

# Adding an authorized representative (Individuals)

1. [www.canada.ca](http://www.canada.ca) -> English or French -> Sign into your CRA account -> Sign in using your existing credentials. If you do not have an account, you will need to register for one. Please see the guide, "Register for a CRA Account."

## 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)

2. After signing in, you will be on the Welcome page and required to select an account. Click the account for an individual.

## Welcome

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Select an account:

[+ Add account](#)



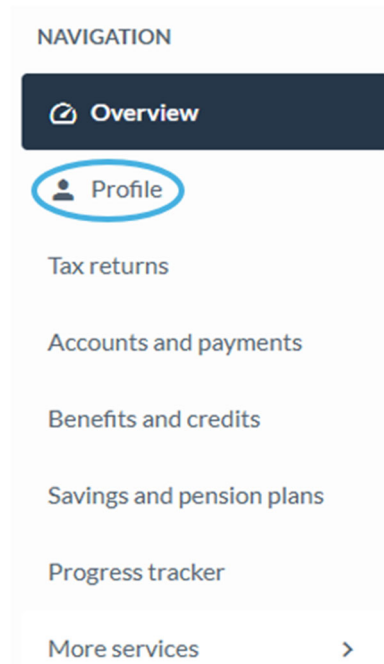
Individual



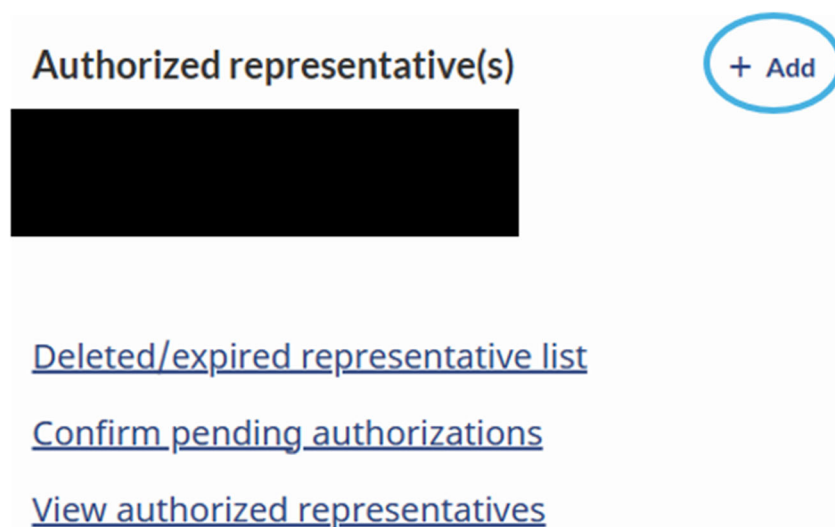
Representative



3. You are now signed into My Account and on the Overview page. Click **Profile** under the **Navigation** section on the left-hand side.



4. Scroll down to the section called **Authorized representatives** and click **+ Add**.



5. Click **Start**.

## Authorize a representative

### Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by internet, by 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 year-specific option.

**Start**

### 1 Enter representative information

### 2 Select authorization details

### 3 Review and confirm

6. Enter Fruitman Kates' business number (BN) in the box and click Search. Our BN is **135041242**.

### 1 Enter representative information

**FRUITMAN KATES' BUSINESS  
NUMBER (BN) IS 135 041 242**

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, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

135 041 242

 Search

7. The representative information will populate. FK Accounting & Tax Services Inc. should come up. Click **Next**.

The following representative has been identified:

### Representative information

<b>Name:</b>	FK ACCOUNTING & TAX SERVICES INC
<b>BN:</b>	135041242
<b>Phone number:</b>	4169203434
<b>Fax number:</b>	416-920-7799

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**Next**

8. Select the authorization details. For **Authorization level** select **Level 2**. For **Online access** select Yes. For Expiry date check the box next to **Does not expire**. Click **Next**.

## 2 Select authorization details

Fields marked with an asterisk ( \* ) are required.

### \* Authorization level

☐ Level 1 - Allow your representative access to information only.

☒ Level 2 - Allow your representative access to information and to make certain account changes.

> Level 1

> Level 2

### \* Online access

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

☒ Yes

☐ No

### \* Expiry date

YYYY - MM - DD 

☒ Does not expire

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Next

9. Review and confirm. Check the **Confirmation** box and click **Submit**.

## Representative authorization

 Edit

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 authorization. I acknowledge that these activities may occur without the CRA advising me.

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Submit

10. You can print the confirmation page for your records if you wish. Fruitman Kates does not need a copy of it, but please let us know when you have authorized us.

## Authorize a representative - Confirmation

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[Print/Save](#)



### Success

You have successfully **authorized** a new representative: **FK ACCOUNTING & TAX SERVICES INC**