

How to Create a CRA My Business Account

Step 1: Gather What You'll Need Before you start, make sure you have: - Your business number (BN) (9-digit number from CRA) - Your business name - Your SIN and postal code - Your account type(s) (e.g. GST/HST, Payroll, Corporation Income Tax) - Access to your email and phone number

Step 2: Go to the CRA My Business Account Page

1. Visit: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/business-registration/business-number-program-account/how-register.html>
2. Click the blue “CRA Register” button to start.

Step 3: Register for a CRA User ID and Password

1. Create a CRA User ID and password (or sign in through a banking partner if you prefer).
2. Set up security questions and answers.

Step 4: Enter Your Business Information

1. Enter your Business Number (BN).
2. Confirm your business type (e.g. GST/HST, Payroll, etc.).
3. Input required personal and business information (postal code, etc.).

Step 5: Wait for Your Security Code CRA will mail you a security code (this can take 5–10 business days). Once you receive it, log in again and enter the code to gain full access.

Step 6: You're In! Once verified, you can:

- View account balances
- File returns
- Make payments
- Update info and more

