SHARON PERRY & ASSOCIATES | CPA

REGISTERING FOR YOUR CRA MY ACCOUNT

Step One

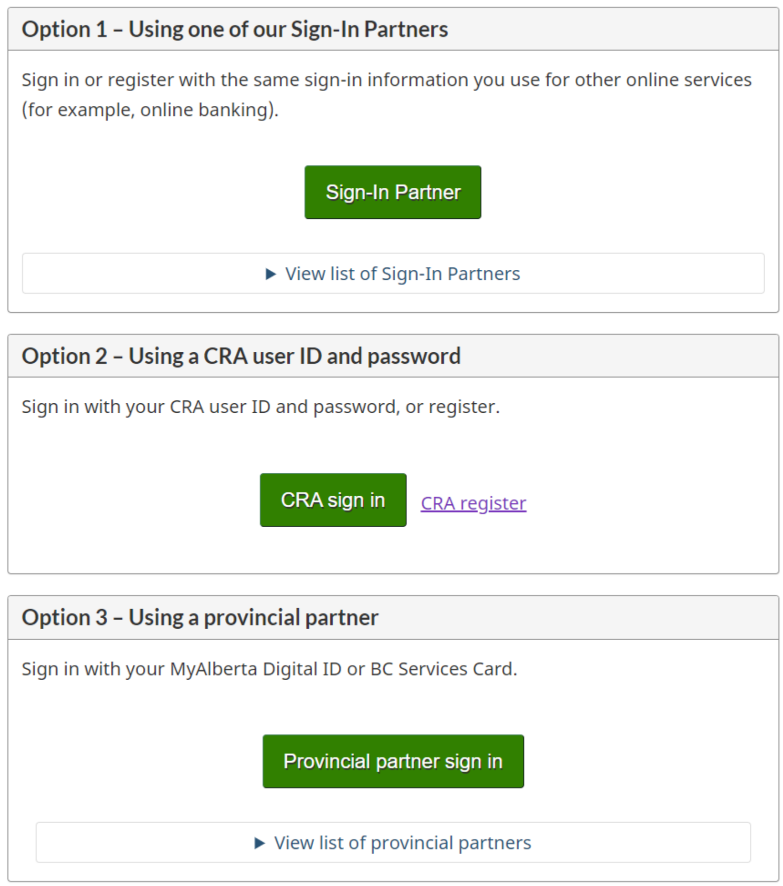
You will require a "My Account" with Canada Revenue Agency (CRA) to grant third party access.

If you do not have one set up please register through the CRA website.

You will be asked a variety of security questions including your SIN number and confirmation of line-item numbers from previous personal tax returns. Please have these ready to go.

There are three sign-in options as shown. Please select the one which is most convenient for you.

- Option 1: The Sign-In partner option uses your online banking information to log into the CRA website and can be convenient for clients who want to avoid having additional log in user ID's and passwords.



Once the registration process is complete, you will be mailed a secure code which you will need before access is granted. This code can take upwards of two weeks to receive in the mail.

Once the code is received, return to the CRA website to log in and confirm your identity.

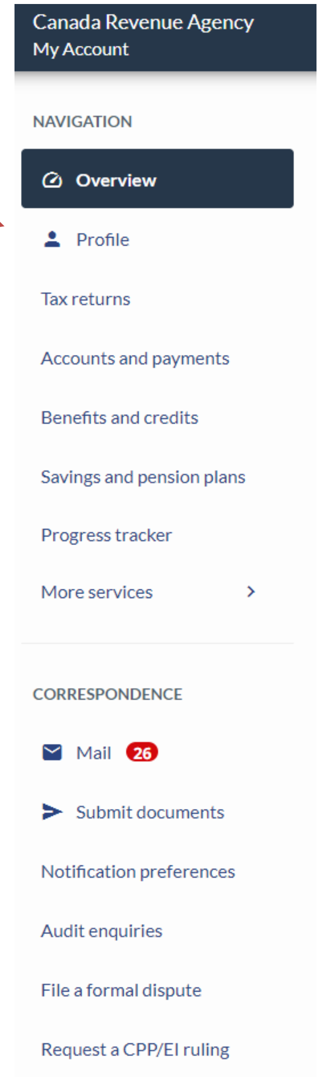
Step Two

Log into your CRA "My Account"

SHARON PERRY INCORPORATED, CHARTERED PROFESSIONAL ACCOUNTANT
PO BOX 64553 RPO COMO LAKE COQUITLAM BC V3J 7V7
604.492.0111 INFO@SHARONPERRY.CA SHARONPERRY.CA

Step Three

Once logged into your account, you will be directed to the home page as shown – please select the "Profile" option.



Step Four

On the "Personal Profile" page scroll down to see the "Authorized Representative" section. From here, you can confirm we are listed as your authorized representative.

You can also add or edit your existing authorized representatives. Please note: if you had old authorizations still listed, you should consider removing them.