

ATLANTIQUE PACIFIQUE
COURTIERS EN DOUANE



ATLANTIC PACIFIC
CUSTOMS BROKERS

A hand holding a silver pen is writing on a document. The background is a blurred collage of images related to customs and trade, including a building with the word 'CUSTOMS' in large letters, a globe, a blue truck, and a white boat.

HOW TO SETUP YOUR CARM PORTAL

WHAT IS CARM?

CARM STANDS FOR THE “CBSA ASSESSMENT AND REVENUE MANAGEMENT” WHICH IS A MULTI-YEAR INITIATIVE THAT WILL TRANSFORM THE COLLECTION OF DUTIES AND TAXES FOR GOODS IMPORTED INTO CANADA

BEFORE MAY 2022

ALL IMPORTERS HAD THE OPTION TO PAY CUSTOMS BROKERS FOR THEIR DUTIES & TAXES

AFTER MAY 2022

ALL IMPORTERS WILL PAY THE GOVERNMENT (RECEIVER GENERAL FOR CANADA) DIRECTLY FOR THEIR DUTIES & TAXES AT THE END OF EACH MONTH VIA ONLINE BANKING OR YOUR CARM PORTAL

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STEP 1: LOCATE YOUR BUSINESS NUMBER

YOUR BN# IS A 9-DIGIT NUMBER SUPPLIED BY CANADA REVENUE AGENCY. IT LOOKS LIKE THIS:

“123456789” RM0001

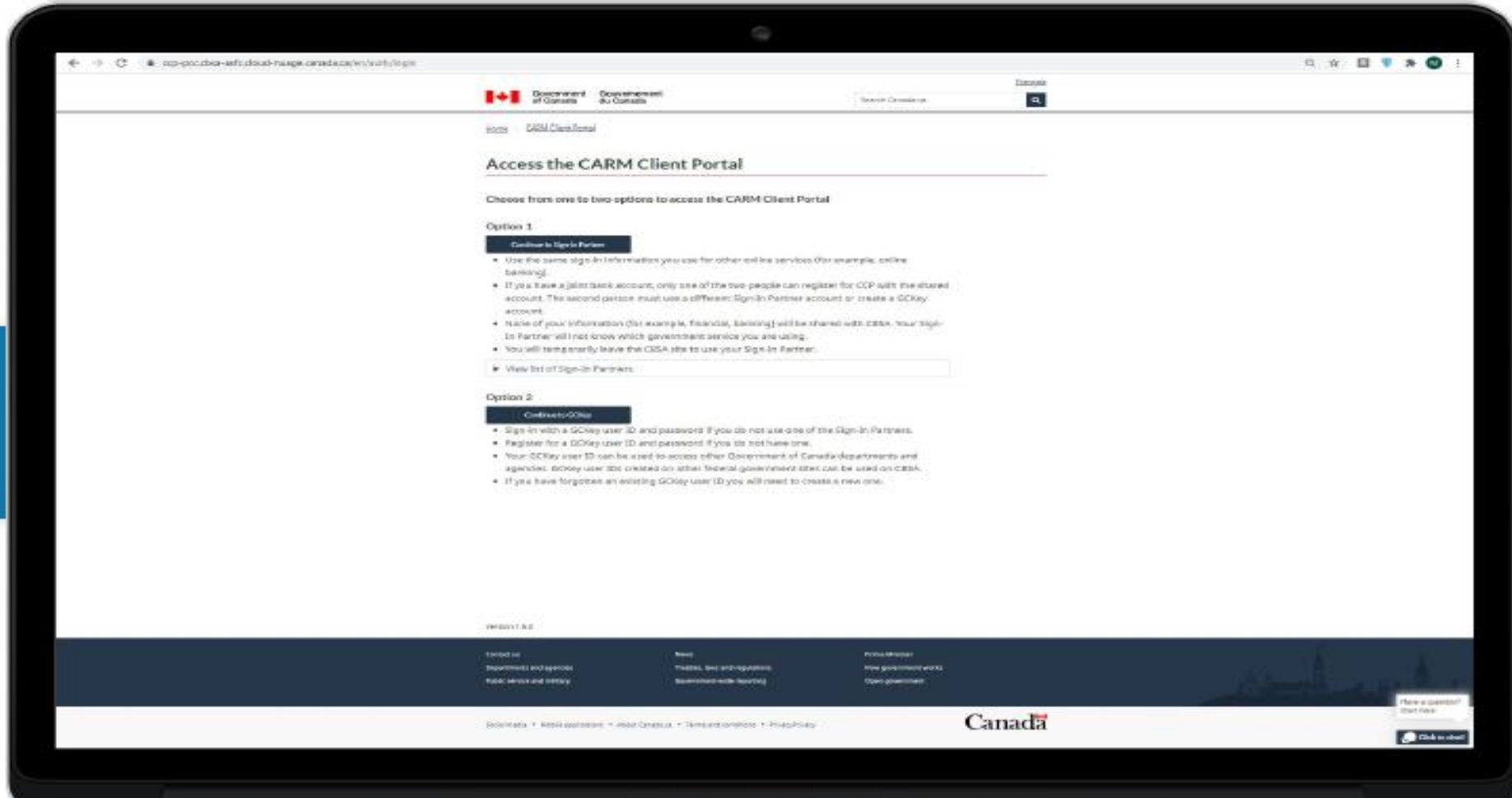
1. IMPORTER NAME AND ADDRESS NOM ET ADRESSE DE L'IMPORTATEUR		NO. - N°	2. TRANSACTION NO. - N° DE TRANSACTION				
ABC Importing Company Ltd. 123 Any Street Ottawa, Ontario K1J 0L5		123456789RM0001	00000589180643				
		3. TYPE C	4. OFFICE NO. N° DE BUREAU 497	5. GST REGISTRATION NO. N° DE TPS	6. PAYMENT CODE CODE DE PAIEMENT	7. MODE OF TRANSIT MOD. DE TRAJET 1	8. POINT OF ORIGIN PORT DE DEPART
9. SUB NO. N° DE SOUS-EN-TÊTE 1	10. VENDOR NAME - NOM DU VENDEUR YXE Exporting Company Ltd. UTX 78161	11. NO. - N°	12. COUNTRY OF ORIGIN PAYS D'ORIGINE UTX	13. PLACE OF EXPORT LIEU D'EXPORTATION UTX	14. TARIFF TREATMENT TRAITEMENT TARIFAIRE 10	15. U.S. PORT OF ENTRY BUREAU DE SORTIE DESÉ-É	16. FREIGHT - FRET 100
		17. DEBIT SHIPMENT DATE DATE DE DÉPART DIRECTE M 1	18. DDU CODE CODE DEVISE 1	19. CURRENCY DEVISE USD	20. TIME LIMIT - DÉLAI	21. RELEASE DATE - DATE DE LA MARCHEE	

