

To add a representative (like an accountant, family member, or friend) to your CRA My Account, you can follow these steps.

Please note that as of **July 15, 2025**, the CRA updated its security rules. In most cases, you must now manually add your representative or confirm a pending request they sent you through your own portal.

## Before You Start

You will need our info below:

- **Level Authorization: 2**
  - **GroupID:** For a group of people in a firm. **G**
  - **Business Number (BN):** For an entire accounting firm. **859345936**
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## Step-by-Step Instructions

### Method 1: Manually Adding a Representative

Use this method if your representative has given you their ID and you want to grant them access immediately.

- **Sign In:** Go to the [CRA My Account](#) login page and sign in using your Sign-In Partner (bank) or CRA User ID.
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- **Access Profile:** Once logged in, click on the "**Profile**" tab located in the left-hand navigation menu.
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- **Find Representative Section:** Scroll down to the "**Authorized representative(s)**" section and click on "+ Add"
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- **Enter ID:** Enter the **RepID**, **GroupID**, or **Business Number** provided by your representative. Click "**Search**" to verify their name appears correctly.
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- **Set Access Level:**
  - **Level 2 (Update and View):** They can make changes (like address updates) and talk to the CRA on your behalf.
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  - **Online Access:** Select "**Yes**" so they can use the online portal.
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- **Review and Submit:** Check the box to confirm you authorize the CRA to deal with this person/firm and click "**Submit**."

