Guide on How to Authorize T-Ledgers as your Representative in Your Business Account

1. Overview

1.1. Introduction and Scope

This guide has been developed to enable you to add T-Ledgers as your Representative in the online CRA Website for Business Accounts (Corporations) and Individual Accounts (Sole Proprietor/Individuals).

2. Instructions for Corporations

2.1. Process of Adding a Representative

a) Navigate to link: https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-businesses/business-account.html

b) Click on **"Profile"**:

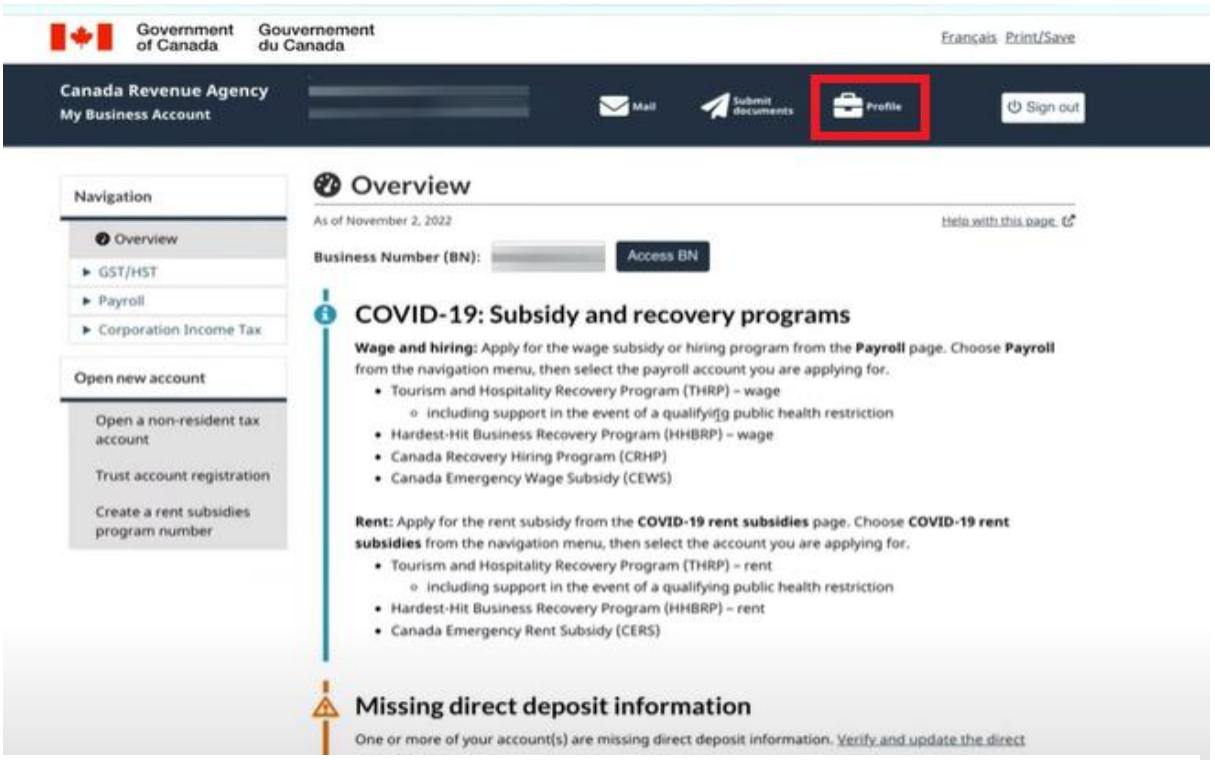

Figure 1

c) Click on **"Manage authorized representatives"** under **"Authorized representatives"**:

