
Guide to Setting up My Business Account to be able to Register for the Canada Emergency Wage Subsidy

Important Note: 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 credentials. We would also recommend that you register for Direct Deposit to receive funds as soon as possible. If you already have CRA My Business Account and would like to skip to registering for direct deposit, see [Part III](#).

If you have your own CRA My Account credentials (My Account User ID and password), skip to [Part II](#) of this guide.

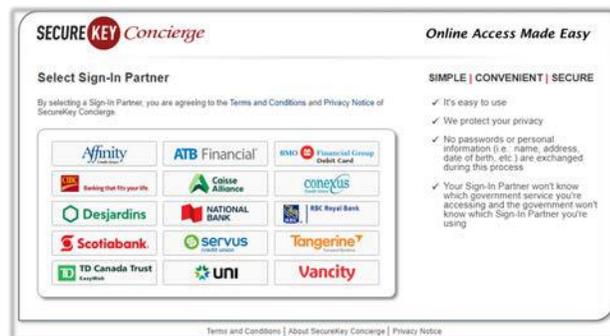
Part I

If you don't have your own CRA My Account credentials, complete the following 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) (<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 “Sign-In Partner Login / Register” button



3. Click on the logo for your bank



4. Enter your online bank account user ID (for most banks this 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. Note that they will ask for a different line number every time and therefore, yours may not necessarily be line 11900 as displayed 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)

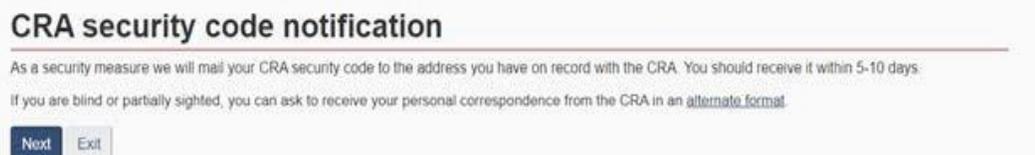
* Tax information - amount entered on line 11900 of your 2019 return - enter dollars only (required) ?

\$.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.

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9. You will then be asked 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 II

Log in on CRA My Business Account using your personal My Account credentials

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

1. 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](#)

2. 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

3. Click Next

4. Enter your business number

Manage profile – add BN to profile

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

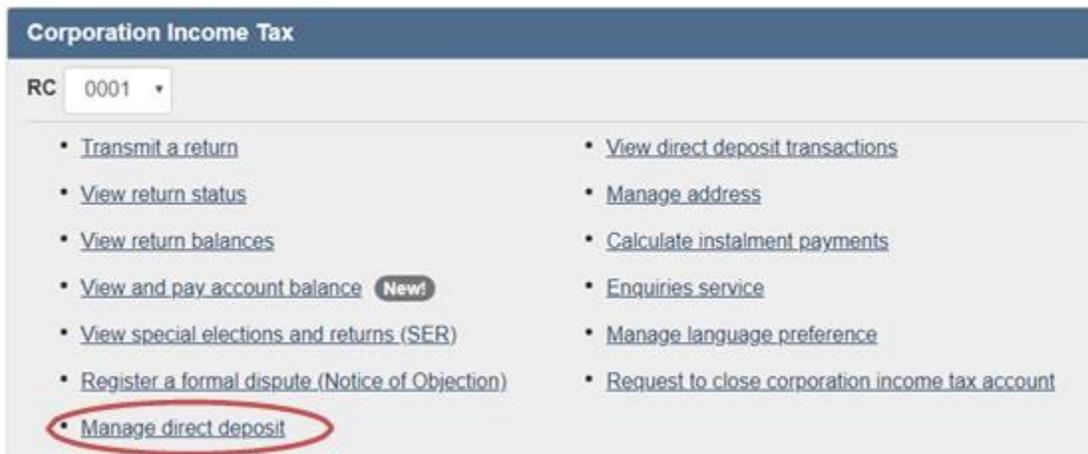
[Previous](#) [Add](#)

5. 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.

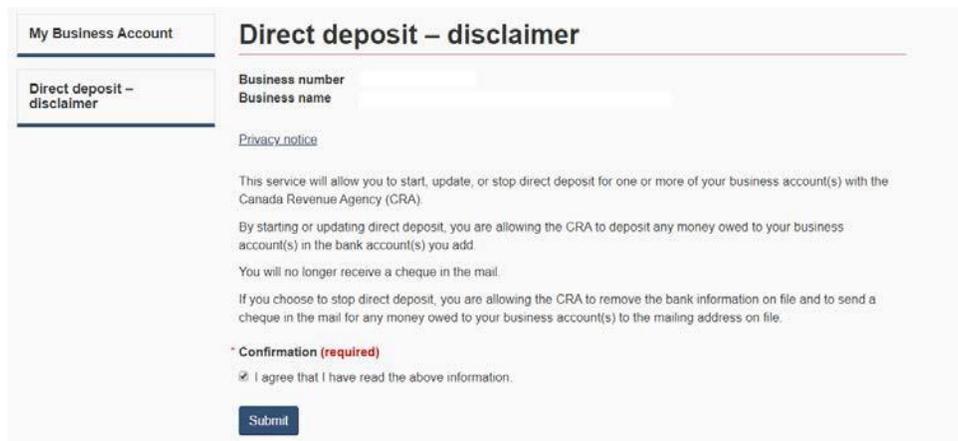
Part III

Signing up for Direct Deposit

1. When you have logged into your CRA My Business Account, under any of the programs listed on your account (RC, RT, RP, etc.), click “Manage direct deposit”.



2. Click the confirmation box and then click submit



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

Direct deposit

Business number
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

Add/edit direct deposit – bank information

Business number
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

The screenshot shows a web interface for reviewing direct deposit information. On the left, there is a navigation menu with three items: 'My Business Account', 'Review add/edit direct deposit', and 'Direct deposit'. The main content area is titled 'Review add/edit direct deposit' and contains the following elements:

- Fields for 'Business number' and 'Business name', both of which are currently blank.
- A text instruction: 'Review the bank account information that will be added to the accounts below'.
- A section header: 'New bank account information'.
- A text input field for 'Account(s)', which contains the value 'RC0001'.
- A red asterisk followed by the text '* Confirmation (required)'. Below this is a checked checkbox with the text 'I confirm that the above information is correct.'
- At the bottom, there are two buttons: 'Previous' and 'Submit'.