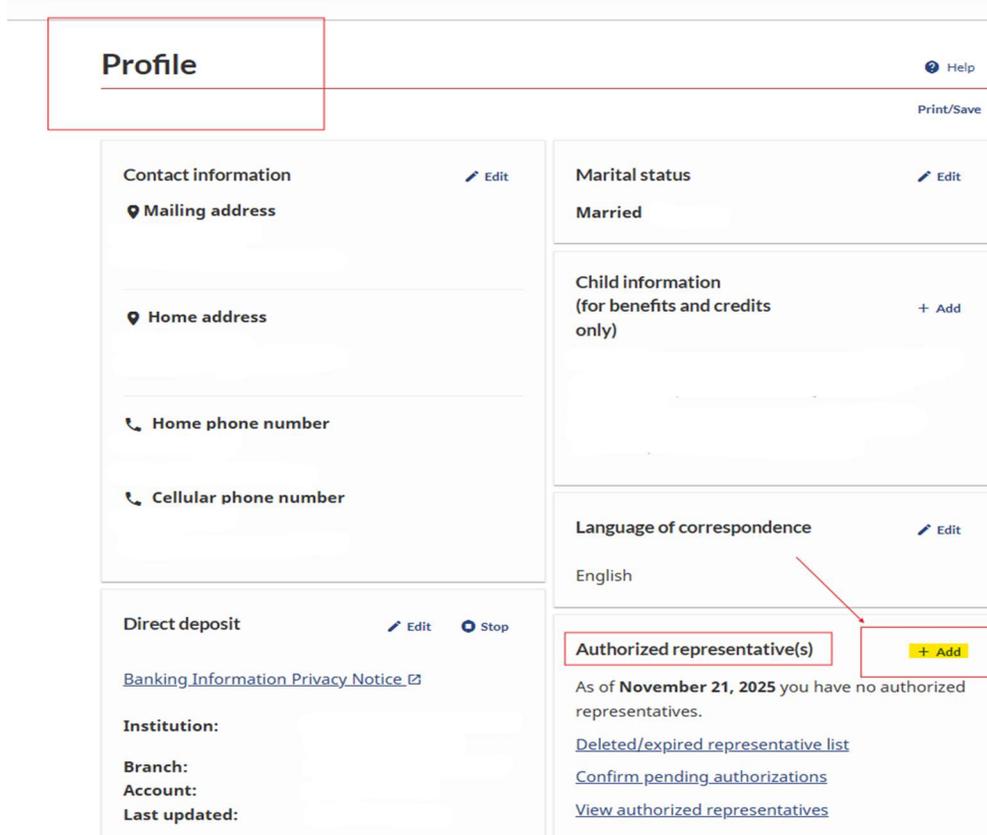


HOW TO ADD TROWBRIDGE TO YOUR CRA MY ACCOUNT:

- [Sign in to your CRA account - Canada.ca](#)
- Once logged in Click on **Profile** from the Navigation Menu



- Scroll down to Authorized Representative(s) box on the right-hand side



- Click on **+ Add** within the Authorized Representative(s) box

- Click **Start**

Authorize a representative

1 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

- Add Trowbridge's BN number: Provided in your **Step 2 Checklist**

Authorize a representative

✓ 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

Search

← Provided in your Step 2 Checklist

The following representative has been identified:

Representative information

Name: TROWBRIDGE PROFESSIONAL CORPORATION

BN: Provided in your Step 2 Checklist

Phone number:

Fax number:

Back

Next

- Trowbridge's representative Information will populate Click **NEXT**

- Then select **Authorization Level 2**
- Select **YES** to Online Access
- Either select an expiry date for the end of the following year or Click **Does not Expire**

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](#)

[Next](#)

- Review, Click the **Confirmation Box** and then Click **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:	TROWBRIDGE PROFESSIONAL CORPORATION
BN:	XXXXXX
Phone number:	
Fax number:	

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.

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You will then receive a Authorize a representative – Confirmation.

Trowbridge has been granted access to your tax account. This will allow us to call the CRA, download slips to your tax return, and access and submit documents on your behalf.

Once you have given Trowbridge Access, please email our client experience team @ clientexperience@trowbridge.ca and cc your tax manager.