






Setting up *My Business Account* with the Canada Revenue Agency

My Business Account is an online portal that allows business owners to interact with Canada Revenue Agency (CwRA) across different business accounts. Get real-time information and make transactions that can be processed immediately. Services for business owners include; filing GST/HST (except for GST/HST accounts administered by Revenu Québec), payroll, and corporation income tax.

What you'll need to get set up

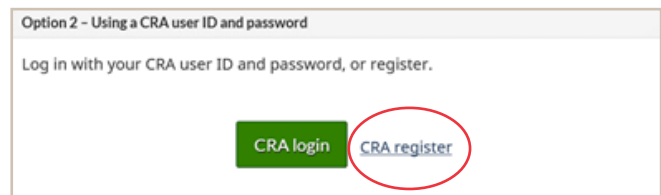
When setting up *My Business Account* with the CRA, you'll need to provide the following personal information:

-  your social insurance number;
-  your date of birth;
-  your current postal code or ZIP code;
-  an amount you entered on your income tax and benefit return, so have your personal income tax return on-hand (the line requested will vary and it could be from the current tax year or the previous one); and
-  your business telephone number.

Six steps to get started

To get started, visit the [My Business Account](#) page on the CRA's website and follow the steps outlined below.

- 1 Scroll down to Option 2 and click on **CRA register** as circled below.



- 2 You'll then be guided through a series of questions and prompted to input the information as noted above to create your **User ID** and **Password**.
- 3 You'll then be prompted to create your security questions and answers. You can also decide if you want a persistent cookie added to your computer, so you can access CRA Login Services using that same computer later without being asked for more identification.
- 4 Now you'll be prompted to enter your business number.
- 5 Once you've completed the login process, you'll be provided a security code via mail. This will take approximately 10 business days to receive. Note that the CRA security code has an indicated expiry date. Follow the provided instructions before the code expires, or you'll have to contact the CRA to have a new CRA security code issued to you.



- 6 Once you've received your security code, you can then access your account by returning to *My Business Account*, select **CRA login** and enter your CRA User ID and Password. When prompted, enter your CRA security code.



We're here to help

We understand that you want to be agile and responsive as the situation unfolds. Having access to experts, insights and accurate information as quickly as possible is critical—but your resources may be stretched at this time.

We're here to support you as you navigate through the impacts of coronavirus on your business and your investments.

Grant Thornton LLP wants to caution that these rules are still new and continue to evolve as the government continues to re-evaluate the economic impact caused by the COVID-19 pandemic. We may still see changes to these measures—as well as new measures—as the government attempts to address the issues that have been raised by us and the tax community. Therefore, any analysis included herein, reflects our knowledge as of the date and time of this email and may no longer be applicable if changes do occur and you should proceed with caution before making any decisions.

Visit our [COVID-19 Hub](#) for timely information and resources and connect with your [Grant Thornton advisor](#) to learn more.

