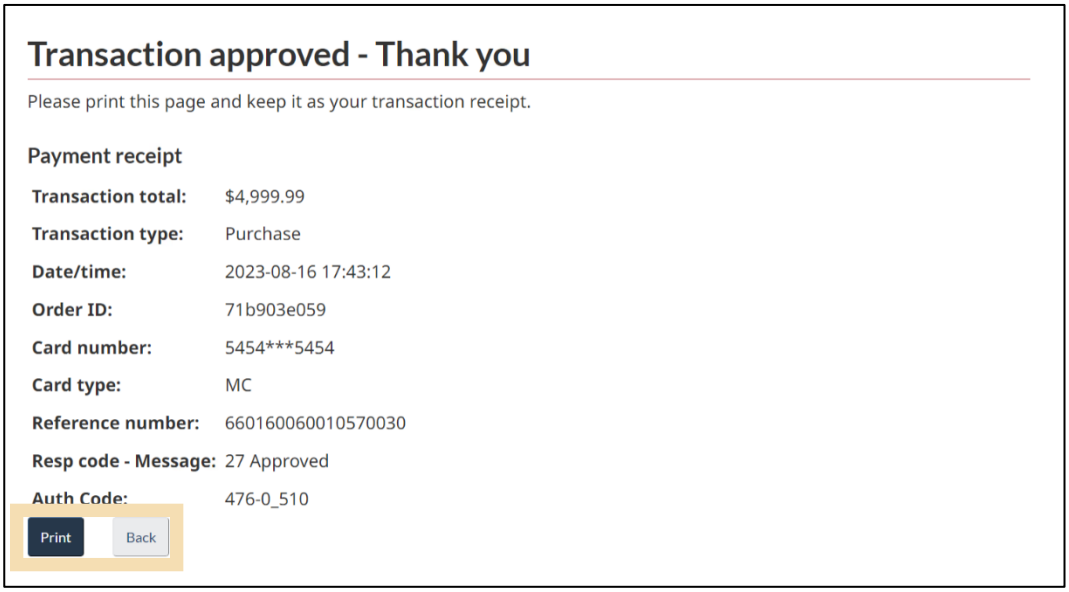
☑ **I have read, understood and agree to the Terms and Conditions listed above (2023-05-12).**

Agree | Disagree

6. Enter the card information. Click **Pay**.



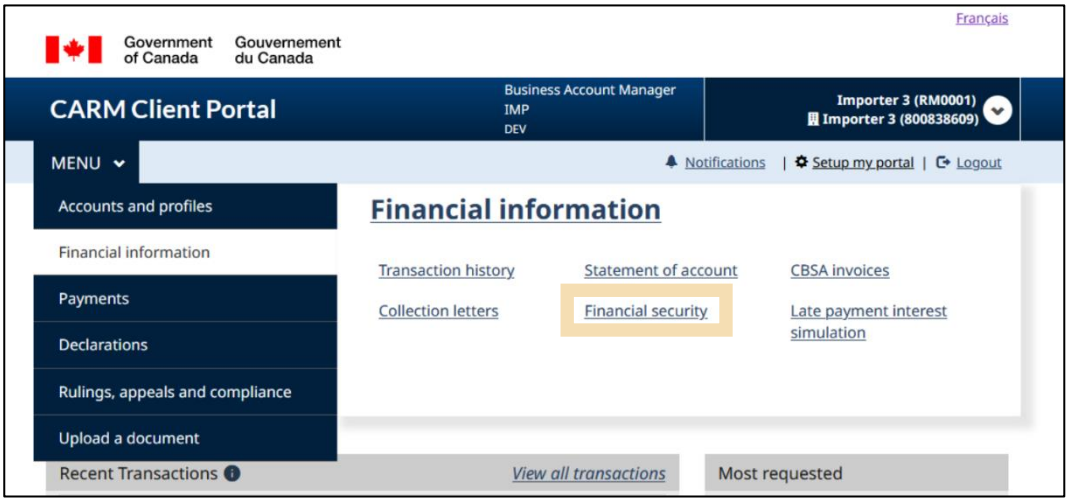
7. Once the payment is processed, you will see the transaction details. You may print or save the receipt for your records by selecting the **Print** button. Click the **Back** button.



