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How to authorize our firm as a representative for your personal tax account (T1) 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 **Individual** account with your masked SIN # shown

Choose **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 above named representative for the specified level of authorization. I acknowledge that this activity may occur with CRA advising me.”

Choose **Submit**

That should do it!

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

Last Updated February 26, 2025