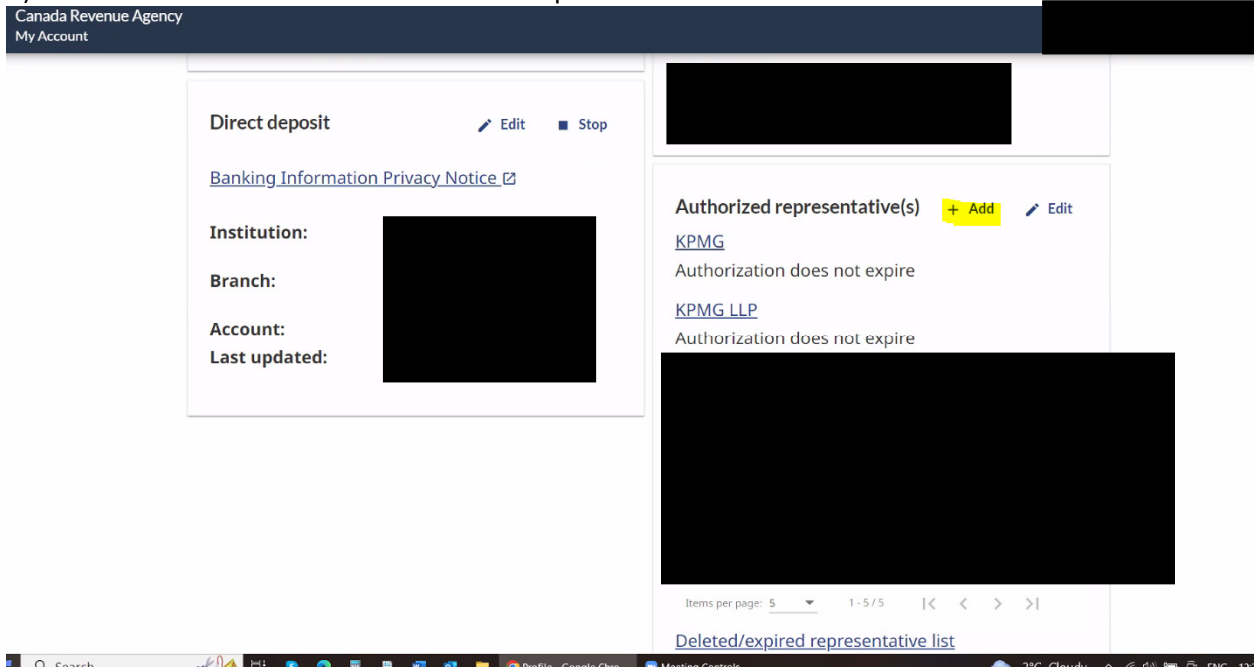


**CRA Steps to give access to authorized representatives:**

- 1) Log into the CRA my account or CR my business account
- 2) Click on "Profile"
- 3) Click on "Authorized representatives"
- 4) Add authorized representative by adding our BN# 810850966
- 5) Provide Level 2 access
- 6) Provide Online access
- 7) Submit

**A) Click on Profile and scroll to Authorized representatives**



B) Click on "Start"

Canada Revenue Agency  
My Account

## Authorize a representative ?

**1 Before you begin**

This authorization allows your representative to deal with the CRA by internet, by telephone, in person, or in writing.

Your representative will have access to all tax years as our online service does not yet have a year-specific option.

**Start**

**1 Enter representative information**

**2 Enter representative authorization**

**3 Review and submit**

C) Enter our BN# 810850966 and Press Search

Canada Revenue Agency  
My Account

## Authorize a representative ?

Before you begin

**1 Enter representative information**

**Fields marked with an asterisk ( \* ) are required.**

To authorize a representative to deal with the CRA on your behalf enter:

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

**Search**

[Back](#) [Next](#)

D) Following should be showing “Capex Accounting CPA Professional Corporation”

Canada Revenue Agency  
My Account

1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

810850966 [Edit](#)

The following representative has been identified:

**Capex Accounting CPA Professional Corporation**

**BN: 810850966**

Phone number: 416-903-4040

Fax number:

E) Choose Level 2 (This let’s us speak to the CRA on behalf of you. We need this level of access to represent you.

Canada Revenue Agency  
My Account

2 Enter representative authorization

Fields marked with an asterisk ( \* ) are required.

\* Authorization level [?](#)

Level 1 - Allow the CRA to disclose information to your representative about your account

Level 2 - Allow the CRA to disclose information to your representative and make changes to your account

\* Online access

Yes

No

Expiry date (optional)  
If no expiry date is selected, the authorization will be valid indefinitely

[Back](#) [Next](#)

F) We need Online access as well. So please choose that option and the bottom is how it should up

Canada Revenue Agency  
My Account

5 Review and submit

Fields marked with an asterisk ( \* ) are required.

The following representative will be authorized:

Representative information	
Name:	Capex Accounting CPA Professional Corporation
BN:	Capex Accounting CPA Professional Corporation
Phone number:	416-903-4040
Fax number:	

Representative authorization	
Authorization level:	2
Online access:	Yes
Tax years:	All
Expiry date:	Does not expire

\* Confirmation

I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.


Back Submit

G) Send us the below confirmation via email so we know we have access now.

## Authorize a representative - Confirmation

As of December 14, 2022

Print/Save

 **Success**  
You have successfully **authorized** a new representative: **Capex Accounting CPA Professional Corporation**

You have authorized the following representative:

Capex Accounting CPA Professional Corporation	
BN:	Capex Accounting CPA Professional Corporation
Phone number:	416-903-4040
Fax number:	
Authorization level:	2
Online access:	Yes
Tax years:	All
Expiry date:	Does not expire