

Authorizing a representative

1. Login to your “My Business Account”

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Search CRA

Franglais

MENU

Canada.ca > Taxes > E-services

CRA sign-in services

If your CRA user ID and password have been revoked
Some taxpayers may have received a notification that their CRA user ID and password have been revoked. Visit [CRA user ID and password have been revoked](#) for more information.

Sign in or register for My Account, My Business Account or Represent a Client with the CRA.

My Account

or [how to register for My Account](#)

View and update your personal information for:

- Personal taxes
- Tax credits
- Canada Child Benefit (CCB)
- COVID-19 benefits for individuals

[List of all services for My Account](#)

My Business Account

or [how to register for My Business Account](#)

View and update your business information for:

- Business taxes
- Payroll
- GST/HST
- COVID-19 wage and rent subsidies for businesses

My Business Account

If your CRA user ID and password have been revoked

Employees and representatives can access an account on behalf of their employer or business clients. See [Represent a Client](#).

Business owners (including partners, directors, and officers) can access their GST/HST, payroll, corporation income taxes, excise taxes, excise duties and other levies accounts online. [What can I do on My Business Account?](#)

Choose from one of two ways to access My Business Account:

Option 1 - Using one of our Sign-In Partners

Sign in or register with the same sign-in information you use for other online services (for example, online banking).

Sign-In Partner

[View list of Sign-In Partners](#)

Option 2 - Using a CRA user ID and password

Sign in with your CRA user ID and password, or register.

CRA sign in [CRA register](#)

Help and FAQs

- [CRA user ID and password](#)
- [Sign-in Partners](#)
- [Multi-factor authentication](#)

2. Click on Profile

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Canada Revenue Agency My Business Account BN: [REDACTED] Mail Submit documents Profile Sign out

Navigation

- Overview
- Payroll
- Corporation Income Tax
- Information Returns

Open new account

- Open a non-resident tax account
- Trust account registration
- Create a rent subsidies program number

Overview As of December 5, 2022 [Help with this page](#)

Business Number (BN): [REDACTED] Access BN

COVID-19: Subsidy and recovery programs

Wage and hiring: Apply for the wage subsidy or hiring program from the **Payroll** page. Choose **Payroll** from the navigation menu, then select the payroll account you are applying for.

- Tourism and Hospitality Recovery Program (THRP) – wage
 - including support in the event of a qualifying public health restriction
- Hardest-Hit Business Recovery Program (HHBRP) – wage
- Canada Recovery Hiring Program (CRHP)
- Canada Emergency Wage Subsidy (CEWS)


Rent: Apply for the rent subsidy from the **COVID-19 rent subsidies** page. Choose **COVID-19 rent subsidies** from the navigation menu, then select the account you are applying for.

- Tourism and Hospitality Recovery Program (THRP) – rent
 - including support in the event of a qualifying public health restriction

3. Click on “Manage authorized representatives”

Addresses	Operating names
Payroll - RP0001 Mailing address [REDACTED] WINNIPEG, MB CANADA	There are no operating names on file for this business. Manage operating names
Corporate income tax - RC0001 Mailing address [REDACTED] WINNIPEG, MB CANADA	Owner phone number DAVID MYLES SPIGELMAN 204-791-7385 Effective: February 14, 2017 Manage owner phone number
Information returns - RZ0001 Mailing address [REDACTED] WINNIPEG, MB CANADA Manage addresses	Notification preferences Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account. Manage notification preferences
Direct deposit Banking information privacy notice	Authorized representatives David Spigelman Manage authorized representatives

4. Click on "Authorize a representative"

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Canada Revenue Agency Sign out

My Business Account

Authorized representatives

Authorize a representative

View transactions

Authorized representatives

Business number [REDACTED]
Business name [REDACTED]

Authorize a new representative

To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.


[Authorize a representative](#) [Confirm pending authorizations](#)

Authorized representatives ⓘ
(To view, add, or cancel authorization for a representative, select the representative.)

Representative	Access
David Spigelman	Online / Offline

Screen ID: B-KL-MAR-01
Date modified: 2021-06-29

5. Enter in accountant's RepID

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Canada Revenue Agency Sign out

My Business Account

Authorize representative

Authorized representatives

View transactions

Authorize representative

Business number [REDACTED]
Business name [REDACTED]

You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does not give you the option to specify a year.


*** RepID, GroupID, or BN (required)** ⓘ

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6. Select Level 3, leave expiry blank, choose “all accounts”

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My Business Account

Authorize representative – Enter information

Business number [REDACTED]
Business name [REDACTED]
RepID [REDACTED]
Representative name David Spigelman

* Level of authorization for this representative (required) ⓘ

View only (level 1)
 Update and view (level 2)
 Delegate authority, update and view (level 3)

Expiry date
(If no expiry date is selected, the authorization will be valid indefinitely.)
YYYY-MM-DD

* Accounts this representative will be authorized to access (select one or more) (required)

Select	Accounts
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

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7. Confirm information, click “Confirmation” and “submit”

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Canada Revenue Agency [Sign out](#)

My Business Account

Review authorized representative

Business number [REDACTED]
Business name [REDACTED]
RepID [REDACTED]
Representative name David Spigelman

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Delegate authority, update and view (level 3)	All years	Does not expire

Choosing level 3 authorization will give the representative access to:

- view other authorized representatives;
- allow the representative to authorize another representative;
- change or cancel current authorized representatives at any level within their authority.

* Confirmation (required)

I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf.

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