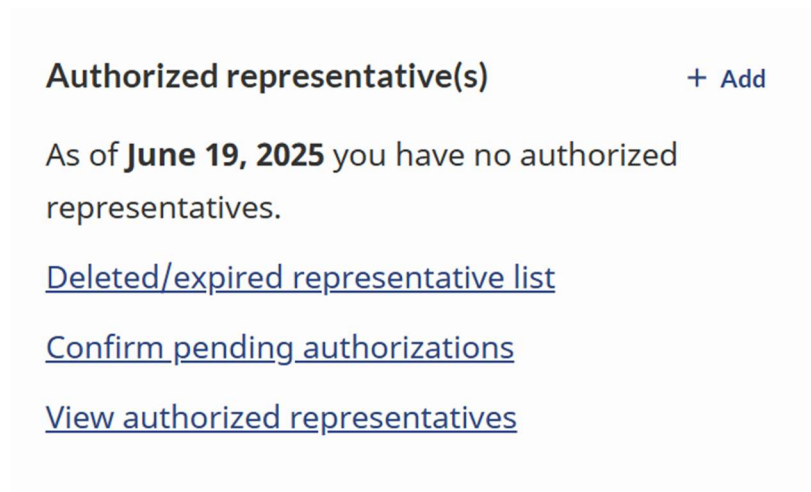


How to Authorize us as your CRA Representative

1. Log in to your CRA account.
2. Go to your profile.
3. Find the **Authorized Representative(s)** section and select **+Add**.



4. Enter our Business Number (BN): **Please request this from our office manager.**
5. Under **Select Authorization Details**, choose the following options.
 - Authorization level: **Level 2** – Allow your representative access to information and to make certain account changes
 - Online Access: **Yes**
 - Expiry date: **Does not expire**
6. Confirm that the information is correct and submit your authorization.