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STEP 2: GO TO THE CARM PORTAL WEBSITE



YOU CAN GOOGLE "CBSA CARM PORTAL"

STEP 3: CHOOSE YOUR SIGN IN PARTNER

FOR VERIFICATION PURPOSES ONLY AS YOU CAN USE YOUR PERSONAL ACCOUNT



Select Sign-In Partner

By selecting a Sign-in Partner, you are agreeing to the terms and conditions and Privacy Notice of Government Sign-in by Verified ME

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STEP 4: CREATE YOUR PERSONAL PROFILE

Create your personal profile

Your contact details will be used to communicate important updates.

User information

- * First Name (required)
- * Last Name (required)

Contact Information

- * Telephone number(including area code) (required)
- Extension
- * Email address (required)
- * Confirm e-mail address (required)

WS001.02

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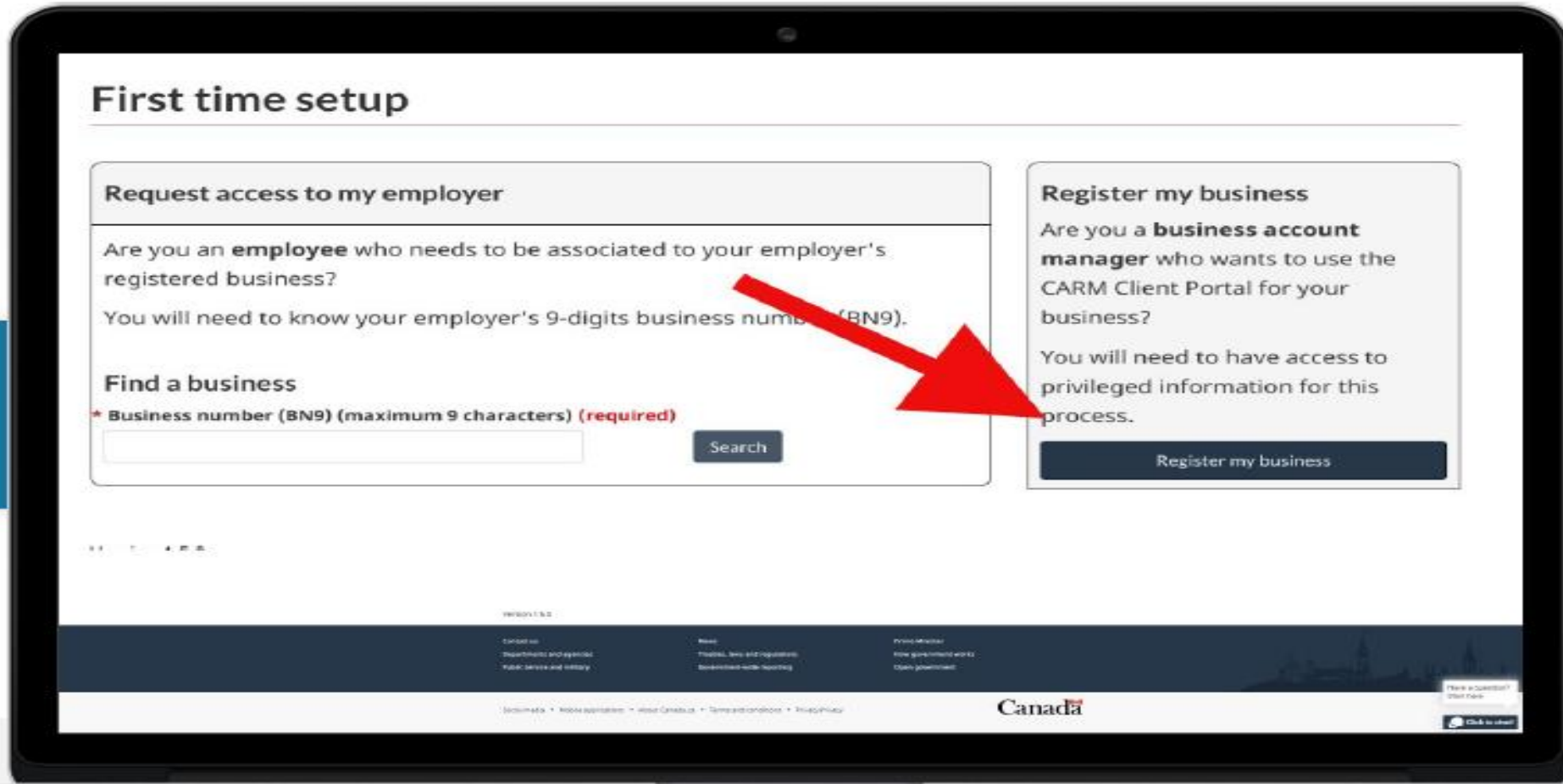
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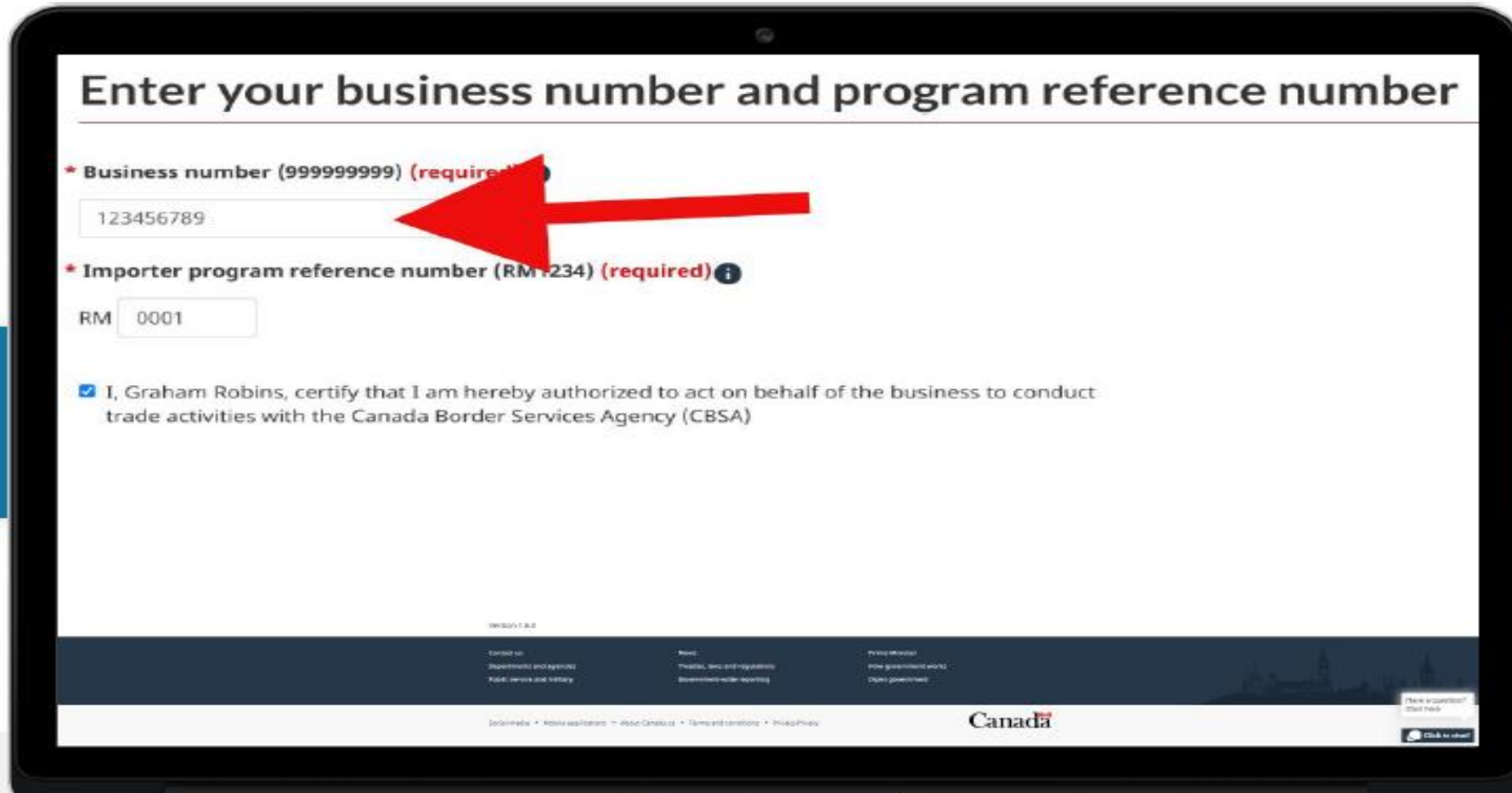
Have a question?
Visit Help

