

About This Guide

This guide walks you through setting up My Business Account with the CRA and authorizing HW Partners to access it on your behalf. There are three stages: registering your business through Business Registration Online, linking the business number to your CRA account, and authorizing HW Partners as your representative.

What you'll need — Your existing CRA account login, your 9-digit Business Number (BN) if you already have one, and the type of business (corporation, sole proprietor, partnership, etc.). Contact HW Partners if you are unsure of your BN.

PART 1 | Register Your Business Online

1 Sign in to your CRA account

Go to canada.ca/cra-login and sign in using the method you registered with.

2 Navigate to Add account

From the Welcome page, select Add account. You can also do this from within your existing My Account.

3 Select Business Account

From the account type options, select Business Account.

4 Select Business Registration Online

Choose Business Registration Online from the available options.

5 Confirm your identity

You will be taken to a new page to confirm your identity. Complete all required fields.

6 Enter your business number

On the next page, select I already have a business number, then enter your 9-digit Business Number (BN) and select your type of business.

7 Complete your business information

Fill out the following page with the relevant business information as prompted and submit.

If your business is already linked to your CRA account, skip to Part 3.

PART 2 | Link the Business Number to Your CRA Account

1 Return to the Welcome page

Once registration is complete, go back to your CRA account Welcome page.

2 Select Add account

Click Add account and select Business Account.

3 Add your Business Number

Select Add a Business Number and enter your 9-digit BN. Your business account will now appear on your CRA Welcome page.

PART 3

Authorize HW Partners as Your Representative

HW Partners Business Number (BN): 862584489 — you will need this in Step 3 below.

1 Navigate to your business account

From the Welcome page, go to your name at the top left, select View all accounts, then select your business account.

2 Go to your Profile

Once in your business account, select Profile from the navigation menu.

3 Add HW Partners as a representative

In the Authorized representative(s) section, click + Add. Read the Before you begin information and select Start. Enter HW Partners' Business Number (BN): 862584489, click Search to confirm the details, then click Next.

4 Set the authorization level

Select Level 2 for online access, leave the expiry date blank, select all accounts, then click Next.

5 Review and submit

Review the details, check the confirmation box, and click Submit. HW Partners will be authorized immediately.

Authorization Levels at a Glance

Level	Capabilities
1	View information only.
2	View and update information.
3	Delegated authority — view and update information, and authorize other representatives.