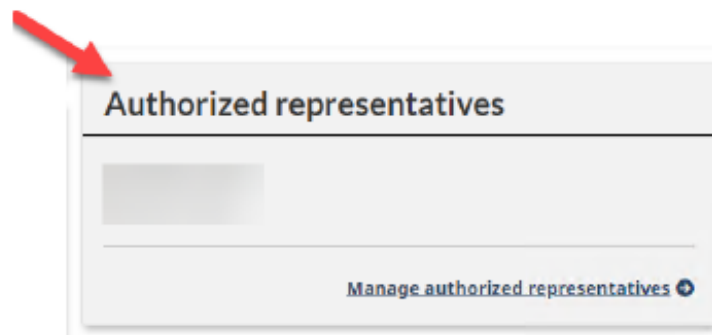
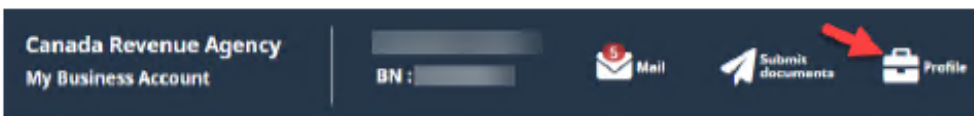


## MY BUSINESS ACCOUNT – AUTHORIZED REPRESENTATIVE

- Business owners who are already registered for My Account do not have to register again for My Business Account. They can sign in to My Business Account using their CRA user ID and password.
- If you don't have a CRA user ID and password, you'll need to create one and for this, you'll need your:
  - Social insurance number
  - Date of birth
  - Current postal or zip code
  - Personal income tax returns from the current and previous year
  - Business number
- Once you have signed up for My Business Account, you will need to add your business number to your account. You will only be allowed to do this if your name and social insurance number matches the information the CRA has on file for the business. If you get an error message at this step, you will need to contact the CRA to update their records.



BUSINESS NUMBER: 83464 8826

BUSINESS NAME: Koroll & Company Chartered Professional Accountants Professional Corporation

Access: LEVEL 2

My Business Account

Authorized representatives

Authorize a  
representative

View transactions

## Authorized representatives

Business number

Business name

### 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

### Authorized representatives ⓘ

(To view, add, or cancel authorization for a representative, select the representative.)

Representative	Access
	Online / Offline
	Online / Offline