



MISFELDT & GUNN

CHARTERED PROFESSIONAL ACCOUNTANTS

✓ CHECK IF YOU ALREADY HAVE A CRA ACCOUNT. IF YOUR BUSINESS NUMBER (GST) IS ALREADY ADDED TO YOUR ACCOUNT, PLEASE PROCEED DIRECTLY TO PAGE 3 TO AUTHORIZE US AS YOUR REPRESENTATIVE.

⚠ ADDING YOUR BUSINESS NUMBER TO YOUR CRA ACCOUNT

◆ IF YOU ARE ALREADY REGISTERED FOR A CRA ACCOUNT

If you already have a **CRA My Account (personal)**, you will use the same login to add your business number (BN) to it. **PLEASE SEE INSTRUCTIONS BELOW:**

1. **Sign in to your CRA account** as usual.
2. Once signed in:
 - Select **"Add Account"** on the top right of the main page.
 - Select **"Add a business number (BN)"**, enter your BN exactly as registered.
 - CRA Program Account Setup Notes (CRA may ask the following):

-Return Period End:

For Corporation – your corporate year-end

For Sole proprietors/contractors – December 31 of filing year

-Return Type: Select the type we'll file for you (GST/HST return, Payroll, Corporate Tax return, etc.). If you have multiple, choose any.

-Program Account Type:

RC – Corporate Tax

RT – GST/HST

RP – Payroll

-Program Account Number: Last 4 digits from registration (usually **0001**). If not, check your full BN from registration.

3. Confirm access to **My Business Account** services.

Once your CRA Business Number is added to your account, please ensure you follow the instructions on page 3 to authorize us as your representative.

◆ IF YOU ARE **NOT** REGISTERED FOR A CRA ACCOUNT.

1. Go to the following link and click on Register for a CRA account

[CRA Account Registration and Login](#)

2. Choose Your Registration Method

You have two options:

Option 1 – Sign-in Partner (Banking Login)

Use your existing online banking credentials to log in.

Option 2 – CRA User ID and Password (Recommended)

Click “CRA register” beside the green button and follow the steps below to create a CRA user ID and password.

3. Validate Your Identity

- Enter your **Social Insurance Number (SIN)** and click Next.
- Enter your **postal code** and **date of birth**, then click Next.
- Enter the **line number** from your previous year’s tax return (found on your Notice of Assessment). Typical lines: **10100, 15000, 23600**. Click Next.

4. Choose Your Verification Method (CRA Security Code)

To gain full access:

Option A – By Mail

Confirm your postal address and click Next. CRA will mail your security code within **5-10 business days**.

Option B – Real-Time Photo ID Verification (Faster)

Use a mobile device to submit:

- A real-time photo of yourself, and
- One of these accepted IDs: Canadian passport, Canadian driver’s licence, or Provincial or territorial photo ID card.

This provides **instant verification and access**.

5. Create CRA Login Details

- Create your **username and password**, then click Next.
- Set up **5 security questions and answers**, then click Next.
- Review and **agree to the terms and conditions**.

Note: If you chose mail verification, registration is only complete once you enter your security code (see Step 6).

6. Finalize Registration (If Mail Verification Selected)

- When your security code arrives by mail, log in using your chosen method.
 - Enter your **security code** and click Next.
 - Agree to the terms and conditions to access your CRA My Business Account.
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AUTHORIZE A REPRESENTATIVE FOR YOUR BUSINESS NUMBER

1. Log into your CRA Account
2. Select your Business Number
3. Access your Profile through the “Business Profile” button on top
4. Under authorized representatives, click on Manage Authorized Representatives
5. Add Misfeldt & Gunn Chartered Professional Accountants Ltd. 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’
6. Select box to confirm and click ‘Submit’

7. Important step: Please let us know that you have added us as an authorized representative by sending a copy of the confirmation page