



by The Ford Group

CREATING YOUR CRA MY ACCOUNT



by The Ford Group

Before starting

What you will need to before you begin:



SIN



Postal Code



**Current CRA
Notice of Assessment**

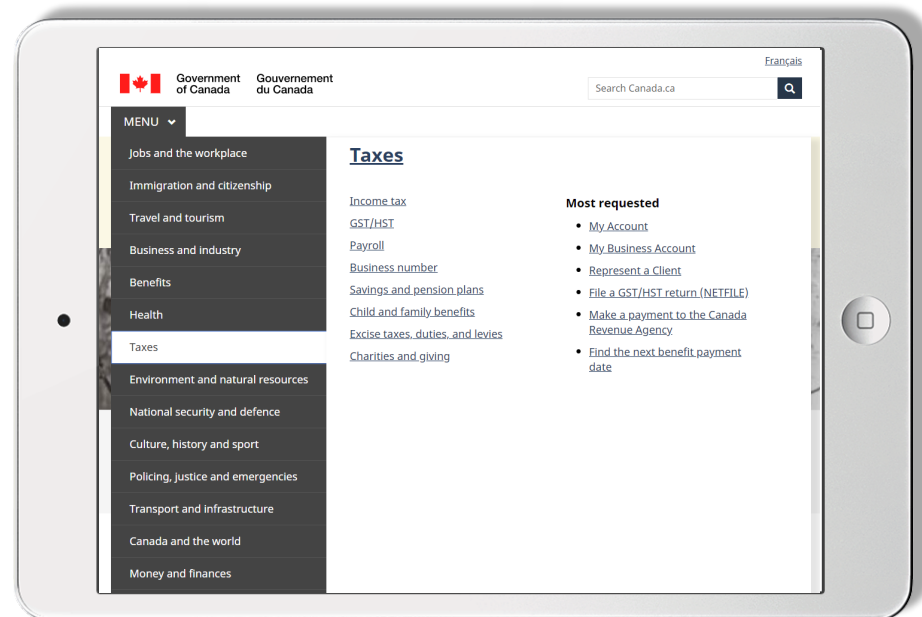


**Access to a desktop
or laptop computer**

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 Register

Option 2 - Using a CRA user ID and password

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

CRA login

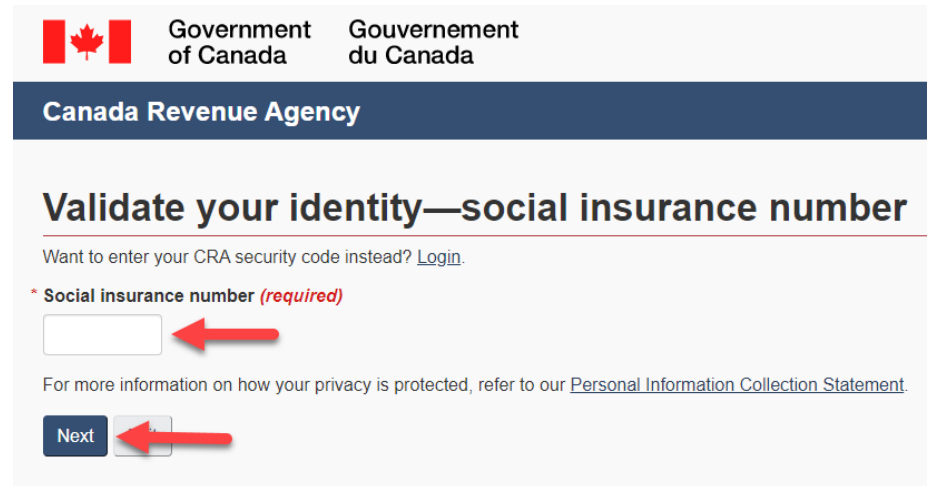
[CRA register](#)




Option 3 - Using a BC Services Card

Step 3

- Enter your Social Insurance Number (SIN)
- Then click on, NEXT



 Government of Canada Gouvernement du Canada

Canada Revenue Agency

Validate your identity—social insurance number

Want to enter your CRA security code instead? [Login](#).