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STEP 5: CHOOSE REGISTER MY BUSINESS



STEP 6: ENTER YOUR COMPANY BUSINESS NUMBER



The screenshot shows a web form titled "Enter your business number and program reference number". It contains two main input fields and a certification checkbox. A red arrow points to the first input field.

Enter your business number and program reference number

* Business number (999999999) (required) ⓘ

123456789

* Importer program reference number (RM #234) (required) ⓘ

RM 0001

I, Graham Robins, certify that I am hereby authorized to act on behalf of the business to conduct trade activities with the Canada Border Services Agency (CBSA)

WISDVT82

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Trade, law and regulations
Business rule-making

Policy Minister
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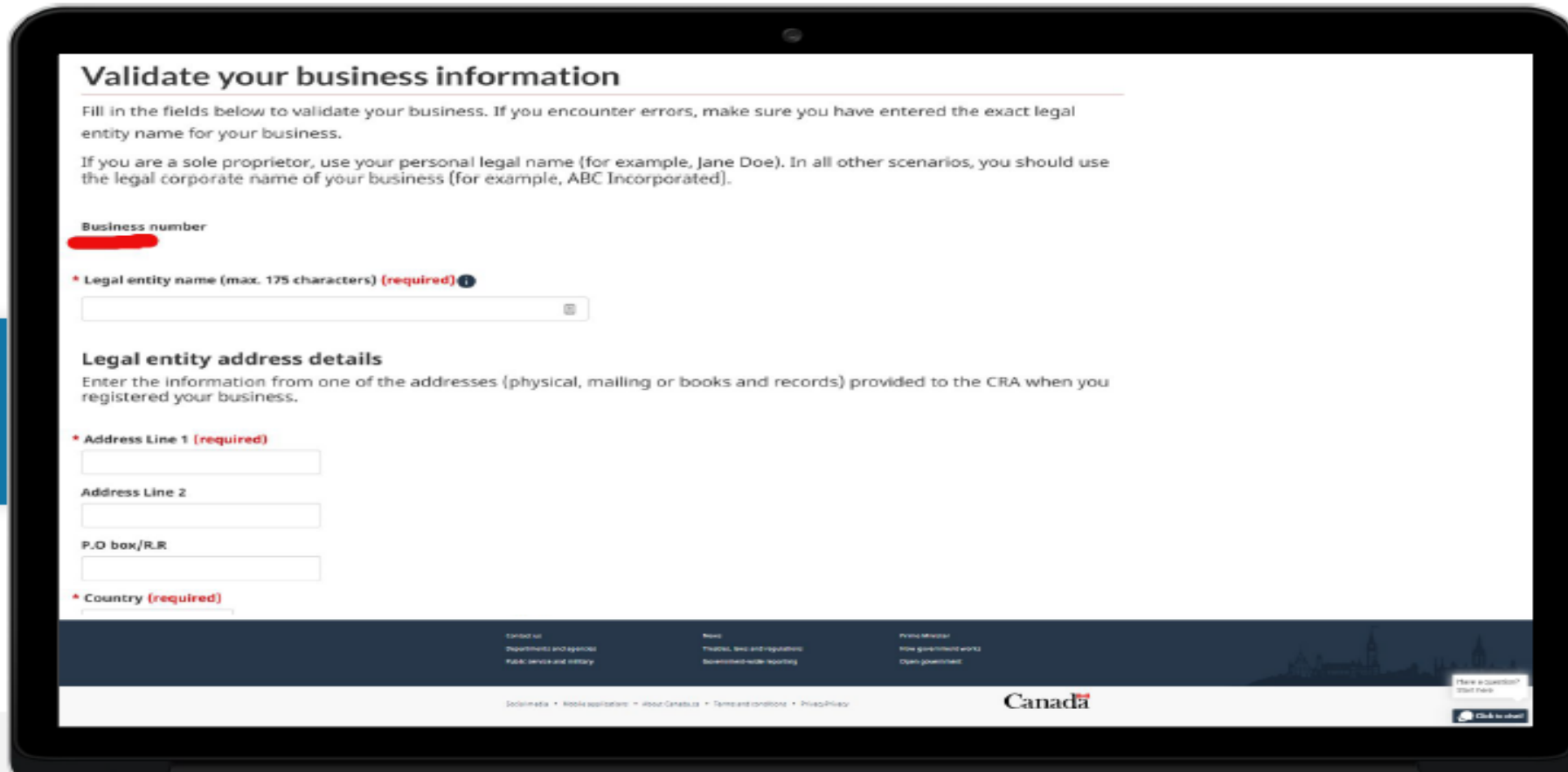
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Check your computer
Check this

