

CRA Access Guide

Grant Rhonda S. Cockwill Professional Corp Access to Your CRA Account



Granting us CRA authorization allows us:

- Communicate directly with the CRA on your behalf
- Access your tax information securely
- Review Notices of Assessments
- Resolve CRA issues more efficiently
- Save you time and unnecessary paperwork

Step 1 - Sign in to CRA

Visit www.canada.ca/my-cra-account and sign in using:

- Your online banking (Sign-In Partner)
- CRA User ID and Password

If you do not already have a CRA account, follow the prompts to create one.

Step 2 - Business Owners ONLY

If you have a Business Number (BN):

- Select **Add Account**
- Choose **Business Account**
- Enter your **Business Number**

Step 3 - Add our Firm

After signing in:

Profile - **Authorized Representatives**

Add

Enter Business Number (BN): 848996831

Step 4 - Grant Access

Choose:

All Accounts

Level 2 Authorization

Does Not Expire

Click: **Submit**

Step 5- Let Us Know

Once completed, please send us a quick email or call our office so we can verify that authorization has been received.

Email: admin@rcockwillcga.com

Office: 403-851-2002