



How to Authorize A Representative on CRA

1. Sign in to CRA My Account
2. On the “Welcome” page, select your Individual account to access My Account
3. Select Profile from the left-side menu
4. Select Add in the “Authorized representative(s) section

A screenshot of a web page titled "Authorized representative(s)". It shows a message: "As of December 22, 2022 you have no authorized representatives." Below the message are two blue links: "Deleted/expired representative list" and "Confirm pending authorizations".

5. Read the “Before you begin” information and select start
6. Enter SWIFT Accounting’s BN: **827441601**

A screenshot of a search interface. A text input field contains the number "827441601". To the right of the input field is a "Search" button.

7. Enter the required fields **Level 2** Authorization, **Yes** to Online Access, and **No Expiry Date**

A screenshot of a form titled "Add Authorized Representative".

- Authorization level:** **Level 2** (selected)
- Online access:** **Yes** (selected)
- Expiry date (optional):** If no expiry date is selected, the authorization will be valid indefinitely. A date input field shows "YYYY - MM - DD".

At the bottom are "Back" and "Next" buttons.

8. Submit

A screenshot of a web page titled "Authorized representative(s)". It shows the entry "SWIFT ACCOUNTING AND BUSINESS SOLUTIONS LTD." with the note "Authorization does not expire". Below the entry are three blue links: "Deleted/expired representative list", "Confirm pending authorizations", and "View authorized representatives".