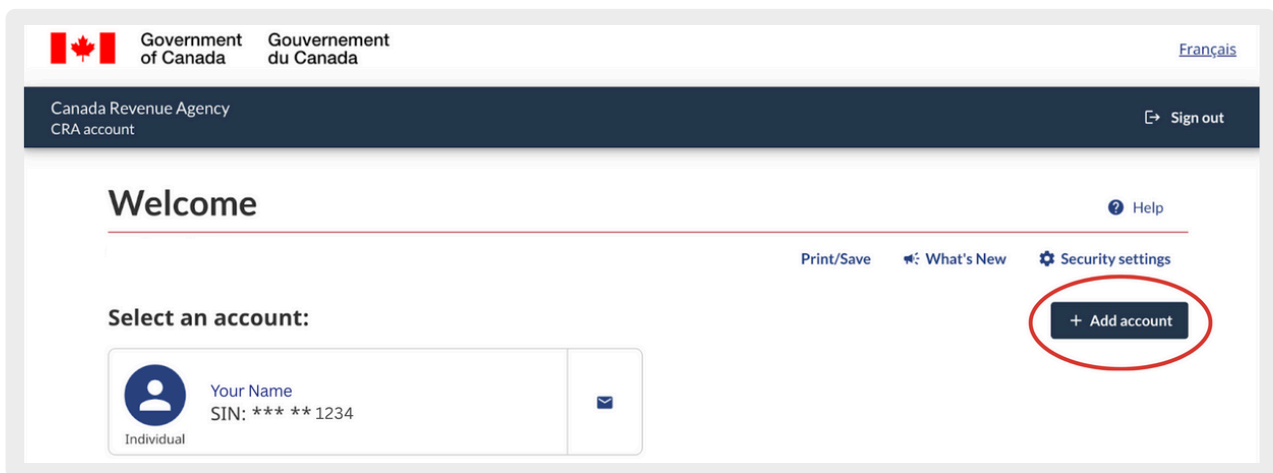


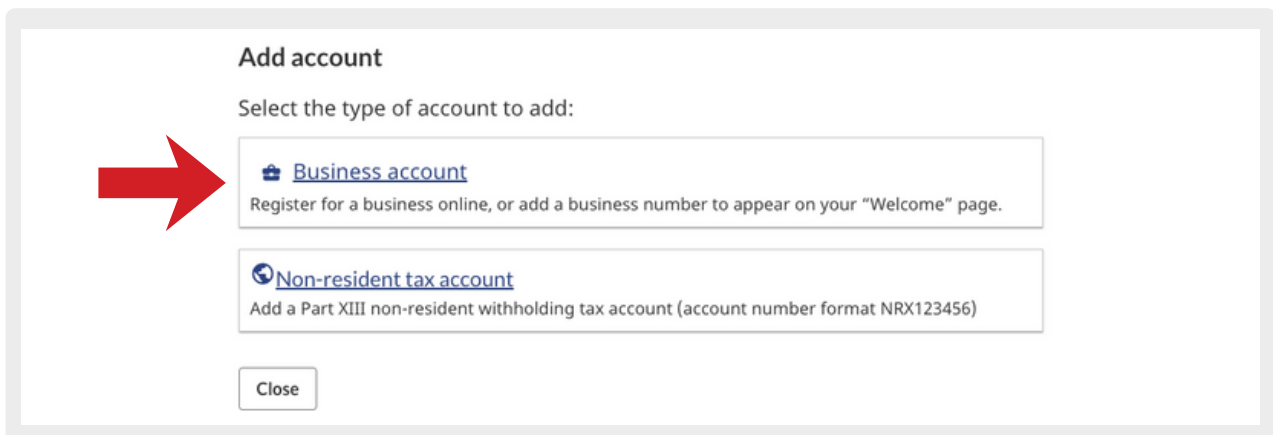
Setting up My Business Account (If you already have My CRA Account for Individuals)

To get started, visit the [CRA My Account](#) page on the CRA's website and sign in using your account credentials.

