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How to Grant Hill & Company Access to Your CRA My Business Account *(Sole-Proprietors)*

Step 1: Register for a CRA Account (If you are not already registered)

Before you can authorize our firm, you need access to your **CRA My Business Account**. If you already have a CRA login set up, you can skip to **Step 2**.

Gather your documents. When you register, you will need the following:

- Your social insurance number (SIN)
- Your date of birth
- Amounts you reported on your most recent personal tax return

For faster access, you will also need a mobile device with a working camera and one of the following:

- Your Canadian passport
- Your Canadian driver's license
- Your provincial or territorial photo ID card

Register for CRA sign-in services

Choose a Sign-In option to register with (the option you register with will be the same option you use each time you sign in)

- **Option 1 – Sign-In Partner:** Use your existing online banking credentials (recommended for ease of use)
- **Option 2 – CRA User ID and Password:** Create unique CRA credentials.

After you have selected your sign-in option, you will have to verify the following information

- Your social insurance number
- Your date of birth
- Your current postal code
- An amount entered on one of your filed personal income tax returns

Verify your identity

You can choose one of the following methods:

- **Instant verification:** Submit a photo of yourself and your ID document (recommended for immediate access)
- **Mail verification:** Receive a CRA security code by mail (typically 5-10 business days)

Enroll in multi-factor authentication

To complete setup provide CRA with a phone number where they can send a one-time passcode when you sign in.

Step 2: Add the Business to Your CRA Account

Once registered and signed in, you'll land on your CRA Welcome Page, where you can access your available accounts:

- **Individual account**
- **Business account**

If you see the business account, you can skip ahead to **Step 3**.

If you **do not see the business account**, you'll need to add it:

1. Click **"Add Account"**
2. Select **"Business Account" -> "Add a Business Number"**
3. Enter your **9-digit Business Number (BN)**
   a. *Please note, your business number is the first 9-digits of your GST number.*
4. Choose the program account type: **GST/HST (RT)**
   a. The program account number is typically **0001**.
5. Provide the requested information from a **filed GST return (if requested).**

Note: You can only add a business online if a GST return has already been filed or if your SIN is already linked with the business number (this typically happens when first registering for a GST account).

If no returns have been filed or you don't have a copy of a filed GST return, please **call CRA Business Enquiries at 1-800-959-5525** to have the business added for you.

Step 3: Grant Hill & Company Access to the CRA Business Account

1. From your **CRA Business Account home page**, click "**Profile**" in the top left corner.
2. Scroll down to "**Authorized Representatives**" and click "**Add**".
3. When prompted, enter our **Group ID: GVM 3QP**
4. On the next screen, select:
   a. **Level of authorization:** *Level 2 – Allow your representative access to information and to make certain changes*
   b. **Online access:** *Yes*
   c. **Expiry date:** *Does not expire*
   d. **Accounts**: *All accounts*
5. Review the authorization details and **submit**.

Once you've submitted the authorization, please notify our office so we can confirm access and review your business account to ensure everything is on track.

Need Help?

If you run into any issues with registration or authorization, contact us directly—we're happy to walk you through the process!

You can also reach CRA's Business Enquiries line at 1-800-959-5525 for technical account issues.