Click to share

STEP 7: VALIDATE YOUR BUSINESS NUMBER



Validate your business information

Fill in the fields below to validate your business. If you encounter errors, make sure you have entered the exact legal entity name for your business.

If you are a sole proprietor, use your personal legal name (for example, Jane Doe). In all other scenarios, you should use the legal corporate name of your business (for example, ABC Incorporated).

Business number

* **Legal entity name (max. 175 characters) (required)** ⓘ

Legal entity address details

Enter the information from one of the addresses (physical, mailing or books and records) provided to the CRA when you registered your business.

* **Address Line 1 (required)**

Address Line 2

P.O. box/R.R.

* **Country (required)**

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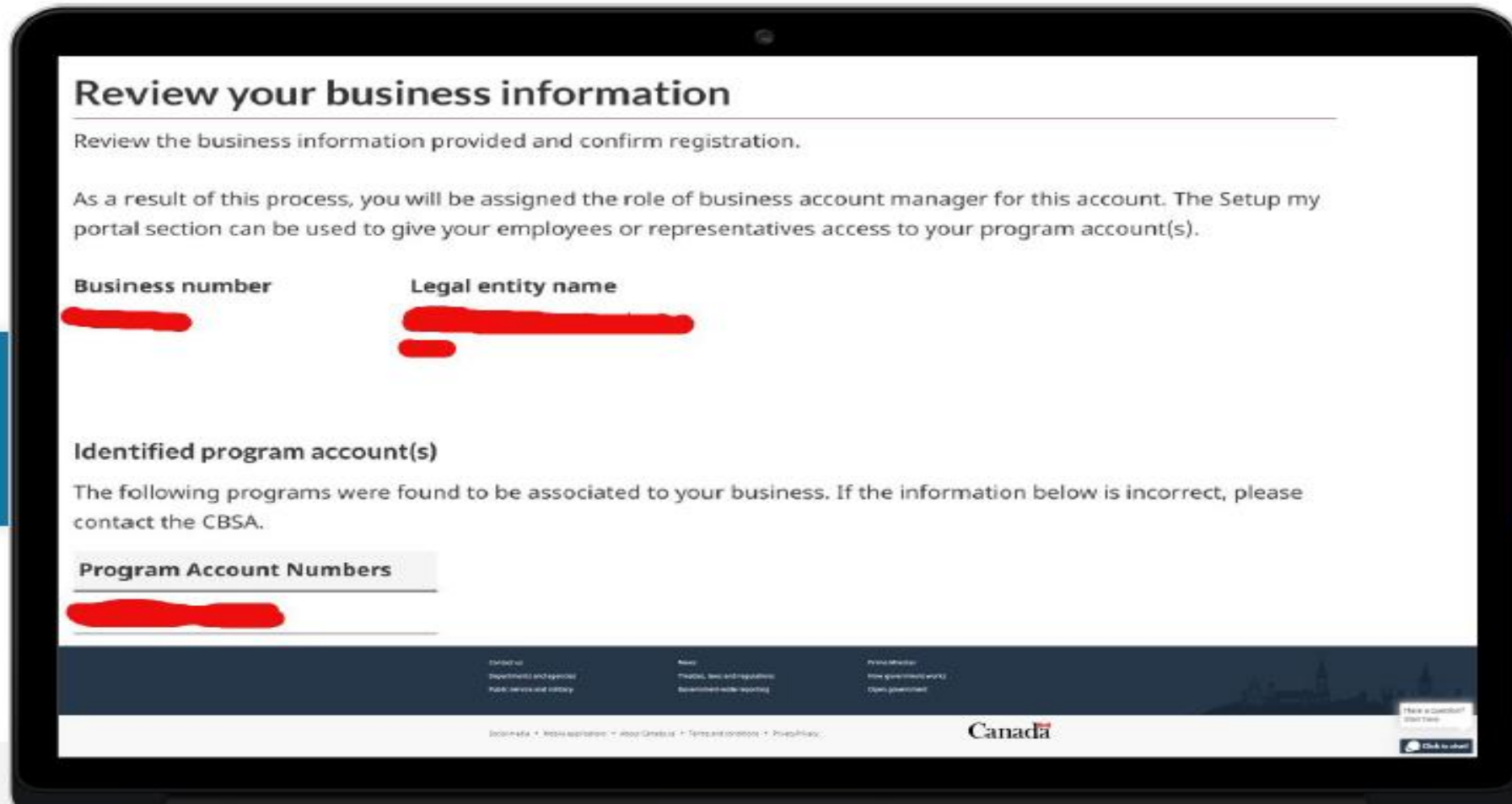
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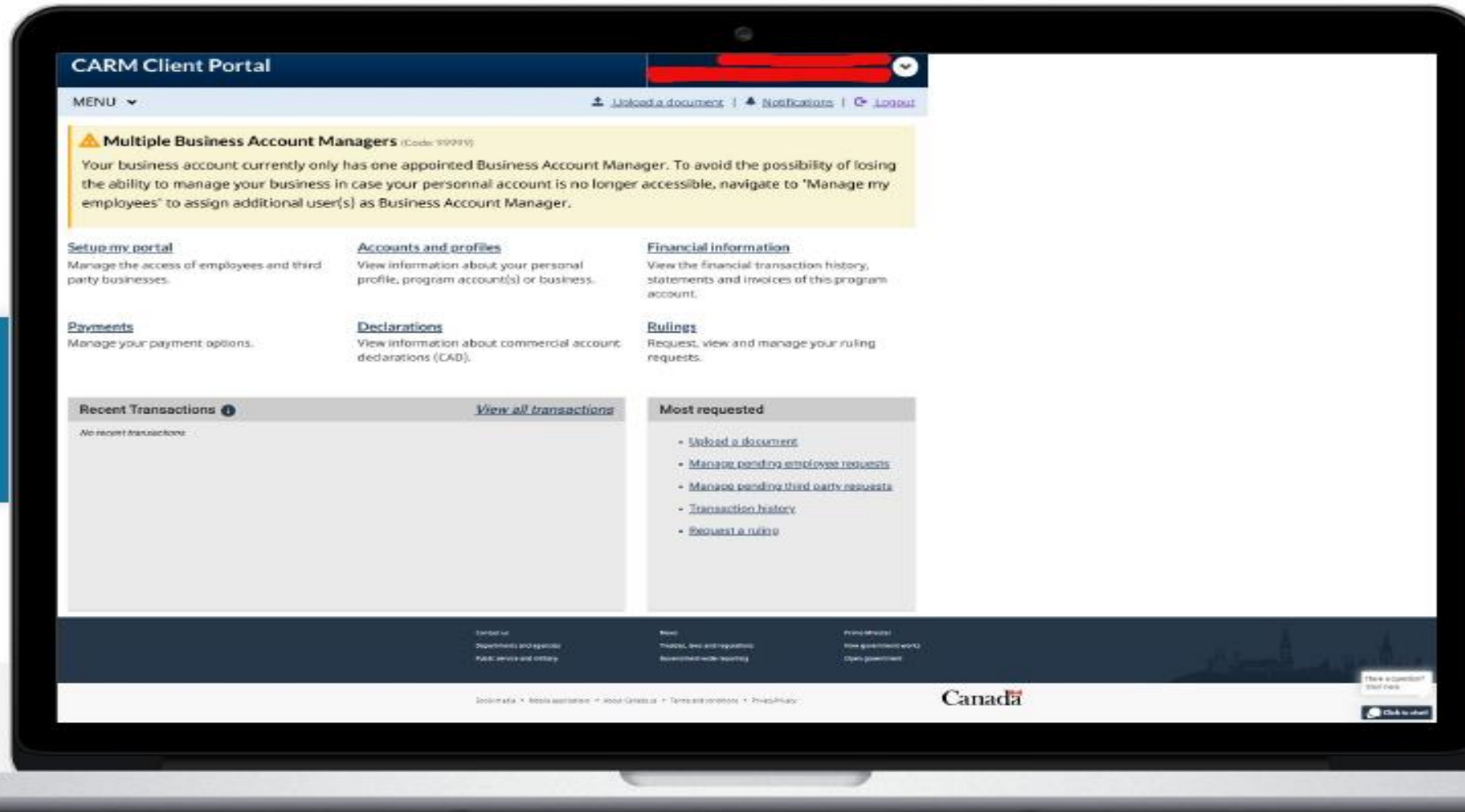
Have a question? Start here