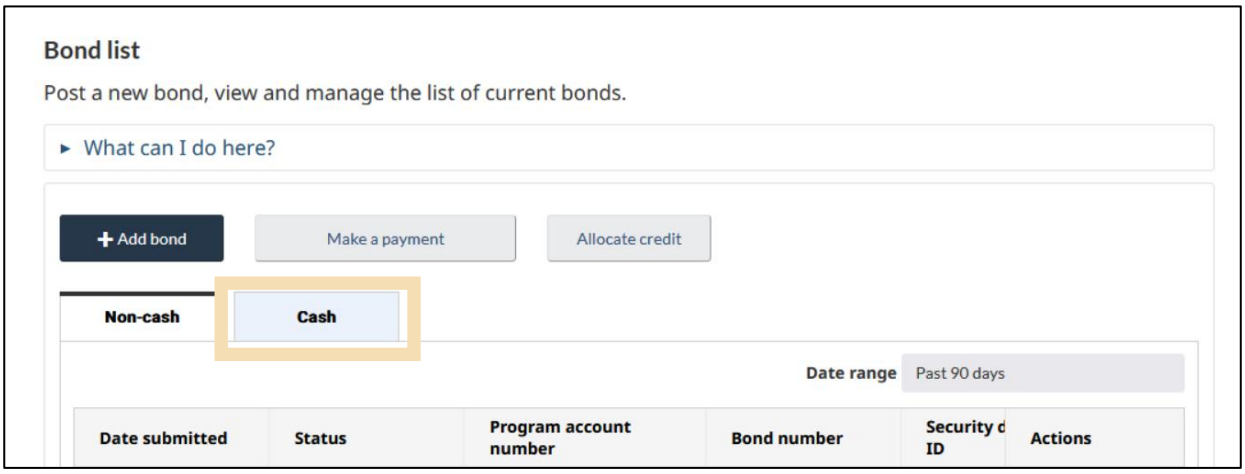
Note:

You will need to repeat the steps from Section 1.8 to section 2.7 for amounts of $5000 or greater.

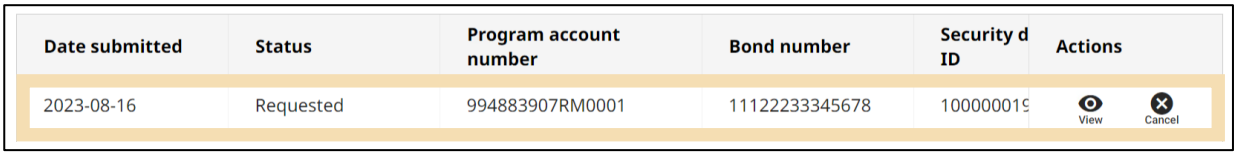
8. Go to the **Financial security** page (**Home** or **Menu** → **Financial information** → **Financial security**).