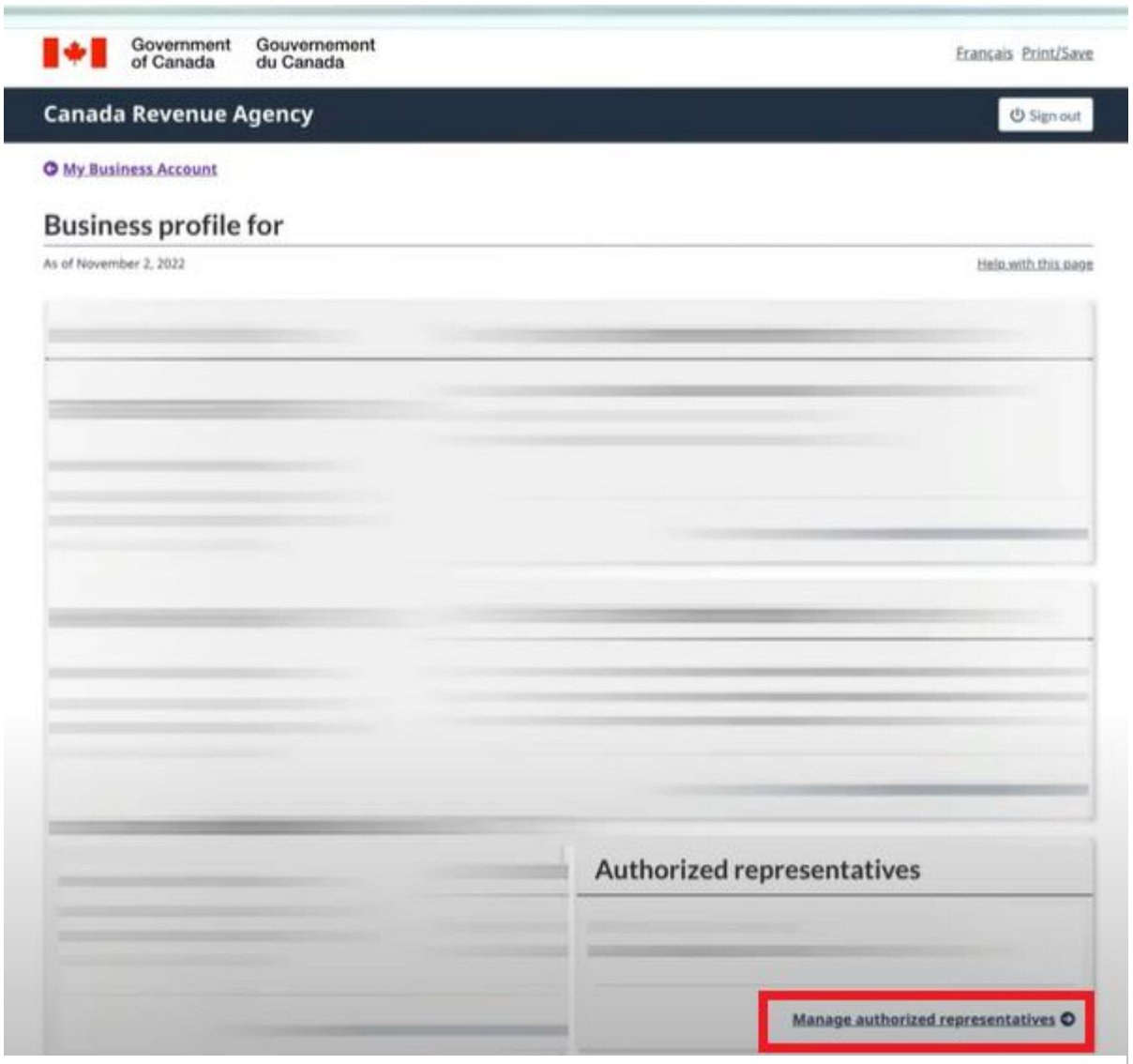

Figure 2

d) Click on "**Authorize representative**"

