

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**.

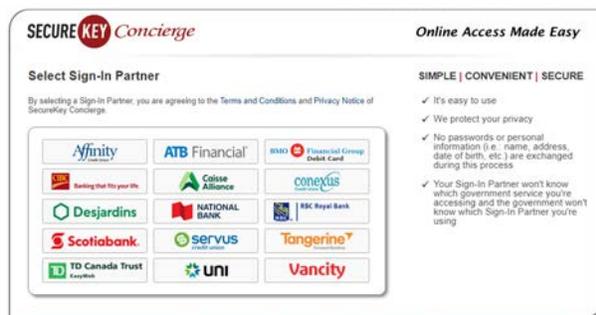
Part A

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)

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

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](#).

[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)**

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.

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.

Corporation Income Tax

RC

- [Transmit a return](#)
- [View return status](#)
- [View return balances](#)
- [View and pay account balance](#) New!
- [View special elections and returns \(SER\)](#)
- [Register a formal dispute \(Notice of Objection\)](#)
- [Manage direct deposit](#)
- [View direct deposit transactions](#)
- [Manage address](#)
- [Calculate instalment payments](#)
- [Enquiries service](#)
- [Manage language preference](#)
- [Request to close corporation income tax account](#)

2. Check the confirmation box and click submit

My Business Account

Direct deposit – disclaimer

Direct deposit – disclaimer

Business number

Business name

[Privacy notice](#)

This service will allow you to start, update, or stop direct deposit for one or more of your business account(s) with the Canada Revenue Agency (CRA).

By starting or updating direct deposit, you are allowing the CRA to deposit any money owed to your business account(s) in the bank account(s) you add.

You will no longer receive a cheque in the mail.

If you choose to stop direct deposit, you are allowing the CRA to remove the bank information on file and to send a cheque in the mail for any money owed to your business account(s) to the mailing address on file.

*** Confirmation (required)**

I agree that I have read the above information.

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

My Business Account

Direct deposit

Direct deposit

Business number

Direct deposit

Business name

The selections made on this page can only be associated to 1 bank account

All accounts

Select all program accounts

Corporation Income Tax (RC) account(s)

Select	Program account	Bank account number	Bank name	Status
<input checked="" type="checkbox"/>	RC0001	None		

Start/update direct deposit

Previous

4. Enter your business bank account information and click Next

My Business Account

Add/edit direct deposit – bank information

Add/edit direct deposit – bank information

Business number

Direct deposit

Business name

[Privacy notice](#)

New bank account

▶ View cheque image

*** Branch number (required for new bank account)**

*** Institution number (required for new bank account)**

*** Account number (required for new bank account)**

Previous

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
Review add/edit direct deposit	Business number <input type="text"/> Business name <input type="text"/>
Direct deposit	Review the bank account information that will be added to the accounts below
	New bank account information
	<input type="text"/>
	Account(s) RC0001
	* Confirmation (required)
	<input checked="" type="checkbox"/> I confirm that the above information is correct.
	<input type="button" value="Previous"/> <input type="button" value="Submit"/>