

HOW TO SETUP YOUR CARM PORTATION

WHAT IS CARM?

BEFORE MAY 2022 ALL IMPORTERS HAD THE OPTION TO PAY CUSTOMS BROKERS FOR THEIR DUTIES & TAXES

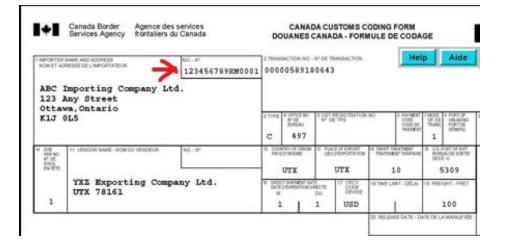
AFTER MAY 2022

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



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

STEP 1: LOCATE YOUR BUSINESS NUMBER



Your BN# is a 9-digit number supplied by canada revenue agency. It looks like this:

"123456789" RM0001



STEP 2: GO TO THE CARM PORTAL WEBSITE

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YOU CAN GOOGLE "CBSA CARM PORTAL"

STEP 3: CHOOSE YOUR SIGN IN PARTNER

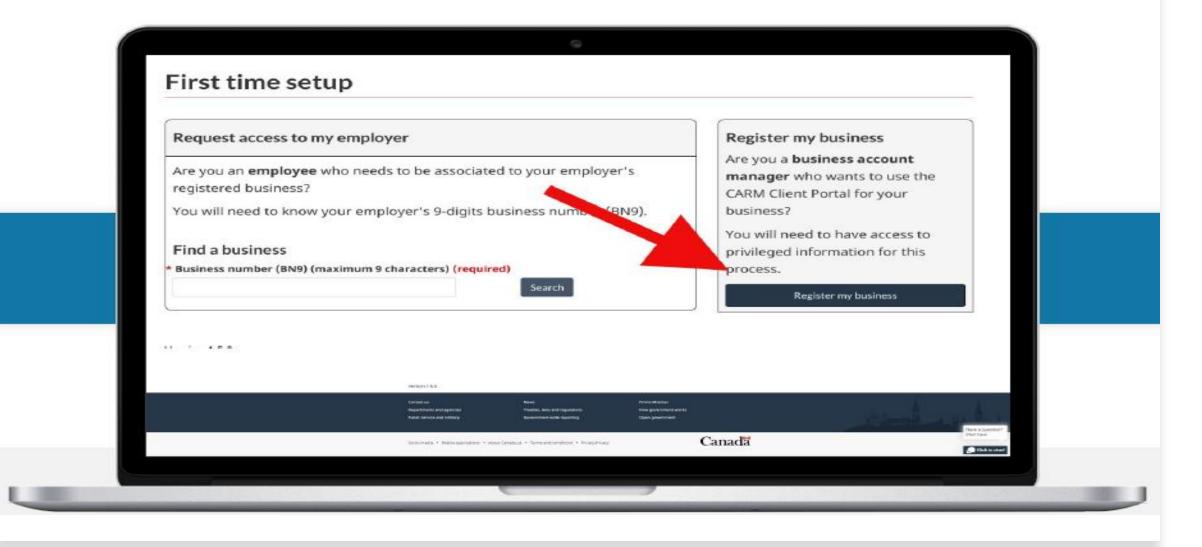
For verification purposes only as you can use your personal account



STEP 4: CREATE YOUR PERSONAL PROFILE

Your contact details will be used to co	mmunicate important	updates.			
User information * First Name (required)					
* Last Name (required)					
Contact Information * Telephone number(including area code) (re	quired)				
Extension					
Email address (required) Confirm e-mail address (required)					
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STEP 5: CHOOSE REGISTER MY BUSINESS



