



Stand Alone Topic Webinar: Release Prior to Payment (RPP) Program

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Today's Agenda

Purpose

To understand the Release Prior to Payment (RPP) program and walkthrough the RPP transition plan and posting financial security in the CARM Client Portal (CCP).

Agenda

- Overview of Release Prior to Payment
- Release Prior to Payment Transition Plan
- Next Steps and Resources
- Questions & Answers

CARM stands for CBSA Assessment and Revenue Management



Overview of Release Prior to Payment (RPP)

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What is the Release Prior to Payment (RPP) Program?

RPP entitles Importers to:

- Obtain the release of goods from the CBSA before paying duties and taxes,
 - Defer accounting for goods, and
 - Defer payment of duties and taxes
- All Importers who wish to participate in the RPP program will be required to:
 1. Enrol in RPP
 2. Post financial security (Deposit or Security Agreement)

Note: An importer with no accounts receivables will not be required to post financial security. However, the importer must ensure they have sufficient coverage if receivables are expected in any given month.

- Importers will **no longer be allowed to use their Broker's security** to participate in RPP moving forward

Importers that are **not RPP participants** would continue to be able to pay full duties at the time of release at a port of entry (today's B3 type c (cash entry), under CARM Commercial Accounting Declaration (CAD) type c).



Deposit

SA

Types of Financial Security

Importers can take part in RPP by posting financial security through one of two ways:

Deposit

A **deposit** made by the client and held by the CBSA to act as a guarantee against importer debt.

Security Agreement (SA)

A Security Agreement is provided **by a financial security provider** to guarantee against importer debt.

Legacy Security forms

Current forms of security (for example certified cheques) **may continue to be accepted in exceptional circumstances** post Release 2.



Types of Financial Security

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A **deposit** made by the client and held by the CBSA to act as a guarantee against importer debt.

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Deposit Requirements

Deposit allows an importer to post a cash deposit* directly on the portal to fulfil RPP requirements.

To set up and calculate a Deposit:

- The security must be **equal to or greater than 100% of the importer's highest monthly accounts receivable** (inclusive of duties and taxes) within the last 12 months.
 - *Importers without transaction history will be asked to self-assess their amount of financial security requirement*
- There is **no minimum amount** requirement when posting a Deposit.
- An importer may choose to post a single Deposit for multiple importer program accounts associated to a business (legal entity level) however they will need to identify the security breakdown for each importer program account.
- Upon withdrawal from RPP, the **Deposit will be refunded** to the importer account.

**Payments can also come in via online banking or Electronic Data Interchange, for which the credit can be locked as security via the CARM Client Portal.*



How to Calculate for a Deposit Requirement

If proceeding with a Deposit, an importer will need to post a Deposit for **100% of the highest monthly accounts receivable (AR) value**

January	\$500
February	\$400
March	\$600
April	\$700
May	\$900
June	\$400
July	\$400
August	\$800
September	\$400
October	\$500
November	\$200
December	\$300

Highest AR value

\$900

X 100%

\$900

Deposit required



Types of Financial Security

Deposit

AA deposit made by the client and held by the CBSA to act as a guarantee against importer debt.

Security Agreement (SA)

A Security Agreement is provided **by a financial security provider** to guarantee against importer debt.

Legacy Security forms

Current forms of security (for example certified cheques) **may continue to be accepted in exceptional circumstances** post Release 2.



Security Agreements Requirements

A Security Agreement (SA) can be acquired through an approved Financial Security Provider.

To set up and calculate an SA:

- The security must be **equal to or greater than 50% of the importer's highest monthly accounts receivable** (inclusive of GST) within the last 12-months at the time of enrolment.
 - *Importers without transaction history will be asked to self-assess their amount of financial security requirement*
- A **minimum amount of C\$25K** is required per importer program account, however an importer may post a higher security amount should they choose to. The maximum amount of security will be **capped at C\$10 million** for each importer program account (RM).
- SAs can be submitted through CARM via **(1) the Bond Application Program Interface (API)** or **(2) the importer entering the SA information** via the portal and the financial security provider subsequently approving the information.



How to Calculate for a Security Agreement

If proceeding with a SA, an importer will need to post for **50% of the highest monthly Accounts Receivable (AR)** - minimum of \$25,000/importer program account (RM)

January	\$25,000
February	\$25,000
March	\$26,000
April	\$27,000
May	\$23,000
June	\$29,000
July	\$29,000
August	\$58,000
September	\$44,000
October	\$25,000
November	\$42,000
December	\$43,000

Highest AR value

\$58,000

X 50%

\$29,000

Financial security required



System Calculated Security Requirement

Calculated security requirement
Program account name Account Name ABC, Inc.
Program account number 123456789RM0001
System calculated security requirement ⓘ
CAN\$ 42,394.28

The CARM Client Portal will display the required security amount.

