



Consulting Inc.  
Accounting, Tax and Business Solutions

## Creating a My Business CRA account

### 1) Sign In to Your CRA Online Account

1. Go to the [CRA sign-in page](#).
2. Sign in using the same CRA credentials you already use for My Account (user ID/password or Sign-In Partner).

### 2) Add Your Business Account

Once you are signed in:

1. From the Welcome Page, find and click “Add account”.
2. Choose “Business account.”
3. Since you *already have a BN*, select “Add Business number.”
4. Enter your 9-digit Business Number (BN) exactly as it appears on your CRA documents.
  - Tip: Don’t include any letters or extra program codes (e.g., RT0001, RP0001) — only the 9-digit BN.

After entering the BN and clicking Add, you should see a confirmation that the business has been linked to your CRA account.

### 3) Access Your Business in My Business Account

- Return to the Welcome page.
- You should now see your business listed under My Business Account.
- Select it to access services like filing returns, updating information, viewing notices, and more.

### If You *Don’t* See the Business After Adding It

Sometimes the CRA **doesn’t let you add a BN** if their system doesn’t have your personal SIN linked to that business (e.g., your SIN isn’t listed as the owner/administrator in CRA records).



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## What to do:

- Try logging in again and re-adding the BN.
- If it still doesn't appear, call the CRA Business Enquiries line:  
☎ **1-800-959-5525** (within Canada & U.S.).  
Have your SIN, BN, and business ownership documentation ready — the CRA can update their records so you can access the business online.

## Quick Tips

- You use the exact same CRA sign-in as your personal My Account — there's no separate username/password for the business.
- You only need to link your BN once — after that it stays in My Business Account.
- If your CRA login doesn't show the option to add a business, you may need to make sure your account is fully verified with a security code (mailed or via instant verification) before adding the BN.