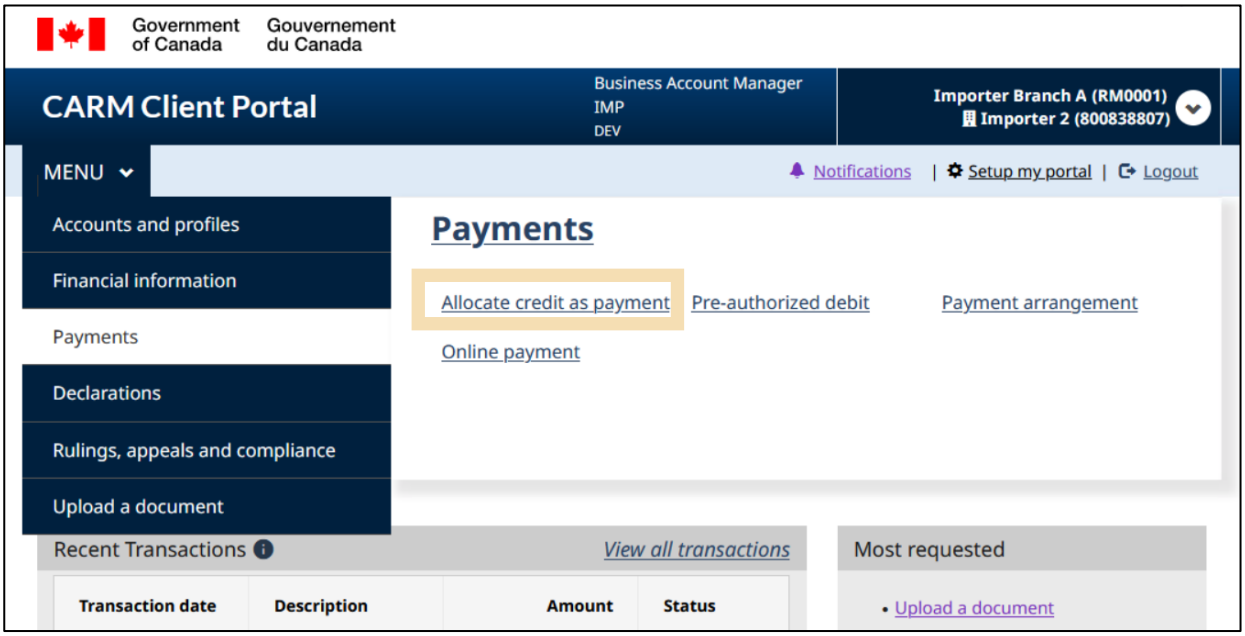
9. Scroll down to the **Bond list** on the **Enrol in Release Prior to Payment: 2. Add bond and Submit** page. Click the **Cash** tab.



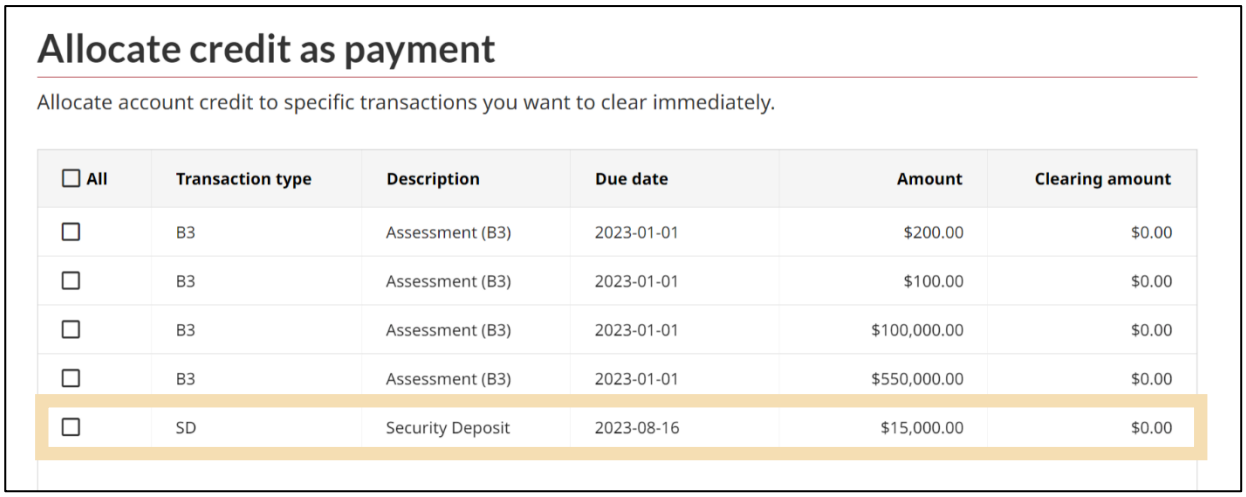
10. The bond will appear on the list in the **Status** column in requested status. The bond number will appear blank unless you entered a number in step 2.1.2.