Based on this value, an importer will calculate their security coverage needs.

- **50% of highest AR for SAs**
- **100% of highest AR for Deposit**

Using an SA:

$\$42,394.28 \times 50\% = \$21,197.14$

Financial security required: \$25,000.00 (minimum requirement)

Using a Deposit:

$\$42,394.28 \times 100\% = \$42,394.28$

Financial security required: \$42,394.28



Continuous Financial Security vs. Time-Limited

- **Continuous Security Agreements:** Continuous security agreement are bonds that automatically renew and expire only when they are cancelled or claimed. They benefit businesses who regularly import goods. The required amount of the bond may change annually based on the historical accounts receivable from that period.
- **Set Duration Bonds: Set Duration** bonds are bonds that **have a time limit** (i.e. a set start-date and end-date). They benefit businesses that import on occasion, such as if the business only has a few big commercial imports a year around the same time.



Importers with Multiple RM Accounts

Importers have a few options when posting security to more than one RM account. You may post one security for all RM accounts, or multiple securities for one or more RM accounts.



Calculations: CASH = 100% of highest AR | SA = 50% of highest AR, with \$25k minimum

* This is your Financial Security Requirement

** Calculation includes: RM0001 (\$50k) + RM0002 (\$25k) + RM0003 (minimum requirement of \$25k)

*** Minimum requirement of \$25k

Note: All security received in RPP must quote the RM they are designated for. This is seamless for SAs submitted via the portal as the user is operating within a specific RM account. For SAs submitted via the API, each record sent must have an specific RM, amount, and external SA identifier.



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Financial Security Monitoring

Importers can monitor their financial security utilization rate through the portal.

RPP Utilization Rate Logic

- **Utilization Rate** = Net Open Balance / Security Limit
- **Security Limit** = Security Coverage = Total amount of deposits + Total amount of security agreements * 2

Timing of RPP Utilization Rate Monitoring

- **Utilization Rate Update:** Utilization rate updated on the portal overnight to provide the cleanest rate to the user.
- **Nudging Framework Notification Update:** Notification is sent overnight to TCPs and utilization rate reports updated overnight.
- **Utilization check:** Done whenever a TCP enters the dashboard to inform them that CARM's internal system detected a security utilization that exceeded the limit. A Notification will let the TCP know that the rate shown on the CCP will be updated overnight.



Financial Security Monitoring

The CARM System uses a real-time Utilization rate to monitor RPP compliance and nudge the Importer when it gets too high.

Culpability	Utilization	Notification	Timing	Notification
Voluntarily Compliant	>75%	Nudge	Day 0	Notification will highlight the security utilization limit may be reached soon, and the importer should make a payment on their account or increase their security.
Trying to Comply	>100%	Second nudge	Day 0	Notification will highlight that the security utilization limit has be reached and to make a payment on their account or increase their security.
		Third nudge	6 th day	Notification will highlight above.
Avoiding Compliance		Fourth nudge	10 th day	Notification will highlight above.
Resisting Compliance		Fifth nudge	25 th day	Notification will highlight the CBSA will be initiating a case to determine if the RPP should be suspended or revoked.

In addition to the above, the CBSA will continue to holistically review compliance and may take corrective action if necessary. In the event of non-payment, RPP privileges may be suspended or revoked as part of preparing for collections.



