


## PART 1: CREATING A CRA INDIVIDUAL ACCOUNT

- If you already have a CRA My Account (for individual taxpayers) and would like to create a CRA My Business Account, skip ahead to Part 2 on page 10
- Log onto [Canada Revenue Agency \(CRA\) - Canada.ca](https://Canada Revenue Agency (CRA) - Canada.ca)
- Select 
- Select "Register for a CRA account"
- Select "CRA user ID and password"



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Canada Revenue Agency

### Validate your identity—social insurance number

Want to enter your CRA security code instead? [Sign in.](#)

\* Social insurance number (required)

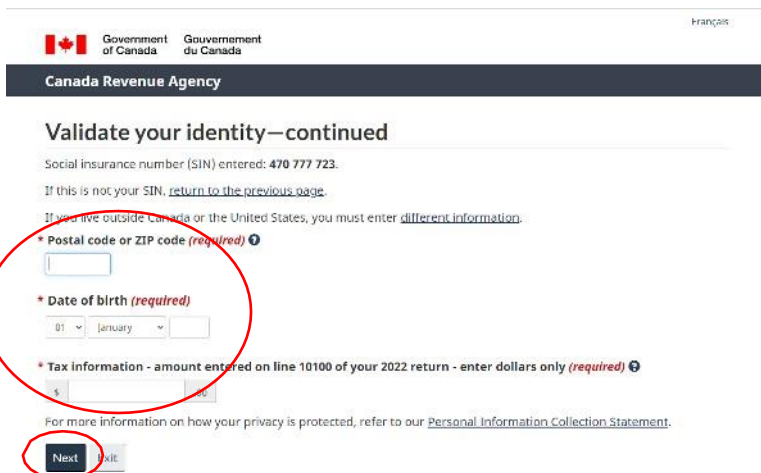
For more information on how your privacy is protected, refer to our [Personal Information Collection Statement.](#)

**Next** Exit

Screen ID: AMS,01

Date modified: 2023-02-06

- Enter your SIN
- Enter your Postal Code
- Date of Birth
- Enter the tax information as requested. This could vary from year to year, it's best to have copies of your returns handy



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### Validate your identity—continued

Social insurance number (SIN) entered: 470 777 723.

If this is not your SIN, [return to the previous page.](#)

If you live outside Canada or the United States, you must enter [different information.](#)

\* Postal code or ZIP code (required)

\* Date of birth (required)

\* Tax information - amount entered on line 10100 of your 2022 return - enter dollars only (required)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement.](#)

**Next** Exit

Screen ID: AMS,01

Date modified: 2023-02-06

- Click Next

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### CRA security code notification

If you need to update your address or direct deposit information with the CRA or if you would like to take advantage of the other services offered in [My Account](#) or other CRA Sign-in Services, you will need to enter a security code. If your mailing address changed, it is important that we have your new mailing address on file. You must [contact us](#) to give us your new address before you continue with this process.

As a security measure we will mail your CRA security code to the address you have on record with the CRA. You should receive it within 5-10 days.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#).

- Click Next
- Confirm the postal code
- Click on the I confirm

Canada Revenue Agency

### Verification—current postal code or ZIP code

Once you have completed this process you should receive your CRA security code by mail within 5-10 days. We will mail it to the address we have on file for you.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#).

**\* Postal code/Zip code confirmation (required)**

- I confirm that [redacted] is my current postal code or ZIP code.
- No, this is not my current postal code or ZIP code.

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

- Click Next

## Canada Revenue Agency

## Create—CRA user ID and password

When you create your user ID and password, we recommend that you:

- make it easy to remember and hard for others to guess;
- do **not** use personal information such as your name, social insurance number, mailing address, or email address; and
- always keep this information secure and do not share it with anyone.

Your user ID and password must meet the rules outlined below the fields.

