

HOW TO AUTHORISE CFOTAX247 INC. TO YOUR CRA ACCOUNT

Log into CRA (Canada Revenue Agency) my account/business account using one of the options below. The below snapshot is for Personal account

← → 🔄 🌐 canada.ca/en/revenue-agency/services/e-services/digital-services-individuals/account-individuals.html 🔍

Option 1 – Using one of our Sign-In Partners

Sign in or register with the same sign-in information you use for other online services (for example, online banking).

[Sign-In Partner](#)

For the security of your CRA account, when you are on your Sign-In Partner website, ensure it is your information that is entered and not that of somebody else.

[▶ View list of Sign-In Partners](#)

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](#)

Option 3 – Using a provincial partner

Sign in with your Alberta.ca Account or BC Services Card.

[Provincial partner sign in](#)

Click on the drop down option right side corner on your name to access the option - profile



Government
of Canada

Gouvernement
du Canada

[Français](#)

Canada Revenue Agency
My Account

VIPUL JAIN ▾

NAVIGATION

Overview

Profile

Tax returns

Accounts and payments

Benefits and credits

Savings and pension plans

Progress tracker

More services >

Overview

As of July 30, 2024

[Tax returns](#)

Your **2023** return was assessed on **April 25, 2024**.

[Accounts and payments](#)

Income tax balance: **\$0.00**

[Statement of account](#)

Progress tracker ?

View the status of files that you have submitted to CRA.

Our records show you have no files being tracked at this time.

[Tax information slips \(T4 and more\)](#)

View your original and amended tax information slips (T4 and more) issued by an

CORRESPONDENCE

Scroll down to the option for Authorized Representative and click on add on top right

Authorized representative(s)  + Add

As of **July 30, 2024** you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

Click on Start Option

Authorize a representative

[Help](#)

i Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, 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 Select authorization details

3 Review and confirm

Enter BN for CFOTAX247 -816986830 and click on search

Authorize a representative

[Help](#)

✓ Before you begin

1 Enter representative information

Fields marked with an asterisk (*) are required.

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

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

*RepID, GroupID or BN

816986830

Search

[Back](#)

2 Select authorization details

3 Review and confirm

The below details should appear and once you match it, then click next

*RepID, GroupID or BN

816986830

Search

The following representative has been identified:

Representative information

Name: CFOTAX247

BN: 816986830

Phone number: 647-657-6340

Fax number: 267-712-7086

Back

Next



2 Select authorization details

3 Review and confirm

Please select the level of authorization. Level 2 is recommended. The dropdown for each level defines the level of access. Online access is always recommended. You can set the expiry date for access. Checking the “does not expire” option provides the access indefinitely. Once all options are checked, please click next

2 Select authorization details

Fields marked with an asterisk (*) are required.

* Authorization level

- Level 1 - Allow your representative access to information only.
- Level 2 - Allow your representative access to information and to make certain account changes.

> Level 1

> Level 2

* Online access

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

- Yes
- No

* Expiry date

YYYY - MM - DD  Does not expire

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Next



The below screen will give you an option to review the authorization and can be edited at this step. Once everything looks fine, then check the confirmation and click submit


The following representative will be authorized:

Representative information	
Name:	CFOTAX247
BN:	816986830
Phone number:	647-657-6340
Fax number:	267-712-7086

Representative authorization Edit	
Online access:	Yes
Authorization level:	2
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.

[Back](#) [Submit](#) 

You will see the success message and CFOTAX247 will have access to your file and can discuss/ represent your case with Canada Revenue Agency (CRA)



Success

You have successfully **authorized** a new representative: **CFOTAX247**

You have authorized the following representative:

Representative information

Name: CFOTAX247

BN: 816986830

Phone number: 647-657-6340

Fax number: 267-712-7086

Representative authorization

Online access: Yes

Authorization level: 2

Expiry date: Does not expire

The CRA Links are specified below

Personal -

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

Business -

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