* Social insurance number (required)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Next

Step 4

- Enter your Postal Code (CRA has on file)
- Enter Your Date of Birth
- Enter the correct \$Dollar amount from the Line #, CRA is asking on your screen
- Then click on, NEXT

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

Canada Revenue Agency

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 15000 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](#)

Step 5

- If everything matches, then you will come to the next page.
- CRA will confirm, that they will mail out a security code to your mailing address on file.
- Or, you already have a MY Account and will be asked to enter your password or reset it.
- Then click on, NEXT

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Canada Revenue Agency

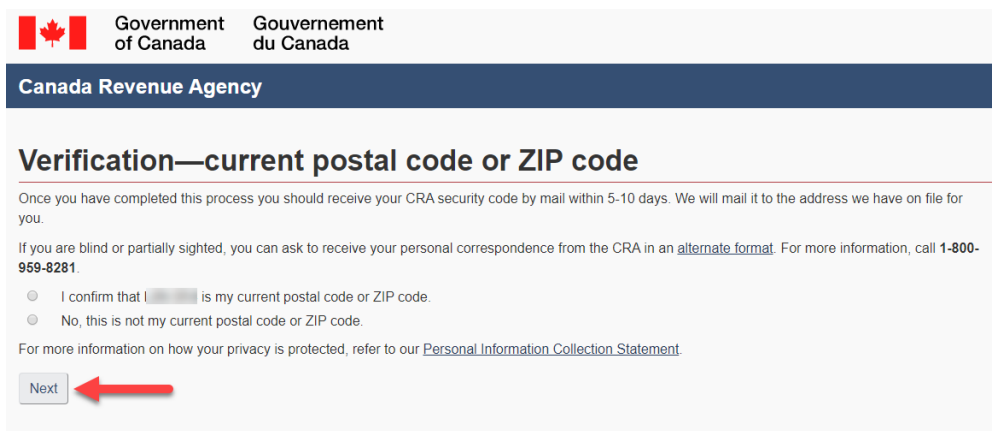
CRA security code notification


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](#).

Step 6

- Verify your Postal Code.
- Then click on, NEXT



 Government of Canada / Gouvernement du Canada

Canada Revenue Agency

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 I [redacted] 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](#).



Step 7

- Create your CRA User ID & Password
- Then click on, NEXT

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

Canada Revenue Agency

Create—CRA user ID and password

When you create your user ID and password, we recommend that you:

- make it easy to remember and hard for others to guess;
- avoid using personal information such as your name, social insurance number, mailing address, or email address; and
- always keep this information secure and do not share it with anyone.

Your user ID and password must meet the rules outlined below the fields.

* **User ID (required)** ⓘ

User ID checklist


- 8 to 16 characters
- No more than 7 digits
- No space
- No special characters except: dot (.), dash (-), underscore (_), and apostrophe (')

* **Password (required)** ⓘ

* **Confirm password (required)**

Step 8

- Create 5, Security Questions & Answers
- Then click on, NEXT

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Canada Revenue Agency

Create—security questions and answers

Your [security questions and answers](#) should be easy for you to remember but hard for others to guess.

Your answers:

- must contain at least 3 characters
- are not case-sensitive

The only special characters you can use are:

- dot (.)
- comma (,)
- dash (-)
- apostrophe (')

* **Question 1 (required)**

Select

* **Answer 1 (required)**

* **Question 2 (required)**

Select

* **Answer 2 (required)**

Step 9

- Review your Security Questions & Answers
- Hint: Print this page for your records and put it in a safe place.
- Then click on, NEXT



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Canada Revenue Agency

Review—security questions and answers

Question 1: In what city or town was your first job?
Answer 1: [REDACTED]

Question 2: What is your maternal grandmother's first name?
Answer 2: [REDACTED]

Question 3: In what city or town did your mother and father meet?
Answer 3: [REDACTED]

Question 4: What was your first paying job?
Answer 4: [REDACTED]

Question 5: What is your oldest sibling's nickname?
Answer 5: [REDACTED]


Your additional security feature preference:
Do not ask me a security question each time I login using this device.

Next  **My Security Questions**

Step 10

- Read the Terms & Conditions
- Sign off by typing in your newly created password.
- Then click on, I AGREE

[Français](#)

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

Canada Revenue Agency

Terms and conditions of use

In return for the Canada Revenue Agency (CRA) providing you with a CRA user ID and password, you agree to abide by the following terms and conditions of use for this and all future uses of your CRA user ID and password:

1. You understand and accept that you are at all times responsible for your CRA user ID, password and security questions and answers. This responsibility applies even if you change the user ID, password and security questions and/or answers. This information must be kept confidential at all times and must not be shared with or disclosed to others.
2. If your password, user ID and/or security questions and answers are revealed or if you suspect that someone else has learned or obtained them, you are responsible for notifying the CRA immediately. If you are a resident of a foreign country, there are additional requirements that apply to you.
9. These terms and conditions of use may be amended from time to time. When this occurs, you will be presented with the new version and asked to indicate your acceptance once again.

