To enrol in the Release Prior to Payment (RPP) program within the CARM Client Portal (CCP), you must complete two primary steps: enrolling in the sub-program and posting the required financial security.

Step 1: Enrol in the RPP Sub-Program

Log in to the **CARM Client Portal**.

Click **Home or Menu** → **Accounts and profiles** → **Program Account Profile**

Then Click the **Sub-programs** tab and select **Enrol** in a sub-program.

Select the radio button for **Release Prior to Payment (RPP)** and click **Enrol** in the sub-program.

The system will display a System calculated security requirement.

For new importers with no history, this may be $0.00.

Select "No" when asked if you are requesting a modification to the calculated requirement, then click Submit.

Step 2: Post Financial Security

You must post security to activate your RPP privileges. There are two main options:

1) Cash Bond (Security Deposit):

Requires 100% of your highest monthly accounts receivable (no minimum).

In the portal, go to **Financial Information** → **Financial Security** → **Add Bond** and select **Cash**.

Enter a reference "Bond Number" and the amount, then follow the prompts to **Make a Payment** via credit card or other supported methods.

After payment, you must **Allocate credit** to the RPP sub-program to change the status to Active.

2) Non-Cash Bond (Surety Bond/Written Agreement):

Requires 50% of your highest monthly accounts receivable, with a minimum of $5,000.

Obtain a bond from a CBSA-accredited surety provider.

In the portal, select **Add Bond** → **Non-cash** and enter the **Bond Number** provided by your surety.

The status will show as Under Guarantor Approval until the surety provider approves it in the system.

Final Activation

Once your security is posted and approved, return to the Sub-programs tab and click Submit security to finalize the enrolment. Your status should now read Active.