RPP Transition Plan

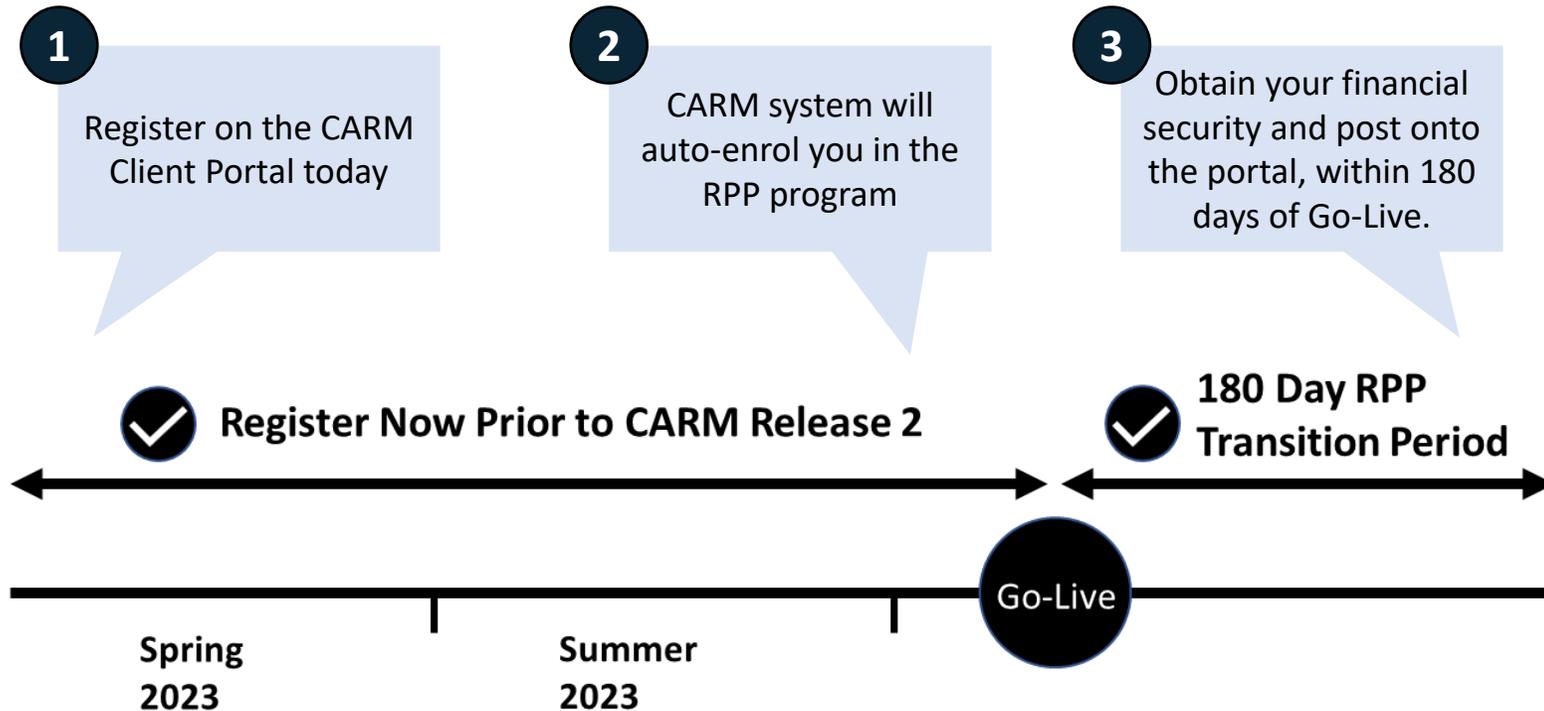
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RPP Transition Plan: Timeline



RPP Transition Plan Benefits:

- ✓ Mitigate potential border disruptions
- ✓ 180-day Transition Period
- ✓ Additional time to determine requirements
- ✓ Additional time to set up security agreements
- ✓ Fully-functional self-service capabilities



RPP Transition Plan: Summary

The RPP Transition Plan includes privileges for those who register for CARM **prior to Release 2**.

- RPP qualifying status will be **assigned to all importers** that have onboarded to the CARM Client Portal by a specified cut-off date prior to Release 2.
- For those who wish to use RPP, a **180-day transition period** will start at Release 2 to provide the required time for importers to meet the requirements.
- RPP participants will have 180 days to **obtain their financial security**.

Note: An importer with no accounts receivables within the past 12 months will not be required to post financial security. However, the importer must ensure they have sufficient coverage if receivables are expected in any given month.

All importers that have not successfully registered for CARM by Release 2 **will not be extended RPP privileges**. At Release 2, these importers will need to enrol and provide financial security in order to obtain RPP privilege.



RPP Transition Plan: Portal Access

The following process will guide you through a step-by-step process for posting your financial security for RPP on the CCP.

The screenshot shows the CARM Client Portal interface. At the top left, there is the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". To the right, there is a language selector for "Français". Below this, the "CARM Client Portal" header is visible, along with the user's role "Business Account Manager" and their name "Importer 3 (RM2793) Importer 3 (991999999)".

Step 1: A red box highlights the "MENU" dropdown in the top navigation bar.

Step 2: A red box highlights the "Financial information" option in the left-hand navigation menu.

Step 3: A red box highlights the "Financial security" link in the "Financial information" section of the main content area.

Other visible elements include "Accounts and profiles", "Payments", "Declarations", "Rulings, appeals and compliance", "Upload a document", "Recent Transactions", "View all transactions", and "Most requested".

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



RPP Transition Plan: Financial security dashboard

You will see this dashboard with your specific requirements for RPP.

Financial security

Financial security management.

Financial security dashboard

View and manage program security requirements. Only active programs with financial security are displayed below.

