

## HOW TO AUTHORIZE A REPRESENTATIVE FOR YOUR CRA ACCOUNTS

Business owners and individuals can authorize a representative to access their CRA Business Account or Individual Accounts. Depending on what type of authorization you allow, this representative can make changes to your CRA account on your behalf.

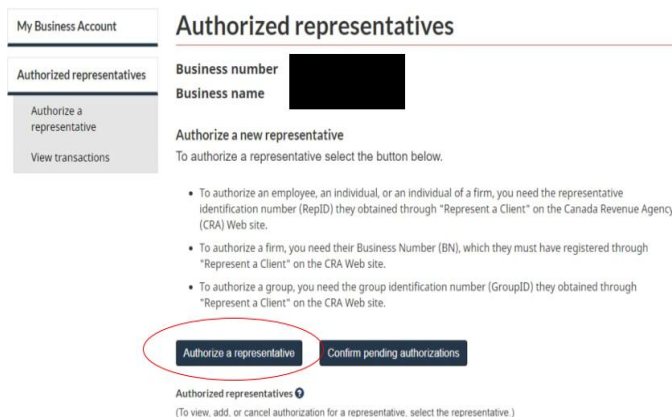
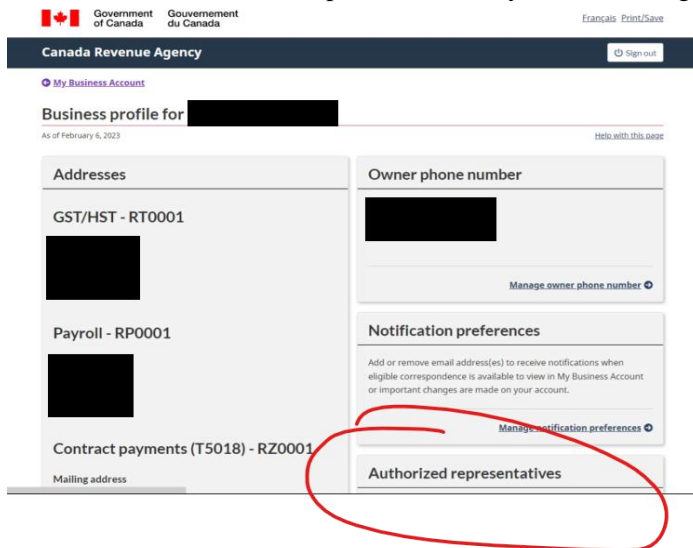
To authorize our firm as a Representative of your CRA Business or Individual Account, please follow the instructions below and review the images for screenshots of what your page should look like.

1. Register for or log into **My Business Account** or **My Account (for Individuals)**
2. If this is your first time logging into your CRA account, click on My Profile > Options > Connect a BN to My Profile. Enter your Business Number. (If you receive an error during this process, call CRA at **1-800-959-5525**).

If this is not your first time logging in, click on My Profile (for Business Accounts, just click Profile)



3. Click on Authorized Representatives in your Profile Page and then the Authorize a Representative button



4. Add our Firm as a representative using the information below:

Business Number	<b>838654564</b>
Business Name	<b>MICHAEL WALDKIRCH &amp; COMPANY INC.</b>
Phone Number	<b>604-273-6955</b>
Authorization Level	<b>Level 2</b>
Online Access	<b>Yes</b>
Expiry Date	<b>Leave blank (so we do not have to submit an authorization request again). This can be changed anytime.</b>

My Business Account

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Authorize representative – Enter information

Authorized representatives

Authorize a representative

View transactions

### Authorize representative – Enter information

Business number [REDACTED]  
 Business name [REDACTED]

Firm BN 838654564  
 Firm name MICHAEL WALDKIRCH & COMPANY INC.

\* 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.)*

mm/dd/yyyy  ⓘ

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

Select	Accounts
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001 [REDACTED]
<input type="checkbox"/>	RP0002 [REDACTED]
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts
<input type="checkbox"/>	RT0001 [REDACTED]
<input type="checkbox"/>	All RZ Information Returns accounts

5. Confirm and submit your Authorization

My Business Account

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Review authorized representative

Authorized representatives

Authorize a representative

View transactions

### Review authorized representative

Business number [REDACTED]  
 Business name [REDACTED]

Firm BN 838654564  
 Firm name MICHAEL WALDKIRCH & COMPANY INC.

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.

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