




# How To Create a CRA My Business Account



# What is a CRA My Business Account?



A CRA My Business Account is an online portal that allows business owners to interact with the Canada Revenue Agency across different business accounts.

Get real-time information and make transactions that can be processed immediately. Services for business owners include; filing GST/HST (except for GST/HST accounts administered by Revenu Québec), payroll, and corporation income tax.

Authorized Representatives can access an account on behalf of business clients.



# Creating Your CRA My Business Account:

## Step 1: Gather Your Documents

**Gather your documents.** When you register you will need all of the following:

- Your social insurance number (SIN)
- Your date of birth
- Amounts you reported on your most recent tax return
- 9-digit business number – you cannot use a 10-digit Québec Enterprise Number (NEQ)

**For Faster access to the CRA sign-in services, you will also need a mobile device with a working camera and one of the following:**

- Your Canadian passport
- Your Canadian driver's license
- Your provincial or territorial photo ID card

## Step 2: Register for the CRA Sign-In Services

**Navigate to the CRA's Register for the CRA Sign-in services webpage.**

<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/register-cra-sign-in-services.html>

**Select “My Business Account” from the account options.**

[Canada.ca](#) > [Canada Revenue Agency \(CRA\)](#) > [CRA sign-in services](#)

### Register for the CRA sign-in services



I want to register for:

- ☐ My Account for individuals
- ☒ My Business Account
- ☐ Represent a Client

# Creating Your CRA My Business Account:

## Step 3: Choose a Sign-In Option to Register With

The option you register with will be the same option you use each time you sign in.

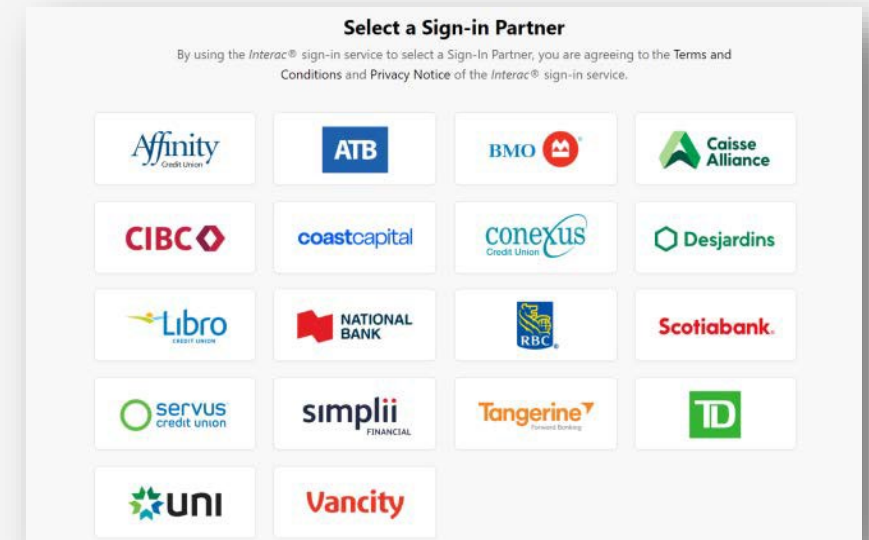
- Option 1 – Using one of our Sign-In Partners  Register with a Sign-In Partner
- Option 2 – Using a CRA user ID and password  Register with a CRA user ID and password

Please note: Option 1 is the easiest option, as you are using your online banking sign in details

For Option 2 instructions – see appendix A on page 13

## Step 4: Sign-In to Your Online Banking Provider

Upon selecting **“Sign-In Partner Login/Register”** you will be directed to the Sign-In Partner page. Here you will **select your online banking provider** - this is your personal bank account which is used by CRA to verify your identity.



# Creating Your CRA My Business Account:

## Step 5: Verifying Your Online Banking Provider

Once you select your online banking provider, you will be taken to a screen that looks like you are logging into your online bank account.

**Enter your banking username and password.**

**After you login you will have to verify the following:**

- your social insurance number
- your date of birth
- your current postal code
- an amount you entered on one of your income tax and benefit returns

**Have a copy of your returns handy.** The line amount requested will vary, it could be from the current tax year or the previous one. To register, a return for one of these two years must have been filed and assessed. Once you have completed this information and click next, you will come to this screen which advises that your CRA security code will be mailed to the address you have on record with CRA and it should arrive in 5-10 days.

# Creating Your CRA My Business Account:

## Step 6: Verify Your Identity

You will then be returned to the CRA website where you will choose and option to verify your identity.

### **Submit a photo of yourself and your ID document**

You can use the document verification service to verify your identity immediately. Use a mobile device to take a real-time picture of yourself and an accepted identification document. You must be 16 years of age or older to use this service.

