



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**

Authorized representatives

As of January 10, 2023 you have no authorized representatives.

[Manage authorized representatives](#)

5. Click **Authorize a representative**

Authorize a new representative

To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.

[Authorize a representative](#) [Confirm pending authorizations](#)

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

You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does not give you the option to specify a year.

RepID, GroupID, or BN (required) ?



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
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts
<input type="checkbox"/>	RT0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

8. Confirm information, click Confirmation checkbox, and Submit