

To Obtain a RepID from the CRA

1. To obtain a RepID, login your CRA account using the Represent a Client page: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html>

Represent a Client - Canada.ca

canada.ca/en/revenue-agency/services/e-services/represent-a-client.html

Government of Canada / Gouvernement du Canada

Search CRA

MENU

Home > Taxes > E-services

Represent a Client

Use this secure service to access tax information on behalf of individuals and businesses, including your employer.

Choose from one of two ways to access Represent a Client:

Option 1 - Using one of our Sign-In Partners

Log in or register with the same sign-in information you use for other online services (for example, online banking).

Sign-In Partner Login / Register

View list of Sign-In Partners

Option 2 - Using a CRA user ID and password

Log in with your CRA user ID and password, or register.

CRA login **CRA register**

Help and FAQs

- [CRA user ID and password](#)
- [Sign-in Partners](#)

You might need to register if you have never used the service before.

2. Enter login information:

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Canada Revenue Agency

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](#).

Login **Exit**

[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.

3. Read Terms and conditions and check click at the bottom of the screen.

1. maintaining up-to-date records of current representatives on the Group;

- deleting or eliminating, in a timely manner, the names of the representatives associated with the Group as third party representatives, upon termination of their association for any reason;
- updating any changes that affect the registration information of representatives associated with the Group;
- providing representatives associated with the Group with access to client account(s) only as authorized by the client.

2. You agree to provide all the requested information for the purposes of associating representatives to enable them to carry out transactions in a representative capacity only.

3. You agree to be responsible and liable for all actions taken by representatives associated with the Group with respect to the Represent a Client service who are registered as third party representatives.

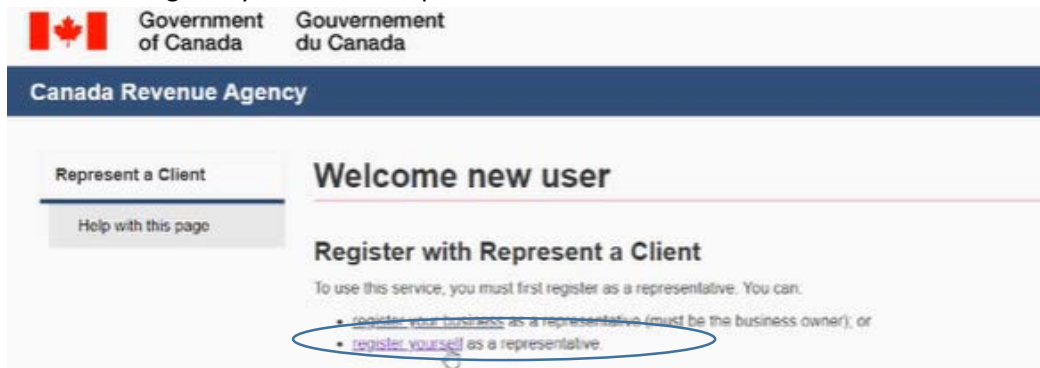
4. The Canada Revenue Agency reserves the right to revoke or suspend your registration privileges if you fail to abide by these terms and conditions of use, as a security measure or for administrative purposes.

5. You agree to be responsible at all times for the accuracy of the data and information relating to the registration of the Group and you shall inform the Canada Revenue Agency of any changes that affect that information.

By selecting "I agree" you indicate that you accept these terms and conditions of use.

I agree **I do not agree**

4. Click on Register yourself as a representative.



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Represent a Client

Help with this page

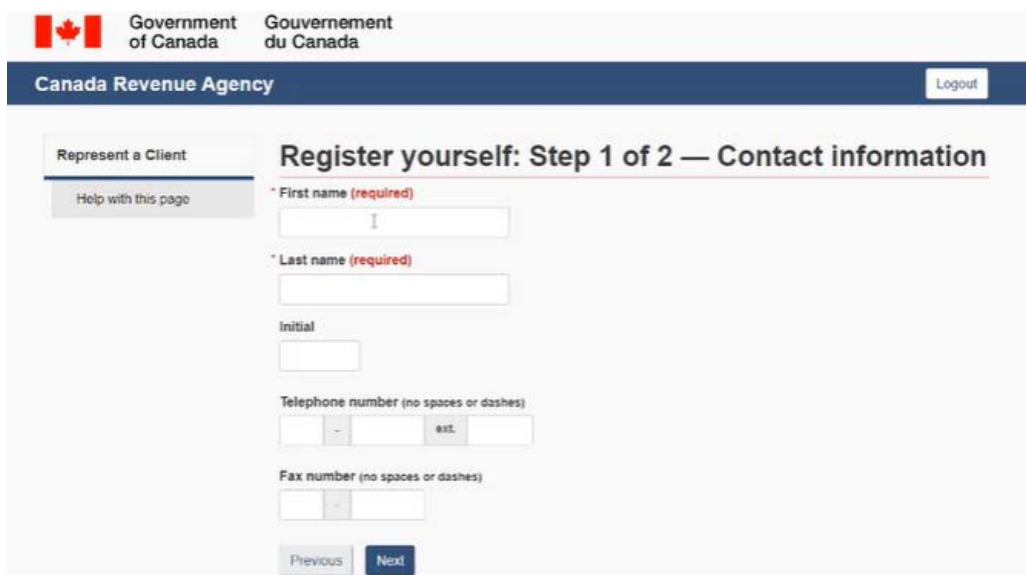
Welcome new user

Register with Represent a Client

To use this service, you must first register as a representative. You can:

- ~~register your business~~ as a representative (must be the business owner); or
- register yourself as a representative.

