

My Business Account registration using a CRA user ID and password.

1. To get started, go to <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html> and select "CRA register".

My Business Account

- ▶ Error in spreadsheet for wage and hiring support may have affected your eligibility
- ▶ The CRA has added multi-factor authentication
- ▶ If your CRA user ID and password have been revoked

Employees and representatives can access an account on behalf of their employer or business clients. See [Represent a Client](#).

Business owners (including partners, directors, and officers) can access their GST/HST, payroll, corporation income taxes, excise taxes, excise duties and other levies accounts online. [What can I do on My Business Account?](#)

Choose from one of two ways to access My Business Account:

Option 1 – Using one of our Sign-In Partners

Sign in or register with the same sign-in information you use for other online services (for example, online banking).

Sign-In Partners

▶ View list of Sign-In Partners

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**

2. To validate your identity, enter your social insurance number (SIN), then click “next”. **Note:** A temporary tax number (TTN) or Individual Tax Number (ITN) can also be used as long as you have previously filed a Canadian Tax Return.

Validate your identity—social insurance number

Want to enter your CRA security code instead? [Sign in.](#)

* **Social insurance number (required)**

123456789

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Next **Exit**

3. 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. Then click “next”.

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Validate your identity—continued

Social insurance number (SIN) entered 123456789

If this is not your SIN, [return to the previous page](#).

If you live outside Canada or the United States, you must enter [different information](#).

* **Postal code or ZIP code (required)**

* **Date of birth (required)**

01 January

* **Tax information - amount entered on line 12000 of your 2019 return - enter dollars only (required)**

\$ 00

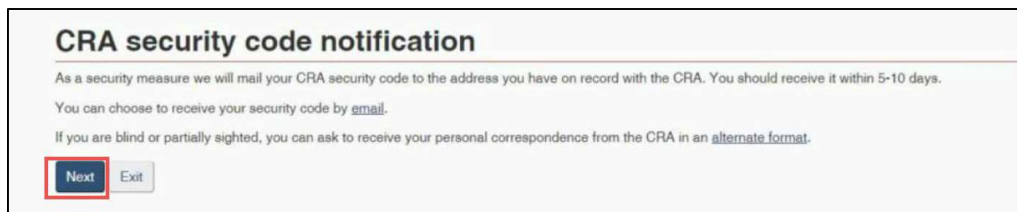
For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Next **Exit**

4. Select a delivery method for a CRA security code, which is required to gain full access to My Business Account. 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.

- a. Delivery by Mail

- i. If this option is selected, simply click “next” and confirm your current postal code or ZIP code. The CRA security code will be mailed to the address CRA have on their file. You should receive the mail within 5-10 days.

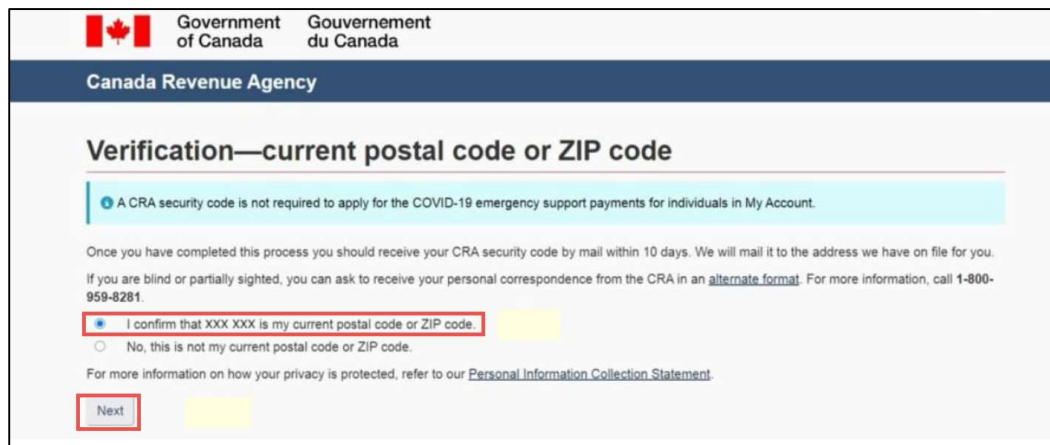



CRA security code notification

As a security measure we will mail your CRA security code to the address you have on record with the CRA. You should receive it within 5-10 days.

You can choose to receive your security code by [email](#).

