

How to set up My Business Account (if you already have My Account with CRA)

1 Navigate to <https://tinyurl.com/3m6pb34c>

2 Using your My Account credential (ID and password), sign into My Business Account using your usual method of accessing My Account, either through Sign-In Partner or CRA sign in.

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 Partner](#)

[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](#)

To access GST/HST accounts that are administered by Revenu Québec, visit [Revenu Québec's website](#).

3

Once you are signed in, the following prompt for your Business number will appear. Enter the 9 digit Business number as provided by CRA for your business.

The screenshot shows the CRA website interface. At the top, there is the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A 'Français' link is visible in the top right. Below this is a dark blue header with 'Canada Revenue Agency' and a small 'e' icon. The main content area is titled 'Manage profile - add BN to profile'. On the left, there is a sidebar under 'My Business Account' with three options: 'Manage Business number(s) in your profile', 'Manage profile - add BN to profile', and 'Help with this page'. The main area contains a red asterisk and the text '* Business number (9 digits) (required)'. Below this is an empty input field, a yellow circular icon, and two buttons: 'Previous' and 'Add'. At the bottom of the main area, it says 'Screen ID: MBA-06' and 'Date modified: 2022-10-17'.



If the Business number is valid and the CRA has you as the Director, then you should be granted access and you will see the CRA page with the Business's information.

4

Please follow the instructions in our 'Process for authorizing Crowe Soberman to be your representative with Canada Revenue Agency (CRA)' guide to grant us access to your account with CRA.

5

Sometimes you'll get the following error message. Please contact CRA at 1-800-959-5525 to update the information CRA has for this business before the process can be continue.

The screenshot shows the CRA website header with the Canadian flag and the text 'Government of Canada / Gouvernement du Canada'. Below the header is a dark blue bar with 'Canada Revenue Agency' in white. On the left is a 'My Business Account' sidebar with links: 'Manage Business number(s) in your profile', 'Manage profile - add BN to profile', and 'Help with this page'. The main content area is titled 'Manage profile - add BN to profile' and features a red error icon and the text 'Please correct the error on this page.' Below this is a red-bordered error box with the text: '* Business number (9 digits) (required)' and 'Error: According to our records, you are not listed either as a primary contact or the owner business associated with this Business Number (BN). If you are a primary contact or the business owner, print or write down this error message and contact us at 1-800-959-5525 to update the information. (Ref. code: 001)'. A text input field contains '104902077', followed by a yellow circular icon. At the bottom are 'Previous' and 'Add' buttons.



Please note the following common issues:

6

Your name as shown on your My Account does not agree with the name of the Director for the business. The difference could be a missing middle name or misspelling of any part of the name.

7

The CRA is missing phone number of the Director.

8

You are not listed as the Director - perhaps the business registration changes haven't been updated with CRA.