

How to Authorize Aries as your Rep with CRA

Go to: <https://www.canada.ca/en/revenue-agency.html>

Select Sign into CRA Account:

## Canada Revenue Agency

[Sign in to a CRA account](#)

Administering tax laws for the Government of Canada and for most provinces and territories.

Select My Business Account

[My Business Account](#)

or [how to register for My Business Account](#)

View and update your business information for:

- Business taxes
- Payroll
- GST/HST
- COVID-19 wage and rent subsidies for businesses

[List of all services for My Business Account](#)

Log in using your CRA user ID and password

### Option 2 - Using a CRA user ID and password

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

[CRA sign in](#)

[CRA register](#)

# CRA Sign in

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\* 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](#).

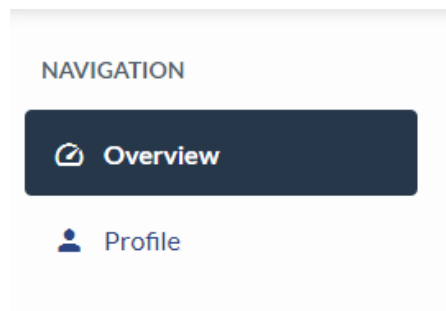
Sign in

Exit

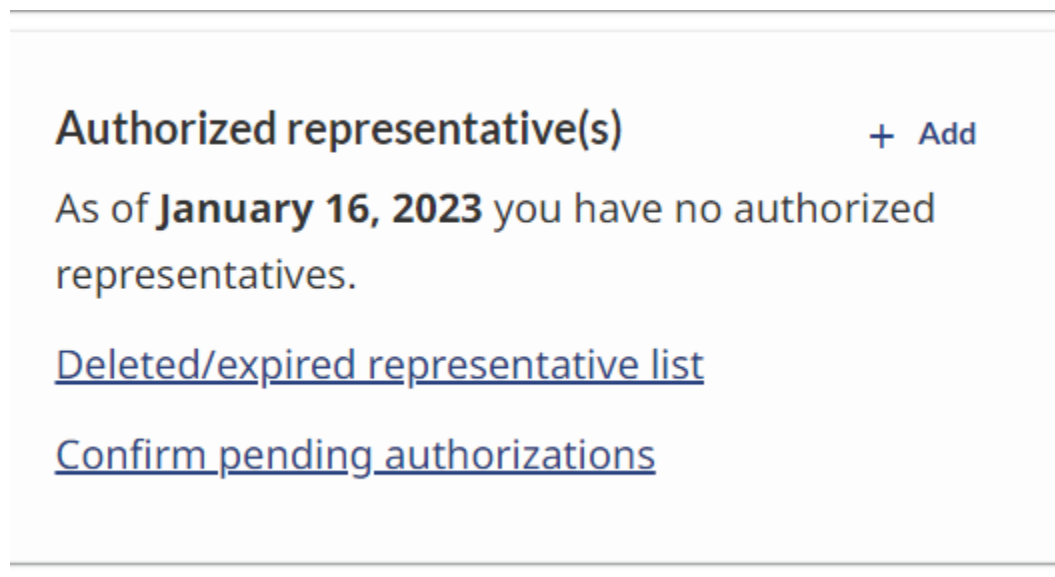
[Register](#) if you are a new user.

To [revoke or change your CRA user ID or password, or to manage your security questions and answers](#), you must first sign in.

After signing in find, the Profile tab and select:



Go to Authorized representative(s) – click on add and a new screen will open:



New screen that has opened:

## Authorize a representative

[Help](#)

### **i** Before you begin

This authorization allows your representative to deal with the CRA by internet, by telephone, in person, or in writing.

Your representative will have access to all tax years as our online service does not yet have a year-specific option.

**Start**

### **1** Enter representative information

### **2** Enter representative authorization

### **3** Review and submit

Click on Start and Enter representative information will open – enter in Aries business number 844868901 and click search – Aries Accounting should show:

### **1** Enter representative information

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

To authorize a representative to deal with the CRA on your behalf enter:

- the representative identifier (RepID); or
- the group identifier (GroupID); or
- the business number (BN) of a business. If you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

844868901

[Edit](#)

The following representative has been identified:

**ARIES ACCOUNTING**

**BN:** 844868901

**Phone number:** 250-454-9483

**Fax number:** 778-755-5568

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**Next**

Click on Next button and Enter representative authorization will open – fill out as follows:

✓ Enter representative information

2 Enter representative authorization

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

\* Authorization level ?

- Level 1 - Allow the CRA to disclose information to your representative about your account
- Level 2 - Allow the CRA to disclose information to your representative and make changes to your account

\* Online access

- Yes
- No

Expiry date (optional)

If no expiry date is selected, the authorization will be valid indefinitely

YYYY - MM - DD 

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Next

🔍 Review and submit

Click on Next button (see following page)

Click on Next button – will go to Review and submit – ensure ALL information is correct. Click the Confirmation button at the bottom:

### 3 Review and submit

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

The following representative will be authorized:

#### Representative information

Name: ARIES ACCOUNTING

BN: ARIES ACCOUNTING

Phone number: 250-454-9483

Fax number: 778-755-5568

#### Representative authorization

Authorization level: 2

Online access: Yes

Tax years: All

Expiry date: Does not expire

#### \* Confirmation

I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.

Ensure this is checked and click on submit

#### \* Confirmation

I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.

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Submit