

About This Guide

This guide walks you through registering for a CRA program account using Business Registration Online (BRO) through your existing CRA account. Program accounts are extensions of your Business Number (BN) that cover specific tax obligations such as GST/HST, payroll, and corporate income tax.

What you'll need — Your CRA account login, your 9-digit Business Number (BN), and your SIN, date of birth, and postal code for identity confirmation. Contact HW Partners if you are unsure which program account you need.

Important: All new CRA program account registrations must be completed online through Business Registration Online (BRO). Phone registration is not accepted.

PART 1

Register for a Program Account via BRO

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 Business Registration Online

From the Welcome page, select + Add account. In the Add account window, select Business Account, then select Business Registration Online.

3 Continue to BRO

Select Continue to BRO to be redirected to the Business Registration Online portal.

4 Accept the disclaimer

Review the disclaimer and select I agree to proceed with registration.

5 Confirm your identity

Enter the requested information to verify your identity — this includes your SIN, date of birth, and postal code — then select Next.

6 Determine your registration requirements

On the Determine registration requirements page, select the situation that applies to you. If you already have a BN, select I have a BN and want to add a program account. Follow the on-screen prompts to select the specific program account you need (e.g. GST/HST, payroll, corporate income tax).

7 Complete and submit your registration

Fill in the required details for your program account and submit. Your BN and new program account details are issued instantly — save or print your confirmation page before closing.

After registration: Most CRA correspondence for your new program account will be available in My Business Account only. Make sure you are registered for email notifications so you are alerted when new mail is available.

Common CRA Program Accounts at a Glance

Program Account	Who needs it
GST/HST (RT)	Businesses with annual taxable sales over \$30,000, or those that voluntarily register.
Payroll (RP)	Any business that pays employees, including salary, wages, or taxable benefits.
Corporate Income Tax (RC)	Canadian corporations required to file a T2 return.
Import/Export (RM / RE)	Businesses that import or export commercial goods into or out of Canada.
Charity (RR)	Organizations applying for registered charity status with the CRA.

Not sure which program account you need? Contact HW Partners before registering and we will advise on the right account type for your business.