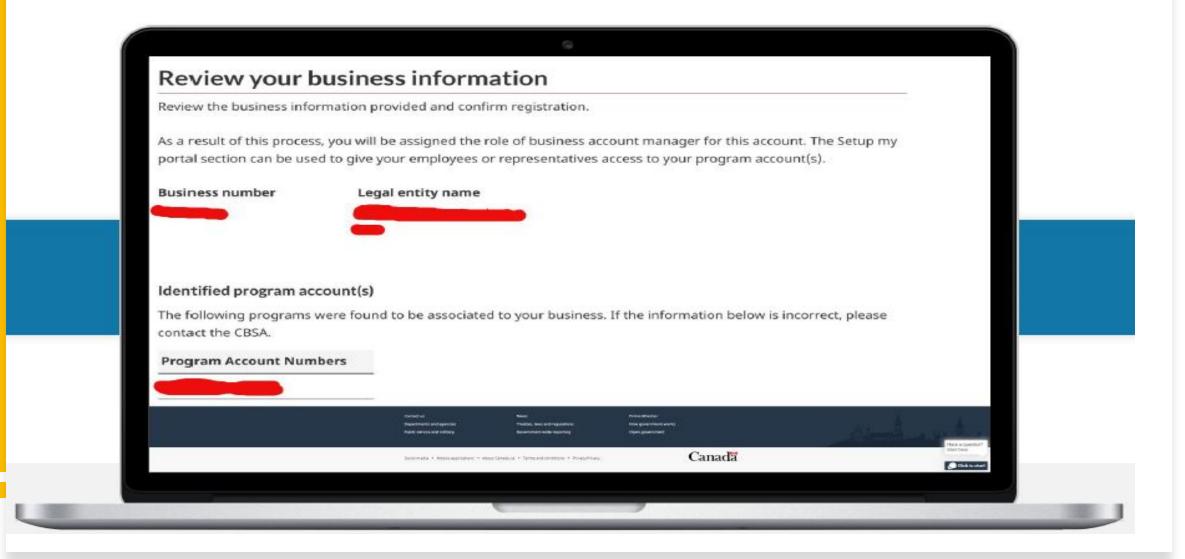
STEP 6: ENTER YOUR COMPANY BUSINESS NUMBER

* Business number (999999	999) (required				
123456789					
* Importer program referen	nce number (RMn234) (red	guired)			
RM 0001					
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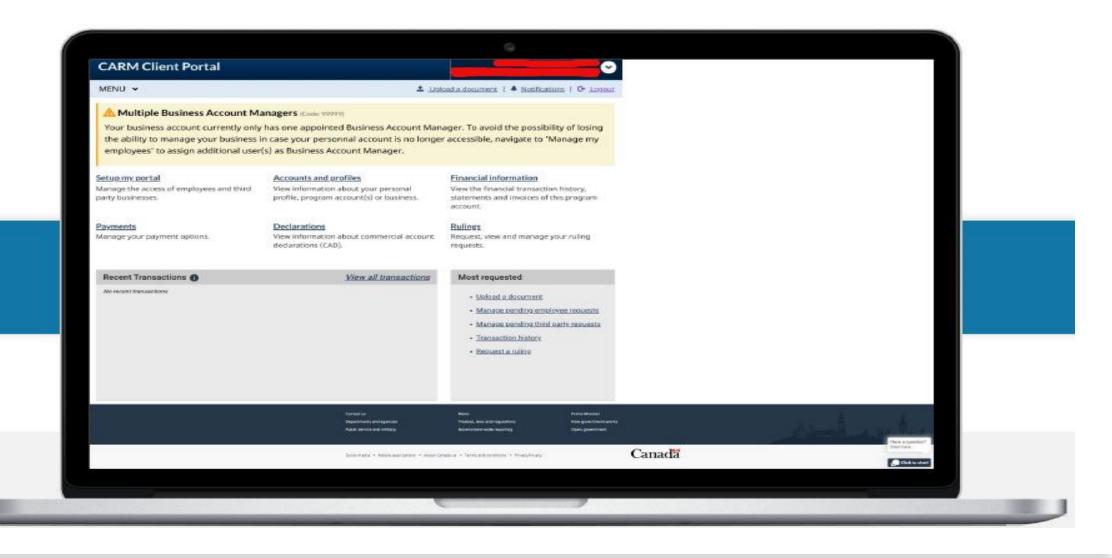
STEP 7: VALIDATE YOUR BUSINESS NUMBER

