

## CRA My Business Account - Setup

**If you already have a My Business Account, please go to page 2.**

Link for CRA video & written instructions: <https://www.canada.ca/en/revenue-agency/news/cra-multimedia-library/businesses-video-gallery/register-mybusiness-account.html>


1. Go to the following link: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html>
2. Pick one of the two options to use for logging into your CRA MyAccount. Options are logging in through your banking information, OR creating your own username and password (most common and recommended). Click on “CRA register” beside the green button.
3. Validate your identity by entering your SIN number, and click next.
4. Enter your postal code and your date of birth.
5. They will ask for a line number from your previous year’s tax return, which can be found on your notice of assessment for that year. Typical line numbers are 10100, 15000, 23600. Click next.
6. Then select a delivery method (mail or email) for a CRA security code, which is required to gain full access to My Business Account. Click Next.  
Depending on delivery method selected, follow the instructions below:
  - **By mail:** Confirm your postal code and hit next. The security code will be mailed to your address and can take 5-10 days for you to receive it.
  - **By email:** Enter your email address, and hit next. If you select this option, you will be asked to contact CRA by phone and speak with an agent to validate your identity.
7. Create username and password, and confirm password. Hit next.
8. Create 5 security questions with answers, and click next.
9. Review and agree to the terms and conditions of use.
10. Registration is now complete until you receive your security code.
11. Once you receive your security code, log in again using your preferred method on step #2, and hit next.

12. Enter in your access code, and hit next.

13. Review and agree to terms and conditions of use, and enter your Business Number to gain full access to My Business Account.

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## Add New Business Number to an existing My Business Account

If you already have an existing CRA My Business Account, and you want to add a new nine-digit Business Number/ GST number into that account. You can add it by signing into your existing account and using the "Manage my profile" link from the Business Profile menu that you can access by clicking on the " Profile" button located on top of the page.

After you have multiple business numbers linked to your My Business Account, you can switch between Business Numbers within the same session.

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## My Business Account – Authorize a Representative

1. Log into your My Business Account
2. Access your Profile through the "Business Profile" button on top
3. Under authorized representatives, click on Manage Authorized Representatives
4. Add Misfeldt & Gunn CPAs by entering our Business Number (BN) - 849 448 931
  - Please give Level 2 authorization (**Update and view (level 2)**)
  - Do not enter expiry date
  - Select 'All accounts', and hit 'Next'
5. Select box to confirm and click 'Submit'
6. **Important step:** Please let us know that you have added us as an authorized representative by sending a copy of the confirmation page