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Instructions to authorize a representative

To allow your bookkeeper or accountant to access your CRA account, the CRA has introduced a new way for you to authorize a representative. You can authorize a representative for your personal or business CRA accounts.

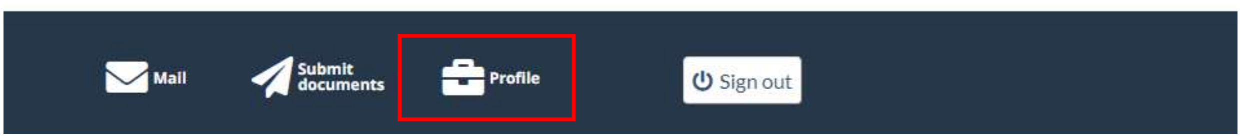
[CRA My Account for Individuals]

[CRA My Business Account]

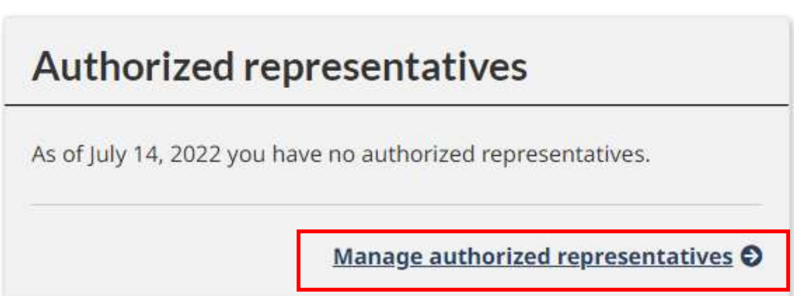
Note: you must approve or deny the request within 10 business days, or the request will be cancelled.

Once you log into either your CRA individual account or your business account, complete the following 3 steps:

1) Click on the "Profile" button at the top of the screen.



2) Go to the Authorized representatives section in the right hand column and click on "Manage authorized representatives".



3) Click the “Confirm pending authorizations” button in order to review the request and either approve or deny it.

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

No representatives are currently authorized to deal with the Canada Revenue Agency (CRA) on behalf of the business.