



CRA Authorize a Representative (My Business Account)

[Represent a Client](#) is a service that provides your Authorized Accountant with secure and controlled online access to both individual and business tax information.

- 1) [Log on to My Business Account for CRA](#)
- 2) Navigate to "**Profile**" at the top right of the web page.
- 3) Select "**Manage authorized representatives**"
- 4) Select "**Authorize new representative**"
- 5) Enter 798678751 in the box under "RepID, GroupID, or BN (required)" then Next
- 6) For "Authorization Level for this representative" select "**Level 2**"
- 7) Do **not** choose an "Expiry date"
- 8) Select "**All accounts**" under "Accounts this representative will be authorized to access"
- 9) Select "**Next**"
- 10) Click the confirmation box then "**Submit**".

Thank you for authorizing Raja Accounting Inc. as a representative with your My Business CRA account.