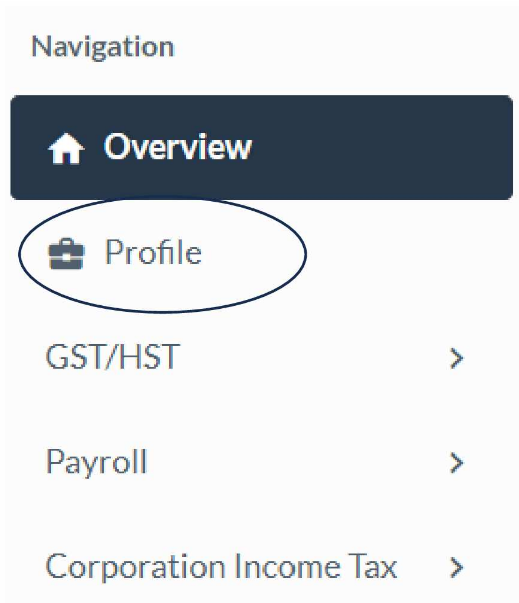
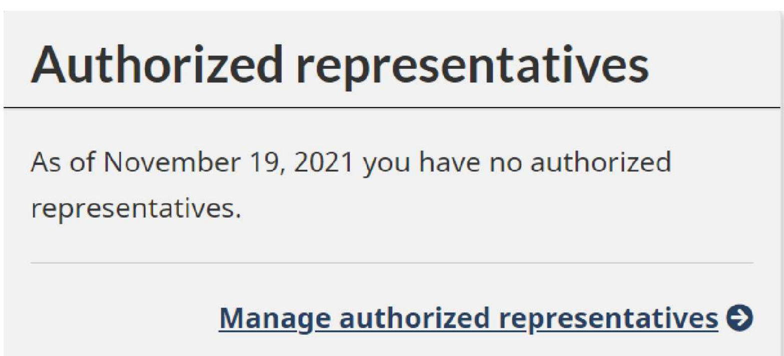
After logging in to your CRA business account.

Click on Profile (Left hand menu)



Scroll down to Authorize representatives and click on Manage Authorized Representatives



Click on Authorize 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.

Authorize a representative   Confirm pending authorizations

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

RN69JL3

Previous   Next

Level 2

No Expiry date

All accounts

*** 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.)

yyyy-mm-dd

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

Select	Accounts
☑	All accounts

Confirm and submit

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

*** Confirmation (required)**

☑ I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf.

Previous Submit