

Process for authorizing Crowe Soberman LLP to be your representative with Canada Revenue Agency (CRA)

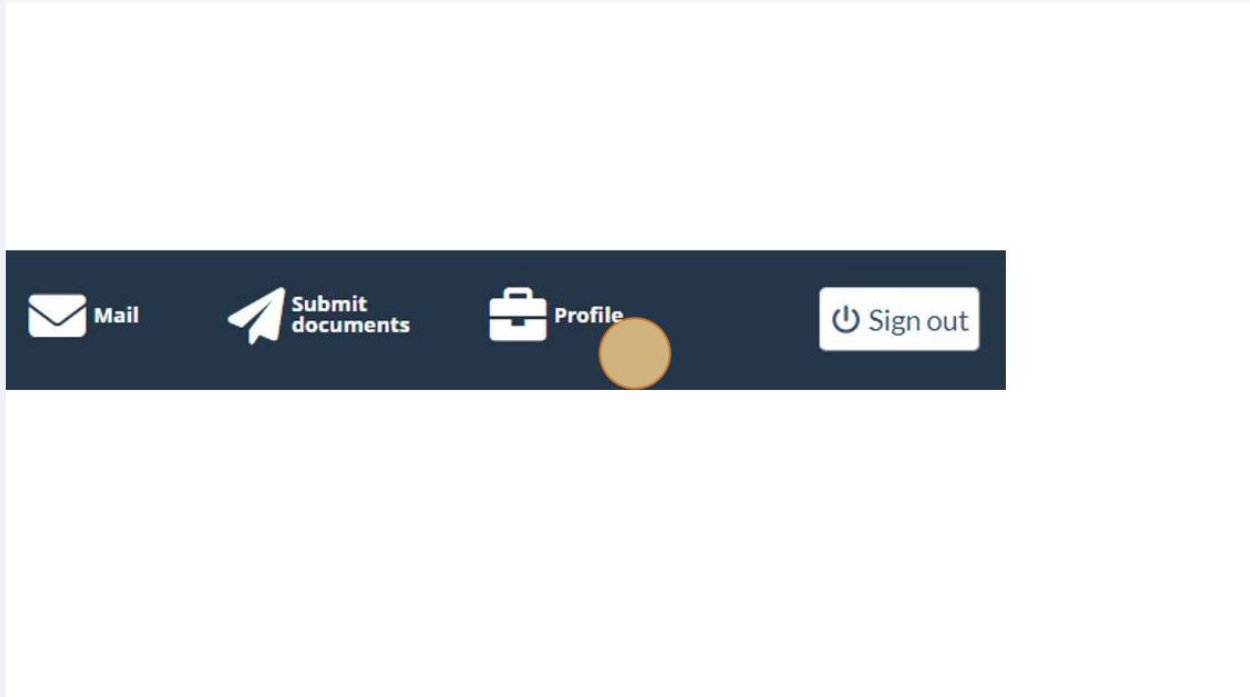
1 Navigate to <https://tinyurl.com/2et3fsfn> to sign into your My Business Account.



Note: If you have not yet set up your My Business Account, navigate to our guide called 'How to Register for My Business Account' (If you do NOT have My Account with CRA).

2

Navigate to the "Profile" section on the top banner of your CRA My Business account.



3

Select "Manage authorized representatives".



4 Select "Authorize a representative".

Authorize a new representative

To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.

Authorize a representative

Confirm pending authorizations

5 Enter Crowe Soberman's Business Number (BN), which is 104902077, and click "Next".

You can authorize a representative to deal with the Canada Revenue Agency by in by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does r you the option to specify a year.

* RepID, GroupID, or BN (required) ?

104902077

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In this next step you will choose the level of authorization that you want Crowe Soberman to have.


At Crowe Soberman, our typical request is to choose level 2 authorization (update and view) and leave the expiry date blank. Authorization can be cancelled manually at any time.

The last step before finalizing authorization is to choose which program accounts you want us to be able to update and view. You can authorize access for just one account or all.


At Crowe Soberman, our request is to authorize all accounts so we can access the applicable information.

Click "Next".

Firm BN 104902077
Firm name CROWE SOBERMAN LLP

* 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.)
yyyy-mm-dd 

* 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 RC Corporation Income Tax accounts RC0001
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts RT0001
<input type="checkbox"/>	All RZ Information Returns accounts RZ0001 RZ0002

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Review and confirm the information you've entered and click "Submit".

Firm BN 104902077
Firm name CROWE SOBERMAN LLP

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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Once your submission is confirmed, please notify your contact at Crowe Soberman.

Firm BN 104902077
Firm name CROWE SOBERMAN LLP

You have successfully authorized this representative to deal with the Canada Revenue Agency for this business.

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

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