

TAX & BOOKKEEPING

How to Authorize JE Tax & Bookkeeping (Julianna G Eriksson) as your Representative on CRA My Business Account

1. Login to your CRA online Account: [CRA My Business Account Login](#)

Don't have a CRA My Account yet? Follow links for information:

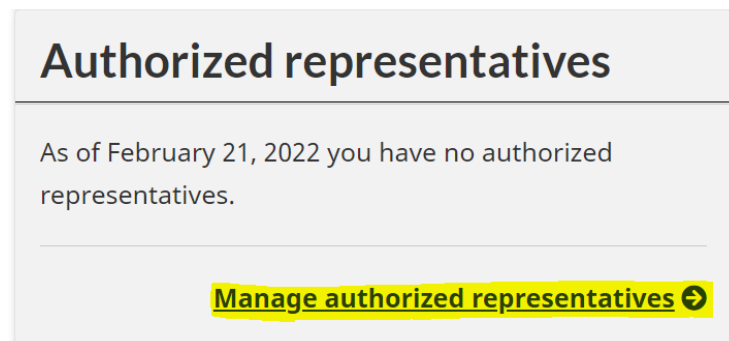
- [How to Register for My Business Account](#)
- [Registration process FAQ](#)

Can't get access right away? Contact [Julianna](#) for other **Rep Authorization options**.

2. Once on the main “Overview” page, click on the “Profile” icon in the top right corner of the page.



3. In the Authorized Representatives Tile on the top right of your Business Profile, click “Manage Authorized Representatives”



4. Click on “Authorize a Representative”



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

Sign out

My Business Account

Authorized representatives

Authorize a
representative

View transactions

Authorized representatives

Business number [REDACTED]

Business name [REDACTED]

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 REP ID: “X85KC25” in the required field and click “Next”.



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

Sign out

My Business Account

Authorize representative

Authorized
representatives

View transactions

Authorize representative

Business number [REDACTED]

Business name [REDACTED]

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

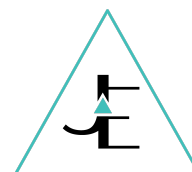
This representative will have access to all tax years since this online service does not give you the option to specify a year.

* RepID, GroupID, or BN (required) ?

X85KC25

Previous

Next



6. Choose Level of Authorization: “Update and view (level 2)”, leave the Expiry Date blank, and “All Accounts” click “Next.”

Note: You may wish to set an expiry date, you will simply need to repeat this process if you choose to continue using *JE Tax & Bookkeeping’s* preparation services after the set expiry date.



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

Sign out

My Business Account

Authorize representative – Enter information

Authorized representatives

Authorize a representative

View transactions

Authorize representative – Enter information

Business number [REDACTED]

Business name [REDACTED]

RepID X85KC25

Representative name JULIANNA G ERIKSSON

* Level of authorization for this representative (required) ?

☐ View only (level 1)

☒ Update and view (level 2)

☐ Delegate authority, update and view (level 3)

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
☒	All accounts
☐	All RT GST/Harmonized Sales Tax accounts
☐	RT0001

Previous

Next



7. Review and confirm all information, check the required box, and click “Next”



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

Sign out

My Business Account

Review authorized
representative

Authorized
representatives

Authorize a
representative

View transactions

Review authorized representative

Business number

Business name

RepID

X85KC25

Representative name

JULIANNA G ERIKSSON

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.

Previous

Submit

8. Once you receive the confirmation as seen below, you are done and ready to go! Thank you for completing this authorization – it will allow *JE Tax & Bookkeeping* to complete your GST Return and assist you if any questions arise regarding your CRA My Business Account.



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

Sign out

My Business Account

Authorize representative –
confirmation

Authorized
representatives

Authorize a
representative

View transactions

Authorize representative – confirmation

Business number

Business name

RepID

X85KC25

Representative name

JULIANNA G ERIKSSON

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

Print

