
CRA My Business Account

A guide to the CRA My Business Account

The information in this document is for educational purposes only. As it is impossible to include all situations, circumstances and exceptions, a further review should be done by a qualified professional.

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DDL & CO.

DiPaola, DiPietro & Little Professional Corporation · 69 Ontario Street, St.Catharines, ON. L2R 5J5
t 905 680 8669 · f 905 680 8346 · www.ddlaccounting.com

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This is for information purposes only, for specific advice with respect to you and your business
please contact Danielle Hagar at danielle@ddlaccounting.com

MY BUSINESS ACCOUNT

OVERVIEW

My Business Account is a secure online portal that provides an opportunity to interact electronically with Canada Revenue Agency (CRA) on various business accounts. Business accounts include GST/HST (except for GST/HST accounts administered by Revenu Québec), payroll, corporation income taxes, excise taxes, excise duties, and more.

For full details of the services a My Business Account can provide, please see the [CRA website](#).

NEW REGISTRATION

This service is limited to business owners (including partners, directors and officers.). Authorized representatives (including accountants and employees) can access these services through Represent A Client.

Consists of two steps:

Step 1 – Provide personal information

- Go to [My Business Account](#), select “CRA Register” – note you can either do it under the CRA login or the partner login (where you can log in with the same sign-in information that you use for other online services, such as your online banking)
- If you chose to use the partner login, you will need to click on the logo of your bank and enter the online bank account user ID and password. A SECUREKEY Concierge will open in a pop up, click “Accept and Continue”

SECURE KEY Concierge *Online Access Made Easy*

Select Sign-In Partner

By selecting a Sign-In Partner, you are agreeing to the Terms and Conditions and Privacy Notice of SecureKey Concierge.

SIMPLE | CONVENIENT | SECURE

- ✓ It's easy to use
- ✓ We protect your privacy
- ✓ No passwords or personal information (i.e.: name, address, date of birth, etc.) are exchanged during this process
- ✓ Your Sign-In Partner won't know which government service you're accessing and the government won't know which Sign-In Partner you're using

- Provide your personal information, including:
 - Enter your social insurance number
 - Enter your date of birth
 - Enter your current postal or ZIP code
 - Enter an amount you entered on one of your income tax and benefit returns. Have a copy of your returns handy. (The line amount requested will vary. It could be from the current tax year or the previous one.) To register, a return for one of these two years must have been filed and assessed.

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- Create a CRA user ID and password
 - In creating your USER ID
 - Must be between 8 and 16 characters
 - Can contain up to 7 digits
 - Cannot include spaces
 - Special characters available: dot (.), dash (-), underscore (_) and apostrophe (')
 - In creating your Password
 - Must be between 8 and 16 characters
 - Must include 1 upper-case letter
 - Must include 1 lower-case letter
 - Must include 1 digit
 - Cannot include spaces
 - Special characters available: dot (.), dash (-), underscore (_) and apostrophe (')
 - Cannot be more than 4 consecutive, identical characters
- Create your security questions and answers. You can also decide if you want a persistent cookie added to your computer, so you can access CRA Login Services using that same computer later without being asked for more identification
- Enter your business number

Step 2 – Enter the CRA security code

- Go to [My Business Account](#), select “CRA login” and enter your CRA user ID and password. When prompted, enter your CRA security code

LOCKED OUT

If locked out of your account, you will need to call CRA Business Inquiries at 1-800-959-5525.

FORGOT USERNAME OR PASSWORD

Forgot User ID:

1. Go to the My Account for Individuals login page
 2. Select CRA login
- My Account for Individuals




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3. Select "Forgot your user ID?"

CRA Login

* User ID (required)

[Forgot your user ID?](#) 

* Password (required)

[Forgot your password?](#)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#)

[Register](#) if you are a new user.

To revoke or change your CRA user ID or password, or to manage your security questions and answers, you must first login.

4. Provide the following information:
 - a. Your social insurance number
 - b. Your date of birth
 - c. The amount you entered on line 150 of your income tax and benefit return, from one of the previous two tax years
5. After you recover your user ID, you will have to answer 4 of your 5 CRA security questions to access the CRA online services the next time you login

Forgot Password:

1. Go to the My Account for Individuals login page
2. Select CRA login

My Account for Individuals



Welcome to CRA's My Account for Individuals

Welcome to CRA's My Account for Individuals

[CRA register](#)

Welcome to CRA's My Account for Individuals


3. Select "Forgot your password?"

CRA Login

* User ID (required)

[Forgot your user ID?](#)

* Password (required)

[Forgot your password?](#) 

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4. Enter your User ID

Forgot CRA password—enter user ID

Our security measures do not allow us to recover your password for you.

You can create a new password, as long as you correctly answer your security questions.

* User ID (required) 

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5. Answer 1 of your 5 CRA security questions. If correct, you will be able to reset your password

DIRECT DEPOSIT**Signing up or update direct deposit information:**

1. Log in to your CRA My Business Account
2. Under any of the programs listed on your account (RC, RT, RP, RZ, etc.), select “Manage direct deposit”

Corporation Income Tax

RC 0001 ▾


- [Transmit a return](#)
- [View return status](#)
- [View return balances](#)
- [View and pay account balance](#) New!
- [View special elections and returns \(SER\)](#)
- [Register a formal dispute \(Notice of Objection\)](#)
- [Manage direct deposit](#) 
- [View direct deposit transactions](#)
- [Manage address](#)
- [Calculate instalment payments](#)
- [Enquiries service](#)
- [Manage language preference](#)
- [Request to close corporation income tax account](#)
- [Request a CPP/EI ruling](#)
- [Request a CPP/EI refund](#)

3. Agree to the disclaimer, submit
4. To update the deposit information for all accounts, put a checkmark beside “Select all Program Accounts” and then select “Start/update direct deposit”

Direct deposit

Business number
Business name

The selections made on this page can only be associated to 1 bank account

All accounts
 Select all program accounts 

Corporation Income Tax (RC) account(s)

Select	Program account	Bank account number	Bank name	Status
<input type="checkbox"/>	RC0001	None		

Start/update direct deposit

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5. Enter your banking information, select “next”

Add/edit direct deposit – bank information

Business number
Business name

[Privacy notice](#)

New bank account

▶ View cheque image

Branch number (required for new bank account)

Institution number (required for new bank account)

Account number (required for new bank account)

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6. Review the information and select “I confirm that the above information is correct”, select “submit”

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