Click to share

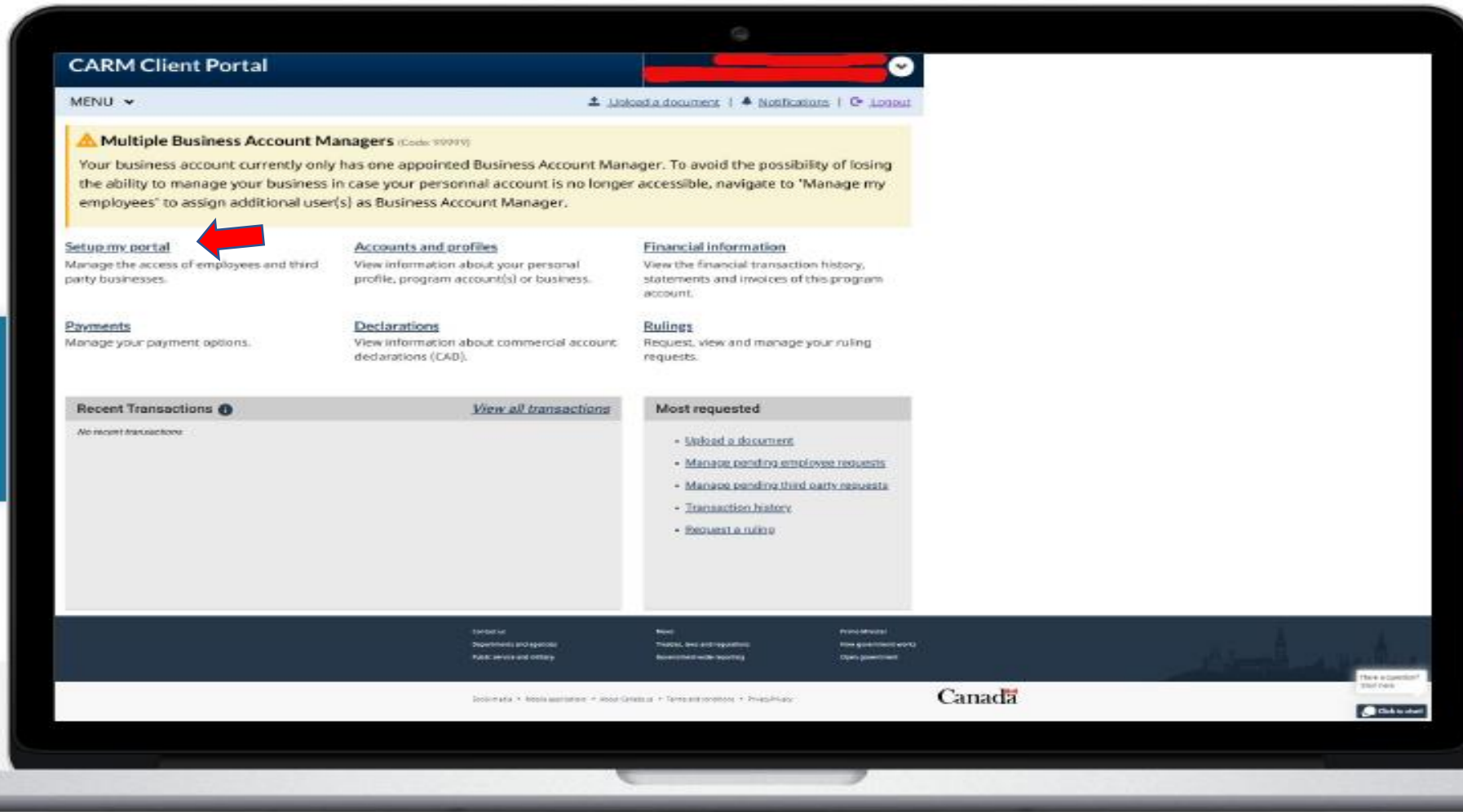
STEP 8: REVIEW YOUR BUSINESS INFORMATION