**OR**

### **Wait for your CRA security code**

If you can't use the document verification service, we will send your CRA security code to the address we have on file. Make sure your address is up to date. You will need to select the same sign-in option you registered for and enter your CRA security code before it expires.

# Creating Your CRA My Business Account:

## Step 7: Enroll in Multi-Factor Authentication (MFA)

**You will be required to enter a one-time passcode in addition to your password to sign in.**

Choose an option to get your one-time passcode:

**By Phone** - You will need to provide at least one cell or landline number so we can send you a one-time passcode by phone. You must enter this number to access your CRA sign-in service.

If you select "Text me", the passcode will be sent by Short Messaging Service (SMS) only once each time you select this delivery message. If you select "Call me", the passcode will be verbally provided to you in an automated message. Once the passcode is sent it will expire in five minutes. Have your telephone handy!

### Multi-factor authentication—passcode entry

The CRA sent you a six digit one-time passcode by Text message to the following telephone number: \*\*\* - \*\*\* - 8559. Enter the passcode below, it will expire after five minutes.

**One-time passcode (required)**

If you did not receive the one-time passcode, you may request a new one by selecting the link below. The CRA will resend a new passcode to the telephone number you previously selected. This can take a few minutes.

[Request a new one-time passcode](#)

If you added more than one telephone number you can also send the one-time passcode to a different number by selecting the link below. You can also change the delivery method by selecting this link.

[Send to a different telephone number or change delivery method](#)

**One-time passcode preference (required)**

- ☒ Ask me to input a one-time passcode each time I sign in using this device (recommended if you are using a public or shared device).
- ☐ Do not ask me to input a one-time passcode for the next eight hours when I sign in using this device.

**You will then get this screen, select next:**

### CRA security code notification—confirmation

As a security measure we will mail your CRA security code to your address on record with the CRA. You should receive it within 5-10 days.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#).

**Next**

# Creating Your CRA My Business Account:

## Step 7: Enroll in Multi-Factor Authentication (MFA) – Options continued

**You will be required to enter a one-time passcode in addition to your password to sign in.**

**With a Passcode Grid** - The system will generate a unique passcode grid that you will need to save or print. You will use this grid every time you access your CRA sign-in service. Your passcode grid will expire after 18 months. Make sure you sign in and generate a new one before the expiry date.

**With an Authenticator App** - You can use a third-party authenticator app to generate your time-based one-time passcode. When prompted, use the app downloaded on your mobile or desktop device to either scan a QR code or manually enter the setup key provided by the CRA. The app can then be used to generate your one-time passcode.



# Creating Your CRA My Business Account:

## Step 8: Complete Your Identity Verification

**Complete the verification that you chose in step 5:**

### The Document Verification Service

Follow the instructions to complete this process on your mobile device.

**OR**

### CRA Security Code

After you receive your CRA security code in the mail, sign in to your CRA sign-in service and enter your code before it expires.

#### CRA security code entry

Your CRA security code was issued on **April 21, 2023**.

If you requested this security code by mail, allow up to 10 days to receive it.

**CRA security code (required)**

[Lost or did not receive your CRA security code?](#)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Next Exit

## Step 9: Enter Your Business Number

Next you will get a list of terms and conditions to read and agree to at the bottom.

Once you select **"I agree"**, you will come to the screen where you **enter your Business Number**.

You must be listed as a partner, director or officer with CRA to access My Business Account for the business number you enter above. CRA connects you SIN with the SIN's on file for the business number entered above.

