SWIFT
ACCOUNTING AND BUSINESS SOLUTIONS LTD.

How to Authorize A Representative on CRA For Corporations

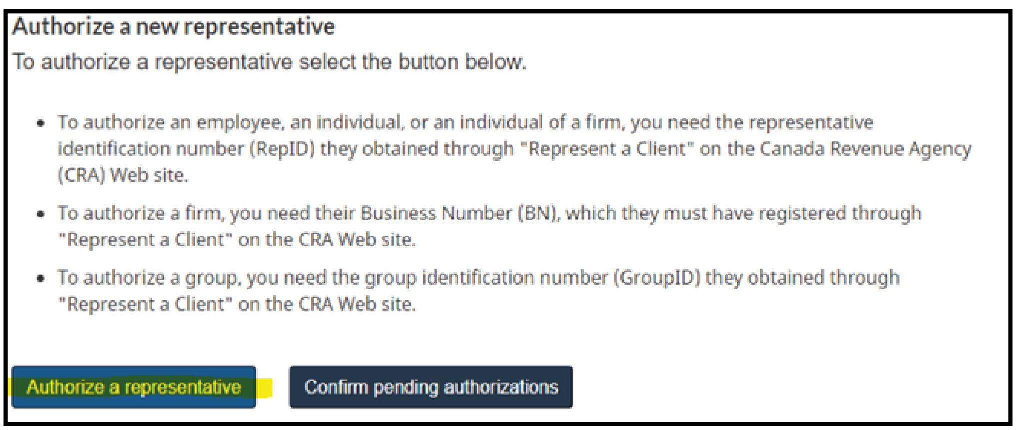
1. Sign in to CRA My Account at https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html

2. On the “Welcome” page, select your Business account to access My Business Account

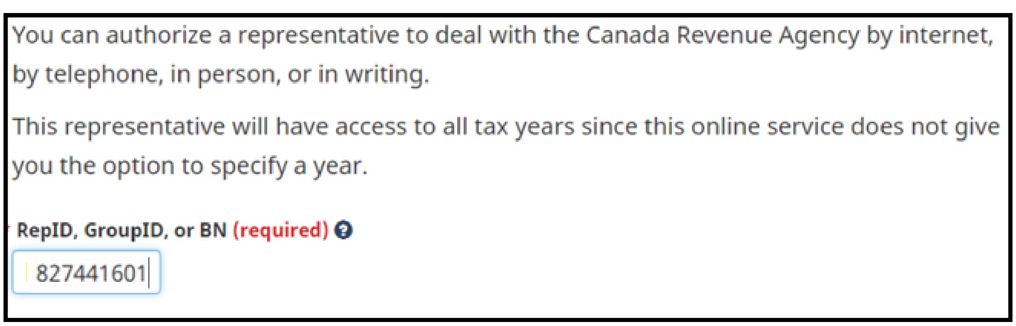
3. Select Profile from the left-side menu

4. In the Authorized representatives box, click on **Manage authorized representatives**

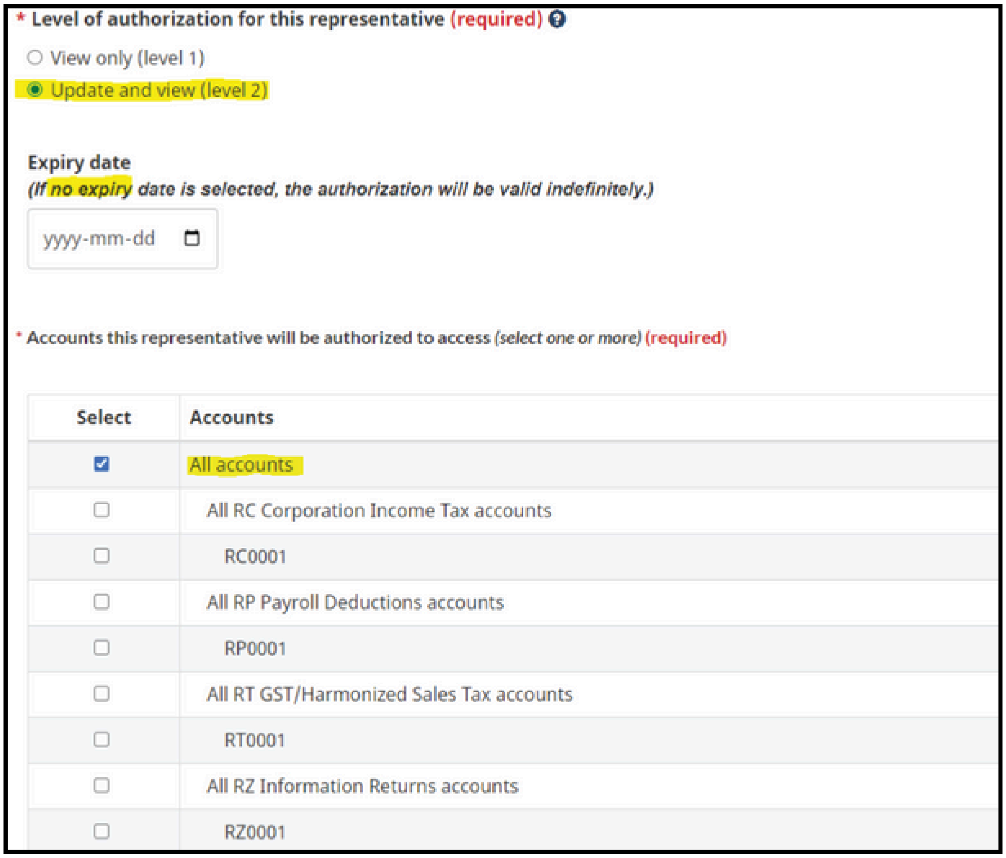
5. Click **Authorize a representative**



6. Enter SWIFT Accounting’s BN: **827441601**



7. Fill in the required fields with **Level 2** Authorization, **No Expiry Date** and “**All Accounts**”



* Level of authorization for this representative (required)

View only (level 1)

Update and view (level 2)

Expiry date

(If no expiry date is selected, the authorization will be valid indefinitely.)

yyyy-mm-dd

* Accounts this representative will be authorized to access *(select one or more)* (required)

Select	Accounts
☑	All accounts
☐	All RC Corporation Income Tax accounts
☐	RC0001
☐	All RP Payroll Deductions accounts
☐	RP0001
☐	All RT GST/Harmonized Sales Tax accounts
☐	RT0001
☐	All RZ Information Returns accounts
☐	RZ0001

8. Confirm information, click Confirmation checkbox, and Submit