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#).



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Verification—current postal code or ZIP code

ⓘ A CRA security code is not required to apply for the COVID-19 emergency support payments for individuals in My Account.

Once you have completed this process you should receive your CRA security code by mail within 10 days. We will mail it to the address we have on file for you.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#). For more information, call 1-800-959-8281.

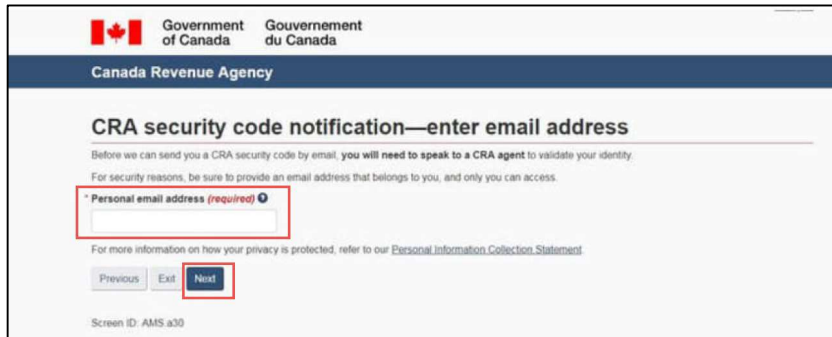
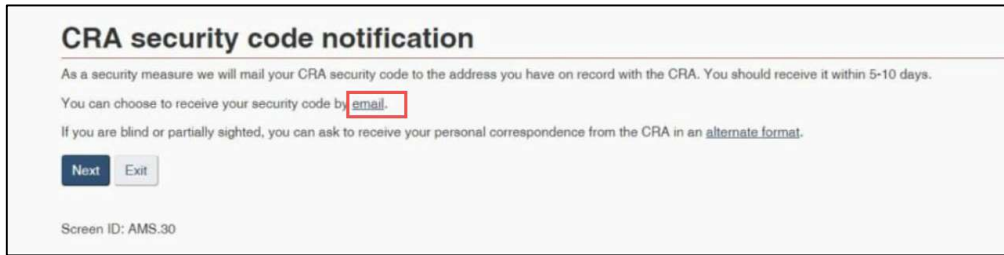
I confirm that XXX XXX is my current postal code or ZIP code.

No, this is not my current postal code or ZIP code.

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

- b. Delivery by Email

- i. If you select this option, click the “email” link and you will be prompt to enter your **personal** email address. Then click “next”
- ii. You must contact the CRA at 1-800-959-8281 (within Canada and the United States) or at 613-940-8495 (from outside Canada and the United States) to validate your identity before they send an email containing the CRA security code. Choose option 1 then press 1 to speak with an agent. **Note:** When contacting the CRA, please have your tax return on hand as they will ask security questions before they assist you in obtaining the CRA security code by email.



- The next step will be to create a CRA user ID and password. Input your User ID and password then click “next”.



- Select and answer five security questions, then click “next”.



- Review security questions and answers and click “next”.

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. Refer to step #4(b)(ii).
10. Registration is now complete until you receive your CRA security code. Once you received the code, log in and enter it.
11. Review and agree to the My Business Account terms and conditions of use.
12. Then provide your nine-digit business number.
13. You should now have full access to My Business Account. **Note:** If you received an error message that you are not a recognized owner of the business, this means that your SIN is not linked to your business number(s). To link your SIN with your business number, kindly follow the below steps:
 - a. To update the information right away, you will have to call CRA at 1-800-959-5525 (within Canada and the United States) or at 613-940-8497 (from outside Canada and the United States), choose option 6 and update information with the CRA agent. CRA will ask you confidentiality questions. These are the questions that CRA normally asks:
 - i. The business number and full legal name of the business
 - ii. Business address
 - iii. Information regarding recent tax return filed. (For T2 returns, they usually ask amounts on line 300, line 700 and line 770)
 - iv. If the business hasn't filed any tax return yet, CRA will usually ask questions regarding the business' incorporation (i.e., date of incorporation, jurisdiction of the corporation and corporation number)
 - b. Alternatively, we can send a written request to the tax centre (please note that sending a written request could take up to 2-4 weeks to be processed). The letter should be signed and dated by the owner and must have the following information:
 - i. Business name and business number (We can send one letter for all the business accounts owned by the same individual)
 - ii. Owner's SIN, date of birth, address, and phone number