

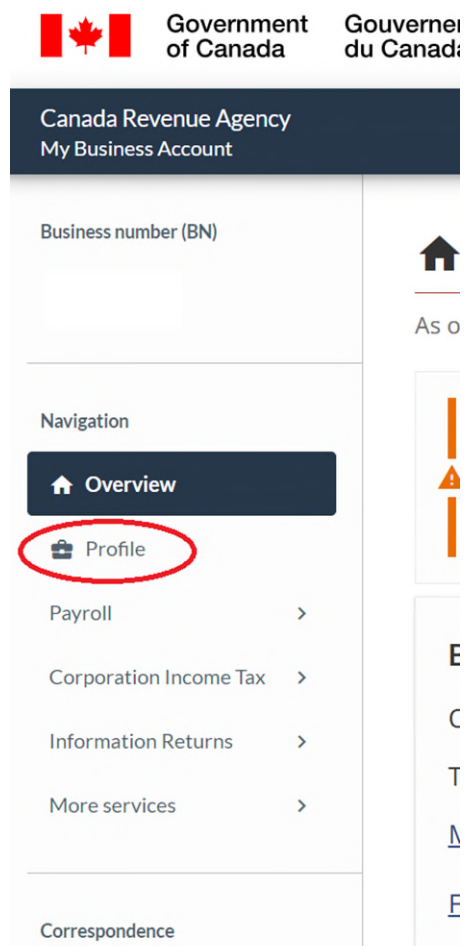
HOW TO AUTHORIZE A REPRESENTATIVE FOR YOUR CRA ACCOUNTS

Business owners and individuals can authorize a representative to access their CRA information.

To authorize our firm as a Representative of your CRA accounts, please follow the instructions below:

1

Log into [My Business Account](#) or [My Account \(for Individuals\)](#) and click on Profile



2

Click on Authorized Representatives in your Profile Page and then the Authorize a Representative button

Business profile for

As of January 25, 2024

[Help with this page](#)

Addresses	Owner phone number
Payroll - RP0001	
Mailing address	
	Manage owner phone number
Corporate income tax - RC0001	Notification preferences
Mailing address	Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.
	Manage notification preferences
Information returns - RZ0001	Authorized representatives
Mailing address	
	Manage authorized representatives
Manage addresses	

Canada Revenue Agency [Sign out](#)

My Business Account

Authorized representatives

Authorize a representative

View transactions

Authorized representatives

Business number

Business name

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](#)

Authorized representatives

(To view, add, or cancel authorization for a representative, select the representative.)

3

Add our Firm as a representative using the information below:

Business Number	119402402
Business Name	Wilde and Company
Phone Number	780-632-3673
Authorization Level	Level 2
Online Access	Yes
Expiry Date	Leave blank (so we do not have to submit an authorization request again). You can change this anytime.
Account Access	Check off the box for "all accounts".

Confirm and submit your Authorization