



Authorize a Representative - Personal CRA Account

Step 1: Log into your CRA account

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

Sign in to your CRA account

Sign in with your existing credential:

► Before you sign in



Sign-In Partner



CRA user ID and password



Provincial partner (BC, AB)

Step 2: Select the account labeled with your name.

Select an account:



JOHN DOE
SIN: *-*-* 1234

Individual

Step 3: Click on your **Name “A”**, select **Profile “B”**, go to bottom right next to **Authorized representative(s)** and click on **+Add “C”**

[Français](#)

 JOHN DOE **A**

 Profile **B**

Authorized representative(s)

+ Add **C**

Step 4: Follow the steps to authorize “GYTD CPA Professional Corporation” as a Level 2 Representative

Click on Start

i Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by int telephone, by fax, in person or in writing.

Your representative will have access to all tax years as our online service does not yet have a option.

Start

1 Enter representative information

2 Select authorization details

3 Review and confirm

Enter “706349925” in Rep ID, GroupID or BN box and corresponding name and click on Search and “GYTD CHARTERED PROFESSIONAL ACCOUNTANT PROFESSIONAL CORPORATION” will pop-up and then select “Next”

Fields marked with an asterisk (*) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, y authorizing CRA to deal with anyone from that business.

* RepID, GroupID or BN

706349925

Search

Back

2 Select authorization details

3 Review and confirm

GYTD CHARTERED PROFESSIONAL ACCOUNTANT PROFESSIONAL CORPORATION	
BN:	706349925
Phone number:	8444983272
Fax number:	
Back	Next

2 Select authorization details

3 Review and confirm

Representative authorization

Online access:	Yes
Authorization level:	2
Expiry date:	Does not expire

* Confirmation



I confirm that the CRA may deal directly with the above named representative for the specified level of auth that these activities may occur without the CRA advising me.

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Submit

Make the following section:

- Level 2 Access
- Online access is “Yes”
- Does not expire
- Do the checkmark on Confirmation
- Click on Submit