

## **Introduction**

This document is intended to assist clients of Taxpayer Law Professional Corporation (“**Taxpayer Law**”):

- (1) Set up their individual online CRA MyAccount;
- (2) Set up their business’ online CRA My Business Account; and,
- (3) Grant Taxpayer Law access to their MyAccount and/or My Business Account.

This document is not intended for use by anyone other than the clients of Taxpayer Law. Nothing in this document constitutes legal advice or the legal opinion of Taxpayer Law Professional Corporation or its lawyers.

If you have any questions regarding the steps below, please contact Lindsay Homer at [lindsay@taxpayer.law](mailto:lindsay@taxpayer.law) for assistance.

## **MyAccount for Individuals**

To register for an online CRA (Canada Revenue Agency) MyAccount for Individuals, follow these steps:

### **Step 1 - Go to CRA MyAccount Website**

Go to the [CRA MyAccount Website](https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/account-individuals.html) and click “CRA register” on Option 2 on the first page: (<https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/account-individuals.html>)

#### **Option 2 – Using a CRA user ID and password**

Sign in with your CRA user ID and password, or register.

**CRA sign in**

[CRA register](#)

### **Step 2 - Provide Personal Information:**

- Enter your Social Insurance Number (SIN).
- Input your date of birth.
- Provide the amount from line 15000 of your most recent assessed tax return.
- Enter an amount from another line of your income tax and benefit return (from either the current or previous tax year).
- Create your CRA user ID and password.
- Set up security questions and answers.

- Choose whether to add a persistent cookie to your computer for easier future access.
- Enroll in Multi-factor authentication (choose your preferred method: telephone, passcode grid, or third-party authenticator app).

### **Step 3 - Choose Verification Option:**

- Select the Interac® document verification service for immediate full access, following online instructions.
- Alternatively, opt to receive a CRA security code by mail, which can take up to 10 business days to arrive. Once received, return to My Account for Individuals, enter your CRA user ID and password, and input the security code when prompted.
- Use a Sign-In Partner (such as online banking credentials) to access CRA sign-in services.
- Utilize a provincial partner credential (like BC Services Card or Alberta.ca Account) if applicable.

## **My Business Account**

### **Step 1 - Go to CRA My Business Account Website**

Go to the [CRA My Business Account Website](https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-businesses/business-account.html) and click “CRA register” on Option 2 on the first page:

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

| Option 2 – Using a CRA user ID and password                         |
|---------------------------------------------------------------------|
| Sign in with your CRA user ID and password, or register.            |
| <div><a href="#">CRA sign in</a> <a href="#">CRA register</a></div> |

### **Step 2 - Provide Personal and Business Information:**

- Enter your Social Insurance Number (SIN).
- Input your date of birth.
- Provide the amount from line 15000 of your most recent assessed tax return.
- Enter an amount from another line of your income tax and benefit return (from either the current or previous tax year).
- Create your CRA user ID and password.
- Set up security questions and answers.

- Choose whether to add a persistent cookie to your computer for easier future access.
- Enroll in Multi-factor authentication (choose your preferred method: telephone, passcode grid, or third-party authenticator app).
- Enter your Business Number (BN).

### **Step 3 - Choose Verification Option:**

- Use the Interac document verification service for immediate full access. Follow the online instructions during registration to complete this verification.
- Alternatively, opt to receive a CRA security code by mail, which may take up to 10 business days to arrive. Once received, return to My Business Account, enter your CRA user ID and password, and enter the security code when prompted.
- Sign in using a Sign-In Partner (such as online banking credentials) if preferred.

Following these steps will enable you to successfully register for My Business Account with CRA, providing you with access to manage your business-related tax services online.

## **Granting Taxpayer Law Access**

### **Option 1 - Approving Prior Authorization Request**

If Taxpayer Law has already sent an authorization request, you will be able to see this pending authorization request by navigating to the profile section of your MyAccount or My Business Account.

Once in the profile section, click “Confirm pending authorizations” in the “Authorized Representative(s)” panel. From there, you will see and approve the pending authorization request by Taxpayer Law.

### **Option 2 - Granting Online Access**

If Taxpayer Law has not already sent an authorization request, or you are unable to locate our authorization request, you may grant Taxpayer Law authorization by going to the profile section of your MyAccount or My Business Account.

Once in the profile section, click “+ Add” in the top right corner of the “Authorized Representative(s)” panel.

To authorize Taxpayer Law, please use the following information:

**Group Name: Taxpayer Law – Igor Kastelyanets**  
**GroupID: GZ75BG**  
**Telephone: 416-909-5936**

**Business Address:** 1655 Dupont Street, Suite 101, Toronto, ON, M3P 3T1

Please grant **Level 2** access and answer **Yes** when asked if you want to grant online access.

Do not select an expiry date for access. Tax disputes take considerable time to resolve. You may revoke Taxpayer Law's authorization once we resolve your matter or you are no longer a client of Taxpayer Law.

**Option 3 - Phone CRA**

You can also authorize Taxpayer Law via a call to the CRA.

If you are authorizing Taxpayer Law to access an individual MyAccount, you can call CRA General Inquiries at **1 (800) 959-8281**.

If you are authorizing Taxpayer Law to access a My Business Account, you can call CRA Business Inquiries at **1 (800) 959-5525**

Our relevant representative information is listed above under **Option 2 - Granting Online Access**.