



STEP 1 – REGISTER FOR CRA MY ACCOUNT: *(if you are already registered for CRA My Account - skip to STEP 3)*

- 1) If you do not have a CRA user ID and password, you will need to create one. To do this, you will need your:
 - a) Social insurance number
 - b) Date of birth
 - c) Current postal code
 - d) Personal income tax returns from the current and previous year
- 2) Click on [CRA My Account](#).
- 3) Sign in or register.
 - a) Option 1: Click on Sign-In Partner – Allows you to sign in with a Sign-In Partner (financial institutions).
 - b) Option 2: Click on Register for a CRA account – Allows you to register with a username and password.
- 4) Validate your identity with the information on hand in point 1.

STEP 2 – ADDING YOUR BUSINESS NUMBER TO YOUR ACCOUNT: *(if applicable)*

Once you have registered your CRA My Account, you will need to add your business number to your account. You will only be allowed to do this if your name and social insurance number matches the information the CRA has on file for the business. If you get an error message at this step, you will need to contact the CRA to have them manually add your business number to your account.

- 1) Sign in to your CRA account using the Sign-In Partner or your username and password from STEP 1 above.
- 2) From the Welcome page, Click on + Add account.



- 3) Click on Business account - from the pop-up window.
- 4) Click on Add business number.
- 5) Enter your 9 digit business number and follow the prompts.

CRA Representative Authorization Step-by-Step Guide



STEP 3 – ADDING ROUGE VALLEY ACCOUNTING AS AN AUTHORIZED REPRESENTATIVE:

1) Sign into your CRA My Account using Option 1 or 2.

2) Select “Profile”.

3) Scroll down to the Authorized Representatives section and click on “+ Add”.

Authorized representatives

Manage authorized representatives

4) Add RVA's business number: **70661 5747**

Authorize representative

Business number

Business name

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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5) Enter the authorization **Level 2**, expiry date **None** and select **All Accounts**.

Authorize representative – Enter information

Business number

Business name

RepID

Representative name

* 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 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 Update and view (level 2)

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6) Validate the information, check the Confirmation box and click Submit.

Review authorized representative

Business number

Business name

RepID

Representative name

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	View only (level 1)	All years	Does not expire

* Confirmation (required)

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

Previous Submit

7) If applicable, sign in to your **CRA My Business Account** and complete the same steps to add RVA as a representative for your business number.

