

# STEP 3

## Authorizing a Representative in My Business Account

- A. Log in to My Business Account using your CRA user ID and password.
- B. 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

### 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

**Choose this option**

- C. On the right-hand column, find "Authorized Representatives"
- D. Click on the "Manage authorized representatives" link.

## Business profile for KAREN JAKUBOS PROFESSIONAL CORPORATION

As of March 8, 2023

[Help with this page](#)

### Addresses

GST/HST - RT0001

Mailing address

Payroll - RP0001

Mailing address

Corporate income tax - RC0001

Mailing address

**Choose this option**

[Manage addresses](#)

### Owner phone number

[Manage owner phone number](#)

### 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](#)

### Authorized representatives

As of March 8, 2023 you have no authorized representatives.

[Manage authorized representatives](#)

E. Click on the blue "Authorize a representative" button.

## Authorized representatives

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**Business number** 794283416

**Business name** KAREN JAKUBOS PROFESSIONAL CORPORATION

### 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

No representatives are currently authorized to deal with the Canada Revenue Agency (CRA) on behalf of the business.

**Choose this option**

F. In the \*RepID, GroupID, or BN (required) box, enter the Business Number [79428416](#)

## Authorize representative

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**Business number** 794283416

**Business name** KAREN JAKUBOS PROFESSIONAL CORPORATION

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) 

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G. Fill in the information circled in green, click Next

## Authorize representative – Enter information

Business number

Business name

Firm BN 794283416

Firm name KAREN JAKUBOS PROFESSIONAL CORPORATION

Level of authorization for this representative (required) ?

View only (level 1)

Update and view (level 2)

 **Choose this option**

Expiry date

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



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

Select	Accounts
<input type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RP Payroll Deductions accounts
<input type="checkbox"/>	RP0001
<input type="checkbox"/>	All RT GST/Harmonized Sales Tax accounts
<input type="checkbox"/>	RT0001

 **Choose this option**

H. When prompted, check I confirm ..., and click Submit

## Review authorized representative

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**Business number** 794283416

**Business name** KAREN JAKUBOS PROFESSIONAL CORPORATION

**Firm BN** 794283416

**Firm name** KAREN JAKUBOS PROFESSIONAL CORPORATION

### 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.

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Submit