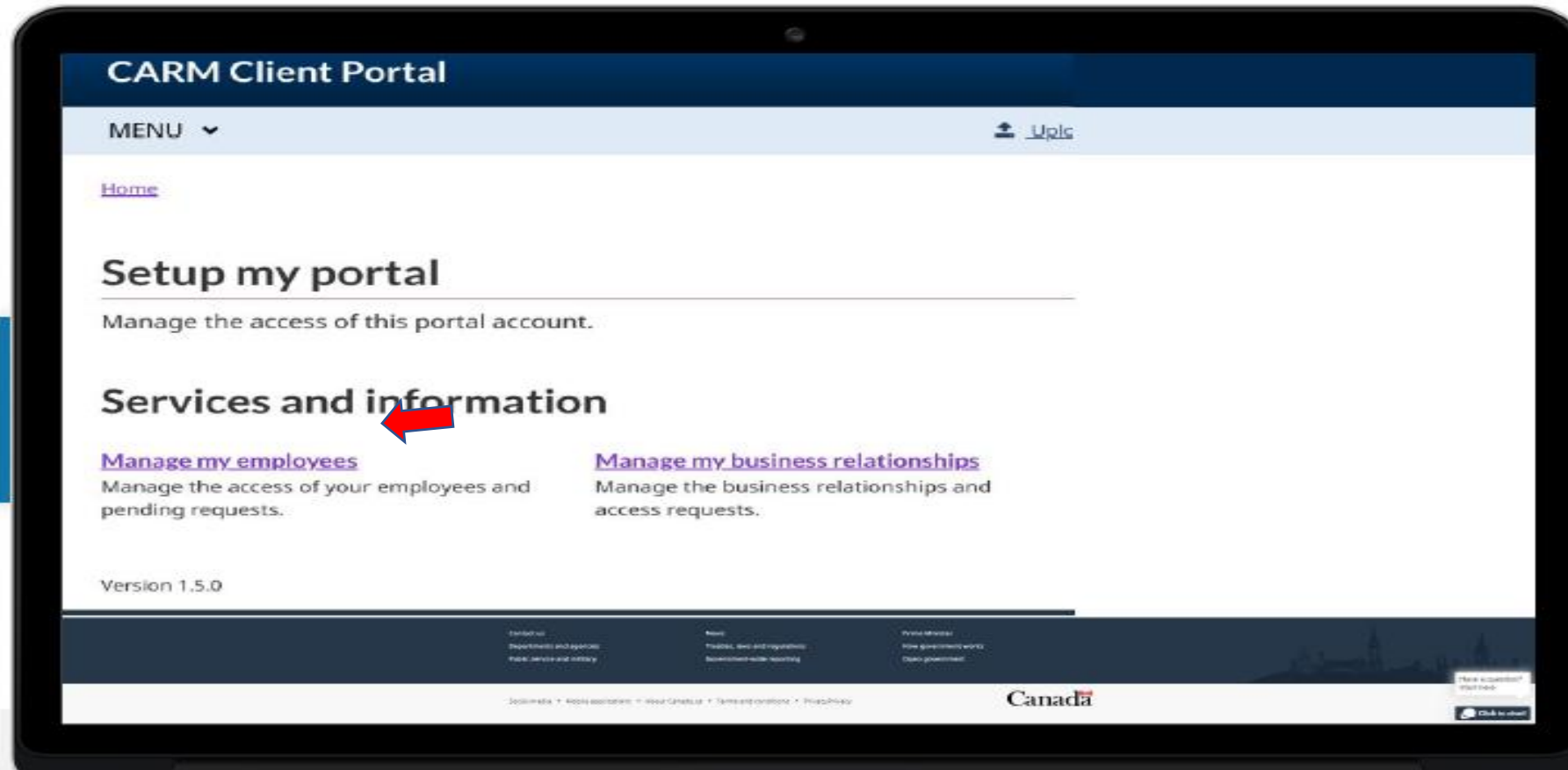
STEP 9: CONGRATULATIONS!! YOUR PORTAL IS ACTIVATED!!



