

## **HOW TO REGISTER FOR CRA'S MY BUSINESS ACCOUNT**

CRA's My Business Account allows **Business owners** (including partners, directors, and officers) to access their GST/HST, payroll, corporation income taxes, excise taxes, excise duties and other levies accounts online. Business owners can also log into My Business Account to authorize and manage representatives to access their business account.

Follow the steps below to register a My Business Account with Canada Revenue Agency. Before you get started you will need the following information:

1. Social Insurance Number
2. Postal code of your home address
3. Date of birth
4. Most recently filed personal tax return

- 
1. To get started, go to [canada.ca/my-cra-business-account](https://canada.ca/my-cra-business-account) and select Option 2 – “CRA register”.
  2. To validate your identity, enter your social insurance number.
  3. Next, enter your postal code or zip code, date of birth, and an amount you entered on one of your income tax and benefit returns from the current tax year, or the previous one.
  4. Then select a delivery method for a CRA security code, which is required to gain full access to My Business Account.
  5. Depending on the delivery method you have chosen, you will be asked to confirm your current postal code or zip code, or enter your email address.
  6. The next step will be to create a CRA user ID and password.
  7. Then, select and answer five security questions.
  8. Review and agree to the terms and conditions of use by entering your password and selecting “I agree”.
  9. If you have chosen to have a CRA security code issued via email, you will now be asked to contact the CRA.
  10. Registration is now complete until you receive your code.
  11. Once you do, log in and enter it. Review and agree to the My Business Account terms and conditions of use. Then provide your Business number.