

## STEPS TO AUTHORIZE A REPRESENTATIVE

### - LOG INTO YOUR ACCOUNT

### CRA Sign in

\* User ID *(required)*

[Forgot your user ID?](#)

\* Password *(required)*

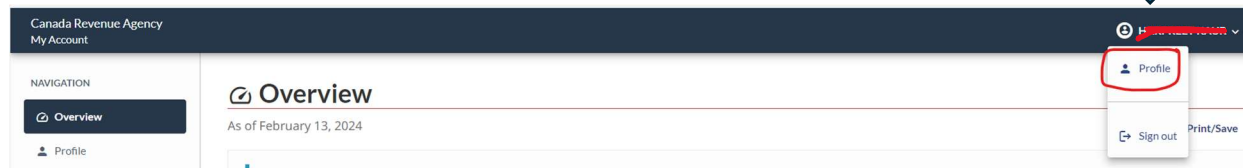
[Forgot your password?](#)

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

**Sign in** Exit

[Register](#) if you are a new user.

### - GO TO PROFILE



Canada Revenue Agency  
My Account

NAVIGATION

- Overview
- Profile

Overview

As of February 13, 2024

Profile

Sign out Print/Save

- Go to authorized representative.
- Click on add



### Authorized representative(s)

+ Add

As of **February 13, 2024** you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

- ENTER ON START AND ENTER OUR REPID, GROUPID OR BN  
715029682

## 1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

715029682

Search

- CLICK ON SEARCH AND THEN NEXT BUTTON

\* RepID, GroupID or BN

715029682

Search

The following representative has been identified:

### Representative information

Name: EduTax INC.

BN: 715029682

Phone number:

Fax number:

Back

Next

- SELECT LEVEL 2

**\* Authorization level**

☐ **Level 1** - Allow your representative access to information only.

☒ **Level 2** - Allow your representative access to information and to make certain account changes.

> Level 1

> Level 2

- ENTER EXPIRY DATE OR SELECT DOES NOT EXPIRE

**\* Online access**

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

☒ Yes

☐ No

**\* Expiry date**

YYYY - MM - DD 

☐ Does not expire

Back

Next

- REVIEW AND CONFIRM

### Representative information

**Name:** EduTax INC.

**BN:** 715029682

**Phone number:**

**Fax number:**

### Representative authorization

 Edit

**Online access:** Yes

**Authorization level:** 2

**Expiry date:** Does not expire

### \* Confirmation



I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.

[Back](#)

[Submit](#)

- SUBMIT