

CARM RELEASE 1 CHECKLIST

The Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM) project is changing the way that commercial goods are imported into Canada and the CARM Client Portal will allow for self-service access for importers.

On **Tuesday, May 25, 2021**, the CARM Client Portal will go live, and we want to be sure that you are ready for this change.

- Anytime - Pre-Release Activities**
Obtain Business Number (BN) and program account identifier (RM account) from the Canada Revenue Agency. If you already have a Business Number and RM account, this step does not need to be completed.
- April 27, 2021 - 4 weeks prior to implementation**
Familiarize yourself with details about the CARM Client Portal such as the CARM information package on the CBSA's [CARM Google Drive](#).
- May 4, 2021 - 3 weeks prior to implementation**
If you haven't already, reach out to your broker to discuss how the CARM Client Portal will integrate into the business relationship and discuss delegation of authority in the portal.
- May 11, 2021 - 2 weeks prior to implementation**
Identify the Business Account Managers for your organization, along with the specific access required for your team members.
- May 25, 2021 - CARM Client Portal goes live**
- June 8, 2021 - 2 weeks following implementation**
 - Acquire GCKey and/or Sign-In Partner credentials, in order to access the CARM Client Portal.
 - Create user account in the CARM Client Portal.
 - If you are your organization's Business Account Manager, you have your legal entity name, full legal address, and last Statement of Account, in order to link your user account to my organization's account in the CARM Client Portal.
 - Reach out to the third-party service provider to confirm that they have requested access to my business account.
 - If you are your organization's Business Account Manager, and your organization uses a third-party service provider, ensure you have accepted their request to access your organization's account in the CARM Client Portal.
- July 27, 2021 - 8 weeks after implementation**
Review the legal entity information in the CARM Client Portal, and if required, contact the Canada Revenue Agency to make any necessary corrections to my business account information (for example business address).

We know that the changes coming with CARM can be overwhelming, but rest assured that Buckland will be working hand in hand with our customers to ensure that they have the information required to successfully transition into each release of CARM. If you have questions, please reach out to us at clientsupportca@buckland.com.