



by The Ford Group

Canada Emergency Response Benefit (CERB) Application Process



by The Ford Group

Before starting

What you will need to before you begin:



**CRA My Account
Login credentials**



**Access to a desktop
or laptop computer**



**Bank account info to
sign up for direct deposit**

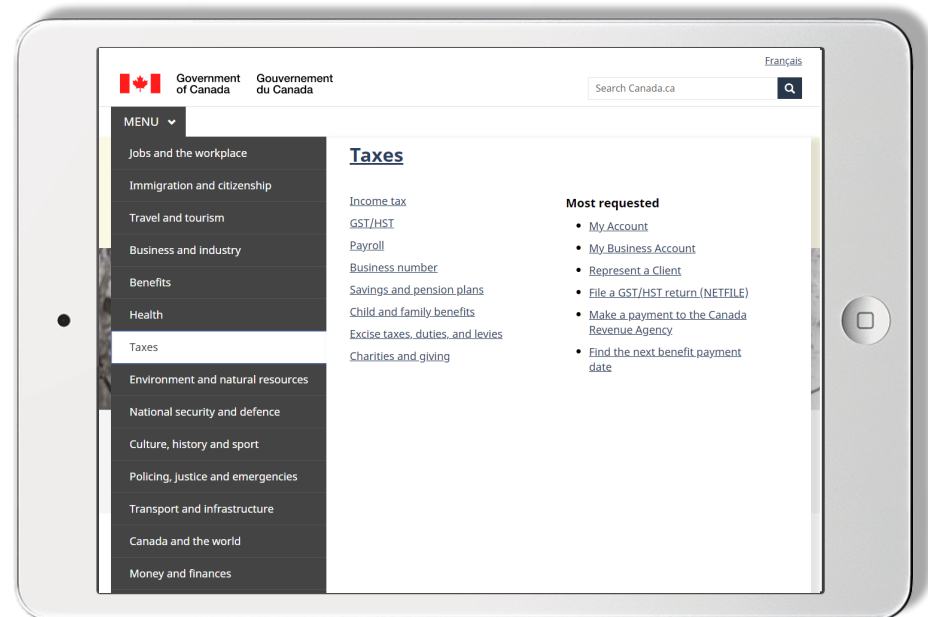


...

Step 1

www.canada.ca

- From your browser, type in the http line www.Canada.ca
- From the Menu dropdown, selected Taxes.
- Now click on, My Account.




Step 2

- Scroll down to, Option 2
- Now click on, CRA LOGIN

Option 2 - Using a CRA user ID and password


Log in with your CRA user ID and password, or register.



[CRA login](#)

[CRA register](#)

Step 3

- Enter your User ID
- Enter your Password
- Now click on, LOGIN



 Government of Canada Gouvernement du Canada

Canada Revenue Agency

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.

Step 4

- Last CRA login confirmation
- Now click on, NEXT

 Government of Canada / Gouvernement du Canada

Canada Revenue Agency Log

CRA login and security options

Last CRA login

Our records show that [redacted] was last used at the CRA on:
Monday, March 30, 2020 18:41:37 (Eastern Time)
If this is not correct, [contact us](#).

Do not show me this page again today.

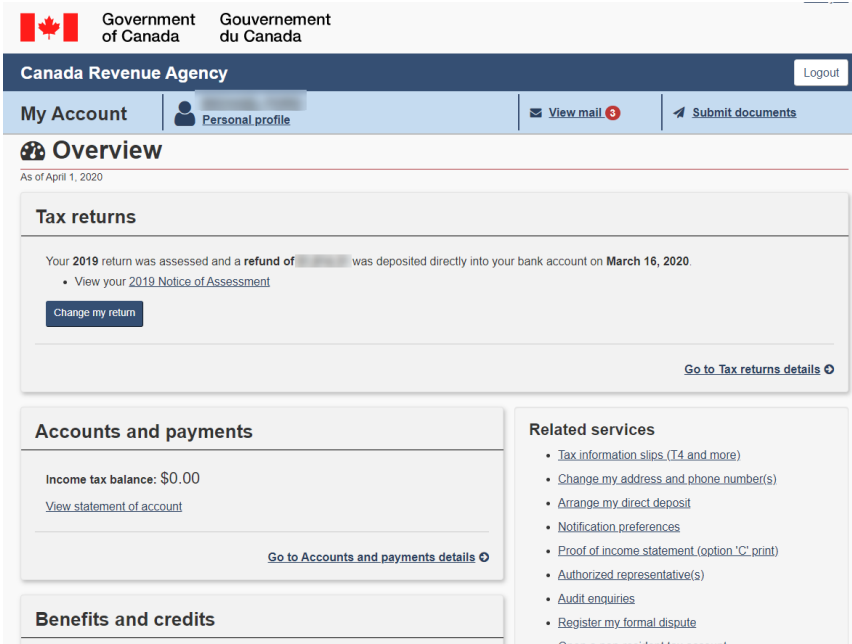
Selecting "Do not show me this page again today" will hide this page for the rest of the day. This means that the **Manage CRA security options** will only be available to you after midnight Eastern Time.