11. You now must go to **Menu** or **Home → Payments → Allocate credit as payment**.



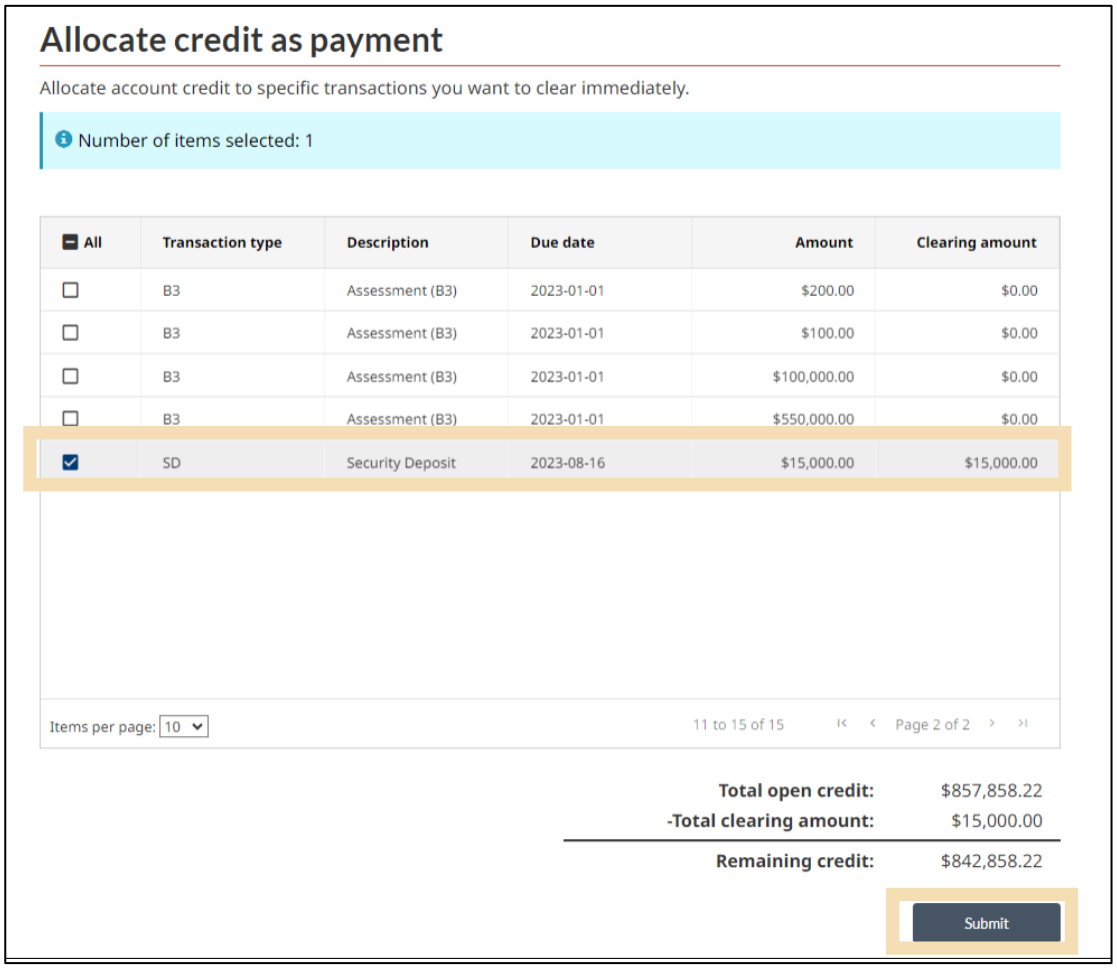
12. This page has a list of transactions. The cash bond you requested will appear on the list as a **Security Deposit**. You will see the amount of that deposit in the list.



