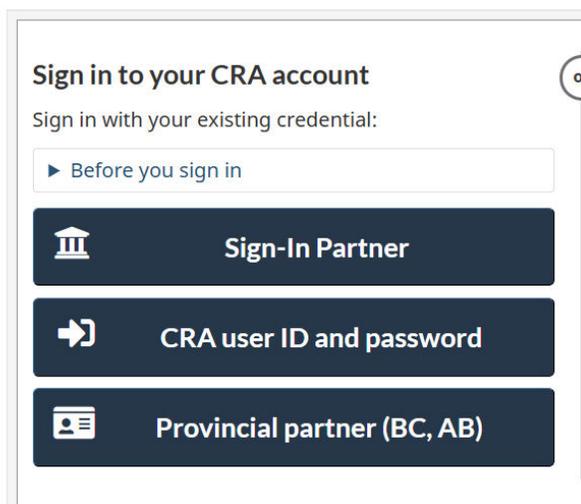


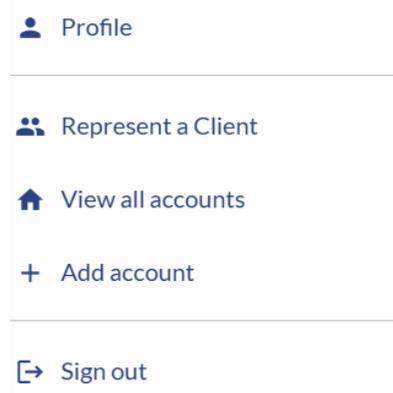
# Canada Revenue Agency Business Authorization Guide

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. You need to have access to your CRA My Account before beginning, if you have not yet registered for my account select the CRA Account option under the sign in and you will have to complete that before coming back to these instructions.
3. Link your business account to your personal account, if not already done
  - a. Sign into your CRA Account.



The screenshot shows the 'Sign in to your CRA account' page. It includes a header with the title and a 'Sign in with your existing credential:' prompt. Below this is a search bar with the placeholder text 'Before you sign in'. Three dark blue buttons are listed: 'Sign-In Partner' (with a building icon), 'CRA user ID and password' (with a right-pointing arrow icon), and 'Provincial partner (BC, AB)' (with a document icon). A small 'or' icon is visible in the top right corner of the sign-in area.

- b. Once logged in, go to your name at the top left hand side and select the drop down menu, select “+ Add account”



The screenshot shows a vertical dropdown menu with the following options: 'Profile' (with a person icon), 'Represent a Client' (with a person icon), 'View all accounts' (with a house icon), '+ Add account' (with a plus sign icon), and 'Sign out' (with a right-pointing arrow icon).

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## c. Select Business Account

Add account ×

Select the type of account to add:

 [Business account](#)  
Register for a business online, or add a business number to appear on your "Welcome" page.

## d. Add business number

 Add Business Account ×

Select the type of account to add:

[Business Registration Online](#)  
You will be logged out of your CRA account and taken to the Business Registration Online service.

[Add business number](#)  
Add an existing business to appear on your CRA account.

## e. Input your business number and submit, this should link your business account to your CRA Account

4. Go back to your name at the top left hand side and select the drop down menu, select "view all accounts" this will bring you to a screen with any accounts linked to your CRA account.

5. Select your business account

6. Once logged in, go to your Profile



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7. Scroll down until you find the Authorized Representatives section and select Manage authorized representatives



8. Select Authorize a representative

### 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.



9. Enter Hendry Warren's business number and hit next

This representative will have access to all tax years since this online service does not give you the option to specify a year.



\* RepID, GroupID, or BN (required) ?

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## Business Authorization Guide



10. Confirm you see Hendry Warren LLP in firm name and fill out the authorization questions
- a. Update and view (Level 2)
  - b. Do not enter an expiry
  - c. Select all accounts
  - d. Hit Next

**Firm BN** 862584489  
**Firm name** HENDRY WARREN LLP

\* Level of authorization for this representative (required) ?

- View only (level 1)
- Update and view (level 2)

**Expiry date**

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

mm/dd/yyyy

\* Accounts this representative will be authorized to access (select one or more) (required)

Select	Accounts
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

Previous

Next

11. Review the information and tick the confirm authorization box and hit submit. You are done. HW Partners will now be authorized on your account.