

CRA Business Account Registration:

Step 1 – Click on the link: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html>

Step 2 – Go to option 2 – Using a CRA user ID and Password and click on CRA register

Step 3 – Enter your social insurance number

Step 4 – Validate your identity and enter the following information:

- Postal code
- Date of birth
- Tax Information – Amount entered on Line XXXXX of your prior 2 years tax returns. Have a copy of your prior 2 years of tax returns handy.

Step 5 – Confirm your postal code, as CRA will send the security code by mail within 10 days.

Step 6 – Create CRA user ID and Password

Step 7 – Create your security questions and answers.

Step 8 – Enroll in mandatory multi-factor authentication by selecting your preferred method (telephone or passcode grid).

Step 9 – Enter your business number

Step 10 – Wait for 10 business days

Step 11 – After you have received the security code, go to <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html> and select "CRA sign in," (option 2) and enter your CRA user ID and password. When prompted, enter your CRA security code.

Now you should have access to the full suite of services available for your CRA Business Account.