Validate your busines	information				
Fill in the fields below to validate your b entity name for your business.	usiness. If you encounter er	rrors, make sure you hav	e entered the exact legal		
If you are a sole proprietor, use your pe the legal corporate name of your busin	rsonal legal name (for exam ess (for example, ABC Incorp	nple, Jane Doe). In all oth porated].	ner scenarios, you should use		
Business number					
* Legal entity name (max. 175 characters) (requ					
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Legal entity address details Enter the information from one of the a	ddresses (physical mailing	or books and records) n	rouided to the CRA when you		
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STEP 8: REVIEW YOUR BUSINESS INFORMATION



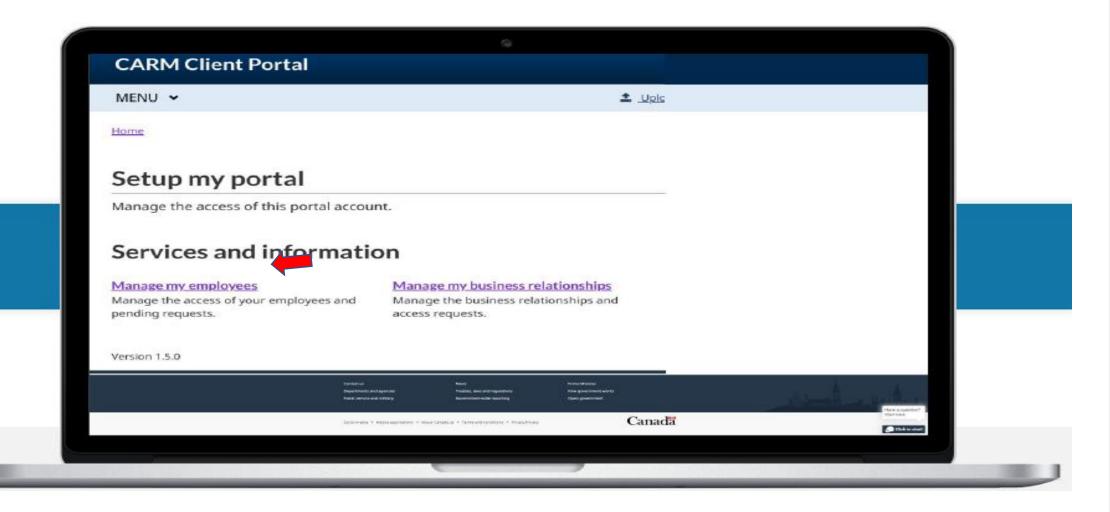
STEP 9: CONGRATULATIONS!! YOUR PORTAL IS ACTIVATED!!



STEP 10: CLICK THE LINK "SETUP MY PORTAL"

CARM Client Portal			S		
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	has one appointed Business Account Man n case your personnal account is no longe				
Setup my portal Manage the access of employees and third party businesses.	Accounts and profiles View information about your personal profile, program account(s) or business.	Financial information View the financial transaction history, statements and invoices of this program account.			
<u>Payments</u> Monage your payment options.	Declarations View information about commercial account declarations (CAD).	Rulings Request, view and manage your ruling requests.			
Recent Transactions ()	View all transactions	Most requested			
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STEP 11: CLICK "MANAGE MY EMPLOYEES" TO ADD APCB AS YOUR BROKER



STEP 12: CLICK : RECEIVED REQUESTS"

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STEP 13: CLICK "APPROVE" APCB

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Manage the business relationships an	id access requests.			
Return to home dashboard				
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Pending third party access requests				
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Step 14: Click Select access to "specific programs" Then select "program management"

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Specific program	is definition		
Program name	Account number (RM)	Access	
-			
	RM0001	Program management -	
Transaction visibi	ility rules 🕦 Iantic Pacific Customs Brokers Inc. (75		
	ility rules 🚯		Ε. A

STEP 15: PREVIEW AND CLICK "APPROVE" ACCESS DETAILS

Preview access det	ails												
	Organization	User access	Business relationship	Documents	Program	Finances	Financial security	Payments	Pre-authorization	Declarations	Rulings & Appeals		
Business Management	×	×											
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STEP 16: CONGRATULATIONS!! YOUR BROKER IS NOW ACTIVE

Manage the busine	ss relationships and access requests.			
Return to home dashbo	ard			
Manage relationships	Received requests			
List of business rela	tionships			
Search			~	
Status	Business name	Access Type	Actions	
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FOR MORE INFORMATION OR HELP CONTACT CARM.SUPPORT@APCB.CA