

How to Setup a CRA My Business Account

You tube instructional video:

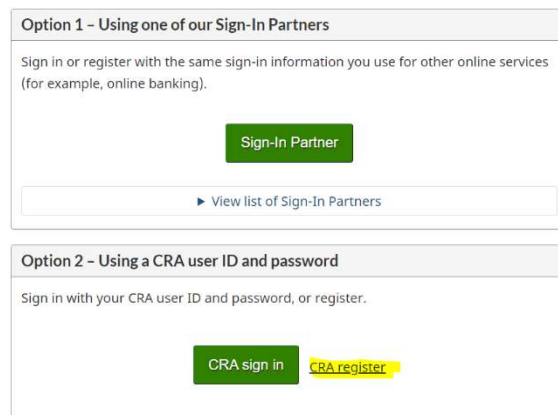
https://youtu.be/6o6w4yUZnNs?si=GG5v__iz4iSlpN-D

Step by Step Instructions:

1. Go to this website:

<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html>

2. From there you will click on "CRA register" (See below)



The screenshot shows two options for signing in or registering:

- Option 1 - Using one of our Sign-In Partners**
Sign in or register with the same sign-in information you use for other online services (for example, online banking).
A green button labeled "Sign-In Partner" is visible.
Below the button is a link: "▶ View list of Sign-In Partners".
- Option 2 - Using a CRA user ID and password**
Sign in with your CRA user ID and password, or register.
Two buttons are visible: "CRA sign in" (green) and "CRA register" (yellow).

3. To validate your identity, enter your social insurance number.
4. Next, enter your postal code or zip code, date of birth, and an amount you entered on one of your income tax and benefit returns from the current tax year, or the previous one. (**have Notice of Assessments available for this**)
5. Then select a delivery method for a CRA security code (**better to select via mail**), which is required to gain full access to My Business Account. **If you select email then you will have to contact CRA to get your access code.**

6. Depending on the delivery method you have chosen, you will be asked to confirm your current postal code or zip code, or enter your email address.
7. The next step will be to create a CRA user ID and password.
8. Then, select and answer five security questions. Save these questions & answers in a secure place as you will need them for future access.
9. Review and agree to the terms and conditions of use by entering your password and selecting "I agree".
10. If you have chosen to have a CRA security code issued via email, you will now be asked to contact the CRA. If you chose to receive the code via mail it will take about 10 business days to receive.
11. Registration is now complete until you receive your code.
12. **Once you receive your code log in**

Option 2 - Using a CRA user ID and password

Sign in with your CRA user ID and password, or register.

[CRA sign in](#) [CRA register](#)

13. Enter the security code
14. Review and agree to the My Business Account terms and conditions of use.
15. Then provide your CRA Business number (9 digits)
16. You will now have full access to My Business Account

If you have multiple businesses and would like to add them all to this CRA my business account follow steps below:

1. Go to Profile



2. Under Business Number(s) in your Profile – click Manage Business number(s) in your profile



3. Click Add a Business
4. Enter new Business Number & click Add

Manage profile - add BN to profile

+ Business number (9 digits) (required)

A screenshot of the 'Add' button on the 'Manage profile - add BN to profile' page. The button is yellow with the word 'Add' in black. A mouse cursor is pointing at the button. Above the button is a redacted business number field.

Screen ID: MBA-06

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5. If the business number was set up with no SIN number attached you will get an error message and the client will have to call CRA to link their SIN with the company – once CRA has added the SIN to the corp then it can be added to your My business account.
6. Repeat steps to add all business numbers to your CRA My business account.