

CARM – STEPS TO PREPARE NOW

Step 1: Register to receive your Daily Notices and Statement of Account (SOA) electronically

- Complete the EDI application for DN/SOA. If you do not have EDI capability to receive directly, you can appoint your broker to receive/forward on your behalf. Instructions on completing the form are included.
- Note that the application has to be certified signed by an authorized signing officer for your company. Click [here](#) to access the form.
- **NOTE:** the instructions to submit the application have changed:

To submit the form:

- Complete the [Client support contact form](#) and select the topic "Financial Account Activities" and then "Daily Notice/Statement - I would like to receive daily notices and statement of account"
- Reply to the automatic response email with the application form attached

Why you need to take action now:

- Information from your SOA will be required when the CARM Client Portal registration opens in May.
- Due to differences between importer and broker statements, there may be credits available on your account.

Step 2: Register for your CARM Client Portal access as soon as it becomes available

- The portal is scheduled to go live May 25, 2021. We encourage you to register as soon as possible to ensure you become familiar with the portal. Delegate authority to your employees and/or customs broker and/or trade consultant.
- Each individual Portal user will need to create an account and request access to their business portal account. You should have sufficient users to ensure regular monitoring of your daily transactions and monthly statement of account.
- It is recommended you set up more than one Portal account manager to cover any absences and share in administration of your account. It is also important to

designate access to your customs broker so that your broker can continue to submit the CAD or make corrections to the CAD.

Please review the following presentation re: [Portal Registration](#)

Step 3: Start the process to get your customs bond now

- The volume of importers that will have to obtain and register customs bonds is anticipated to be high which may result in delays. We recommend you obtain and register a bond as soon as possible to ensure you are ready for Release 2. WGM can assist you in obtaining your bond.
- All importers that obtain a bond prior to the release will automatically be set up with a basic sign-on as soon as the Portal goes live.

Step 4: Review your payment process

The payment terms you currently have in place with WGM as your customs broker will generally not be the same as current CBSA terms and timelines. It is extremely important to remit CBSA payments on time.

- Confirm your payment process can accommodate direct payment to CBSA and that your bank is set up to receive and transmit payments on behalf of CBSA. As of Release 2, Importers will pay CBSA directly for all duties and taxes and pay their customs broker separately for their fees.
- All payments will be in Canadian funds. Non-resident importers may have to set up a Canadian bank account in order to remit to the CBSA.
- If you use a third-party payment company, you will need to ensure they have the ability to accommodate the new payment process and timelines.