CRA guide

How to authorize Masterpeace Bookkeeping on your CRA My Account

Authorizing us lets us file your return accurately and see your CRA benefits. It takes about five minutes.

Note: You need a 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.

Sign in

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.

Add us as your representative

4. Select your personal account (the one listed under your name).
5. In the menu on the left, select **Profile**.
6. Scroll down to **Authorized representatives** and select **+ Add**.
7. Select **Start**.
8. Enter our business number **[your 9-digit business number]** and select **Search**. Check that the name shown is **Masterpeace Bookkeeping**.
9. Select **Next**.
10. Set the authorization level to **Level 2**.
11. Select **Yes** for online access.

12. For the expiry date, check **Does not expire**, then select **Next**.
13. Check the confirmation box, then select **Submit**.
14. When the confirmation message appears, select **Return to authorized representatives**.
15. Check that **Masterpeace Bookkeeping** now 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.