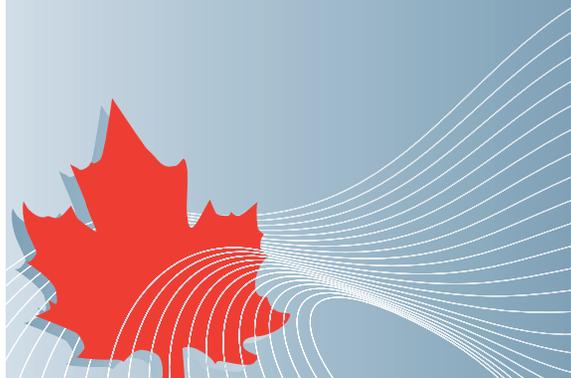


Canada Revenue Agency Represent a Client

For individuals and businesses
(including employees)

www.cra.gc.ca/representatives



What is Represent a Client?

Represent a Client is an online service that provides you with secure and controlled access to account information on behalf of individuals and businesses.

Who can use this service?

Any business or person that manages the accounts of individuals and/or businesses, including employees who manage the accounts of the business they work for, can use this service.

What can a representative do?

Access information on behalf of:

Individuals

- View tax information slips
- View client tax summaries
- View carryover amounts
- View RRSP information
- View assessment details and much more...

Businesses

- View account balances (GST, payroll, corporate)
- Transfer payments
- File returns
- View account transactions
- View correspondence and much more...

How to use this service

Step 1 – Select the Represent a Client link from the CRA home page

- Already have a CRA user ID and password? – Select “Login”
- Need a CRA user ID and password? – Select “Register”

Step 2 – Register as a representative

- Register your tax services business using your Business Number (BN)
- Register yourself and receive a representative identifier (RepID)

Step 3 – Obtain authorization

Give your BN or RepID to individuals, businesses, or your employer so they can authorize you to access their account information online.

Step 4 – Access an account

Once you are authorized, you can access information and services on behalf of individuals, businesses, or your employer.

Learn more

For more information, go to
www.cra.gc.ca/representatives