

# Canada Revenue Agency

## Personal Authorization Guide



1. Go to the Canada Revenue Agency {CRA} account site.  
<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>
2. Choose how you would like to sign in to your account and sign in. If you have not yet registered for My Account select the CRA register option next to the sign in and you will have to complete that before coming back to these instructions.

A screenshot of the CRA account sign-in and registration interface. On the left, under 'Sign in to your CRA account', there is a link 'Before you sign in' and three buttons: 'Sign-In Partner' (with a building icon), 'CRA user ID and password' (with a right arrow icon), and 'Provincial partner (BC, AB)' (with a person icon). On the right, under 'or Register for a CRA account', there is a button 'Register for a CRA account' (with a person icon and a plus sign).

3. Enter your User ID and Password, sign in and address the security steps you have set up.
4. Once logged in, on the left hand side go to your Profile

A screenshot of the CRA account navigation menu. It shows a 'NAVIGATION' section with three options: 'Overview' (with a right arrow icon), 'Profile' (with a person icon and a blue border), and 'Tax returns'.

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5. Scroll down until you find the Authorized Representatives section and select Add

A screenshot of a web interface showing the 'Authorized representative(s)' section. The text indicates that as of January 25, 2023, there are no authorized representatives. Below this, there are two links: 'Deleted/expired representative list' and 'Confirm pending authorizations'. A blue box highlights the '+ Add' button in the top right corner of the section.

6. Authorize a representative will open. Hit start and enter Hendry Warren (o/a HW Partners) business number then hit search to pull up our information.

✓ Before you begin

### 1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

A screenshot of a search input field. The label above the field is '\* RepID, GroupID or BN'. The field contains the number '862584489'. To the right of the field is a search button with a magnifying glass icon and the text 'Search'. A blue box highlights the entire input area.

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### 2 Enter representative authorization

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7. Confirm Hendry Warren's (o/a HW Partners) information is populated and hit Next.

The following representative has been identified:

<b>HENDRY WARREN LLP</b>
<b>BN:</b> 862584489
<b>Phone number:</b> 613-235-2000
<b>Fax number:</b> 613-235-2643

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8. Fill out the Authorization information
  - a. Select Level 2 as the Authorization level
  - b. Select Yes for the Online Access
  - c. Hit Next

**2 Enter representative authorization**

Fields marked with an asterisk ( \* ) are required.

\* Authorization level

☐ Level 1 - Allow the CRA to disclose information to your representative about your account

☒ Level 2 - Allow the CRA to disclose information to your representative and make changes to your account

\* Online access

☒ Yes

☐ No

**Expiry date** (Optional)  
If no expiry date is selected, the authorization will be valid indefinitely

YYYY - MM - DD

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9. Review the information entered and check the confirm button to acknowledge that Hendry Warren (o/a HW Partners) may deal with CRA on your behalf. Hit Submit and you will see the below message.

### Authorize a representative - Confirmation

As of January 25, 2023




#### Success

You have successfully **authorized** a new representative: **HENDRY WARREN LLP**

10. You are done. You will see Hendry Warren (o/a HW Partners) under Authorized representative(s) section if you look again.

#### Authorized representative(s)

+ Add

 Edit

[HENDRY WARREN LLP](#)

Authorization does not expire

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)