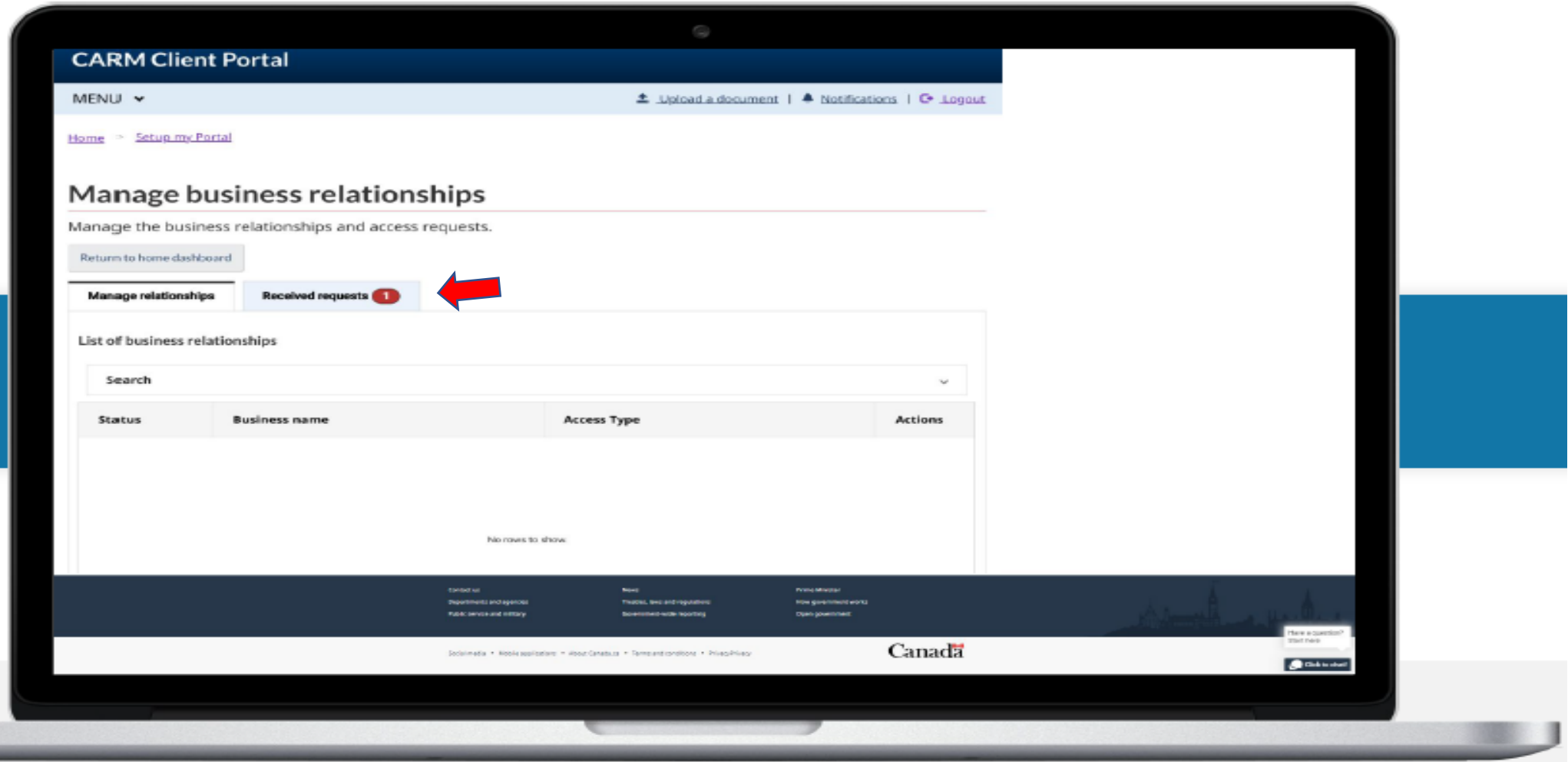
STEP 10: CLICK THE LINK "SETUP MY PORTAL"



STEP 11: CLICK “MANAGE MY EMPLOYEES” TO ADD APCB AS YOUR BROKER



STEP 12: CLICK :RECEIVED REQUESTS”



STEP 13: CLICK "APPROVE" APCB

The screenshot displays the CARM Client Portal interface. At the top, there is a navigation bar with 'MENU', 'Upload a document', 'Notifications', and 'Logout'. Below this, the main heading is 'Manage business relationships' with a sub-heading 'Manage the business relationships and access requests.' A button 'Return to home dashboard' is visible. The 'Received requests' tab is active, showing a count of 1. The section is titled 'Pending third party access requests' and includes a search bar. A table lists the request details:

Status	Business name	Request date	Actions
Pending	Atlantic Pacific Customs Brokers Inc. (758400139)	2021-09-28	Details Approve Reject

A red arrow points to the 'Approve' button in the 'Actions' column of the table. The footer contains 'Canada' branding and a 'Click to share' button.

STEP 14: CLICK SELECT ACCESS TO “SPECIFIC PROGRAMS” THEN SELECT “PROGRAM MANAGEMENT”