Financial security overview		Total security required	Current security coverage		
		\$4,000	\$0.00		
Release Prior to Payment					
Filter items <input type="text"/>					
Program	Program account number ⁱ	Calculated security requirement ⁱ	Security posted ⁱ	RPP utilization ⁱ	Update requirement ⁱ
Importer	991999999RM2793	\$4,000	\$0.00	Non-Compliant	
Items per page: 10 <input type="text"/>					
1 to 1 of 1 <input type="button" value="⏪"/> <input type="button" value="⏩"/> Page 1 of 1 <input type="button" value="⏪"/> <input type="button" value="⏩"/>					

Your auto-enrolment for RPP will be listed here

Calculated security requirement is based off your last 12 months of AR

View how much security you have posted on your account

View your RPP utilization to check if you are nearing your limit



RPP Transition Plan: Financial security dashboard

You will see this dashboard with your specific requirements for RPP.

Financial security

Financial security management.

Financial security dashboard

View and manage program security requirements. Only active programs with financial security are displayed below.

Financial security overview		Total security required	Current security coverage		
		\$4,000	\$0.00		
Release Prior to Payment					
Filter items <input type="text"/>					
Program	Program account number	Calculated security requirement	Security posted	RPP utilization	Update requirement
Importer	991999999RM2793	\$4,000	\$0.00	Non-Compliant	

Items per page: 10 1 to 1 of 1 << < Page 1 of 1 > >>

RPP participants will show \$0.00 of security posted, unless they have existing financial security.

Non-compliant as a new RPP participant means that you need to post financial security

Use the Calculated security requirement to calculate how much security you will need to post

In this example, since the calculated security requirement is \$4,000, the Importer will either need to post \$4,000 (cash) or \$25,000 (security agreement).



RPP Transition Plan: Posting Security

You will be able to continue with the following Posting Security process as of Release 2.

Bond list
View the list of bonds posted for the program.

▶ What can I do here?

+ Add bond Make a payment Allocate credit

Scroll down from your dashboard to **Bond List**. Click **Add bond**.

Post security deposit

* **Bond type (required)**

Cash
 Non-cash

Cancel **Next →**

Choose the **Bond type** you would like to post on the **Post security deposit** page. Click **Next**.

Cash SA



Option 1: Deposit

A **one-time deposit** made by the client and held by CBSA to act as a guarantee against importer debt.

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

Post security deposit

*** Bond type (required)**

Cash

Non-cash

Cancel Next →



Option 1: Deposit

Fill in the required fields (marked with an asterisk *) on the **Post Deposit** page. Click **Submit**.

Post cash bond

Bond details

Bond number
11122233345678

*** CBSA program (required)**
Importer

*** Program account number (required)**
994893907RM0001

*** Bond amount (required)**
CAN\$ 4000

Validity period
*** From (required)**
2022-03-18

← Previous Submit

The bond number is used for your own internal tracking purpose on the CCP to organize against your records

Select Importer program to connect the Deposit to RPP

Must post 100% of System calculated requirement (highest AR value)



Option 1: Deposit

Now that you have posted an amount, you must make a payment.

Click **Make a payment**.

Confirmation of successful bond posting

Your request has been submitted.
Case number: 6000010075

Payment requirements

Your cash bond has been created and is pending payment. Your bond is not valid until it has been paid.

Make a payment Return to enrolment

You can also follow up on your application status on the [list of requests](#) under your subprogram account profile.



Option 1: Deposit

Deposit

SA

Enter the amount on the **Online payment** page, this should match the amount you requested in the previous step.

Click **Make a payment**.

Online payment

Make an online payment.

Make a payment

Enter the amount you would like to pay ⓘ

\$ 4000.00

Make payment

← Previous



Option 1: Deposit

Review the terms and conditions on the **Payment through Moneris Terms and Conditions** page.

Check the box next to **I have read, understood and agree to the Terms and Conditions listed above**. Click **Agree**.

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 (2023-05-16).



Option 1: Deposit

Deposit

SA

Enter in your payment details.
Click Pay.

Payment information

Enter your card details.

The image shows a payment form with a red border. At the top, it displays logos for VISA, Mastercard, and American Express. Below the logos, there is a text input field for 'Cardholder Name'. Underneath that, there are three input fields: 'Card Number', 'MMYY', and 'CV ?'. At the bottom right of the form, it shows 'Total 4000.00'. At the bottom left, there is a 'Back' link, and at the bottom right, there is a dark blue 'Pay' button. The 'Cardholder Name', 'Card Number', 'MMYY', 'CV ?', and 'Pay' button are all highlighted with red boxes.



Option 1: Deposit

If the payment is processed, you will see the following image.

You may print or save the receipt for your records by **selecting the print button.**

Click **Back.**

TRANSACTION APPROVED - THANK YOU

Please print this page and keep it as your transaction receipt.