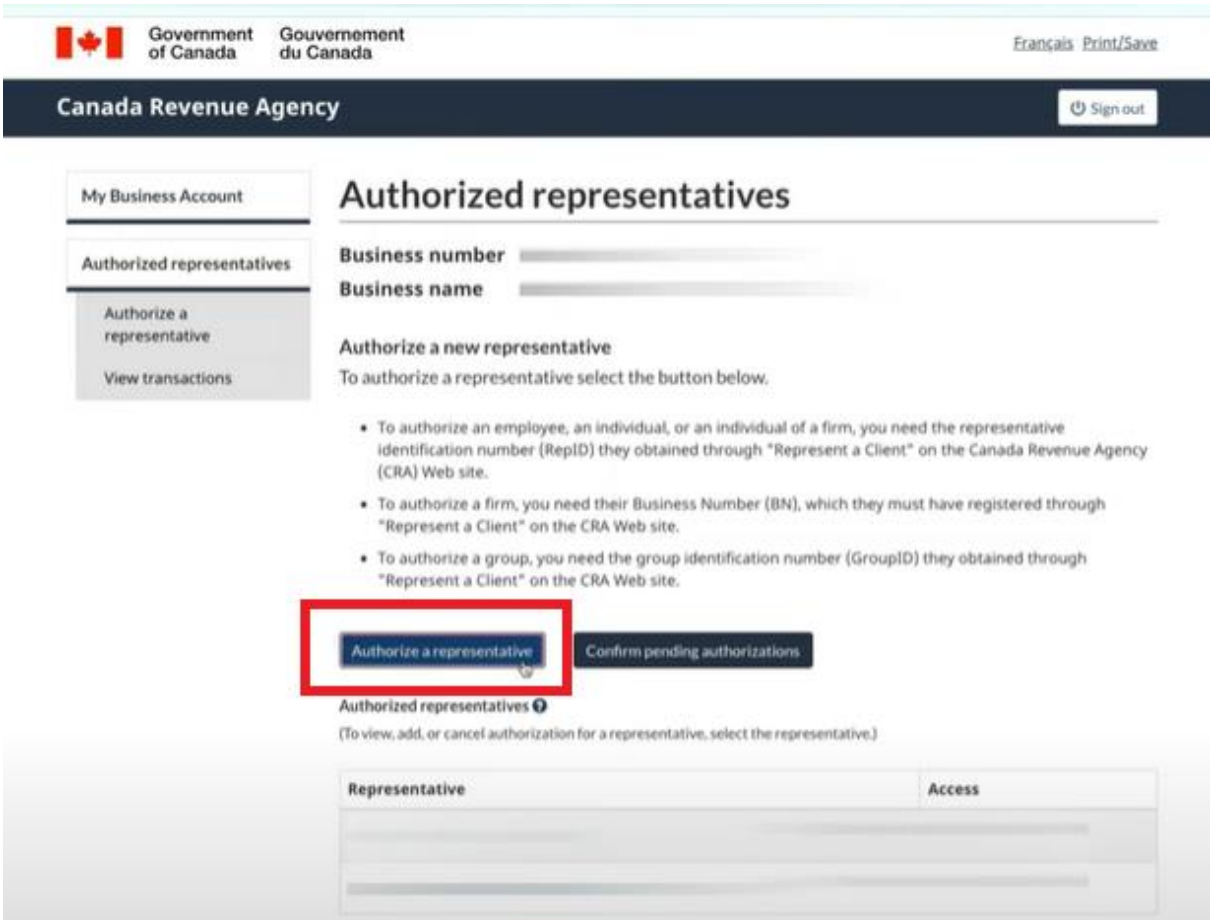

Figure 3

e) Please enter the following and then click on **"Next"**

i. **RepID:** P54MK32

Or

ii. **Business Number:** 755220415

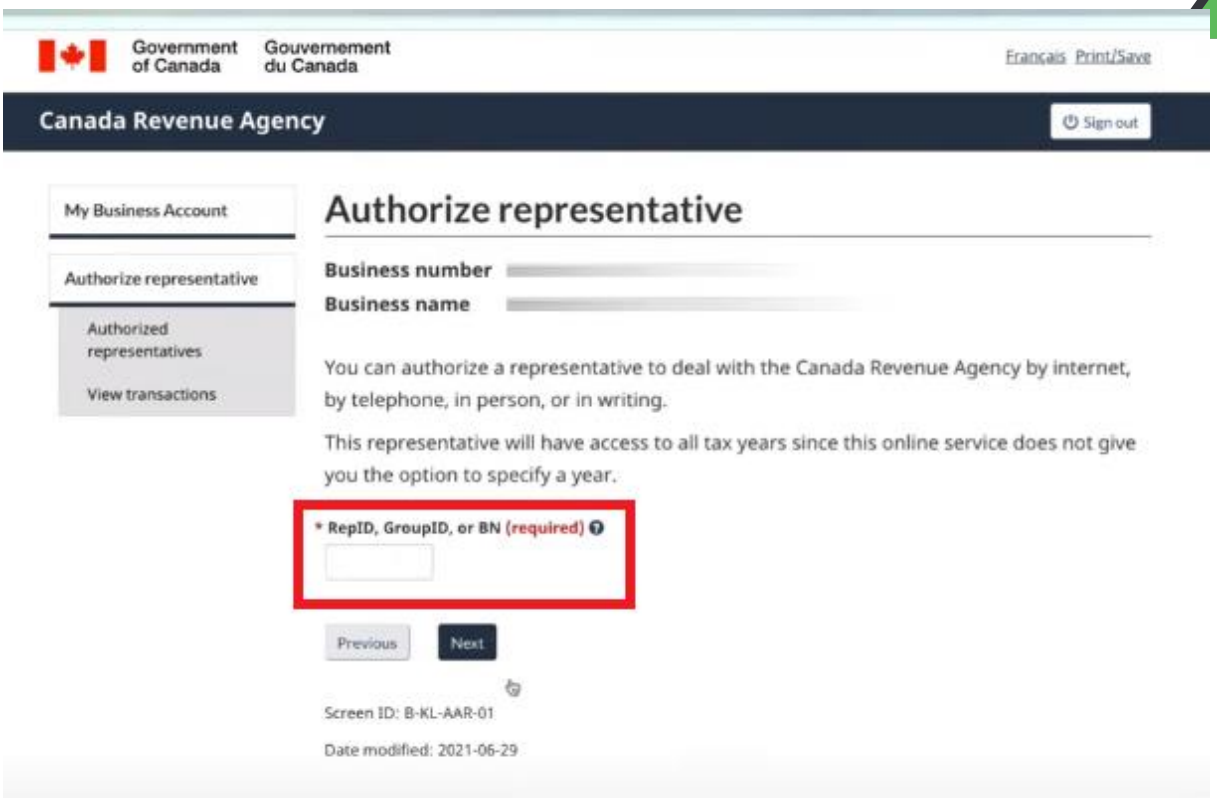

Figure 4

f) On this page select the following and click on **"Next"**:
