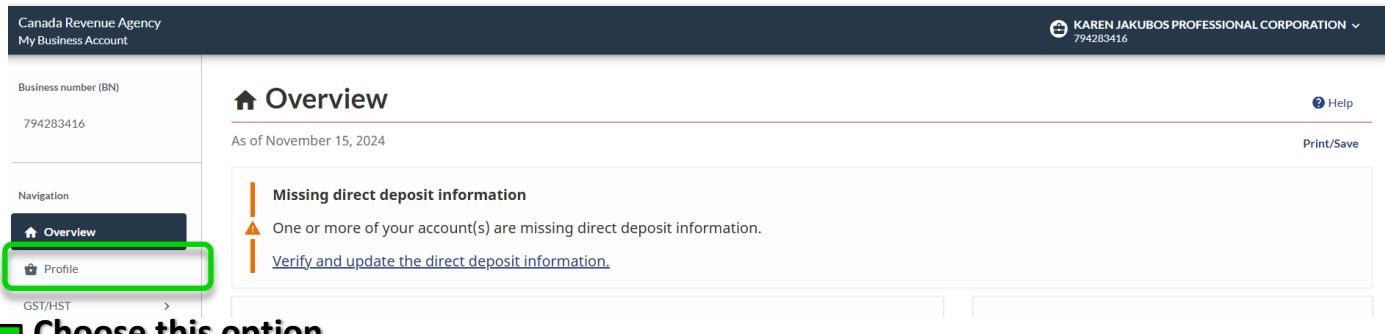


AUTHORIZING A REPRESENTATIVE IN YOUR CRA ACCOUNT

1. Log in to your CRA account using your CRA user ID and password.

2. Click on the “Profile” link



Canada Revenue Agency
My Business Account

KAREN JAKUBOS PROFESSIONAL CORPORATION ✓
794283416

Business number (BN)
794283416

Navigation

Overview

Profile

GST/HST

As of November 15, 2024

Print/Save

Help

Choose this option

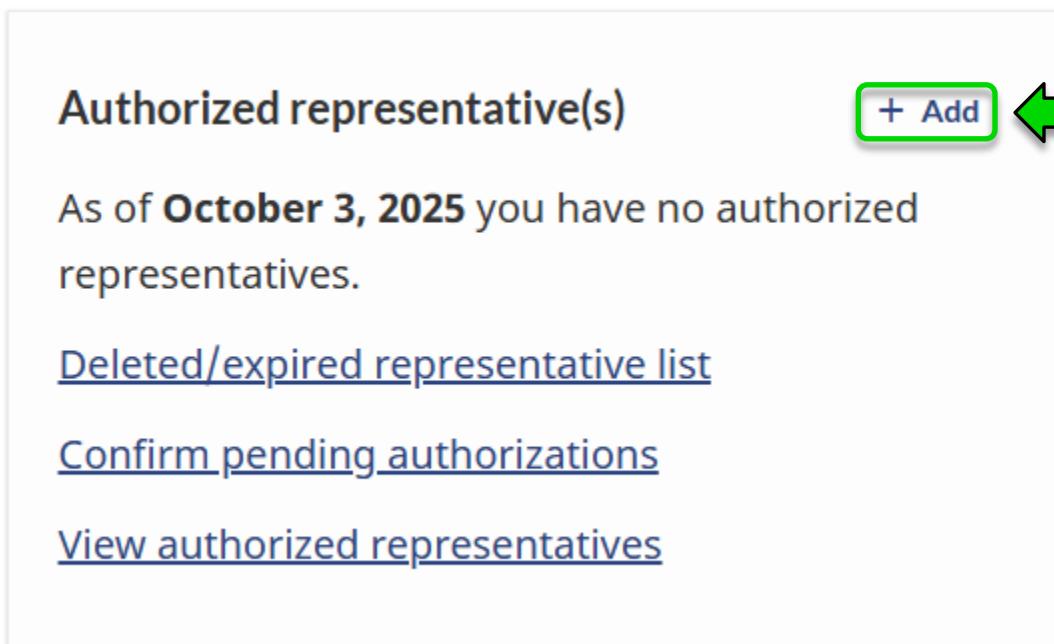
Missing direct deposit information

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

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

3. On the right-hand column, find “Authorized Representatives”

4. Click on the “+ Add” link.



Authorized representative(s)

+ Add

Choose this option

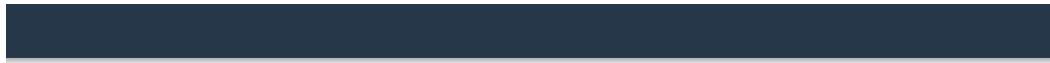
As of **October 3, 2025** you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

5. Click on the blue “Start” button.



Authorize a representative

[Help](#)

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.

Start

 **Choose this option**

1 Enter representative information

2 Select authorization details

3 Review and confirm

6. In the *RepID, GroupID, or BN (required) box, enter the Business Number **794283416**

Authorize a representative

1 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:

- **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**

7. The following information should appear, click Next

The following representative has been identified:

Representative information

Name: KAREN JAKUBOS PROFESSIONAL CORPORATION

BN: 794283416

Phone number: 7053222440

Fax number:

Back

Next



8. Fill in the following details

2 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

> Level 2

* Online access

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

Yes



No

* Expiry date

YYYY - MM - DD

Does not expire



Back

Next



9. Review the information that appears and fill confirmation and Submit

The following representative will be authorized:

Representative information

Name: KAREN JAKUBOS PROFESSIONAL CORPORATION

BN: 794283416

Phone number: 7053222440

Fax number:

Representative authorization

 [Edit](#)

Online access: Yes

Authorization level: 2

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

 **Choose this option**