Payment Receipt

Transaction Total:	\$4,000.00
Transaction Type:	Purchase
Date / Time:	2022-10-11 15:44:15
Order Id:	5f12360d6d
Card Number:	***
Card Type:	VISA
Reference Number:	660227230010060080
Resp Code - Message:	1 Approved
Auth Code:	164497



Option 1: Deposit

Now that you have posted and paid, you are required to allocate credit to complete the Deposit submission.

Click **Allocate credit**.

The Deposit you just posted will populate here, under the Cash tab. It will appear as Requested.

Your total security requirement will appear here (\$4,000).

1. Security requirement 2. Add bond & Submit

Important
Your enrolment is not complete until you submit this form. You should post enough security to meet security requirement prior to submitting, failure will result in a notice of rejection.

Bond list
View the list of bonds posted for the program.

What can I do here?

+ Add bond Make a payment **Allocate credit**

Non-cash **Cash**

Date submitted	Status	Program account number	Bond number	Security ID	Actions
2023-05-16	Requested	627332416RM2070	Cash bond	10000000	

Items per page: 10 1 to 1 of 1 Page 1 of 1

Total security requirement: \$4,000.00
- Total security coverage: \$0.00
Remaining: \$4,000.00

← Previous Submit security



Option 1: Deposit

The Deposit you posted and paid for will appear on the list as a **Security Deposit (SD)**.

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

Click **Submit**.

If you do not allocate your Deposit, the CCP will automatically allocate it for you the next day.

Allocate credit as payment

Allocate account credit to specific transactions you want to clear immediately.

Number of items selected: 1

<input checked="" type="checkbox"/> All	Transaction type	Description	Due date	Amount	Clearing amount
<input type="checkbox"/>	B3	Assessment (B3)	2023-05-09	\$50,000.00	\$0.00
<input checked="" type="checkbox"/>	SD	Security Deposit	2023-05-16	\$4,000.00	\$4,000.00

Items per page: 10

1 to 2 of 2 Page 1 of 1

Total open credit:	\$4,000.00
-Total clearing amount:	\$4,000.00
Remaining credit:	\$0.00

Submit



Option 1: Deposit

You will receive a confirmation of successful credit allocation.

Click **Return to enrolment**.

Confirmation of successful credit allocation

Your submission has been received.

A total of \$4,000.00 has been successfully posted toward the selected transaction(s).

Your account has \$0.00 of credit remaining.

[Return to enrolment](#)



Option 1: Deposit

- 1. Security requirement
- 2. Add bond & Submit

Important
 Your enrolment is not complete until you submit this form. You should post enough security to meet security requirement prior to submitting, failure will result in a notice of rejection.

You will return to this screen, to successfully finalize the process, click **Submit Security**.

Bond list

View the list of bonds posted for the program.

▶ What can I do here?

[+ Add bond](#) [Make a payment](#) [Allocate credit](#)

Non-cash **Cash**

Date submitted	Status	Program account number	Bond number	Security ID	Actions
2023-05-16	Requested	627332416RM2070	Cash bond	10000000	View Cancel

Items per page: 10 | 1 to 1 of 1 | Page 1 of 1

Total security requirement: \$4,000.00
- Total security coverage: \$4,000.00
Remaining: \$0.00

[← Previous](#) [Submit security](#)



Option 1: Deposit

Deposit

SA

Confirmation of successful enrolment

Your enrolment is complete

Your financial security has been successfully submitted.

View and track the processing status on the [list of requests](#) page.

You have successfully enrolled in RPP using Deposit.



Option 2: Security Agreement

There are two ways to enrol using a security agreement:

- 1. Financial security provider enters the financial security** for via the Bond API. No further action is needed from the importer to activate the financial security on the account.
- 2. The Importer enters the financial security details** via the CARM Client Portal and the financial security provider subsequently approves it. The Importer requires security agreement details ahead of completing this option.

In both cases, the importer is responsible for obtaining the security agreement through a financial security provider and should check with their provider on which submission method they should move forward with.



Option 2: Security Agreement

To check the status of your security agreement, please follow these steps.

The screenshot displays the CARM Client Portal interface. At the top left, the Government of Canada logo and name are visible. The main header includes 'CARM Client Portal', 'Business Account Manager' (with roles IMP and DEV), and user information for 'Importer 3 (RM2793)' and 'Importer 3 (991999999)'. A 'Français' link is in the top right. A navigation menu is open on the left, with 'MENU' circled as step 1. 'Financial information' is highlighted in the menu as step 2. The main content area is titled 'Financial information' and contains several links: 'Transaction history', 'Collection letters', 'Statement of account', 'Financial security' (circled as step 3), 'CBSA invoices', and 'Late payment interest simulation'. At the bottom, there are buttons for 'Recent Transactions' and 'View all transactions'.