If you do not select "Do not show me this page again today", this page will be displayed to you each time you login.

Next [Manage CRA security options](#)


Step 5

- CRA My Account Overview screen



 Government of Canada / Gouvernement du Canada

Canada Revenue Agency Logout

My Account  Personal profile View mail Submit documents

Overview

As of April 1, 2020

Tax returns

Your 2019 return was assessed and a refund of [redacted] was deposited directly into your bank account on **March 16, 2020**.

- [View your 2019 Notice of Assessment](#)

[Change my return](#)

[Go to Tax returns details](#)

Accounts and payments

Income tax balance: \$0.00

[View statement of account](#)

[Go to Accounts and payments details](#)

Benefits and credits

Related services

- [Tax information slips \(T4 and more\)](#)
- [Change my address and phone number\(s\)](#)
- [Arrange my direct deposit](#)
- [Notification preferences](#)
- [Proof of income statement \(option 'C' print\)](#)
- [Authorized representative\(s\)](#)
- [Audit enquiries](#)
- [Register my formal dispute](#)
- [Open a non-resident tax account](#)

Step 6


- On the top of your account page you will have the CERB application
- Click on, APPLY

The screenshot shows the CRA account interface. At the top, it displays the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". Below this is the "Canada Revenue Agency" header with a "Logout" button. The "My Account" section includes a "Personal profile" link, a "View mail" button, and a "Submit documents" button. The "Overview" section, dated "As of April 6, 2020", features a prominent light blue box for "COVID-19: Canada Emergency Response Benefit (CERB)". This box contains an information icon, the title, and a paragraph explaining the benefit: "The Government of Canada is issuing payments to workers residing in Canada who have lost income or self-employment income for reasons related to COVID-19. You can apply for this benefit through either the Canada Revenue Agency (CRA) or Service Canada, but not both. By applying, you are giving consent to the CRA to use your tax information for the purposes of administering and enforcing the CERB, and are agreeing that your information, including tax information, may be shared with Employment and Social Development Canada." At the bottom of this box is a dark blue "Apply" button, which is highlighted by a red arrow.

Step 7

- Read the Eligibility terms
- Scroll down...

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

Canada Revenue Agency [Logout](#)

[Overview](#)

COVID-19: Canada Emergency Response Benefit Application

Eligibility

Fields marked with an asterisk (*) are required.

Important: You are not entitled to receive the Canada Emergency Response Benefit (CERB) from the Canada Revenue Agency (CRA) while you are receiving Employment Insurance (EI) benefits or the CERB from Service Canada. If you have already submitted an application with Service Canada for EI or the CERB, you cannot apply for this benefit through CRA.

To be eligible, you must meet the following requirements:

- You reside in Canada.
- You are 15 years of age or older at the time of application.
- **For your first CERB application:** you have stopped or will stop working due to reasons related to COVID-19 and, for at least 14 consecutive days of the four week period for which you are applying, you will not be receiving:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.
- **For your subsequent CERB applications:** you continue to not be working due to reasons related to COVID-19 and, for the four week period for which you are applying, you will not be receiving:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.
- You have not quit your job voluntarily.
- You have not applied for, nor are you receiving, CERB or EI benefits from Service Canada for the same eligibility period.
- You have earned a minimum of \$5,000 income within the last 12 months or in 2019 from one or more of the following sources:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.

Eligibility periods:

Step 8

- Select the period to apply for
- Click on, NEXT

- **For your subsequent CERB applications:** you continue to not be working due to reasons related to COVID-19 and, for the four week period for which you are applying, you will not be receiving:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.
- You have not quit your job voluntarily.
- You have not applied for, nor are you receiving, CERB or EI benefits from Service Canada for the same eligibility period.
- You have earned a minimum of \$5,000 income within the last 12 months or in 2019 from one or more of the following sources:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.

Eligibility periods:

- Eligibility periods are fixed in four week periods.
- You may apply for CERB for up to a maximum of 16 weeks.

Note: If you are later found to be ineligible, you will be required to repay the benefit.

*** Select a period**

Select
Select
March 15, 2020 to April 11, 2020

Step 9

- Read through the Certification terms
- Select the BOX, to agree
- Click on, NEXT

Canada Revenue Agency Logout

[Overview](#)

COVID-19: Canada Emergency Response Benefit Application

Certification

Fields marked with an asterisk (*) are required.

Period selected: March 15, 2020 to April 11, 2020


I certify that:

- I reside in Canada.
- I am 15 years of age or older at the time of application.
- **For my first CERB application:** I have stopped or will stop working due to reasons related to COVID-19 and, for at least 14 consecutive days of the four week period for which I am applying, I will not be receiving:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.
- **For my subsequent CERB applications:** I continue to not be working due to reasons related to COVID-19 and, for the four week period for which I am applying, I will not be receiving:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.
- I have not quit my job voluntarily.
- I have not applied for, nor am I receiving, the Canada Emergency Response Benefit (CERB) or Employment Insurance (EI) benefits from Service Canada for the same eligibility period.
- I have earned a minimum of \$5,000 income within the last 12 months or in 2019 from one or more of the following sources:
 - employment income;
 - self-employment income; or
 - provincial or federal benefits related to maternity or paternity leave.

