**To Access My Business Account:**

Access My Business Account through the CRA website at the following address:

https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html

Scroll down the page and select “Register for a CRA Account”

Scroll down to “CRA user ID and password” and then you will then be prompted with the following questions:

*Please note the registered owner of the business needs to be the one who creates the My Business Profile.

**Step 1 – Provide personal information**

- Enter your social insurance number.
- Enter your date of birth.
- Enter your current postal code or ZIP code.
- Enter an amount you entered on one of your income tax and benefit returns. Have a copy of your returns handy. (The line amount requested will vary. It could be from the current tax year or the previous one.) To register, a return for one of these two years must have been filed and assessed.
- Create a CRA user ID and password.
- Create your security questions and answers. You can also decide if you want a persistent cookie added to your computer, so that you can access CRA sign-in services using that same computer later without being asked for more identification.
- Enter your business number.

**Step 2 – Enter the CRA security code**

To access your account, return to My Business Account, select "CRA sign in," and enter your CRA user ID and password. When prompted, enter your CRA security code.

You can also sign into CRA sign-in services with a **Sign-in Partner**. This option lets you sign in with a user ID and password that you may already have, such as for online banking. For more information, see Sign-in Partners Help and FAQs.

Once you have completed the steps above, the CRA will issue you a CRA security code. The CRA code can either be sent by mail if your address with the CRA is up to date or the code can be issued using an alternate format.

**Allowing Belliveau Veinotte Inc. Access:**

Once you are log into your CRA Business account, if we have requested it, there should be a notification for you to authorize Belliveau Veinotte Inc. to your CRA account.

If not, on the right hand side under related services there is a tab for authorize representative. You are able to authorize us as the representative using our business number 883225328.

Note: Please give us **Level 2 access** to with no expiry date on our authorization.