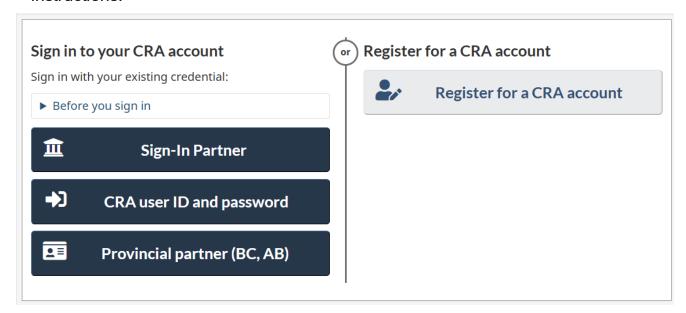
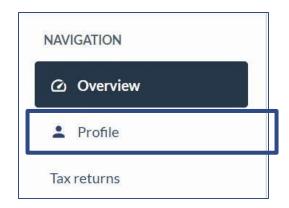


- 1. Go to the Canada Revenue Agency (CRA) account site. https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html
- Choose how you would like to sign in to your account and sign in. If you have not yet registered for My Account select the CRA register option next to the sign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



- 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

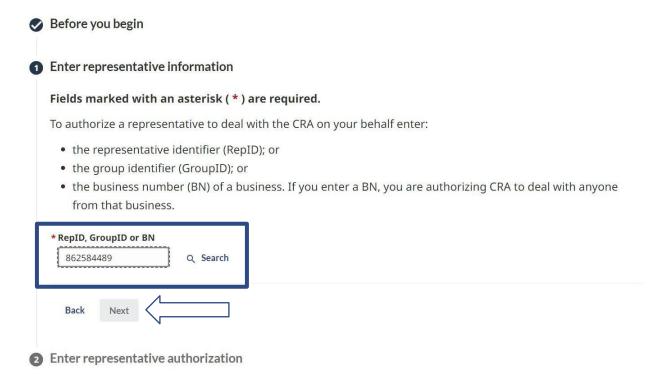




5. Scroll down until you find the Authorized Representatives section and select Add

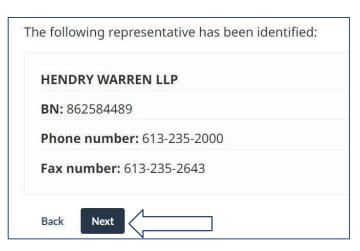


6. Authorize a representative will open. Hit start and enter Hendry Warren (o/a HW Partners) business number then hit search to pull up our information.

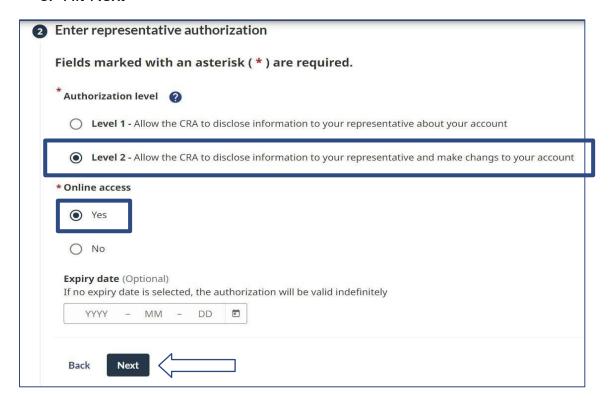




7. Confirm Hendry Warren's (o/a HW Partners) information is populated and hit Next.



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





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



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

