

April 6, 2020

**Dear Valued Client:**

**Information regarding online access to Canada Revenue Agency (“CRA”)**

We have been receiving inquiries regarding how to register for CRA’s *My Account* and CRA’s *My Business Account*. We wanted to provide information to everyone with instructions on how to access these portals.

There are several Federal programs that require the individual and/or business to be registered with CRA online. In order to apply online for the [Canada Emergency Response Benefit](#), you must have a CRA My Account (it is also possible to apply by phone).

***Individuals – Registering for My Account for Individuals***

My Account is a secure portal that lets you view your personal income tax and benefit information and manage your tax affairs online.

CRA is anticipating increased volumes to their online digital services. In order to ensure their systems continue to work as designed they have implemented the following guidelines for logging in or registering for My Account.

<b>If you were born in the months of:</b>	<b>Your dedicated login days are:</b>
January, February, or March	Mondays
April, May, or June	Tuesdays
July, August, or September	Wednesdays
October, November, or December	Thursdays
Any month	Fridays, Saturdays, and Sundays

To register an account, you can begin the process by clicking [here](#).

- There are different options available to register for account
  - Option 1 – Sign-In Partner Login / Register
    - allows you to sign in using your online banking information
  - Option 2 – CRA user ID and password
    - allows you to create your own user ID and password to log in
- You will be asked to provide personal information to validate your identity. Some information required will be
  - Social Insurance Number
  - Date of Birth
  - Current postal code or zip code

- Enter an amount you entered on one of your personal income tax and benefit returns. You will need access to your most recent two tax returns that have been filed and assessed by CRA.
- Enter CRA security code
  - CRA will provide a security code to unlock all features of your My Account. This code will be provided via the mail.

After step 1 is completed (validating your identity) of the registration process, you will have access to some information in *My Account*. Once you have received your CRA security code, it is recommended entering it when you log in to *My Account* in order to access all the services available.

### ***Businesses – Registering for My Business Account***

*My Business Account* allows business owners to access several business services online with CRA. Some of the services available are, file a HST return, view payroll account balances and remitting requirements, and via and pay your corporate income tax account balance.

To register an account, you can begin the process by clicking [here](#).

- There are different options available to register for account
  - Option 1 – Sign-In Partner Login / Register
    - allows you to sign in using your online banking information
  - Option 2 – CRA user ID and password
    - allows you to create your own user ID and password to log in
- You will be asked to provide personal information to validate your identity. Some information required will be
  - Social Insurance Number
  - Date of Birth
  - Current postal code or zip code
  - Enter an amount you entered on one of your personal income tax and benefit returns. You will need access to your most recent two tax returns that have been filed and assessed by CRA.
- Enter CRA security code
  - CRA will provide a security code to unlock all features of your *My Business Account*. This code will be provided via the mail.

Please contact your partner for more information or questions.

Stay safe!

*Arsenault Best Cameron Ellis*