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

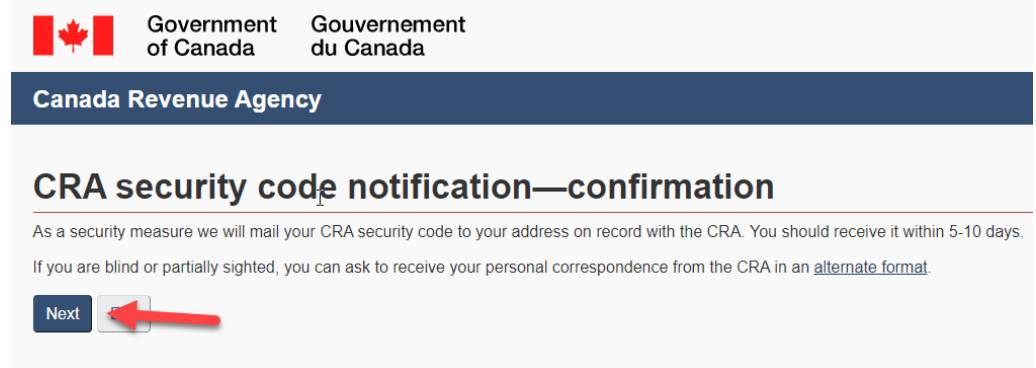
To indicate your acceptance of these terms and conditions of use, enter your password and select I agree.

User ID:

* Password: *(required)*

Step 11


- CRA Security Code confirmation
- Then click on, NEXT



The screenshot shows the top of a web page from the Canada Revenue Agency. At the top, there is a header with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and a dark blue bar with "Canada Revenue Agency" in white. Below this is the main heading "CRA security code notification—confirmation". The text below the heading reads: "As a security measure we will mail your CRA security code to your address 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](#)." At the bottom of the page, there is a "Next" button and a grey button with a right-pointing arrow. A red arrow points to the right-pointing arrow button.

Step 12

- Read the My Account Terms & Conditions
- Then click on, I AGREE

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

Canada Revenue Agency

My Account terms and conditions of use

In return for the Canada Revenue Agency (CRA) giving you access to My Account, you agree to abide by the following terms and conditions of use for this and all future uses of My Account:

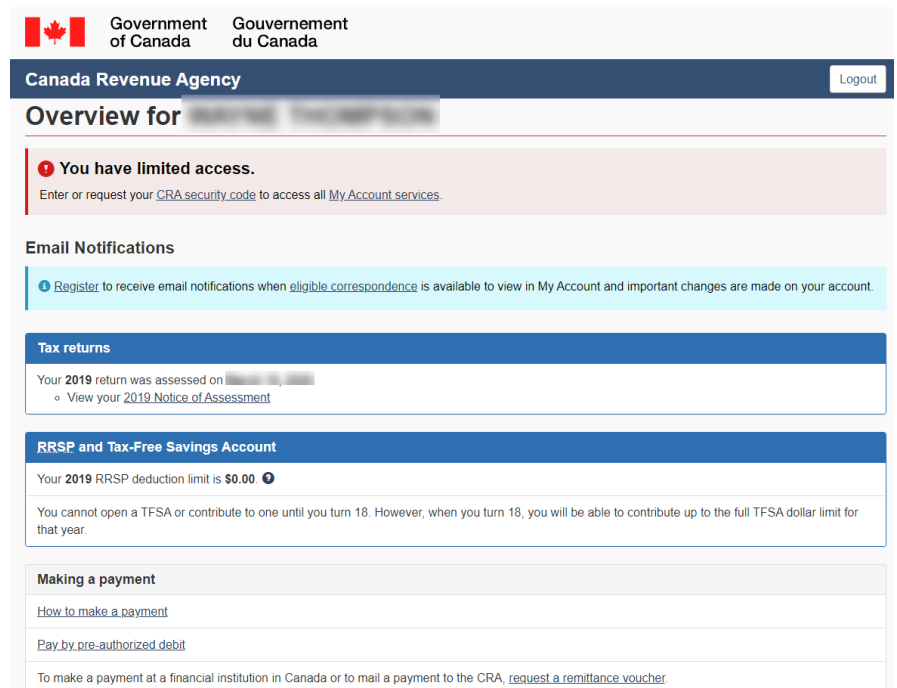
1. You agree to provide all of the requested information for the purposes of viewing and/or managing your personal income tax and benefit information.
2. You agree that any information you provide is true, accurate, and complete.
3. You understand and accept that you are at all times responsible for your login information (i.e. user name and password).
18. This service is intended for individuals only. If you are a representative, you must use the Represent a Client service. Inappropriate use of this service could result in the revocation or suspension of your online access.