**\* User ID (required)** ⓘ

**User ID checklist**

- 8 to 16 characters
- No more than 7 digits
- No space
- No special characters except: dot (.), dash (-), underscore (\_), and apostrophe ('')

**\* Password (required)** ⓘ

**\* Confirm password (required)**

**Password checklist**

- ✓ 8 to 64 characters
- ✓ At least 1 upper-case letter
- ✓ At least 1 lower-case letter
- ✓ At least 1 digit
- ✓ No space
- ✓ No accented characters
- ✓ No special characters except: dot (.), dash (-), underscore (\_), and apostrophe ('')
- ✓ No more than 4 consecutive identical characters
- ✓ Both passwords match

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

**Next** Exit

- Create a username and password. Ensure to save these as you will need to use them every time you wish to log into your account in the future
- Click Next



# Canada Revenue Agency

## Create—security questions and answers

Your security questions and answers should be easy for you to remember but hard for others to guess.

Your answers:

- must contain at least 3 characters
- are not case-sensitive

The only special characters you can use are:

- dot (.)
- comma (,)
- dash (-)
- apostrophe (')

**\* Question 1 (required)**

**\* Answer 1 (required)**

**\* Additional security feature preference (required)**

Ask me a security question each time I sign in using this device (recommended if you are using a public or shared device).

Do not ask me a security question each time I sign in using this device.

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

- Select 5 security questions and answers
- Click do not ask me a security question
- Click Next
- You can print or Save the answers (always keep them in a secure safe location)
- Click Next

To indicate your acceptance of these terms and conditions of use, enter your password and select I agree.

User ID:

**\* Password: (required)**


- Scroll to the bottom of the terms and conditions of use
- Click I agree


## Multi-factor authentication—mandatory enrollment

 It is now mandatory to enroll in our multi-factor authentication process.

Below you will need to select how to receive your one-time passcode. Once enrolled in this process, you can choose to add another way of receiving a passcode by using the "Manage multi-factor authentication" within the online service. We encourage you to add more than one way to receive the passcode within the online service, in case you experience difficulties with the option you initially selected.


\* Select the passcode option you want to use to receive a one-time passcode *(required)*

- By telephone — Select this option if you want to receive your one-time passcode via Short Messaging Service (SMS) or have it verbally provided to you in an automated message.
- Passcode grid  — Select this option if you want to save or print a unique passcode grid that only you can use. We will ask you to provide information from the passcode grid every time you sign in.


 

- Select a method for a one-time passcode, these instructions will be using the By Telephone method

## Multi-factor authentication—telephone(s)

 At this time, you can only use telephone numbers based within North American countries that participate in the North American Numbering Plan (i.e., countries an individual can call from Canada by dialing 1+10 digits). The telephone numbers must be supplied by telephone providers (i.e., landline or mobile phone).

When you sign in, the CRA will send you a one-time passcode to the telephone number that you provide. Standard message or data rates may be charged by your telephone service provider.

I cannot provide a telephone number. 

You can add up to a maximum of three different telephone numbers. 




We recommend that you add more than one telephone number in case you ever have difficulties with your primary contact number.

 [Add a telephone number](#)

\* Select the language in which you would like to receive your one-time passcode. *(required)*

- English
- French

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

- Click add a telephone number
- Select Language preference
- Click Next

**Add a telephone number**

Enter the telephone number where you want to receive your one-time passcode. This passcode expires after five minutes. Be sure to provide a telephone number that you can access.

Enter numerical values only, without special characters (e.g., hyphens).

**Type of telephone number**

Select ▾

\* Enter your telephone number *(required)*

\* Confirm your telephone number *(required)*

**Add** Close

- Enter the telephone information no spaces or dashes
- Click add


When you sign in, the CRA will send you a one-time passcode to the telephone number that you provide. Standard message or data rates may be charged by your telephone service provider.

I cannot provide a telephone number. [?](#)

You can add up to a maximum of three different telephone numbers. [?](#)

We recommend that you add more than one telephone number in case you ever have difficulties with your primary contact number.

