

How to authorize our firm as a representative for your business account using CRA My Account

Log into your CRA My Account (link below):

<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>

If you forget your id or password, follow the recovery steps.

Select the **Business** account shown. If you don't see your business, then you need to add choose **" + Add account"**. **Enter the business number**. If your name and SIN # are not linked to this business by CRA, you won't be able to add this business. You'll need to call CRA to get this fixed before proceeding. Call us, we may be able to help.

If you have multiple businesses, choose the first one you want and proceed. Repeat for other businesses as needed.

In the top right corner, choose the business name, then **Profile**

Choose **+Add** beside **Authorized Representatives** (right side of page ½ way down)

Choose **Start**

Enter **838992113** in the box then press **Search**

Firm name "Paul Vet CPA Professional Corporation" should appear

Choose **Level 2**

Choose Yes for Online access then **Next**

Check the box "I confirm that the Canada Revenue Agency can deal directly with this representative on my behalf."

Choose **Submit**

That should do it!

If you have any questions, please give me a call. Thanks, Paul

Last Updated February 26, 2025