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



Option 2: Security Agreement

To see the status of your Security Agreement, look under **Non-cash** → **Status**.

If your financial security provider uploads your security agreement, your status will read: **Active**.

Your **total security coverage** will calculate the amount you have submitted x2 for Security Agreements.

Recall: your minimum requirement to meet RPP is to post financial security for a minimum of 50% of your highest monthly AR.

Bond list
View the list of bonds posted for the program.

[What can I do here?](#)

+ Add bond Make a payment Allocate credit

Non-cash **Cash**

Date submitted	Status	Program account number	Bond number	Security ID	Actions
2023-05-16	Active	627332416RM2070	Non-cash bond	10000000	

Items per page: 10 1 to 1 of 1 Page 1 of 1

Total security requirement: \$50,000.00
- Total security coverage ⓘ: \$50,000.00
Remaining: \$0.00

← Previous **Submit security**

You have successfully enrolled in RPP using Security Agreements.



Next Steps & Additional Resources

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RPP Next Steps



If you haven't registered your business to the CARM Client Portal, register today!

- Attend an onboarding webinar to learn step-by-step instructions on how to register to the CARM Client Portal.



You will be pre-approved for RPP status upon registration

- Any importer who registers on the portal **before** R2 will receive a 180-day transition period to obtain financial security.
- Any importer who registers to the portal **after** R2 will be required to have financial security upon enrolment and **will not** be given the transition period.

Sign up to the email distribution list to get project **updates, resources** and **key dates**.



Available Resources (Current and Future)

	Resource	Description
Current	Registering your business on the CARM Client Portal	Reference sheet to assist in gathering the required information before starting the business registration process.
	User Guides	Detailed information on specific functionality, incl. screenshots and step-by-step guided information.
	Educational Videos	Step by step videos are available on the CBSA Website (video gallery) and the CBSA YouTube Channel.
	Recordings	Onboarding Webinars, What You Need to Know with CARM Release 2 Webinars, Billing Cycle Webinars, and CAD Webinars are recorded and posted.
Future New resources to come out:	Short materials (1-pager)	Information on basic R2 functionality to quickly understand how they work.

Access the [Onboarding Documentation](#) on the CARM Client Portal and

YouTube Videos from the [CBSA Website](#) or [CBSA YouTube Channel \(CARM Playlist\)](#)

Sign up to the email distribution list to get project **updates, resources** and **key dates**.



Question and Answer Period

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Thank You!

For more information:

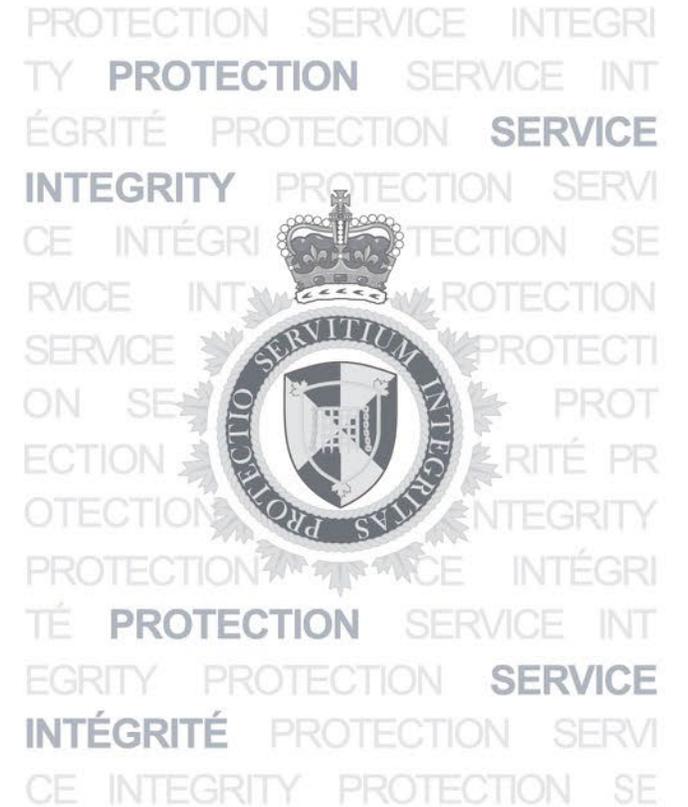
- Visit the [CARM section of the CBSA website](#)
- Link to the [CARM Client Portal](#)
- Visit the [CARM Google Drive](#) for resources
- Join the [CARM LinkedIn Group](#) for the latest news
- Questions? Join the email distribution list?