Your telephone number(s):

▾ Type of telephone number Cell 1 ▾ 

[Add another telephone number](#)

\* Select the language in which you would like to receive your one-time passcode. *(required)*

- English
- French

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Previous Exit **Next**

- Select Language preference
- Click Next



## Canada Revenue Agency

# Multi-factor authentication—telephone number and delivery method

\* Select the telephone number where you would like your one-time passcode sent. *(required)*

⓪ \*\*\* - \*\*\* - 8822

If you select "Text me", the passcode will be sent by Short Messaging Service (SMS) only once each time you select this delivery message. You will need to open the text message to read the passcode. If you select "Call me", the passcode will be verbally provided to you in an automated message. Once the passcode is sent it will expire in five minutes. Have your telephone handy.

Text me  Call me

- You will now be prompted for a one-time passcode to be sent to the telephone previously entered
- Click Text or Call me

## Canada Revenue Agency

# Multi-factor authentication—passcode entry

The CRA sent you a six digit one-time passcode by Text message to the following telephone number: \*\*\* - \*\*\* - 8822. Enter the passcode below, it will expire after five minutes.

One-time passcode *(required)*

If you did not receive the one-time passcode, you may request a new one by selecting the link below. The CRA will resend a new passcode to the telephone number you previously selected. This can take a few minutes.

[Request a new one-time passcode](#)

If you added more than one telephone number you can also send the one-time passcode to a different number by selecting the link below. You can also change the delivery method by selecting this link.

[Send to a different telephone number or change delivery method](#)

One-time passcode preference *(required)*

Ask me to input a one-time passcode each time I sign in using this device (recommended if you are using a public or shared device).

Do not ask me to input a one-time passcode for the next eight hours when I sign in using this device.

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

- Enter the code provided via text or call
- Click Do not ask me to input a one-time passcode
- Click Next

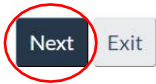


## Canada Revenue Agency

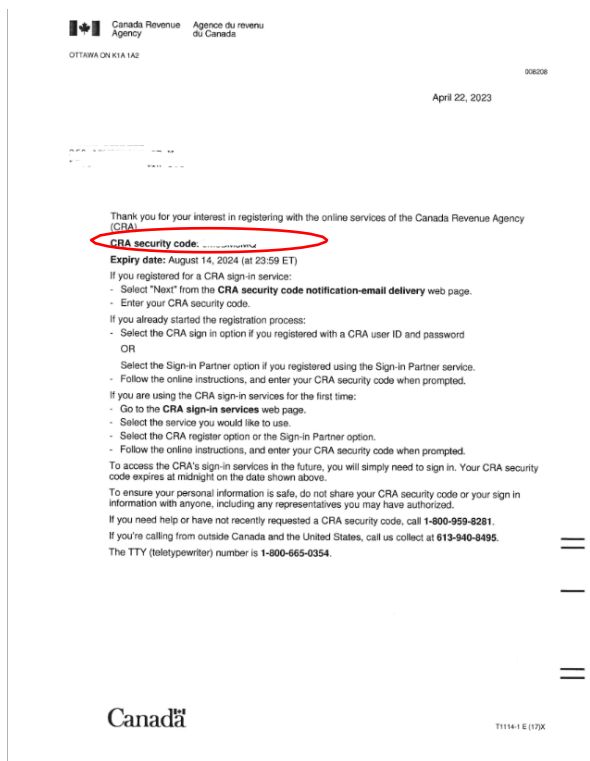
# CRA security code notification—confirmation

As a security measure we will mail your CRA security code to your address on record with the CRA. You should receive it within 5-10 days.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an [alternate format](#).




- Click Next
- You will receive a letter from CRA with a code to complete the process, follow the instructions on the letter provided.



- Within a couple of weeks, you will receive a letter with a security code. You will need to enter this code into your CRA account to complete the setup process

- Log onto CRA using the link above
- Scroll to the middle of the page and select CRA user ID and password

[Français](#)

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## CRA Sign in

\* **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](#).

