

FROM: Taylor Leibow LLP
SUBJECT: Instructions for Authorizing a Representative for Individuals
DATE: September 9, 2025

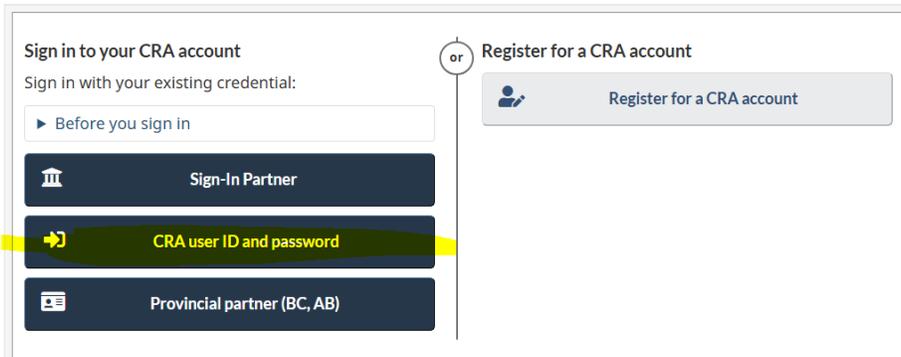
Adding an authorized representative

1. If you have not done so already, create a CRA online Account by following the memo **“Instructions for Creating a CRA Online Account”**
2. Go to CRA’s login page: <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>
3. Click **“CRA user ID and password”** and sign in using the User ID and password you’ve just created:

Sign in to your CRA account

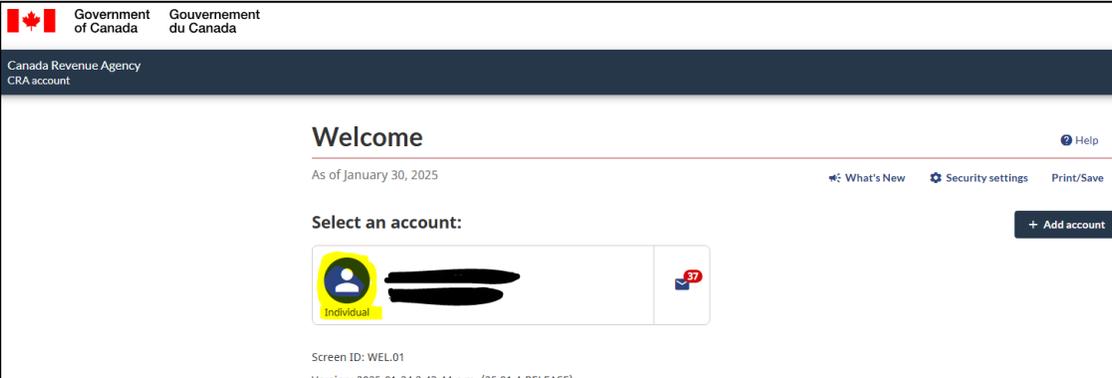
Sign in or register to access My Account, My Business Account or Represent a Client.

- Simplified sign-in process**
The CRA has introduced a simplified sign-in process to make it easier to access the My Account, My Business Account, and Represent a Client portals with a single sign-in. If you previously registered for these portals, use your existing credentials and select a sign-in option below to access your CRA account.
- The CRA may have emailed you**
You may have received an email notification from the CRA. We are encouraging those who don’t yet have a CRA account to register for one. This makes it easy for you to view and manage your income tax and benefit information online. To register today, visit [Register for a CRA account](#).



The screenshot shows the CRA sign-in and registration interface. On the left, under 'Sign in to your CRA account', there are three options: 'Sign-In Partner', 'CRA user ID and password' (highlighted in yellow), and 'Provincial partner (BC, AB)'. On the right, under 'Register for a CRA account', there is a button labeled 'Register for a CRA account'. The interface is clean and modern, with a white background and blue accents.

4. Once signed in, you’ll see the following screen. Click on your **“individual”** account:



The screenshot shows the CRA 'Welcome' page. At the top, there is a header with the Government of Canada logo and the text 'Canada Revenue Agency CRA account'. Below the header, the word 'Welcome' is displayed, followed by the date 'As of January 30, 2025'. There are links for 'What's New', 'Security settings', and 'Print/Save'. A 'Help' icon is also present. The main content area is titled 'Select an account:' and features a button '+ Add account'. Below this, there is a list of accounts. The first account is labeled 'Individual' and has a yellow highlight. The account name is partially obscured by a black redaction box. There is also a notification icon with the number '37'.

