

Steps to add an authorized representative for CRA

1. Go to my account on the CRA website
<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>
2. You can either login through a Sign-In Partner, for example your online banking, or you can use your login ID of the CRA website
3. When you are in the 'my account' overview, click on 'Authorize representative(s)' which is under 'Related services' on the right-hand side the page
4. Click on 'Authorize new representative'
5. The RepID of Darren St-Georges is: **BD9Q89S**
6. Click on Next
7. Choose Authorization Level **1**
8. Put **Yes** for Online access
9. Put an expiry date if you wish
10. Click on **Next**
11. Check off the 'confirmation' box
12. And finally click on **Authorize**