



## 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

This screenshot shows the "Authorized representative(s)" section of the CRA My Account interface. It includes a "+ Add" button in the top right corner. The main text states: "As of **December 22, 2022** you have no authorized representatives." Below this text are two blue hyperlinks: "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**

This screenshot shows a search field with the label "\* RepID, GroupID or BN". The number "827441601" is entered into the text box. To the right of the text box is a dark blue button with a magnifying glass icon and the word "Search".

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

This screenshot shows the authorization form with several fields. At the top, it says "Fields marked with an asterisk ( \*) are required." The "Authorization level" section has two radio buttons: "Level 1 - Allow the CRA to disclose information to your representative about your account" and "Level 2 - Allow the CRA to disclose information to your representative and make changes to your account". The "Level 2" option is selected and highlighted in yellow. The "Online access" section has two radio buttons: "Yes" and "No". The "Yes" option is selected and highlighted in yellow. The "Expiry date (optional)" section has a text input field with the placeholder "YYYY - MM - DD" and a calendar icon. Below the input field, it says "If **no expiry date** is selected, the authorization will be valid indefinitely". At the bottom left are "Back" and "Next" buttons.

8. Submit

This screenshot shows the "Authorized representative(s)" section after the authorization process is complete. It includes a "+ Add" button in the top right corner. The main text displays the company name "SWIFT ACCOUNTING AND BUSINESS SOLUTIONS LTD." in blue, with "LTD." on a new line. Below the company name, it says "Authorization does not expire". At the bottom are three blue hyperlinks: "Deleted/expired representative list", "Confirm pending authorizations", and "View authorized representatives".