



LNMAccounting Solutions

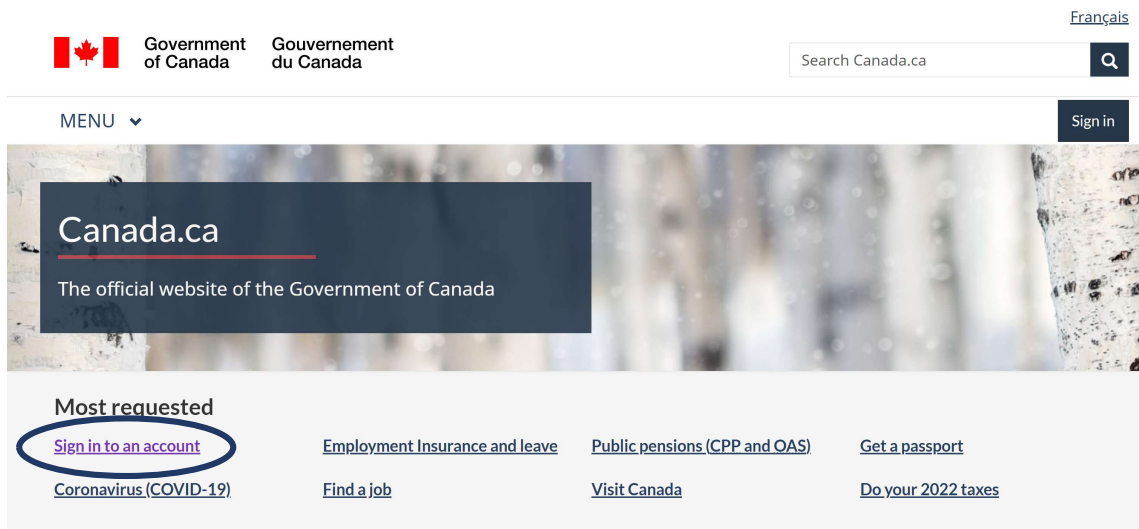
Your Small Business Finance Department

How to Authorize a Business Representative

1. Go to <https://www.canada.ca> and choose your language.



2. Choose "Sign in to an account".





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Your Small Business Finance Department

3. Select "My Business Account"

Most requested

Canada Revenue Agency

- [Sign-in to your CRA account](#)

Includes:

CRA My Account

Personal taxes, tax credits, Canada Child Benefit (CCB)

CRA My Business Account

Business taxes, payroll, GST/HST

Represent a Client or family

4. Sign into your account using one of the options below. Using your ID and password.

Sign in to your CRA account
Sign in with your existing credential:

▸ Before you sign in

Sign-In Partner

CRA user ID and password

Provincial partner (BC, AB)

or

Register for a CRA account

Register for a CRA account

Sign-In Partner

Allows you to sign in through your bank using your online banking details. (see below for a list of banks)

Or sign in using your CRA log in details.

Or, if this is your first time, click CRA Register



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Here is a list of Sign in Partners

Government Sign-In by Verified.Me® is now Interac® sign-in service
For you, nothing changes. You can continue to rely on the same secure sign in service with the financial institution that you've used for many years.

Select a Sign-in Partner
By using the Interac® sign-in service to select a Sign-in Partner, you are agreeing to the [Terms and Conditions](#) and [Privacy Notice](#) of the Interac® sign-in service.

Or sign in using your CRA log in details.

CRA Sign in

* **User ID (required)**

[Forgot your user ID?](#)

* **Password (required)**

[Forgot your password?](#)

For more information on how your private

[Register](#) if you are a new user.

To [revoke or change your CRA user ID](#) or sign in.

5. Once you log in, you can see all your company information. Click Profile.



Government of Canada

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Canada Revenue Agency
My Business Account

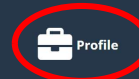
BN: [redacted]



Mail



Submit documents



Profile

Navigation

Overview

[GST/HST](#)

[Corporation Income Tax](#)

[Information Returns](#)

Open new account

[Open a non-resident tax account](#)

[Trust account registration](#)

[Create a rent subsidies program number](#)

Overview

As of February 14, 2023

[Help with this page](#)

Business Number (BN): [redacted]



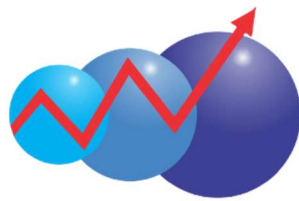
Missing direct deposit information

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: Yes

Total amount owing: \$0.00 [Important information](#)



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6. Scroll down and Click on "Manage Authorized Representatives".

Authorized representatives

As of February 14, 2023 you have no authorized representatives.

[Manage authorized representatives](#) →

7. Click "Authorize a Representative".



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Canada Revenue Agency

Sign out

My Business Account

Authorized representatives

Authorize a
representative

View transactions

Authorized representatives

Business number [REDACTED]

Business name [REDACTED]

Authorize a new representative

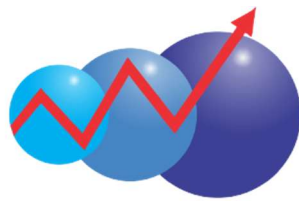
To authorize a representative select the button below.

- 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 ?



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8. Enter our Rep Group ID – “GY352B” and click next



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Canada Revenue Agency

Sign out

My Business Account

Authorize representative

Authorized
representatives

View transactions

Authorize representative

Business number

██████████

Business name

████████████████████████████████████████

You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does not give you the option to specify a year.

* RepID, GroupID, or BN (required) ?

GY352B

Previous

Next



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9. Choose “update and view level 2” and select “all accounts”.

Authorize representative – Enter information

Business number 754492072

Business name 11817957 CANADA LIMITED

GroupID GY352B

Group name LNM Accounting solutions

* Level of authorization for this representative (required) ?

- View only (level 1)
- Update and view (level 2)

Expiry date

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

yyyy-mm-dd

* Accounts this representative will be authorized to access (select one or more) (required)

Select	Accounts
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts
<input type="checkbox"/>	RT0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

Previous

Next

10. Click “Next”



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Review authorized representative

Business number [REDACTED]
Business name [REDACTED]
GroupID GY352B
Group name LNM Accounting solutions

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

*** Confirmation (required)**

I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf.

Previous

Submit

11. Click "Confirm" and "Submit".

12. LNM Accounting Solutions is now your CRA Representative.

Authorized representatives

LNM Accounting solutions

[Manage authorized representatives](#) ➔