



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**

This screenshot shows the "Authorized representatives" section of the CRA My Account portal. At the top, the title "Authorized representatives" is displayed. Below it, a message states: "As of January 10, 2023 you have no authorized representatives." At the bottom of the section, there is a yellow button with the text "Manage authorized representatives" and a small circular icon with a right-pointing arrow.

5. Click **Authorize a representative**

This screenshot shows the "Authorize a new representative" section. The title "Authorize a new representative" is at the top. Below it, the text reads: "To authorize a representative select the button below." A bulleted list provides instructions: "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." At the bottom, there are two buttons: a yellow button labeled "Authorize a representative" and a dark blue button labeled "Confirm pending authorizations".

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

This screenshot shows the form for authorizing a representative. It begins with the text: "You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing." This is followed by: "This representative will have access to all tax years since this online service does not give you the option to specify a year." Below this is a label "RepID, GroupID, or BN (required)" with a help icon. A text input field contains the value "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
<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