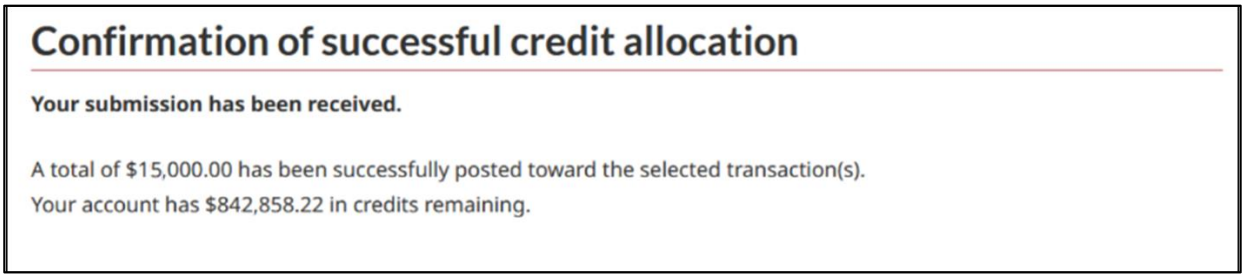
All	Transaction type	Description	Due date	Amount	Clearing amount
☐	B3	Assessment (B3)	2023-01-01	$200.00	$0.00
☐	B3	Assessment (B3)	2023-01-01	$100.00	$0.00
☐	B3	Assessment (B3)	2023-01-01	$100,000.00	$0.00
☐	B3	Assessment (B3)	2023-01-01	$550,000.00	$0.00
☐	SD	Security Deposit	2023-08-16	$15,000.00	$0.00

13. Scroll down to find the **Total open credits**.. If you made a payment equal to or greater than the value of your bond in the previous steps, you should have enough credit to apply against the cash bond in the next steps.

14. Check the box(es) next to the security deposit transaction(s) you want to allocate the credit to. Click **Submit**.



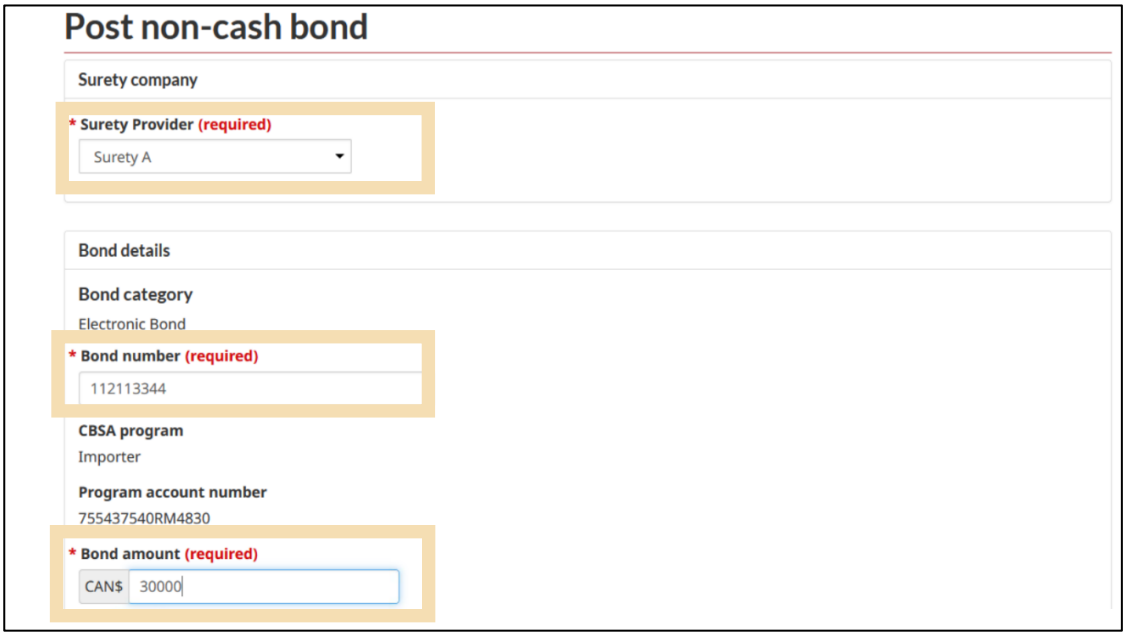
15. The **Confirmation of successful credits allocation** page will show the amount you posted and the amount of credit you have left.