Select access to programs

All Programs
 Specific programs

Program name	Account number (RM)	Access
	RM0001	Program management

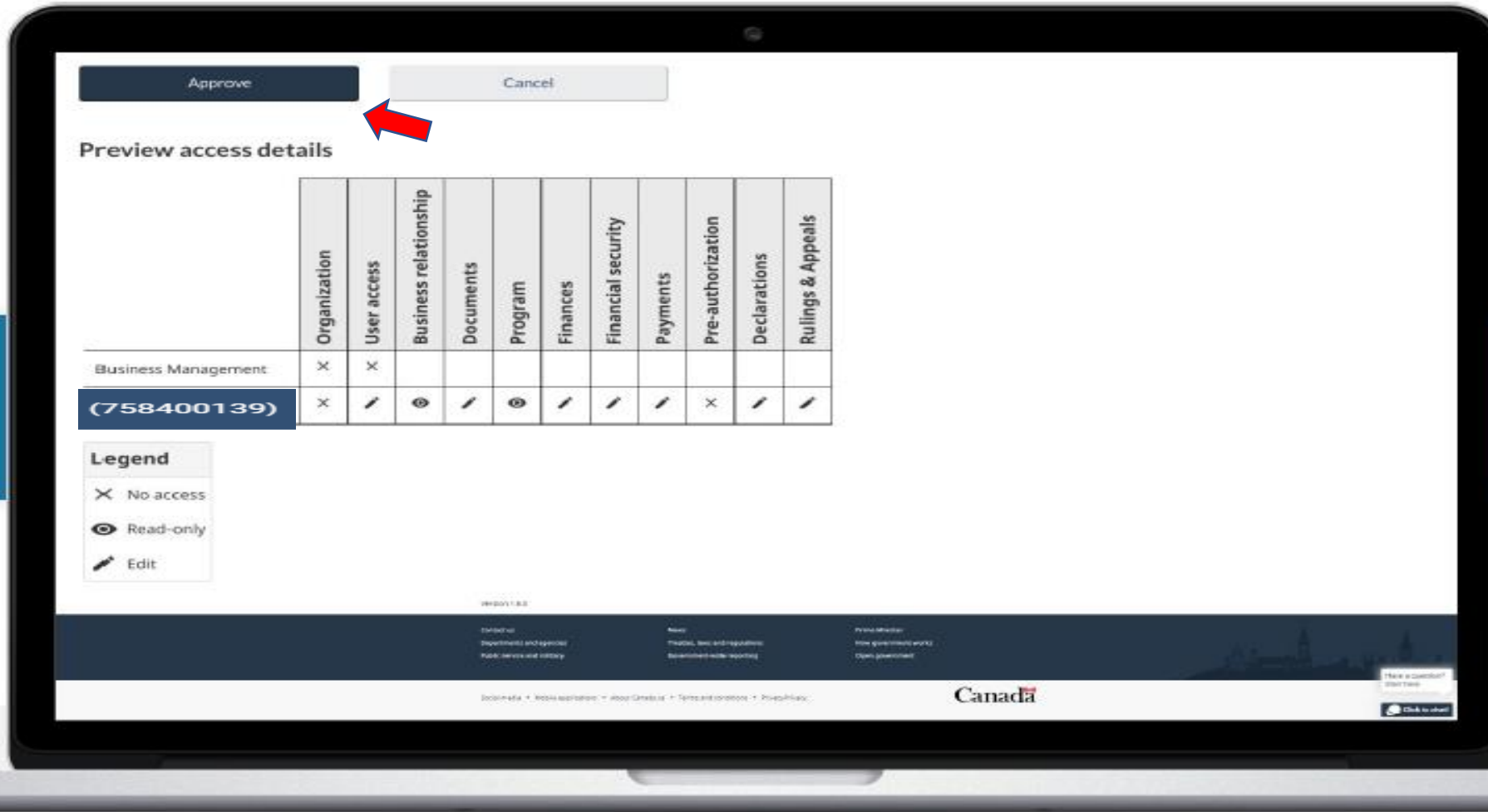
Transaction visibility rules ⓘ

Submitted by Atlantic Pacific Customs Brokers Inc. (758400139)

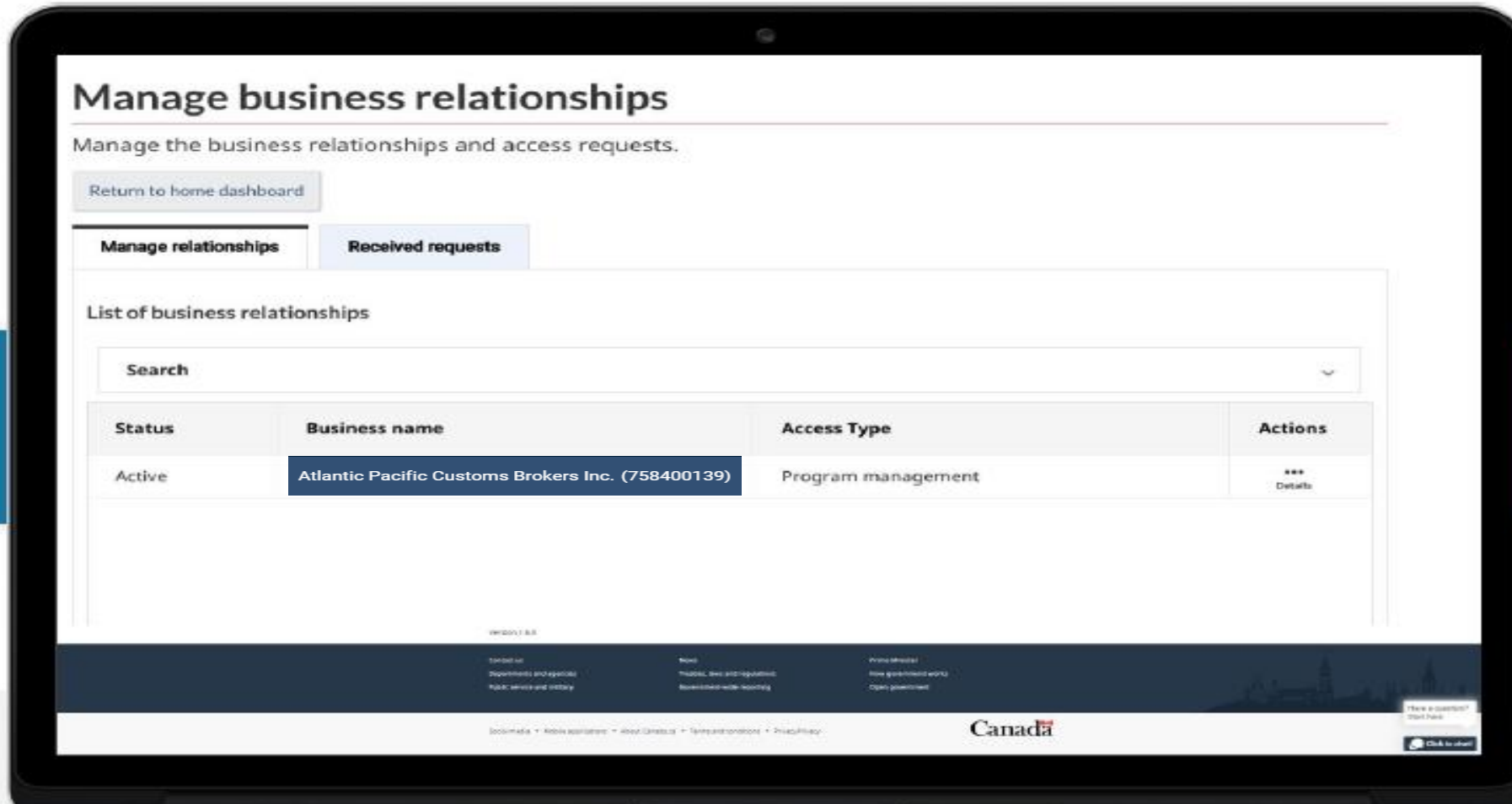
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STEP 15: PREVIEW AND CLICK "APPROVE" ACCESS DETAILS



STEP 16: CONGRATULATIONS!! YOUR BROKER IS NOW ACTIVE



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FOR MORE INFORMATION OR
HELP CONTACT
CARM.SUPPORT@APCB.CA