Screen ID: WEL.01
Version: 2025-01-24 2:43:44 p.m. (25.01.4-RELEASE)

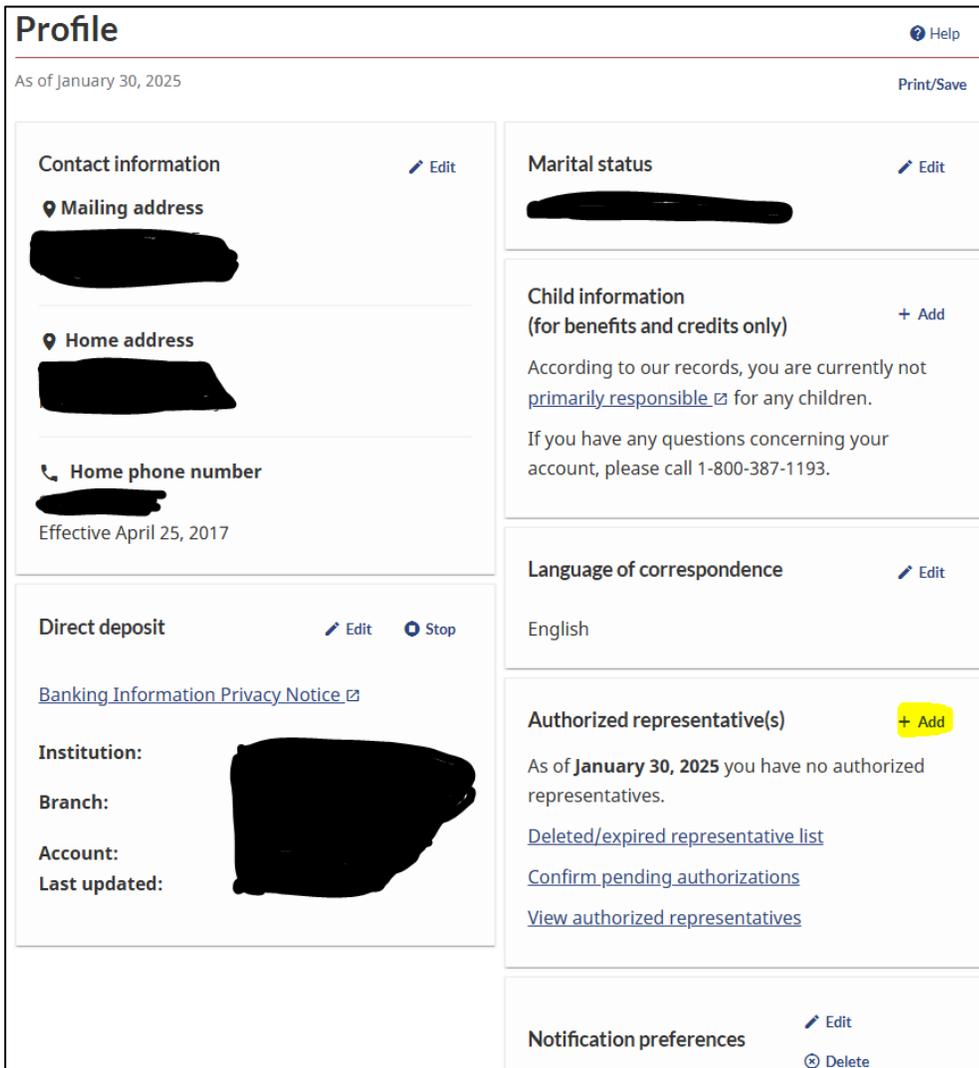


MEMORANDUM

5. In the top left corner of your screen, select "**Profile**" (under Overview):



6. On your profile, select "+ Add" beside an Authorized representative(s):





7. Click **Start**:

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



8. Enter in Taylor Leibow's Group ID: **GC4TN2** and hit "Search". Make sure Taylor Leibow LLP shows up as the identified representative. Hit "Next":

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

The following representative has been identified:

Representative information

Name: Taylor Leibow LLP

Group ID: GC4TN2

Phone number: 905-523-0000

Fax number: 905-523-4681

2 Select authorization details

3 Review and confirm



9. Select “**Level 2**” authorization, select “**Yes**” for online access, and check the box “**Does not expire**”. Hit “**Next**” once all selections are complete:

Authorize a representative Help

- Before you begin
- Enter representative information
- 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**

Back

3 Review and confirm



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10. Review the information entered and ensure it agrees to the following screenshot. If it agrees, **check** the confirmation box and hit "**Submit**":

Authorize a representative Help

- ✓ Before you begin
- ✓ Enter representative information
- ✓ Select authorization details
- 3** Review and confirm

Fields marked with an asterisk (*) are required.

The following representative will be authorized:

Representative information

Name:	Taylor Leibow LLP
Group ID:	GC4TN2
Phone number:	905-523-0000
Fax number:	905-523-4681

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](#)

11. Print/Save a copy of the **Authorize a representative – Confirmation** for your records.

You have now successfully added Taylor Leibow LLP as a representative to your account!