How to Add an Authorized Representative for a Corporation on CRA Portal

Before You Start

• Log in as a director, owner, or authorized officer

• Access CRA My Business Account

• Have the representative's RepID / GroupID / BN ready

Step 1: Log in to CRA My Business Account

• Sign in using CRA credentials or Sign-In Partner

• Select "My Business Account"

Step 2: Select the Business

• Choose the correct corporation (Business Number)

Step 3: Manage Authorized Representatives

• Click "Profile"

• Select "Manage authorized representatives"

Step 4: Add Representative

• Click "Add"

• Select "Authorize a representative"

Step 5: Enter Representative Information

• Enter RepID (as provided to you by the accountant)

Step 6: Set Level of Authorization

• Level 1 – View only

• Level 2 – View & update

• Level 3 – Delegate authority (recommended)

Step 7: Select Account Access

• Corporate tax, GST/HST, Payroll, etc.

• Set start

Note: No end date

Step 8: Review and Confirm

• Review details

• Submit and confirm

Authorization is effective immediately once submitted. 😊