#### Manage profile – add BN to profile

**\* Business number (9 digits) (required)**

Submit

Screen ID: MBA-20

Date modified: 2022-10-17

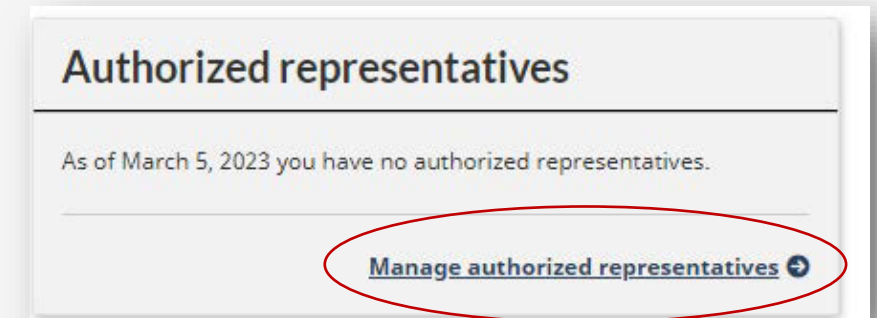
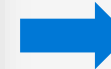
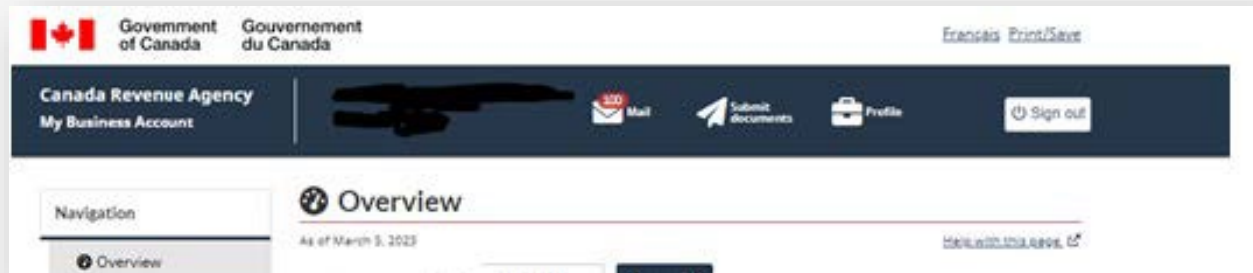
# Done!

# Adding SB Partners as an Authorized Representative

The CRA has launched My Trust Account, a secure portal that lets legal and authorized representatives of trust accounts manage trust information online.

## Step 1: Manage Authorized Representatives

Once you are in the account, click on Profile in the top right corner (to the left of the Sign out button) and scroll down to Authorized Representatives and click on the link **“Manage authorized representatives”**.



# Adding SB Partners as an Authorized Representative

## Step 2: Adding SB Partners as an Authorized Representative

Click on **“Authorize a representative”**

In the box labelled RepID, GroupID or BN, type in the following number: **123888745** and hit next to **add SB Partners as an authorized representative**.

### 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.



You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does not give you the option to specify a year.

**\* RepID, GroupID, or BN (required)**

Previous

**Next**

# Adding SB Partners as an Authorized Representative

## Step 3: Select the Level of Authorization

On the next screen, select the following:

- Level of authorization for this representative - Update and view (Level 2)
- Expiry date - leave blank (to ensure continuity of service, authorizations can be cancelled at any point)
- Accounts - All accounts

Click **“Next”**

Government of Canada / Gouvernement du Canada

Canada Revenue Agency

Sign out

My Business Account

Authorize representative – Enter information

Authorized representatives

Authorize a representative

View transactions

Business number: Your Business Number

Business name: Your Business Name

Firm BN: 123888745

Firm name: SB Partners LLP

\* Level of authorization for this representative (required) ⓘ

☐ View only (level 1)

☒ Update and view (level 2)

# Adding SB Partners as an Authorized Representative

## Step 4: Review and Confirm

Review authorized representative information and click on **“Next”** and then **“Submit”**.

Expiry date  
(If no expiry date is selected, the authorization will be valid indefinitely.)

mm/dd/yyyy

\* Accounts this representative will be authorized to access (select one or more) (required)

Select	Accounts
<input type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts
<input type="checkbox"/>	RT0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

Previous **Next**



My Business Account

Review authorized representative

Authorized representatives

Authorize a representative

View transactions

### Review authorized representative

Business number Your Business Number

Business name Your Business Name

Firm BN 123888745

Firm name SB Partners LLP

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

\* Confirmation (required)

☒ I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf.

Previous **Submit**

All electronic authorization requests by representatives for individuals and business clients will not be activated until the representative has been verified. The CRA may contact clients to verify the representative's authorization request.

# Done!

# Appendix A

## Option 2: Using a CRA user ID and password

You will be guided through a series of questions and prompted to enter the following to create your User ID and Password:

- Enter your social insurance number
- Enter your date of birth
- Enter your current postal code
- Enter an amount you entered on one of your income tax and benefit returns. Have a copy of your returns handy. The line amount requested will vary, it could be from the current tax year or the previous one. To register, a return for one of these two years must have been filed and assessed.
- Your business telephone number

You will then be prompted to create your security questions and answers. You can also decide if you want a persistent cookie added to your computer, so you can access CRA Login Services using that same computer later without being asked for more identification.

Next, you will be prompted to enter your business number.

Once you have completed this process, the CRA will provide a security code that will be mailed to the address you have on record with CRA and it should arrive in 5-10 days. Note that the CRA security code has an indicated expiry date. Follow the provided instructions before the code expires, or you'll have to contact the CRA to have a new CRA security code issued to you.

### Option 2 - Using a CRA user ID and password

Sign in with your CRA user ID and password, or register.

[CRA sign in](#)

[CRA register](#)