By selecting "I agree" you indicate that you accept these terms and conditions of use.

If you select "I do not agree" you will have to communicate with the Canada Revenue Agency using other channels including telephone, mail and fax.

Step 13

- Welcome to your CRA My Account
- You only have limited access
- Logout and return when you get your Security Code in the mail



 Government of Canada / Gouvernement du Canada

Canada Revenue Agency Logout

Overview for [REDACTED]

You have limited access.
Enter or request your [CRA security code](#) to access all [My Account services](#).

Email Notifications

Register to receive email notifications when [eligible correspondence](#) is available to view in My Account and important changes are made on your account.

Tax returns

Your **2019** return was assessed on [REDACTED]
◦ [View your 2019 Notice of Assessment](#)

RRSP and Tax-Free Savings Account

Your **2019** RRSP deduction limit is **\$0.00** ⓘ
You cannot open a TFSA or contribute to one until you turn 18. However, when you turn 18, you will be able to contribute up to the full TFSA dollar limit for that year.

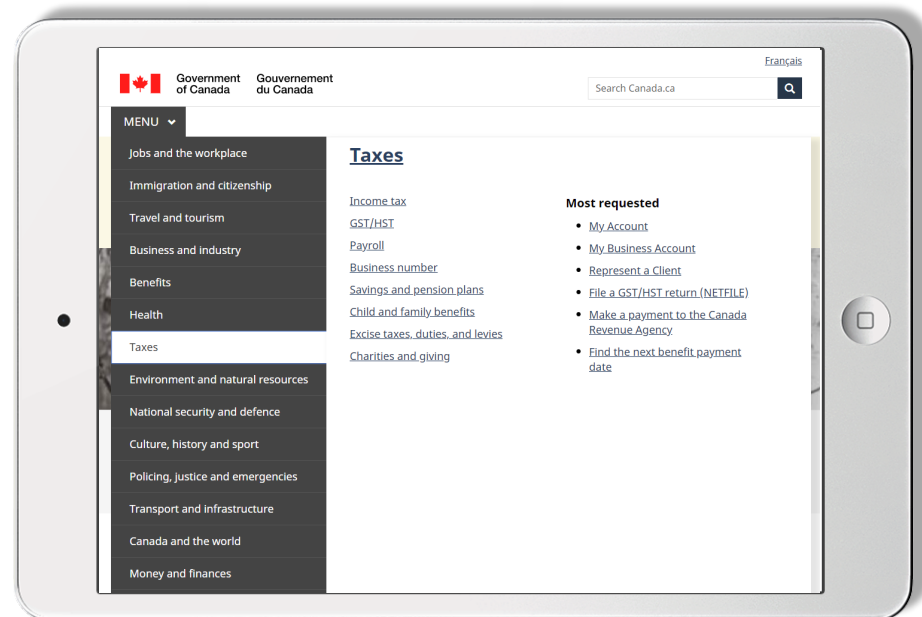
Making a payment

[How to make a payment](#)
[Pay by pre-authorized debit](#)
To make a payment at a financial institution in Canada or to mail a payment to the CRA, [request a remittance voucher](#).

Step 14

www.canada.ca

- Once you get your Security Code in the mail
- From your browser, type in the http line www.Canada.ca
- From the Menu dropdown, selected Taxes
- Now click on, My Account



Step 15

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

Option 2 - Using a CRA user ID and password

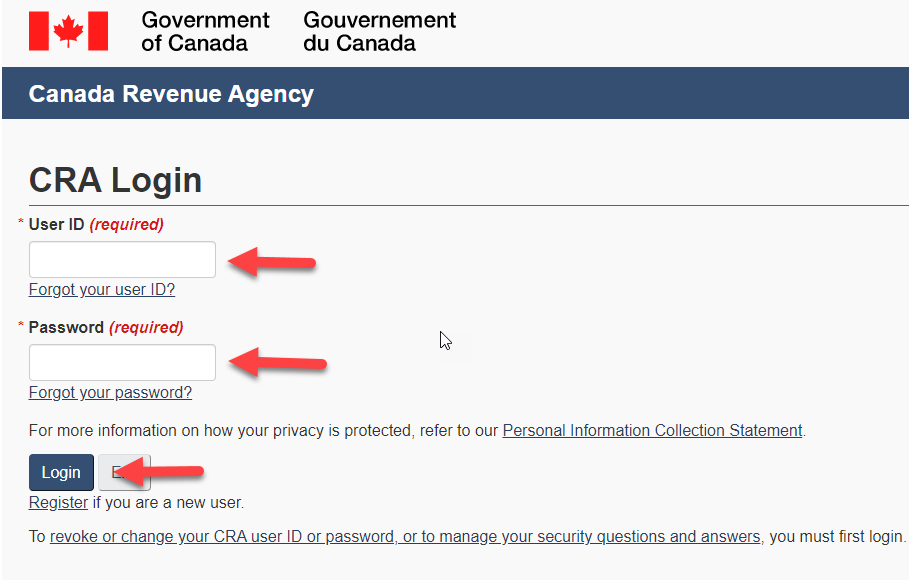
Log in with your CRA user ID and password, or register.