Email: [CBSA.CARM Engagement-Engagement de la GCRA.ASFC@cbsa-asfc.gc.ca](mailto:CBSA.CARM_Engagement-Engagement_de_la_GCRA.ASFC@cbsa-asfc.gc.ca)

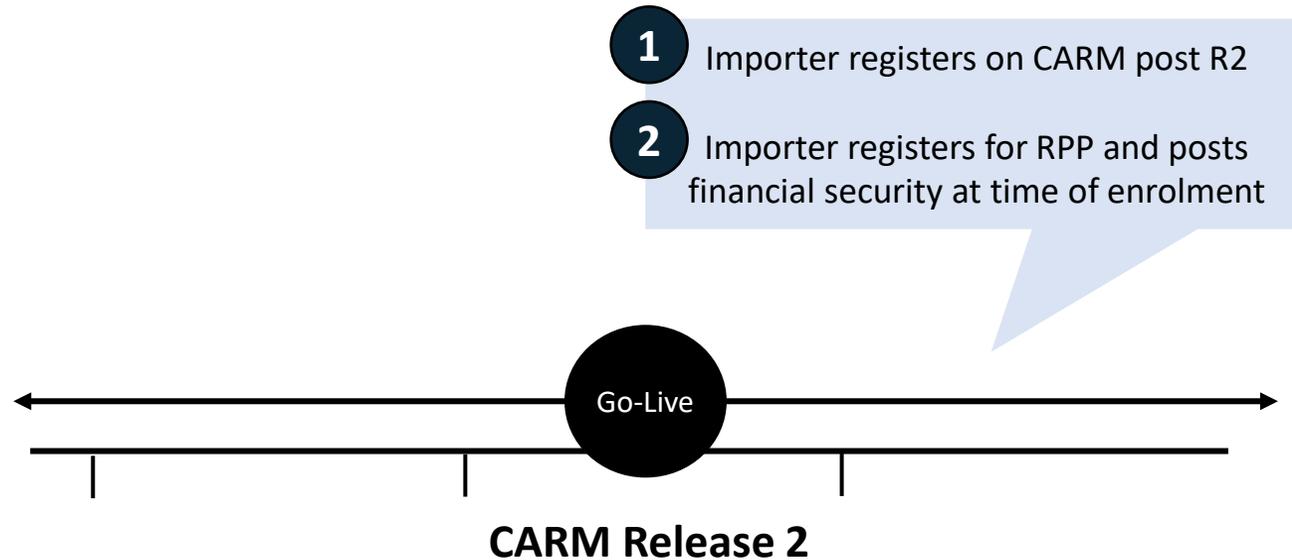




Appendix: How to enrol in RPP for importers who are not registered in advance of R2



RPP Transition Plan: Timeline



RPP Transition Plan Benefits:

- Mitigate potential border disruptions
- 180-day Transition Period
- Additional time to determine requirements
- Additional time to set up security agreements
- Fully-functional self-service capabilities

Importers who do not register to CARM prior to R2 will need to enrol in RPP and post financial security upon enrolment, they will not be granted the transition period.



RPP Enrolment: Main Menu

The following process will guide you through a step-by-step process for enrolling in RPP on the CCP post R2.

The screenshot shows the CARM Client Portal interface. At the top, it displays the Government of Canada logo and the user's account information: Business Account Manager, IMP, QA, and ACL IMPORTER 1-IMP (RM0001) for Gronk and Welker Rec... (994893907). The main navigation menu is open, showing options like Accounts and profiles, Financial information, Payments, Declarations, Rulings, appeals and compliance, and Upload a document. The 'Accounts and profiles' menu item is highlighted with a red box and a circled '2'. Below it, the 'Program account profile' link is highlighted with a red box and a circled '3'. A circled '1' highlights the 'MENU' dropdown button. The page title is 'Accounts and profiles' and it includes links for 'Business Profile', 'List of program accounts', and 'Program account profile'. At the bottom, there are sections for 'Recent Transactions' and 'Most requested'.

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



RPP Enrolment: Program account profile

Program account profile

Program account profile includes program information that was provided when you enrolled in the current program.

Program Information | **Addresses** | **Contacts** | **Sub-Programs** | **Requests**

Program name
Auto Corp 2087089

Program account number
800839201RM0009

Program type
Importer

Importer type
Commercial

Click the **Sub-programs** tab.



RPP Enrolment: Enrol in a sub-program

Program account profile

Program account profile includes program information that was provided when you enrolled in the current program.

Program Information | **Addresses** | **Contacts** | **Sub-Programs** | **Requests**

Requesting sub-program profile updates
To update the profile of a sub-program, submit a new enrolment form and provide the required changes.

Active

Filter items

Sub-program type	Actions
No rows to show.	

