

STEP 1

How To Register for CRA Sign-In Services

A. Click the following link:

<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/register-cra-sign-in-services.html>

B. Select “My Business Account”

Register for the CRA sign-in services

I want to register for:

My Account for individuals

My Business Account

Represent a Client

 **Choose this option**

Follow the steps below to register for **My Business Account**.

C. Gather your documents:

02 | Gather your documents

When you register, you will need **all** of the following:

- ✓ Your social insurance number (SIN)

▶ If you do not have a SIN

- ✓ Your date of birth
- ✓ Amounts you **reported** on your most recent tax return

▶ Which tax return you can use

- ✓ 9-digit business number
 - You cannot use a 10-digit Québec Enterprise Number (NEQ)

For faster access to the CRA sign-in services, you will also need a mobile device with a working camera and **one** of the following:

- Your Canadian passport
- Your Canadian driver's license
- Your provincial or territorial photo ID card

▼ [Have your documents ready before you begin](#)

During registration, your session will expire after 18 minutes of inactivity. Gather your documents before you begin to avoid your session timing out.

D. Choose a sign in option – we suggest a unique sign in for your CRA account, separate from your banking information.

03 | Choose a sign-in option to register with

The option you register with will be the same option you use each time you sign in. Make a selection below to begin.

▼ Find the best option for your situation

Learn more about the sign-in options:

✓ Sign-In Partner

This option lets you use the **same** banking sign-in information you use with other online financial accounts. You must already have an online account with one of our [Sign-In Partners](#)®.

✓ CRA user ID and password

This option lets you create a username and password that you use with the CRA sign-in services.

✗ GC Key

You **cannot** use GC Key to sign in to the CRA sign-in services. You can use GC Key with other Government of Canada departments and agencies.

▶ Your sign-in information is anonymous



Register with a Sign-In Partner

▶ [Help with Sign-In Partners](#)

▶ Do not use autofill on a shared device

or



Register with a CRA user ID and password

▶ [Help with CRA User ID and password](#)



We recommend this option

E. Verify your identity:

04 | Verify your identity



Canada Post strike: November 15, 2024

Canada Post is engaged in job action. This may result in interruptions to postal services across Canada. For details on how CRA services are impacted, please visit our [postal interruption page](#). We are monitoring the situation closely and will provide updates as needed.

Choose an option to verify your identity:

Submit a photo of yourself and your ID document

You can use the document verification service to verify your identity **immediately**.

Use a mobile device to take a real-time picture of yourself and an [accepted identification document](#)².

You must be 16 years of age or older to use this service.

or

Wait for your CRA security code

If you can't use the document verification service, a CRA security code will be sent to you by mail within **10 business days**.

We will send your CRA security code to the address we have on file. [Make sure your address is up to date](#).

You will need to select the same sign-in option you registered for and enter your CRA security code before it expires.

F. Multi Factor Authentication: The simplest process is to have a passcode sent to your phone

05 | Enroll in multi-factor authentication (MFA)

You will be required to enter a one-time passcode in addition to your password to sign in.

Choose an option to get your one-time passcode:

By phone

You will need to provide at least one cell or landline number so we can send you a one-time [passcode by phone](#)[®]. You must enter this number to access your CRA sign-in service.

or

With a passcode grid

The system will generate a unique [passcode grid](#)[®] that you will need to save or print. You will use this grid every time you access your CRA sign-in service.

Your passcode grid will expire after 18 months. Make sure you sign in and generate a new one before the expiry date.

or

With an authenticator app

You can use a third-party authenticator app to generate your time-based one-time passcode.

When prompted, use the app downloaded on your mobile or desktop device to either scan a QR code or manually enter the setup key provided by the CRA. The app can then be used to generate your one-time passcode.

G. Complete Identity Verification – walk through the instructions provided

06 | Complete your identity verification

Complete the verification option that you chose in step 4:

The document verification service

Follow the instructions to complete this process on your mobile device.

▶ Avoid losing your progress

or

CRA security code

After you receive your CRA security code in the mail, [sign in to My Business Account](#) and enter your code before it expires.

▶ Get a new CRA security code