

The following is a detailed walkthrough of the method by which you may set up your CRA accounts as of March of 2025.

If you have any issues with the process, please do not hesitate to reach out to our helpful administrative staff. They will be happy to assist you in the process.

1. Go to: <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>

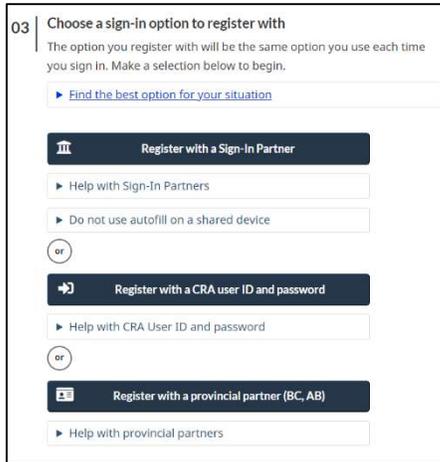
The page will look like this (fig. 1).

2. Choose the link that says “Register for a CRA Account”

3. You will be taken to this page (fig. 2), which will tell you what information you will need. The information is the same regardless of whether you register a business account or an individual account, being your SIN, birth date, and amounts from your most recent tax return. As shown in fig. 2, select the Green “Register Now” button

NOTE: As of 2025, all accounts are unified under a single login. As such, you must set up your personal MyAccount before linking your business.

4. Scroll down and select the method you would like to use to sign in (fig 3). A sign-in



partner will allow you to use your online banking information, which can be convenient. For security, we recommend using the CRA user ID & password option. The third option, to use a provincial partner, is only available to residents of Alberta and British Columbia.

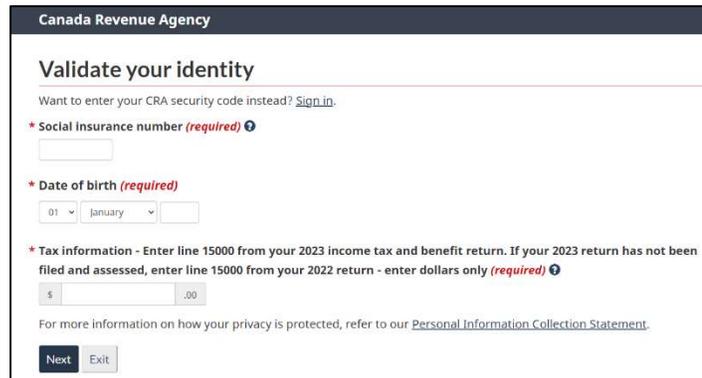
5. You will be asked to fill in some information on the next page (fig. 4) to validate your identity.

6. Once Step 5 is completed, you will be asked to create your username and password, as well as setting your security questions. Write these down

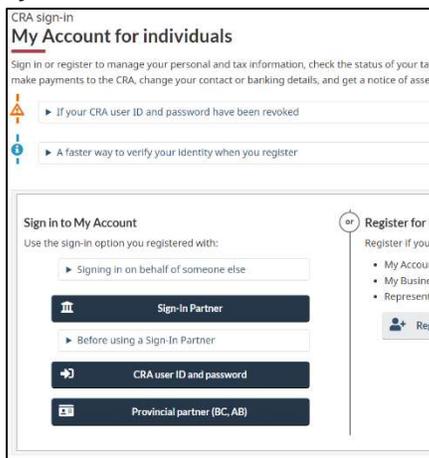
and keep them in a secure place.

7. At this point, you will be given two options to verify your identity.

- a. As of the summer of 2024, you may instantly verify your identity if you have a tablet or smartphone. The CRA has developed an authenticator application which you will need to download to complete this process for the immediate access.
- b. The traditional approach to the process is to have the CRA



send a verification code in the mail. The service standard for this code to arrive at your home address is 10 business days.



8. To enter the security code, whether received via mail or through the app, you will have to go to the CRA Log In page (fig. 5), which can be accessed via the link in Step 1 of this walkthrough. You will sign in using the credentials you set in Step 6, at which point you will be prompted for your security code.

9. You should now have access to your CRA accounts.

Notes

- If you are a newly incorporated business owner, the CRA may not yet have your personal information linked to your business account. If you find you are unable to log in via My Business Account, you will have to call the CRA Business Inquiries line at 1-800-959-5525 to have them associate your individual SIN with your corporation.
- To log into your business account for the first time, you will need your business number in hand, as well as information from a recent return. Please refer to attachment “2. Adding Business Numbers to your CRA Account” for specifics on the process.