

# Setting Up Your CRA Account

At ME Consulting Inc., we now require new clients to provide CRA account access to assist with personal taxes. To make this process smooth, we recommend setting up a CRA account if you don't already have one.

You can sign in or register here: [CRA Sign-In Services](#)

How to Register:

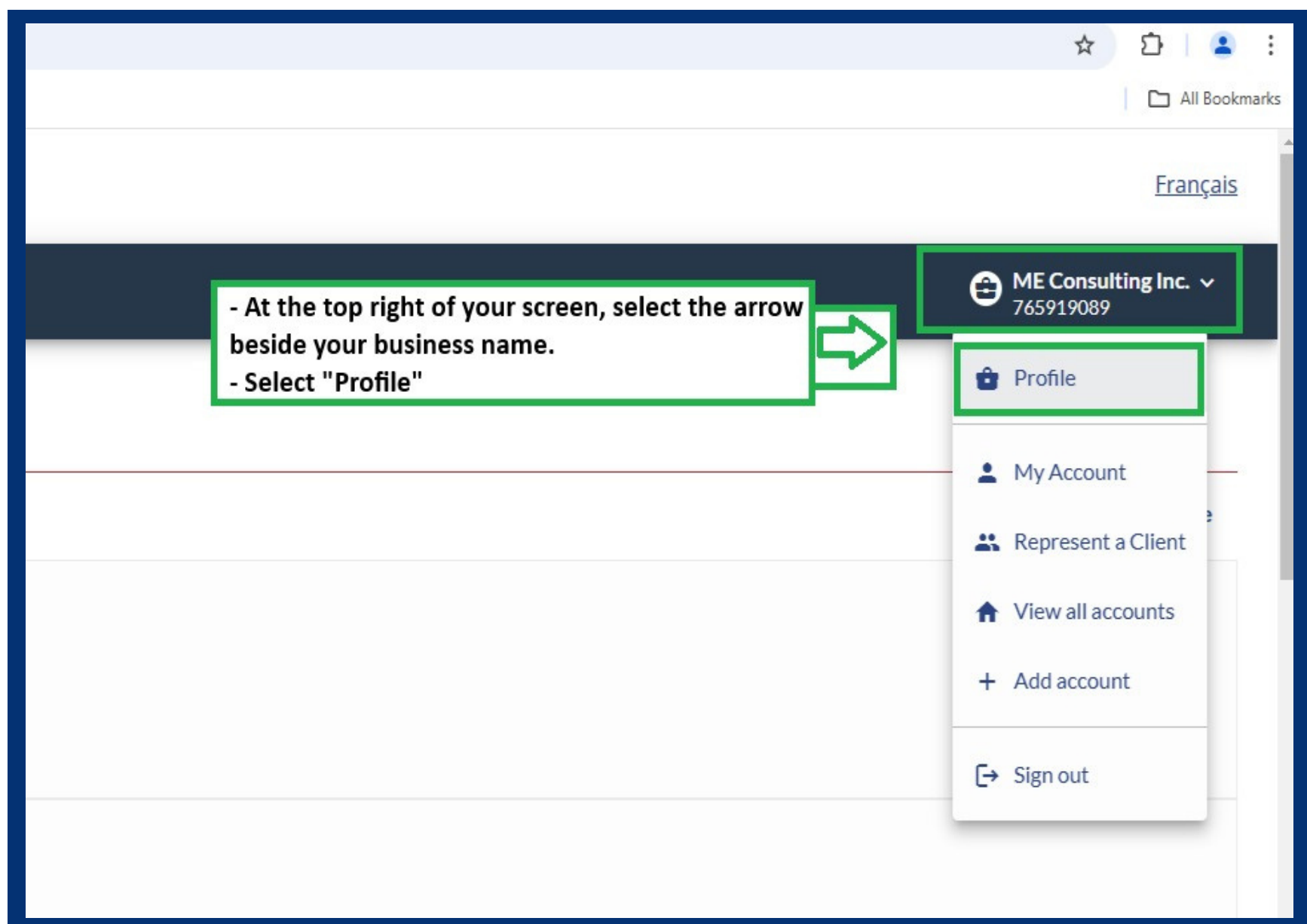
- 1** *Click the link above and select “Register”.*
- 2** *Have your **SIN, Date of Birth**, and the **amount from line 15000 on your 2023 tax return** ready.*
- 3** *Follow the prompts to set up your account, including security questions.*

*Prefer registering by phone? **Call 1-800-959-8281, press 1, then 1 again to speak with CRA support.***

*After you have finished setting up your account, you have to set up ME Consulting as an Authorized Rep on your behalf  
See the following pages for a step by step guide.*

# Adding ME Consulting as an Authorized Rep

- 1** Go to the CRA My Business log in [here](#)
- 2** At the top right of your screen, select the arrow beside your business name.
- 3** Select “profile”



# Adding ME Consulting as an Authorized Rep

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- Once you are on the profile page, scroll down to the "Authorized Representatives" page. *(It will be in the right hand column)*
- Click "+ Add"

Authorized representatives

+ Add

5

## Authorize a representative

[? Help](#)

### **i** Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

Your representative will have access to all tax years as our online service does not yet have a year-specific option.

Start



Click Start

# Adding ME Consulting as an Authorized Rep

**6** Enter our business number: **765919089**

## Authorize a representative

Help

Before you begin

1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

- Enter the ME Consulting Inc Business Number: 765919089

- Click Search

**7**

\* RepID, GroupID or BN

The following representative has been identified:

Representative information

Name:

ME Consulting Inc.

BN:

765919089

Phone number:

403-875-1036

Back

- The above information will come up.

- Click "Next"

# Adding ME Consulting as an Authorized Rep

**8** Select “All Accounts”, select “Level 2”, select “Does not expire”

The screenshot displays two steps of a web-based authorization process. Step 2, 'Select areas for authorization', includes a note that fields with an asterisk are required. Under 'Scope of authorization', the 'All accounts' option is selected and highlighted with a green box, with an annotation '- Select "All Accounts"' and a green arrow pointing to it. Step 3, 'Select authorization details', also has a note about required fields. The 'Authorization level' section shows 'Level 2' selected and highlighted with a green box, with an annotation '- Select "Level 2"' and a green arrow pointing to it. In the 'Expiry date' section, the 'Does not expire' checkbox is checked and highlighted with a green box, with an annotation '- Select "Does not expire"' and a green arrow pointing to it. Both steps have 'Back' and 'Next' buttons at the bottom, with the 'Next' button in step 3 highlighted with a green box and an annotation '- Select "Next"' and a green arrow pointing to it.

**9** Check off the “I confirm..” box, and select submit.

At ME Consulting Inc., we’re always happy to guide you through the setup, but this serves as a helpful reference you can use anytime.

Contact us for a **free** consultation

[www.meconsult.ca](http://www.meconsult.ca) (587) 316-5070

**ME**

**Consulting Inc.**  
Accounting, Tax and Business Solutions