   i. **"Update and view (level 2)"**
   ii. **"Expiry date"**– preferred to leave it blank
   iii. **"All accounts"**

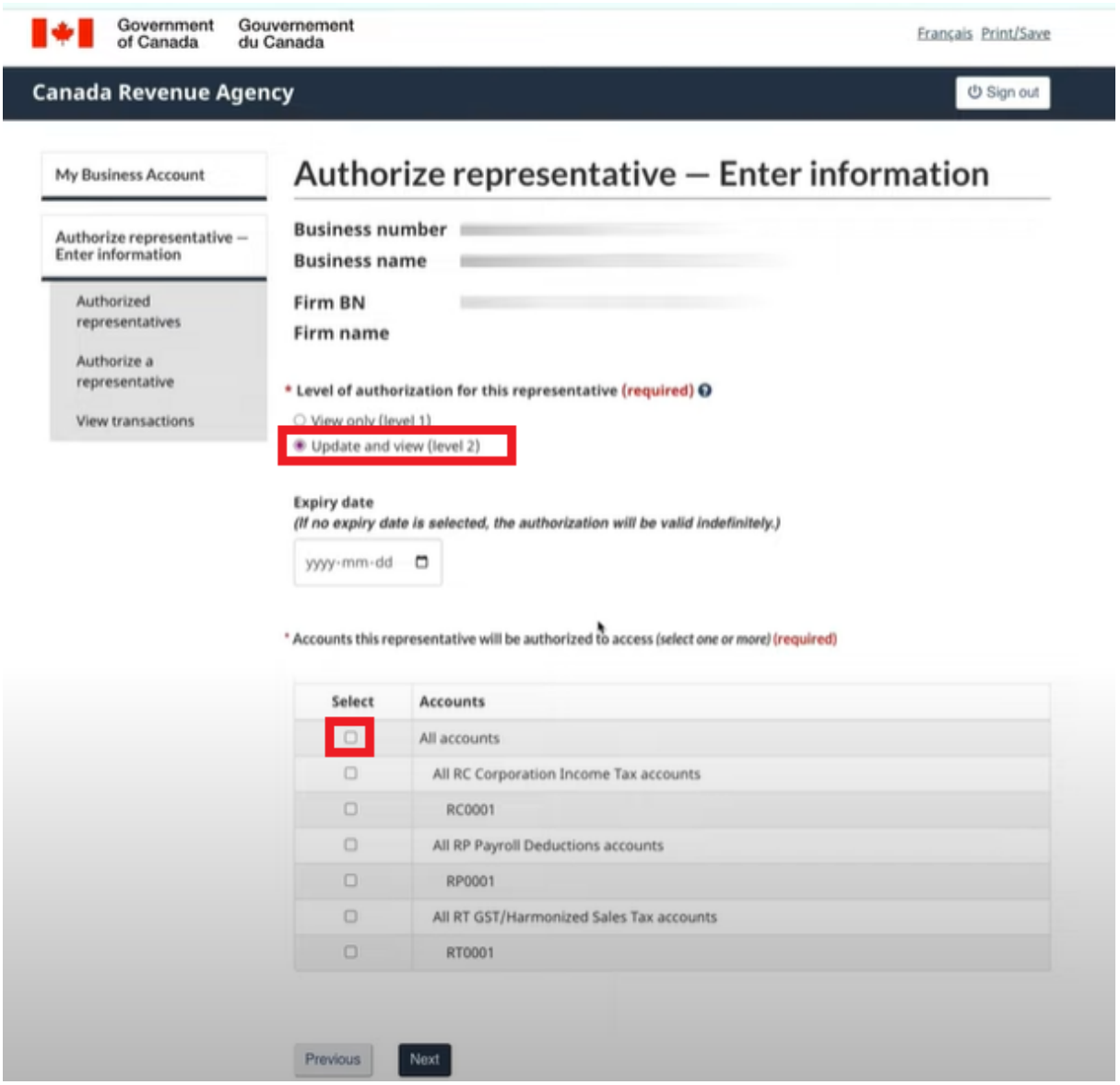

Figure 5

g) On this page, click on **"I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf."** and click on **"Submit".**