CRA guide

How to authorize Masterpeace Bookkeeping on CRA My Business Account

Link your business to your CRA account, then authorize us so we can file for your corporation or self-employed business.

Note: You need a personal CRA My Account first. If you don't have one, follow our guide "How to create your CRA My Account", available on our Resources page.

Part 1: Sign in to CRA My Account

1. Go to the CRA sign-in page: canada.ca/en/revenue-agency/services/e-services/cra-login-services.html
2. Scroll down to **Sign in to your CRA account** and select **CRA user ID and password.**
3. Enter your user ID and password, then select **Sign in.**

Important: If you forgot your user ID or password, you will need to re-register for a CRA My Account.

Part 2: Register your business account

4. Select **+ Add account**, then **Business account**, then **Business Registration Online**.
5. Scroll down the disclaimer and select **I agree.**
6. Enter your phone information (location, device type, area code and number), then select **Next.**
7. Select **I already have a business number**.
8. Enter your corporation's business number (BN). Select **Business - Corporation**, or **Business - Sole Proprietorship** if you are self-employed, then select **Next.**

Note: Your BN is on your incorporation documents or in your business registration confirmation email.

9. For a provincial corporation, enter the legal name exactly as it appears on your official documents. For a federal corporation, choose the jurisdiction that matches the address on your documents, then enter the certificate number.

> **Note:** A provincial corporation's certificate number is its registry number. A federal corporation's certificate number is its corporation key, shown on the Corporation Information Sheet.

10. Enter each owner's name exactly as it appears on their legal documents (such as a tax return or driver's licence), with their SIN and no spaces. Repeat for every owner.

11. Enter the business postal code exactly as it appears on your incorporation documents, with no spaces, then select **Next**.

> **Important:** If you see an error, call the CRA at 1-800-959-5525. Give the agent your corporation details and ask them to link your corporation to your personal CRA My Account.

12. Check that the screen confirms your BN matches your information, then select **Next**.

13. On the **Register accounts with CRA** page, scroll to the bottom and select **Finished registering accounts with CRA for this business**.

14. Select **Finished**, then **Exit**. Your business account is now linked to your personal account.

Part 3: Add your business number and authorize us

15. Sign in to CRA My Account again. Select **+ Add account**, then **Business account**, then **Add business number**.

16. Enter your corporation's BN and select **Submit**.

> **Note:** If the page asks for more details, your corporation isn't linked yet. Call the CRA at 1-800-959-5525 and ask them to link it to your personal account, then repeat this step.

17. Go to **All accounts**. Your company name should appear. If it doesn't, sign out, sign in again and check again.

18. Select your corporation's name and find its BN. If you have more than one corporation, select the BN you want to authorize.

19. Select **Profile**, scroll down to **Authorized representatives** and select **+ Add**.

20. Select **Start**.

21. Enter our business number **[your 9-digit business number]** and select **Search**. Check that **Masterpeace Bookkeeping** appears, then select **Next**.
22. Select **All accounts** as the areas of authorization, then select **Next**.
23. Select **Level 2** as the authorization level.
24. Check **Does not expire** for the expiry date, then select **Next**.
25. Check the confirmation box, then select **Submit**.
26. Select **Return to authorized representatives**.
27. Check that **Masterpeace Bookkeeping** appears in your list of authorized representatives. You're done.

Note: Need help? Email us at info@masterpeacebookkeeping.ca and our team will walk you through it.