[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 sign in.

- Enter the user ID and password previously created
- Enter the security code provided on the letter

[Français](#)

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**Canada Revenue Agency**

## CRA security code entry

Your CRA security code was issued on **April 22, 2023**.

If you requested this security code by mail, allow up to 10 days to receive it.

\* **CRA security code (required)** ?

[Lost or did not receive your CRA security code?](#)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Screen ID: AMS.a04

- Click next

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

- Click I agree

## PART 2: CREATING A BUSINESS ACCOUNT

At this time, you can also create a My Business Account with CRA

<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>

- Log onto CRA using the link above
- Scroll to the middle of the page and select CRA user ID and password

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[Français](#)

Canada Revenue Agency

### CRA Sign in

\* 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](#).

Sign in

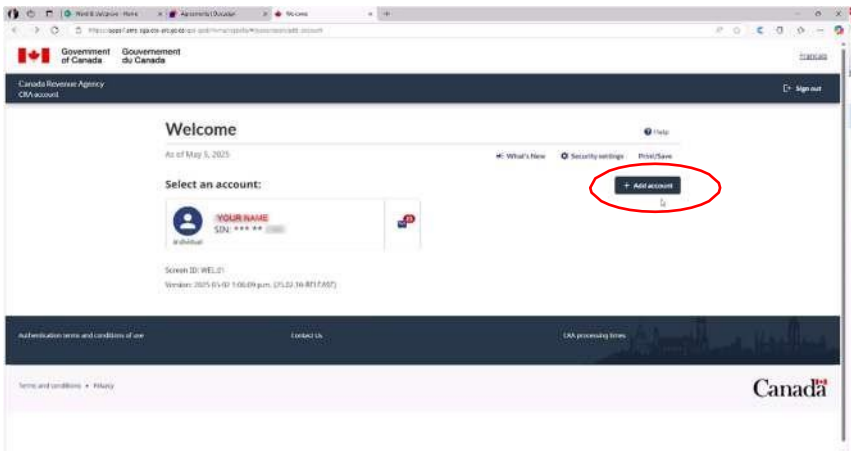
Exit

[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 sign in.

Enter the user ID and password

- Click “+ Add account”



- Select Business Account

## Add account



Select the type of account to add:



### [Business account](#)

Register for a business online, or add a business number to appear on your "Welcome" page.



### [Representative account](#)

Register to manage business, trust, or individual information on behalf of someone else. You must be authorized to be this by your clients, including friends and family members.

- Select Add business number

+

### Add account

×

Business account

[Business Registration Online](#)  
You will be logged out of your CRA account and taken to the Business Registration Online service.

[Add business number](#)  
Add an existing business to appear on your CRA account.

Back

- Scroll to the bottom of the terms and conditions, click I agree
- Enter your business number

## Canada Revenue Agency

### My Business Account

Manage Business number(s) in your profile

Manage profile - add BN to profile

Help with this page

### Manage profile - add BN to profile

\* Business number (9 digits) (required)

Previous

Add

Screen ID: MBA-06

Date modified: 2024-10-21

- Click Add

- If you have more than one business number, you can select which one you would like as a default. This will be the business number to be logged into automatically, and you can change to a different one if you'd like.

You can be taken back to the home page by selecting My Business Account on the left.

**My Business Account**

Manage Business number(s) in your profile

Help with this page

## Manage Business number(s) in your profile

You have identified yourself as an owner of the following business(es).

Business #  Default

Select as default Add a business Remove business

Your business account is now complete and ready to use!

## Welcome

[? Help](#)

As of May 5, 2025

[What's New](#)

[Security settings](#)

[Print/Save](#)

### Select an account:

[+ Add account](#)

<p><b>YOUR NAME</b> SIN: *** **</p> <p>Individual</p>	<p><b>YOUR BUSINESS NAME</b> Business number: <b>Business Number</b></p> <p>Business</p>
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