 [CRA login](#)

[CRA register](#)

Step 16

- 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 17

- Last CRA login confirmation
- Now click on, NEXT

The screenshot shows the CRA login and security options page. At the top, there is a header with the Canadian flag and the text "Government of Canada" and "Gouvernement du Canada". Below this is a dark blue bar with "Canada Revenue Agency" and a "Log" button. The main heading is "CRA login and security options". Underneath, it says "Last CRA login" and "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](#)." There is a checkbox for "Do not show me this page again today." Below this, a paragraph explains that selecting this option will hide the page for the rest of the day. At the bottom, there are two buttons: "Next" and "Manage CRA security options". A red arrow points to the "Next" button.

Step 18

- Enter your CRA Security Code
- Now click on, NEXT



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Canada Revenue Agency

CRA security code entry

Your CRA security code was issued on **March 30, 2020**.

If you requested this security code by mail, allow up to 10 days to receive it.

CRA security code ?

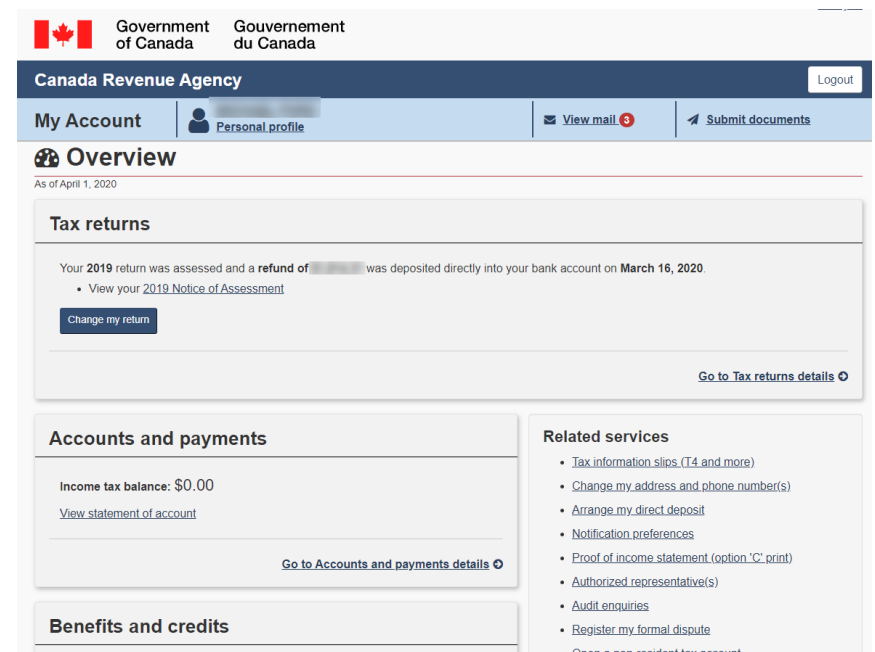
[Lost or did not receive your CRA security code?](#)

For more information on how your privacy is protected, refer to our [Personal Information Collection Statement](#).

Next 

Step 19

- Congratulations, you now have full access to your CRA My Account
- Browse around...



The screenshot shows the CRA My Account Overview page. 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" notification with a red badge showing "3", and a "Submit documents" link. The main "Overview" section is dated "As of April 1, 2020". Under "Tax returns", it states: "Your 2019 return was assessed and a refund of [redacted] was deposited directly into your bank account on March 16, 2020". A link to "View your 2019 Notice of Assessment" is provided, along with a "Change my return" button. A "Go to Tax returns details" link is at the bottom right of this section. The "Accounts and payments" section shows an "Income tax balance: \$0.00" and a link to "View statement of account", with a "Go to Accounts and payments details" link at the bottom right. The "Benefits and credits" section is partially visible. On the right side, the "Related services" section lists several options: "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", and "Open a non-resident tax account".



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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

