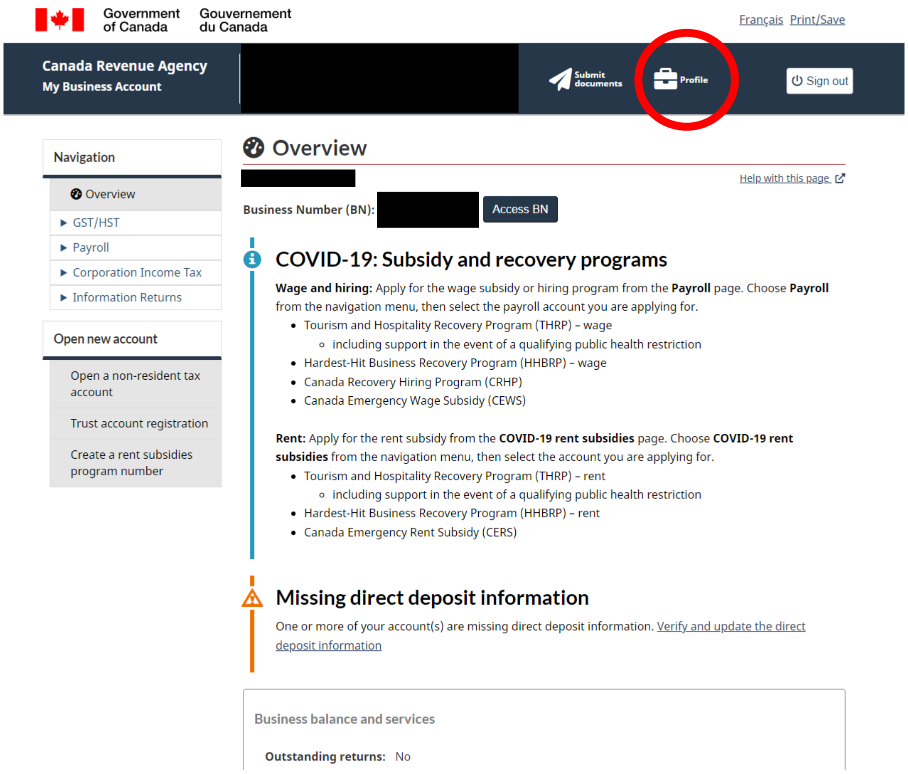
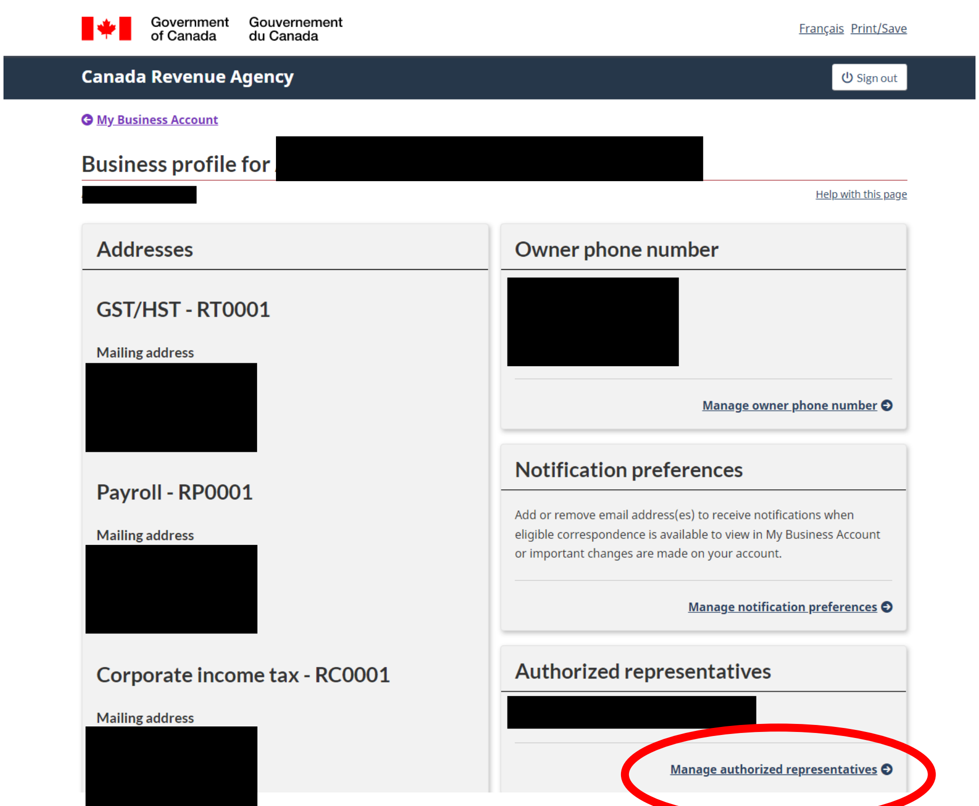
Step 1: Sign in to your “My Business Account” and click on “Profile”



Step 2: Click on “Manage Authorized Representatives”



Step 3: Click on “Confirm Pending Authorizations”

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Canada Revenue Agency

Sign out

- My Business Account
- Authorized representatives
  - Authorize a representative
  - View transactions

Authorized representatives

Business number
Business name
[redacted]

Authorize a new representative

To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.

Authorize a representative | Confirm pending authorizations

Authorized representatives

(To view, add, or cancel authorization for a representative, select the representative.)

Representative	Access
[redacted]	Online / Offline

Screen ID: B-KL-MAR-01

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