

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

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Canada Revenue Agency My Business Account Submit documents Profile Sign out

Navigation

- Overview
- GST/HST
- Payroll
- Corporation Income Tax
- Information Returns

Open new account

- Open a non-resident tax account
- Trust account registration
- Create a rent subsidies program number

Overview

Business Number (BN): [Redacted] [Access BN](#)

COVID-19: Subsidy and recovery programs

Wage and hiring: Apply for the wage subsidy or hiring program from the **Payroll** page. Choose **Payroll** from the navigation menu, then select the payroll account you are applying for.

- Tourism and Hospitality Recovery Program (THRP) - wage
 - including support in the event of a qualifying public health restriction
- Hardest-Hit Business Recovery Program (HHBRP) - wage
- Canada Recovery Hiring Program (CRHP)
- Canada Emergency Wage Subsidy (CEWS)

Rent: Apply for the rent subsidy from the **COVID-19 rent subsidies** page. Choose **COVID-19 rent subsidies** from the navigation menu, then select the account you are applying for.

- Tourism and Hospitality Recovery Program (THRP) - rent
 - including support in the event of a qualifying public health restriction
- Hardest-Hit Business Recovery Program (HHBRP) - rent
- Canada Emergency Rent Subsidy (CERS)

Missing direct deposit information

One or more of your account(s) are missing direct deposit information. [Verify and update the direct deposit information](#)

Business balance and services

Outstanding returns: No

Step 2: Click on “Manage Authorized Representatives”

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My Business Account

Business profile for [Redacted]

Help with this page

<h4>Addresses</h4> <p>GST/HST - RT0001</p> <p>Mailing address</p> <p>[Redacted]</p> <p>Payroll - RP0001</p> <p>Mailing address</p> <p>[Redacted]</p> <p>Corporate income tax - RC0001</p> <p>Mailing address</p> <p>[Redacted]</p>	<h4>Owner phone number</h4> <p>[Redacted]</p> <p>Manage owner phone number</p> <h4>Notification preferences</h4> <p>Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.</p> <p>Manage notification preferences</p> <h4>Authorized representatives</h4> <p>[Redacted]</p> <p>Manage authorized representatives</p>
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Step 3: Click on “Confirm Pending Authorizations”



My Business Account

Authorized representatives

Authorize a representative

View transactions

Authorized representatives

Business number [REDACTED]

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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