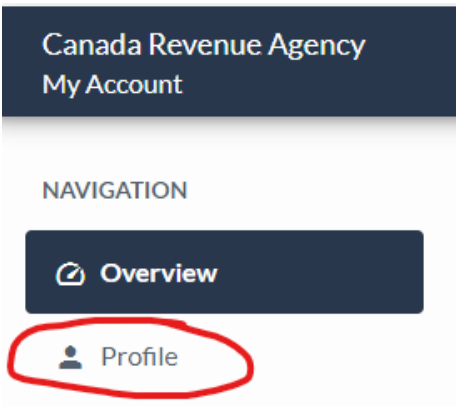


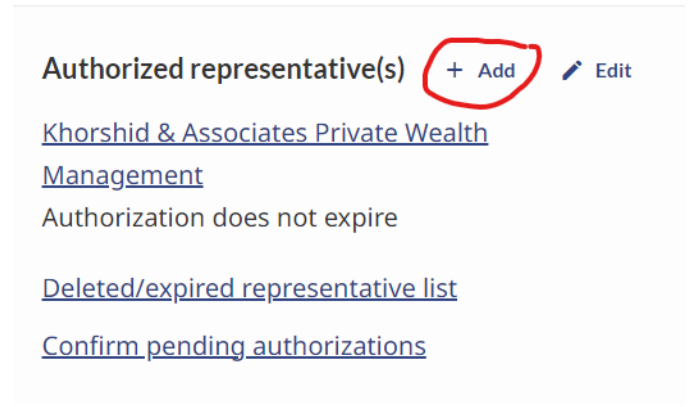
# CRA Authorization

How to Add through your My CRA Account

## 1. LOGIN and click Profile (left side)



## 2. Scroll to the bottom right side, click Add



## 3. Click Start

# Authorize a representative

[? Help](#)

### **i** Before you begin

This authorization allows your representative to deal with the CRA 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**

### **1** Enter representative information

### **2** Enter representative authorization

### **3** Review and submit

#### 4. Enter our ID: GW8PP3 and click Search

##### 1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

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

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

 Search

#### 5. Our practice will show, click next

##### 1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

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

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

 Edit

The following representative has been identified:

**Khorshid & Associates Private Wealth Management**

**GroupID:** GW8PP3

**Phone number:** 306-653-3685

**Fax number:**

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 Next

## 6. Select the choices as indicated below then click next

### 2 Enter representative authorization

Fields marked with an asterisk ( \* ) are required.

#### \* Authorization level



Level 1 - Allow the CRA to disclose information to your representative about your account.



Level 2 - Allow the CRA to disclose information to your representative and make changes to your account.

#### \* Online access



Yes



No

#### Expiry date (Optional)

If no expiry date is selected, the authorization will be valid indefinitely

YYYY - MM - DD 

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[Next](#)

## 7. Click the confirmation check box and click submit.

### 3 Review and submit

Fields marked with an asterisk ( \* ) are required.

The following representative will be authorized:

#### Representative information

Name: Khorshid & Associates Private Wealth Management

GroupID: GW8PP3

Phone number: 306-653-3685

Fax number:

#### Representative authorization

Authorization level: 1

Online access: Yes

Tax years: All

Expiry date: Does not expire

#### \* Confirmation

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.

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[Submit](#)

All Done! Let us know once you have submitted it. Thanks!