2.2 Non-cash bond

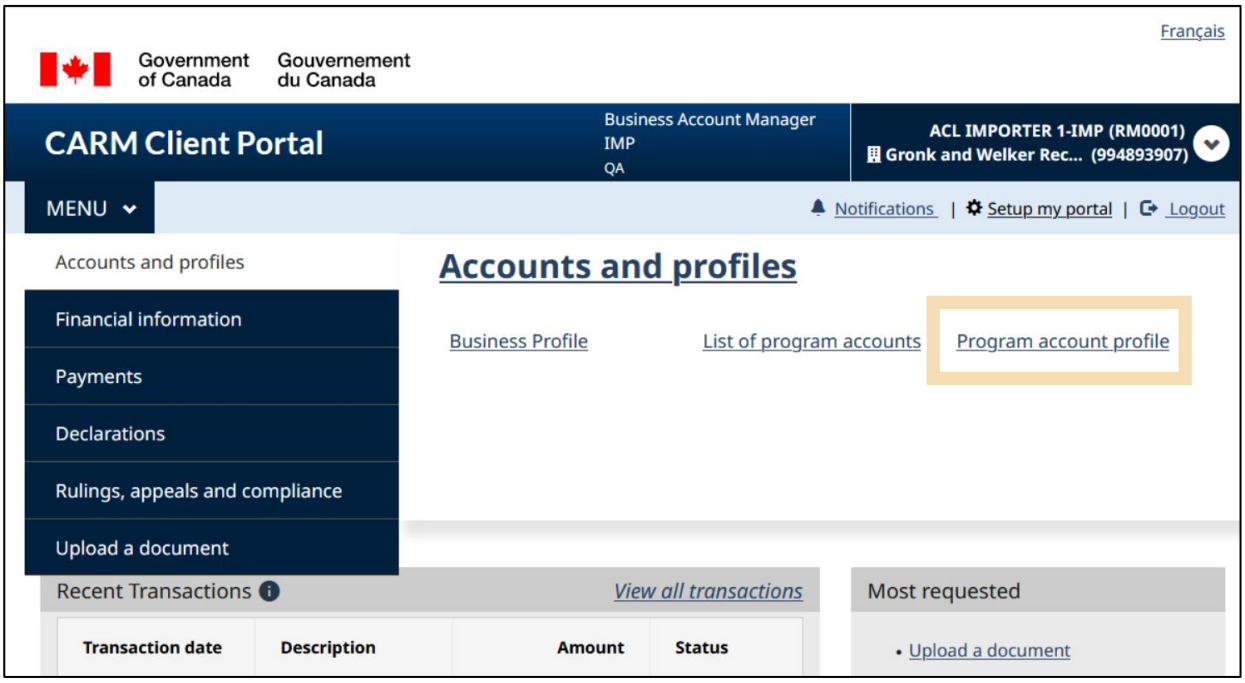
1. Select **Non-cash**. Click **Next**.