You must certify that the information you have provided is true and correct, and acknowledge that making a false declaration is a criminal offense.


* **I certify to the following:**

I meet all the requirements set out above and I understand that I must repay any payment to which I am not entitled.



Step 10

- Review your Direct Deposit information
(If you do not have DD info, then a cheque will be mailed out. We would suggest in signing up for DD)
- Select the BOX, to agree
- Click on, SUBMIT

 **Government of Canada** **Gouvernement du Canada**

Canada Revenue Agency

[Overview](#)

COVID-19: Canada Emergency Response Benefit Application


Review direct deposit

Fields marked with an asterisk (*) are required.

Period selected: March 15, 2020 to April 11, 2020

Based on the information that you currently have on file, your payment will be deposited into the following bank account.

Direct deposit information



i If the direct deposit information above is not correct, update it here: [update direct deposit](#)

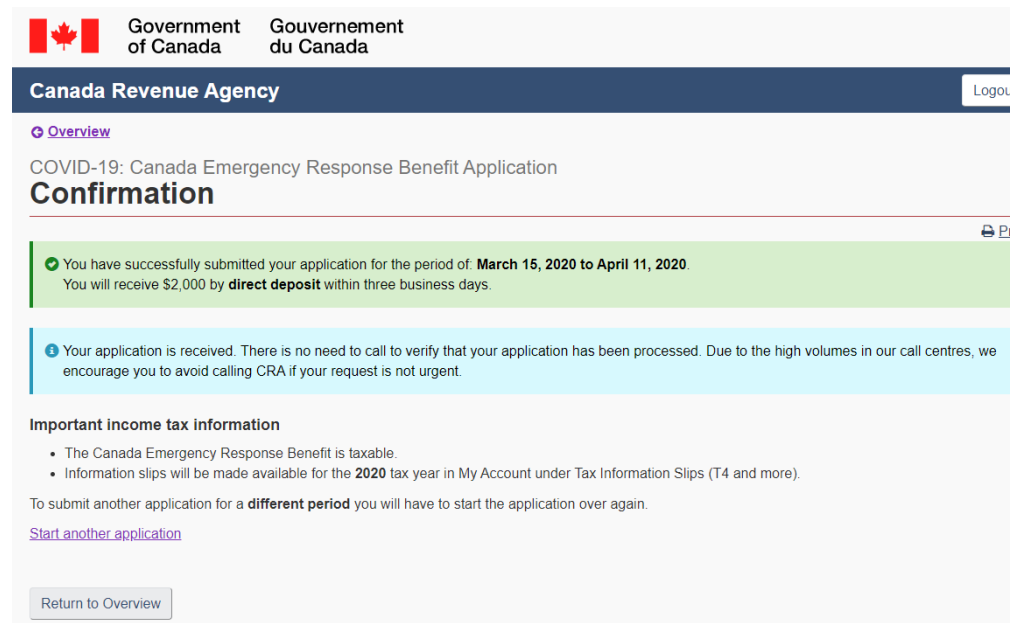
Note: Once your direct deposit information has been updated, you will have to return to the homepage to restart your application for the Canada Emergency Response Benefit.


*** Confirm that the direct deposit information above is correct**

I confirm the information is correct.

Step 11

- Confirmation page.
- Your DONE!
- *You must reapply once a month/period.



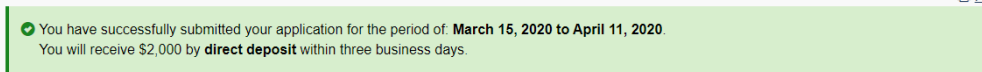
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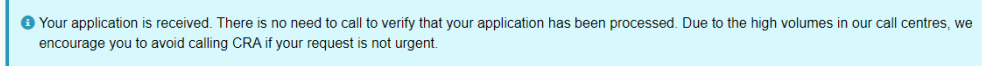
Canada Revenue Agency Logout

[Overview](#)

COVID-19: Canada Emergency Response Benefit Application

Confirmation





Important income tax information

- The Canada Emergency Response Benefit is taxable.
- Information slips will be made available for the **2020** tax year in My Account under Tax Information Slips (T4 and more).

To submit another application for a **different period** you will have to start the application over again.

[Start another application](#)

[Return to Overview](#)



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CRA Login Services

<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>



My Account

Access your own information:

- Individuals



My Business Account

Access your business information:

- Business owners
- Partners
- Directors/trustees on a board
- Officers of a non-profit organization



Represent A Client

Access someone else's business or individual information, including your employer:

- Accountants
- Tax and payroll service providers
- Legal representatives (power of attorneys, trustees, etc.)
- Family and friends



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CONTACT US

If you need more information on this CRA service or how to set up your
CRA MY BUSINESS ACCOUNT, contact us!

OUR WEBSITE

www.thefordgroup.ca

www.postings.cloud

CALL OR EMAIL

1-877-497-2776

info@thefordgroup.ca



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ABOUT CRA MY ACCOUNT

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

Click on the link above to learn what you can do.

[Video: How to register for My Account](#)

