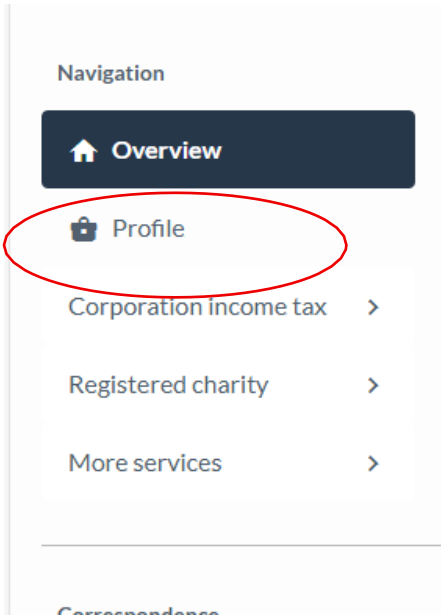


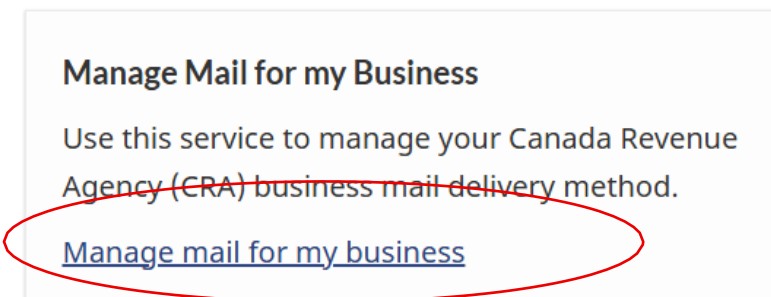
## Managing Mail & Notification Preferences for CRA Business Correspondence

The following instructions will help you to navigate how to set your mail and notification preferences with CRA. It is strongly recommended that all businesses review their online mail regularly even if they are set up to receive paper mail or their notification preferences have been set.

Please note that this process will need to be completed for each separate business number.



- While in My Business Account click on Profile under the Navigation Panel. The “Manage mail for my business” and “Manage notification preferences” sections should appear near the bottom.



- Click on the “Manage mail for my business” link
  - This will allow you to make the choice to receive either online or paper correspondence. Instructions for both are as follows:

## To Receive Paper Mail

### 1 Select Mail Delivery Method

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

\*Mail delivery method

Select the mail delivery method that you want to opt out of.

- Online
- Paper

Filter: Program type Program account Delivery method

<input type="checkbox"/>	Program type	Program account	Delivery method
<input type="checkbox"/>	Corporation income tax	RC0001	Paper Mail
<input checked="" type="checkbox"/>			

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- To opt out of online correspondence, select Online and the account programs (RC0001, RT0001 etc.).

### 2 Acknowledgement of eligibility requirements

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

\* Confirmation

I have reviewed the above information and confirm it is accurate.

Tick this box to confirm that you are requesting to receive paper mail for your business. I certify that the information given on this application is correct and accurate.

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- Once you have confirmed your selection, check the boxes to confirm and select next

### 3 Review and submit

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

Select Mail Delivery Method [Edit](#)

Mail delivery method: Online

Program type	Program account	Delivery method
Corporation income tax	RC0001	Paper Mail

1 to 1 of 1 |< < > >|

\* Confirmation

I have reviewed the above information and confirm it is accurate.

< Back Submit

- Check the Confirmation box, Submit

## To Receive Online Mail – Step 1 of 2

### 2 Acknowledgement of eligibility requirements

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

#### \* Confirmation

I have reviewed the above information and confirm it is accurate.

Tick this box to confirm that you are requesting to receive online mail for your business. I certify that the information given on this application is accurate.