2. Fill in the required information (marked with an asterisk *) on the **Post non-cash bond** page. Click **Submit**.

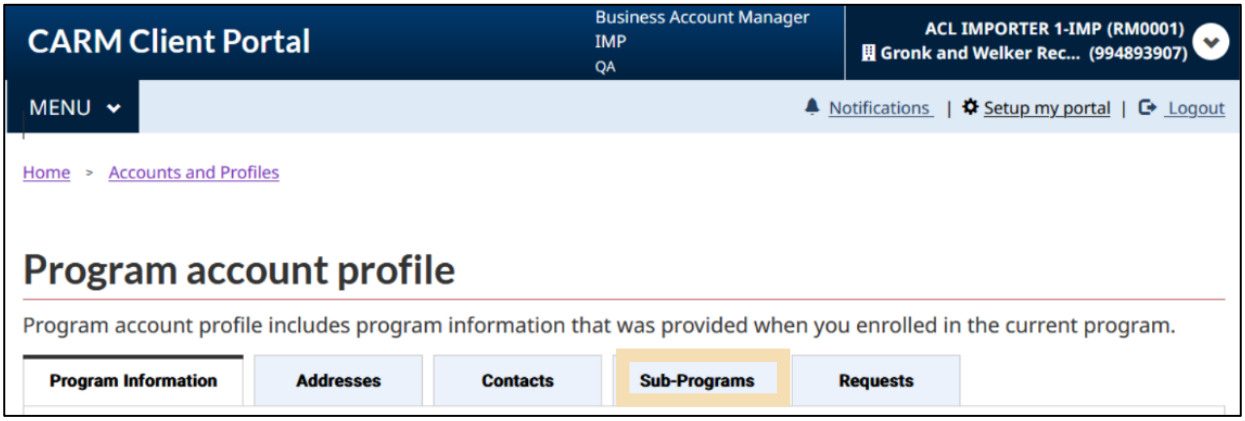


3. Review the list of requirements

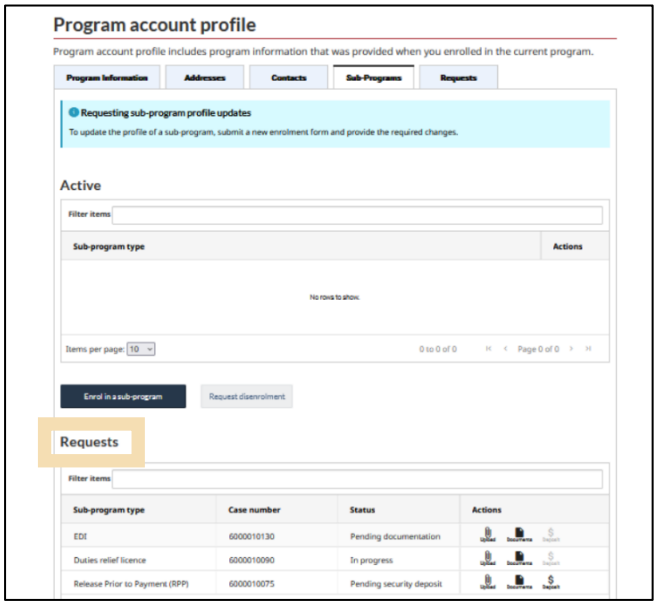
1. Go to the **Program account profile page** (**Home** or **Menu → Accounts and profiles → Program account profile**).



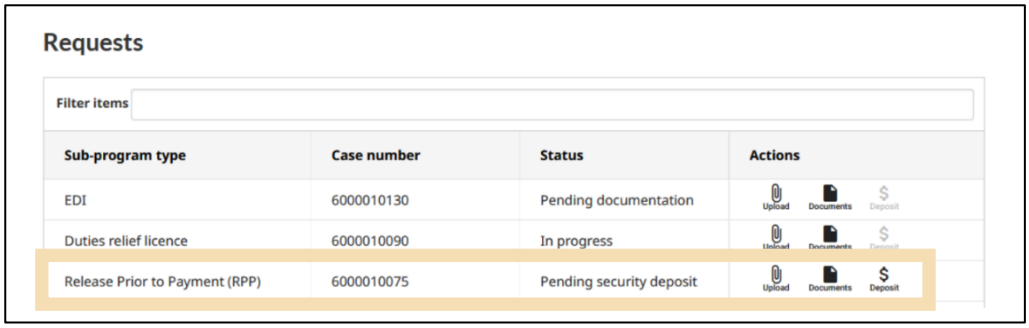
2. Click the **Sub-Programs** tab.



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



4. In the **Sub-program type** column, you will see your request to enrol in RPP. The **Status** column will show the status of the application.



5. The system will send you a notification when your application to the sub-program has been accepted or if the CBSA requires additional information from you.

Note:

Once the bond is approved, the system will check to see if your requirement for RPP is met. The system will process it on the next business day.

If your security requirements are met during the day, you can manually submit the request the same day.