DJB CHARTERED PROFESSIONAL ACCOUNTANTS

DURWARD JONES BARKWELL & COMPANY LLP

Big enough to know. SMALL ENOUGH TO CARE.

How to Set Up Your CRA My Business Account to be able to Register for the Canada Emergency Wage Subsidy

Please note that only a person that is authorized to act on behalf of the corporation will be able to sign up for CRA My Business Account. You will need to have your own personal CRA My Account log in credential. You will also need to sign up for direct deposit, see **Part C**.

If you have your own CRA My Account credential (personal User ID and password), please go to **Part B**.

Part A

If you don't have your own CRA My Account credential, please follow these steps:

1. Visit the CRA My Business Account website: https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html

2. Select Option 1 – using one of our Sign-In Partners. Click on the green button ''Sign-In Partner Login / Register''
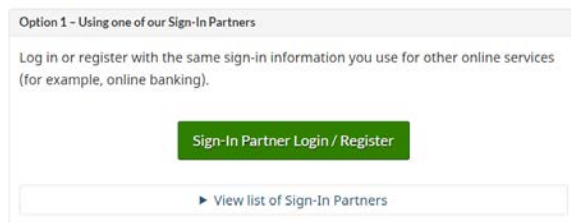
3. Click on the logo of your main bank
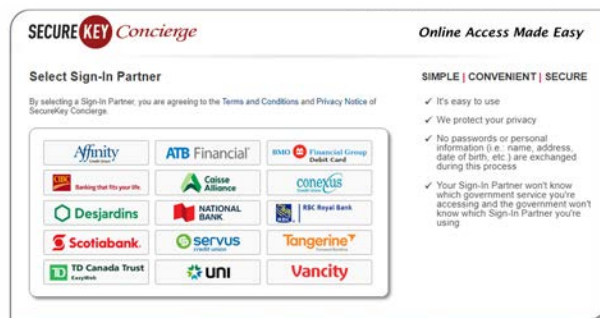
4. Enter your online bank account user ID (most of the time it will be your debit card number) and password. A SECUREKEY Concierge pop up will open, click ''Accept and Continue''

5. Enter your social insurance number and click Next

Validate your identity—social insurance number

* Social insurance number *(required)*

For more information on how your privacy is protected, refer to our Personal Information Collection Statement

Next   Exit

6. Enter your postal code, date of birth and using your 2018 tax return, search for the line requested and enter the amount found on your tax return. *Please note: that they will ask for a different line number each time and therefore, yours will not necessarily be line 11900 as shown below.*

Validate your identity—continued

Social insurance number (SIN) entered:

If this is not your SIN, return to the previous page.

If you live outside Canada or the United States, you must enter different information.

* Postal code or ZIP code *(required)* ❓

* Date of birth *(required)*

01 ▾   January ▾

* Tax information - amount entered on line 11900 of your 2019 return - enter dollars only *(required)* ❓

$ .00

For more information on how your privacy is protected, refer to our Personal Information Collection Statement.

Next   Exit

7. Click Next

CRA security code notification

As a security measure we will mail your CRA security code to the address you have on record with the CRA. You should receive it within 5-10 days.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an alternate format.

Next   Exit

8. Confirm your postal code

Verification—current postal code or ZIP code

Once you have completed this process you should receive your CRA security code by mail within 5-10 days. We will mail it to the address we have on file for you.

If you are blind or partially sighted, you can ask to receive your personal correspondence from the CRA in an alternate format. For more information, call **1-800-959-8281**.

○   I confirm that   is my current postal code or ZIP code.
○   No, this is not my current postal code or ZIP code.

For more information on how your privacy is protected, refer to our Personal Information Collection Statement.

Next

9. You will then be prompted to create your own CRA User ID and Password.

   Your user ID must contain between 8 and 16 characters with no spaces, and can contain up to seven digits. The only special characters that you can use are: dot (.), dash (-), underscore (_), and apostrophe (').

   Your password must contain between 8 and 16 characters, one upper-case letter, one lower-case letter, one digit, no space, and no accented characters. The only special characters you can use are: dot (.), dash (-), underscore (_), and apostrophe ('). You cannot use more than 4 consecutive, identical characters. The password and the confirm password must match.

10. Create your security questions and answers.

11. Enter your business number.

12. The next step is to enter your CRA security code. If you have completed the registration process through My Account for Individuals, My Business Account, the MyCRA app, MyBenefits CRA app, or the CRA BizApp, you will be issued a CRA security code. The CRA security code has an indicated expiry date. If you choose to have the code mailed, CRA will mail it to the address they have on file.

Part B
Log in on CRA My Business Account using your personal My Account credential

1. Visit the CRA My Business Account website: https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html

2. Log in using Option 2

Option 2 – Using a CRA user ID and password
Log in with your CRA user ID and password, or register.
CRA login   CRA register

3. Enter your User ID and Password

CRA Login

* 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.

[Login] [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 login.

Screen ID: CMS.30

4. Click Next

5. Enter your business number

Manage profile – add BN to profile

* Business number (9 digits) *(required)*

[Previous] [Add]

6. The next step is to enter your CRA security code. If you have completed the registration process through My Account for Individuals, My Business Account, the MyCRA app, MyBenefits CRA app, or the CRA BizApp, you will be issued a CRA security code. The CRA security code has an indicated expiry date. If you choose to have the code mailed, CRA will mail it to the address they have on file.

DJB

Part C
Sign up for direct deposit

1. Once you are logged in on your CRA My Business Account, under all programs (RC, RT and RP), click on manage direct deposit.

2. Check the confirmation box and click submit

3. Click ''select all program accounts'' and click on ''start/update direct deposit''

4. Enter your business bank account information and click Next

5. Review the information under New bank account information, select "I confirm that the above information is correct" and click submit.

My Business Account

Review add/edit direct deposit

Direct deposit

Review add/edit direct deposit

Business number
Business name

Review the bank account information that will be added to the accounts below

New bank account information

Account(s)
RC0001

* **Confirmation (required)**

☑ I confirm that the above information is correct.

[Previous] [Submit]