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Next >

<input checked="" type="checkbox"/>	Program type	Program account	Delivery method
<input checked="" type="checkbox"/>	Corporation income tax	RC0001	Online Mail

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Next >

- To opt out of paper correspondence, select paper and the account programs (RC0001, RT0001 etc.) that you wish to opt out of.
- Check the Confirmation boxes, Next

### 3 Review and submit

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

#### Select Mail Delivery Method Edit

Mail delivery method: Paper

Program type	Program account	Delivery method
Corporation income tax	RC0001	Online Mail

1 to 1 of 1 |< < > >|

#### \* Confirmation

I have reviewed the above information and confirm it is accurate.

< Back

Submit

- Check the Confirmation box, Submit
- See next page for Step #2.

Note you will not receive notifications about new CRA mail if you do not set up your Notification Preference. Therefore please ensure to follow the next step.

## Online Mail – Step 2 of 2

To receive any notifications from CRA regarding new online mail you must set your notification preferences. If you do not set these preferences, you will not receive email notifications of any new online mail.

### Notification preferences

Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.

[Manage notification preferences](#)

- Click on the “Manage notification preferences” link

## Notification preferences

As of June 16, 2025

There are no email addresses on file for this business.

When an email address is added:

- We will stop sending paper mail and send an email when there is mail available to view in My Business Account;
- we will send an email when important changes are made on this account.
- You can add up to three email addresses per program account.

For more information see [notifications from the CRA](#).

[+ Register email address](#)

- Select Register email address

## Add email address

### 1 Before you begin

When you add an email address, we will send you an email notification when important changes are made on the business Account.

[Privacy notice](#)

Start

### 1 Enter email information

### 2 Select accounts

### 3 Select additional notifications

### 4 Review and submit

- Select Start

## Add email address

✔ Before you begin

1 Enter email information

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

\* Select an option

- New email address
- Existing email address

\* Email address

Back

Next

- Select the appropriate option, select next
- Enter the desired recipient email address

## Add email address

✔ Before you begin

✔ Enter email information

2 Select accounts

\* Eligible accounts

Filter: Account



<input checked="" type="checkbox"/>	Account
<input checked="" type="checkbox"/>	RC0001

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Next

- Use the check box to select all applicable accounts

### 3 Select additional notifications

**Additional notifications:** (Optional)

Choose from the following notifications. Same selection of optional notifications will be applied to all selected accounts.

- Payments
- Payroll (RP) account(s)
- Submit Documents

Back

Next

- Select any additional notifications (optional)
- Next

### 4 Review and submit

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

#### Email information

 Edit

Email address:

XXXXXXXXXXXX@XXXXXX

Accounts selected:

- RC0001

Notifications:

- ✓ Payments
- ✓ Payroll (RP) account(s)
- ✓ Submit Documents

**\* Confirmation**


I have read and agree to the above terms of use.

Back

Submit

- Confirm and Submit

## Add email address - Confirmation

 **Success**  
[REDACTED] was **added** successfully to the accounts below.

We will send you the email notification when the business account information has changed, such as mail address or phone number.

**Email information**  
**Email address:** [REDACTED]  
**Accounts selected:**

- RC0001 - Corporation income tax

**Notifications:**

- ✓ Payments
- ✓ Payroll (RP) account(s)
- ✓ Submit Documents



A confirmation email will be sent to this email address. If you do not receive a confirmation email **within 24 hours**, log into My Business Account to verify that the email we have is correct.


- You should see this confirmation screen

## Notification preferences

▼ Filter:

### Accounts registered to receive notifications

Program account	Program type	Email address	Actions
RZ0001	Information returns	[REDACTED]	 <a href="#">View notifications</a>
RC0001	Corporation income tax	[REDACTED]	 <a href="#">View notifications</a>

1 to 2 of 2 

- [+ Register email address](#)
- [✎ Edit email address](#)
- [🗑 Delete email address](#)
- [✎ Update optional notifications](#)

- Going forward when you click on the “Manage notification preferences” link the screen should display the program accounts as well as the email address designated to receive notifications. From here you can also make any necessary changes