

REGISTERING FOR CRA'S MY BUSINESS ACCOUNT

CRA's My Business Account allows access to GST, payroll, corporate income taxes, and other accounts online.

Follow the steps below to register a My Business Account with Canada Revenue Agency. Before you get started you will need the following information:

1. Social Insurance Number
2. Postal code of your home address
3. Date of birth
4. Most recently filed personal tax return

1

To get started, go to canada.ca/my-cra-business-account and select Option 2 – "CRA register".

2

Enter your social insurance number and date of birth.

3

Enter your postal code, line 15000 off your most recent tax return you filed, and another amount off your tax return. This line amount will vary.

4

The next step will be to create a CRA user ID and password.

5

Then, select and answer five security questions.

6

Review and agree to the My Business Account terms and conditions of use. Then provide your Business number.

7

CRA will send you a code in the mail. Until this code is received, you will have limited access to your account.

8

Once you receive the CRA security code, return to the sign in page and use the CRA user ID and password you just created. Enter the code when prompted.