Items per page: 10 0 to 0 of 0 Page 0 of 0

Enrol in a sub-program | Request disenrolment

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



RPP Enrolment: Enrol in a sub-program

[Home](#) > [Accounts and Profiles](#) > [Sub-Programs](#)

Enrol in a sub-program

* Select the sub-program you wish to enrol in: (required)

- EDI
- Canadian Goods Abroad
- Container Bank
- Duties Relief Licence
- Release Prior to Payment (RPP)
- Trusted Trader

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



RPP Enrolment: Enrol in a sub-program

▸ Security requirement guidelines

i Release Prior to Payment security requirements
Security requirement is calculated in real-time based on the highest amount of accounts receivable from the previous 12 months. Should you not have transaction history, you need to post security in the amount of the highest monthly account receivables expected. Regardless of the amount posted, you need to monitor and maintain security based on your importation activities.

Calculated security requirement

Program account name
Not available

Program account number
755437540RM4830

System calculated security requirement
CAD \$4,000

Scroll down to the **Calculated security requirement** section.

The **System calculated security requirement** is a calculation of your previous 12 months highest AR, that can be used to calculate how much financial security you need.



RPP Enrolment: Enrol in a sub-program

Security requirement self-assessment

* Are you requesting a modification to the security requirement calculated by the CBSA? (required)

Yes

No

← Previous

Start

Scroll down the page. Click **Yes** or **No** to answer **Are you requesting a modification to the security requirement calculated by the CBSA?**

Then, click **Start**.

Modifications can be requested on your Calculated Security Requirement. This is for cases where you feel that the calculated requirement may be skewed to an exceptional case, and that the average AR on your account is different.

RPP Enrolment: Enrol in a sub-program

Once you have reached this point, the steps to post financial security will follow the same process as described above. Follow the appropriate steps for either Deposit or Security Agreements.



Complete process for posting **Cash Security** can be found on [slides 29-40](#).



Complete process for posting **Financial Security Agreements** can be found on [slides 41-44](#).



Review your RPP Status

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RPP Enrolment: Review RPP Requests

Now that you have enrolled in RPP, you can check your program status.

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

The screenshot shows the CARM Client Portal interface. At the top, there is a header with the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". The main header area includes "CARM Client Portal" and "Business Account Manager" with user details "IMP" and "QA". On the right, it shows "ACL IMPORTER 1-IMP (RM0001)" and "Gronk and Welker Rec... (994893907)".

Callout 1 points to the "MENU" dropdown. Callout 2 points to the "Accounts and profiles" option in the menu. Callout 3 points to the "Program account profile" link in the "Accounts and profiles" section.

The "Accounts and profiles" section includes links for "Business Profile", "List of program accounts", and "Program account profile". Below this, there is a "Recent Transactions" section with a table and a "Most requested" section with a link to "Upload a document".

Transaction date	Description	Amount	Status
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RPP Enrolment: Review RPP Requests

Click the **Sub-Programs** tab.

The screenshot shows the CARM Client Portal interface. The top navigation bar includes 'CARM Client Portal', 'Business Account Manager', and 'ACL IMPORTER 1-IMP (RM0001)'. Below the navigation bar, there are tabs for 'Program Information', 'Addresses', 'Contacts', 'Sub-Programs', and 'Requests'. The 'Sub-Programs' tab is highlighted with a red border.

Scroll down to the **Requests** section.

The screenshot shows the 'Program account profile' page. It includes a navigation bar with tabs for 'Program Information', 'Addresses', 'Contacts', 'Sub-Programs', and 'Requests'. The 'Requests' tab is highlighted with a red border. Below the navigation bar, there is a section for 'Active' requests, which is currently empty. Below that, there is a section for 'Requests' with a table of active requests.

Sub-program type	Case number	Status	Actions
EDI	6000010130	Pending documentation	
Duties relief licence	6000010090	In progress	
Release Prior to Payment (RPP)	6000010075	Pending security deposit	



RPP Enrolment: Review RPP Requests

In the **Sub-program type** column, you will see RPP. The **Status** column will show the status of the application.

If you did not submit financial security, or it was not approved or sent by your Financial Security Provider, you will see “**pending security deposit**” under **Status**.

Requests

Filter items

Sub-program type	Case number	Status	Actions
EDI	6000010130	Pending documentation	
Duties relief licence	6000010090	In progress	
Release Prior to Payment (RPP)	6000010075	Pending security deposit	



RPP Enrolment: Review RPP Requests

If your payment (Cash) and/or your financial security provider has approved the posted financial security (SA), the **Status** will read **“Processed.”**

This confirms that you have successfully enrolled in RPP.

Requests

Filter items

Sub-program type	Case number	Status	Actions
CSA Trusted Trader	6000010122	Processed	
Duties relief licence	6000010081	Pending documentation	
Duties relief licence	6000010080	Pending documentation	
Release Prior to Payment (RPP)	6000010097	Processed	