

Business Consent with CRA – New Security Rules for Authorizing a Represent A Client

In order to provide our accounting office with authorization to represent your business with CRA you now need to have a MyBusiness Account with CRA. When you provide our office authorization to represent your business it allows us to access your online account, submit documents, speak with CRA, and file returns, reports, etc. that are required with CRA. It also provides us permission to access mail, statement of accounts, and more through the online portal. This is necessary to help complete your tax returns, GST returns, T4 returns and much more.

If you have a MyBusiness Account set up already, please jump ahead to Step 2.

If you have a MyCRA Account set up already, please start at Step 1 #2 – you do not need to sign up for new log in information, but using your current log in information, set up a MyBusiness with your new business number.

If you do not have a MyBusiness Account or a MyCRA account log in set up, please start at Step 1 #1. Or see other attachment.

Step 1: Set up a MyBusiness Account

1. Go to MyCRA Account and click on **register (in small print beside the large green button)**
2. **OR** if you have MyCRA log in information then click on Sign Into MyBusiness Account, enter your log in information and follow the steps.

<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html>

- Complete the steps as required
- You will need your personal information including SIN, date of birth, postal code, amount from an income tax return from the current or previous tax years – the line amount they require varies so we recommend having a copy of both ready (if you need copies of the returns, please contact us)
- Set up the necessary ID, password, security questions, multi-factor authorization and then enter the business number
- You will then wait for the code to arrive in the mail in 5-10 business days
- Once you have received the code, log back into MyBusiness Account, enter the security code when prompted and you should then have full access to your MyBusiness Account
- Keep your security code, ID, password and answers to your security questions somewhere safe as we do not have access and you may need these in the future

Full instructions can be found at: <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/cra-user-password-help-faqs/registration-process-access-cra-login-services.html#hlp1d>

Step 2: Authorizing a Representative

1. Log into MyBusiness Account
2. Click on Profile (along the top beside mail and submit documents)
3. Access Authorize a Representative (towards bottom of page on right hand side)
4. Enter our Business Number: 835 259 649: Rumberger & Fettis Accounting LLP
5. Level of Access: 2 – update & submit documents
6. Expiry date: None
7. Access to ALL Accounts (this allows access to Corporate, GST, payroll, etc.)
8. You should be able to confirm this, giving us instant access.
9. Print/save the confirmation for your records

If you have any issues, concerns, or questions about any of this, need help with any of it, please do not hesitate to contact us. If you have not already done so we do recommend setting a My Account (for individuals) with CRA along with direct deposit for both individuals and business.

Please let us know as soon as completed so we can log in and verify we have access.