5. Enter information and then next.



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Logout

Represent a Client

Help with this page

Register yourself: Step 1 of 2 — Contact information

* First name (required)

* Last name (required)

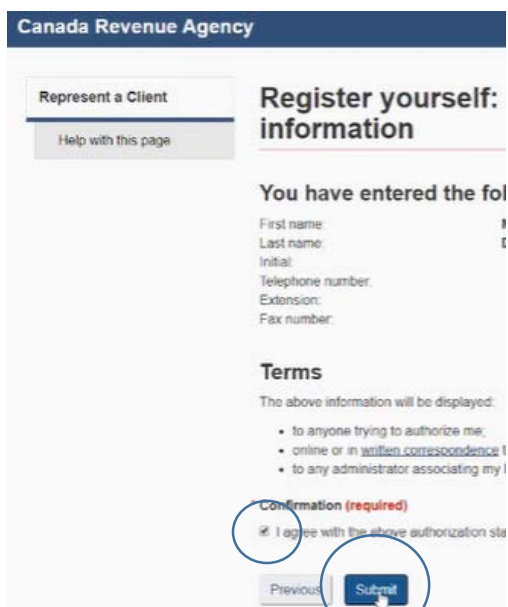
Initial

Telephone number (no spaces or dashes)

Fax number (no spaces or dashes)

Previous Next

6. Review information, check confirmation box and click submit.



Canada Revenue Agency

Represent a Client

Help with this page

Register yourself: information

You have entered the following information:

First name: [text]
Last name: [text]
Initial: [text]
Telephone number: [text]
Extension: [text]
Fax number: [text]

Terms

The above information will be displayed:

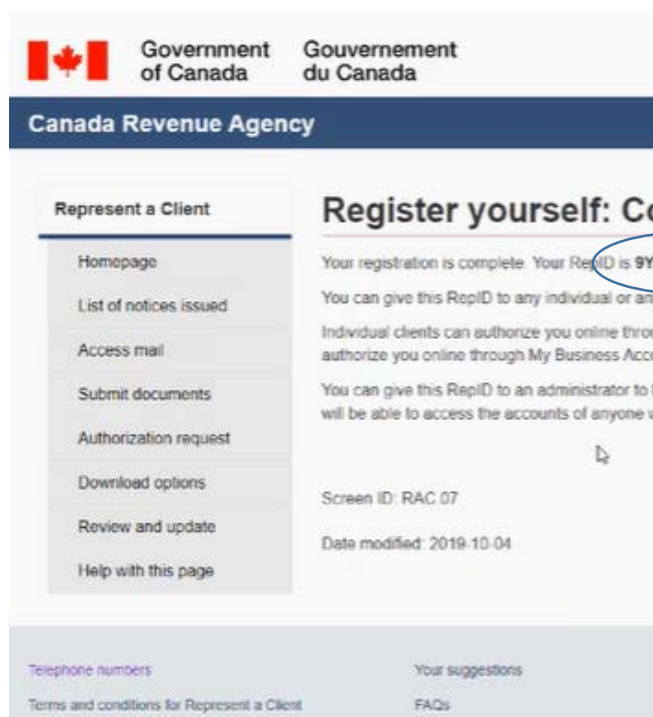
- to anyone trying to authorize me;
- online or in written correspondence;
- to any administrator associating my information.

Confirmation (required)

☒ I agree with the above authorization statement.

Previous Submit

7. Your RepID will appear on this screen. Enter this ID information on the application form.



The screenshot shows the Canada Revenue Agency website interface. At the top, there is a header with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and a dark blue bar with "Canada Revenue Agency". Below this, a sidebar on the left is titled "Represent a Client" and contains a list of links: "Homepage", "List of notices issued", "Access mail", "Submit documents", "Authorization request", "Download options", "Review and update", and "Help with this page". The main content area is titled "Register yourself: Co" and displays a confirmation message: "Your registration is complete. Your RepID is 9Y: [redacted]". The redacted ID is highlighted with a blue circle. Below this, there is explanatory text about giving the RepID to clients or administrators. At the bottom of the main area, it shows "Screen ID: RAC.07" and "Date modified: 2019-10-04". The footer contains links for "Telephone numbers", "Your suggestions", "Terms and conditions for Represent a Client", and "FAQs".

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Canada Revenue Agency

Represent a Client

- Homepage
- List of notices issued
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- Download options
- Review and update
- Help with this page

Register yourself: Co

Your registration is complete. Your RepID is 9Y: [redacted]

You can give this RepID to any individual or any

Individual clients can authorize you online through My Business Account or you can authorize you online through My Business Account

You can give this RepID to an administrator to be able to access the accounts of anyone who is authorized to use the system

Screen ID: RAC.07

Date modified: 2019-10-04

Telephone numbers | Your suggestions

Terms and conditions for Represent a Client | FAQs