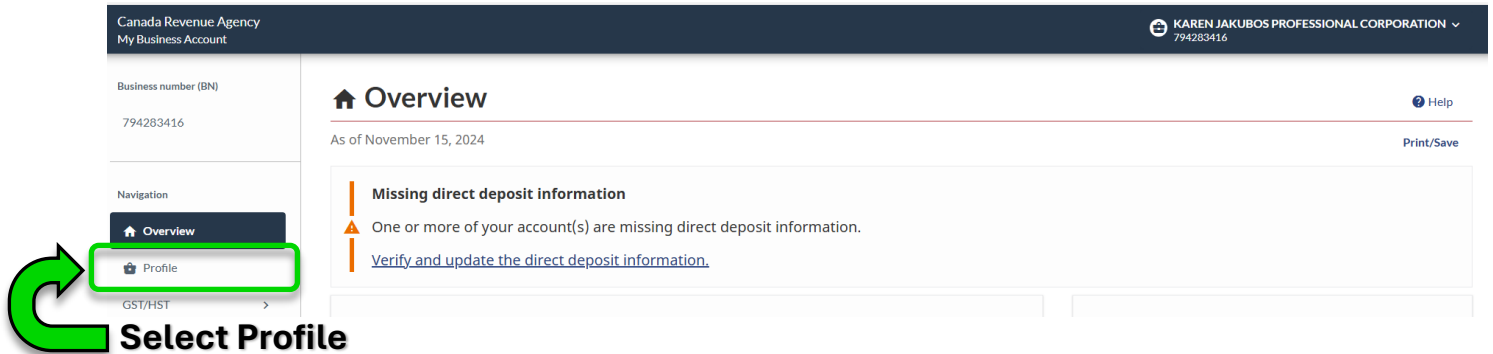


STEP 2

Authorizing a Representative for a Business Account

- A. Log in to your CRA Account using your CRA user ID and password.
- B. Click on the “Profile” link



The screenshot shows the CRA My Business Account interface. The top header includes the Canada Revenue Agency logo and the user's name, KAREN JAKUBOS PROFESSIONAL CORPORATION, with the business number 794283416. The left sidebar contains a navigation menu with links for Overview, Profile, and GST/HST. A green arrow points to the Profile link, which is highlighted with a green box. The main content area displays the Overview page, showing a message about missing direct deposit information and a link to verify and update the information.

Canada Revenue Agency
My Business Account

Business number (BN)
794283416

Navigation

- Overview
- Profile
- GST/HST

Overview

As of November 15, 2024

Missing direct deposit information

One or more of your account(s) are missing direct deposit information.

[Verify and update the direct deposit information.](#)

Help

Print/Save

Select Profile

- C. On the right-hand column, find “Authorized Representatives”
Click on “+ Add”



Profile for KAREN JAKUBOS PROFESSIONAL CORPORATION



Help

As of January 5, 2026

Print/Save

Addresses

GST/HST - RT0001

Mailing address

661 MOSLEY ST
WASAGA BEACH ON L9Z2H9
CANADA

Payroll - RP0001

Mailing address

661 MOSLEY ST
WASAGA BEACH ON L9Z2H9
CANADA

Corporate income tax - RC0001

Mailing address

661 MOSLEY ST
WASAGA BEACH ON L9Z2H9
CANADA

[Manage addresses](#)

Operating names

There are no operating names on file for this business.

[Manage operating names](#)

Phone numbers

KAREN JAKUBOS

705-322-2440

Effective: January 19, 2023

[Manage phone numbers](#)

Notification preferences

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.

[Manage notification preferences](#)

Direct deposit

[Banking Information Privacy Notice](#)

GST/HST - RT0001

Not set up.

Payroll - RP0001

Not set up.

Corporate income tax - RC0001

Not set up.

[Manage direct deposits](#)

Manage Mail for my Business

Use this service to manage your Canada Revenue Agency (CRA) business mail delivery method.

[Manage mail for my business](#)

Authorized representatives

As of January 5, 2026 you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

+ Add

← Click “+ Add”

Program account name

D. Click on “Start”

Authorize a representative

1 Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, 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.



Click Start

2 Enter representative information

3 Select areas for authorization

4 Select accounts for authorization

5 Select authorization details

6 Review and confirm

D. Enter Representative Information

- Enter the Business Number **794283416**

1 Enter representative information

Fields marked with an asterisk (*) are required.

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

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

* RepID, GroupID or BN



**Enter the Business Number – 794283416
and click Search**

F. The following should appear:

The following representative has been identified:

Representative information	
Name:	KAREN JAKUBOS PROFESSIONAL CORPORATION
BN:	794283416
Phone number:	705-322-2440

Back



Click Next

G. Select areas for authorization

- Choose “all accounts”, then next

2 Select areas for authorization

Fields marked with an asterisk (*) are required.

* Scope of authorization

Select what kind of access you wish to grant

☒ **All accounts**
Includes all current and any future accounts

☐ **Specific accounts**
Choose from current accounts

← **Select All Accounts**

Back

Next

← **Click Next**

H. Select authorization details

3 Select authorization details

Fields marked with an asterisk (*) are required.

* Authorization level

☐ Level 1 - Allow your representative access to information only.

☒ Level 2 - Allow your representative access to information and to make certain account changes.

> Level 1

Select Level 2

> Level 2

* Expiry date

YYYY - MM - DD

☒ Does not expire

Select this option

Back

Next

Click Next

I. Review and confirm

4 Review and confirm

Fields marked with an asterisk (*) are required.

The following representative will be authorized:

Representative information

Name: KAREN JAKUBOS PROFESSIONAL CORPORATION

BN: 794283416

Phone number: 705-322-2440

Representative authorization

Edit

Program account	Authorization level	Expiry date
All accounts	2	Does not expire

1 to 1 of 1 |< < > >|

* 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

Click Submit