



How to Register for CRA My Business Account and adding LLT LLP as an Authorized Representative

STEP ONE:

- On the internet, go to canada.ca/my-cra-business-account
- Scroll down to Option 2 – Using a CRA user ID and password and click on CRA register
- To validate your identity, enter your social insurance number.
- 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 year.
- 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.

STEP TWO:

- The next step will be to create a CRA user ID and password.
- Select and answer five security questions (you need to remember these for future)
- Review and agree to the terms and conditions of use by entering your password and selecting "I agree".
- If you have chosen to have a CRA security code issued via email, you will now be asked to contact the CRA.
- Registration is now complete until you receive your code – either by mail (10-15 days) or via email after you have called the CRA.

STEP THREE:

- Upon receipt of the access code (either by mail or email after phone call with the CRA), log in to your CRA account and enter the access code.
- You will now have full access to My Business Account.

STEP FOUR: Adding LLT LLP as Representative

- Log into my Business Account
- Click into Profile Tab (top of page)
- Click Authorized Representatives
- Click Manage Authorized Representatives
- Click Authorize a Representative
- Enter LLT LLP 9 digit BN 89653 2983
- Click “I confirm that the CRA can deal directly...”
- Confirm