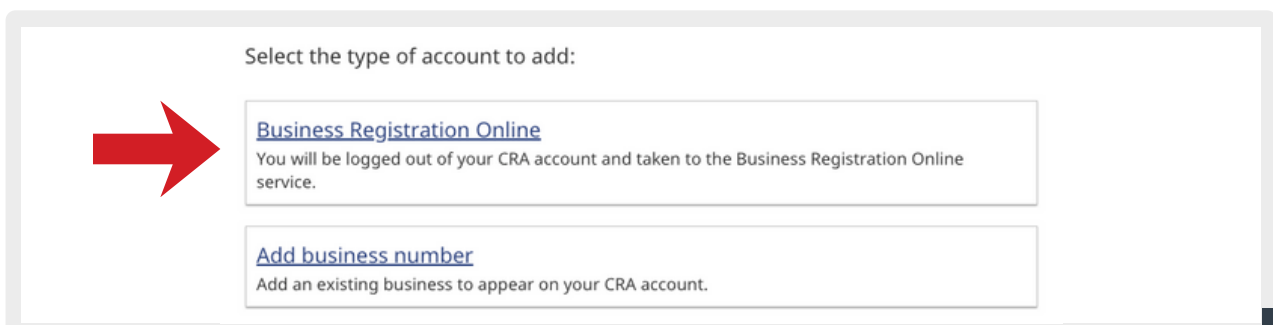
1. Once you are signed in to My CRA account, press on **"Add account"**.



2. Select **Business Account**.



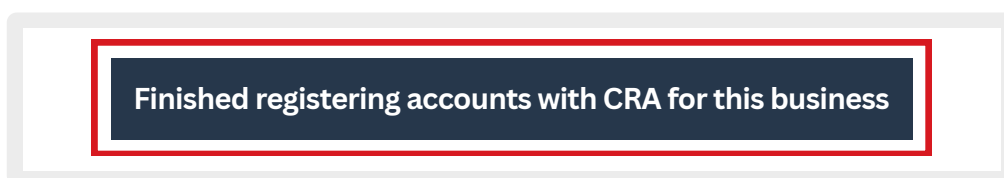
3. Select **Business Registration Online** if you are adding the business for the first time.



4. You will be directed to a disclaimer page where you have to press on **"I agree"** to proceed. Follow the instructions as you proceed, you will be required to provide the following information:
 - Owners names with their SINS
 - Business type (Corporation, sole proprietorship, partnership, etc.)
 - Legal name of the business
 - Business number
 - Certificate number
 - Jurisdiction (Province or territory)
 - Country
 - Postal / ZIP / foreign postal code of business
5. As you complete your registration process, you will be prompted to register applicable accounts with the CRA.

Accounts	When to Open
RP – Payroll	Before hiring or paying salaries
RT – GST/HST	When revenue exceeds \$30,000 or voluntarily
RR – Charities	Only if CRA-approved charity
RZ – Information Returns	When issuing T4A, T5, T5018.
LT – Luxury Tax	Selling or importing Luxury goods.
RU – Underused Housing Tax	Owning residential property
PT – Global Minimum Tax	Large multinational

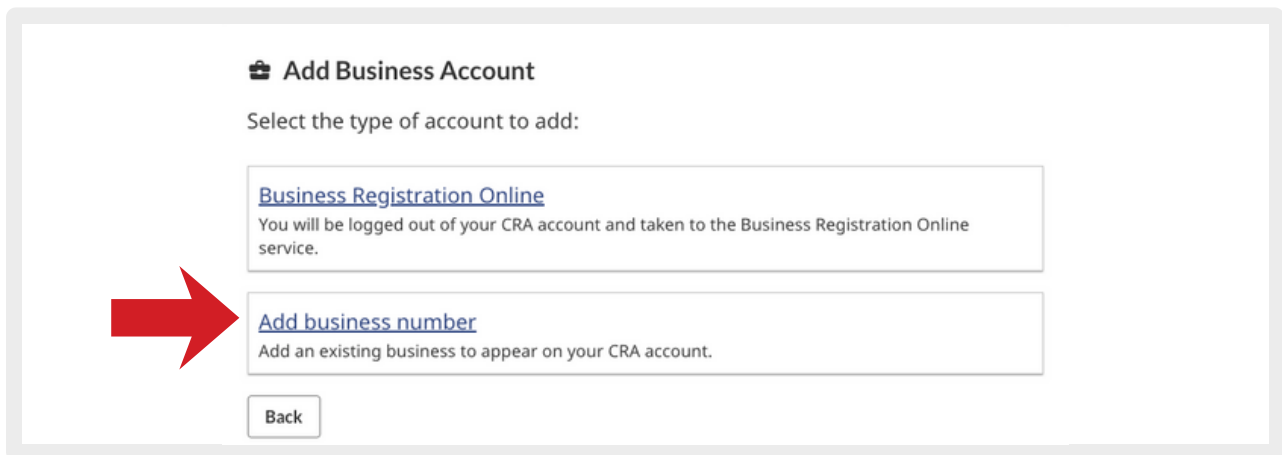
6. After selecting the appropriate accounts to register, click on finished registering accounts with CRA for this business at the bottom.



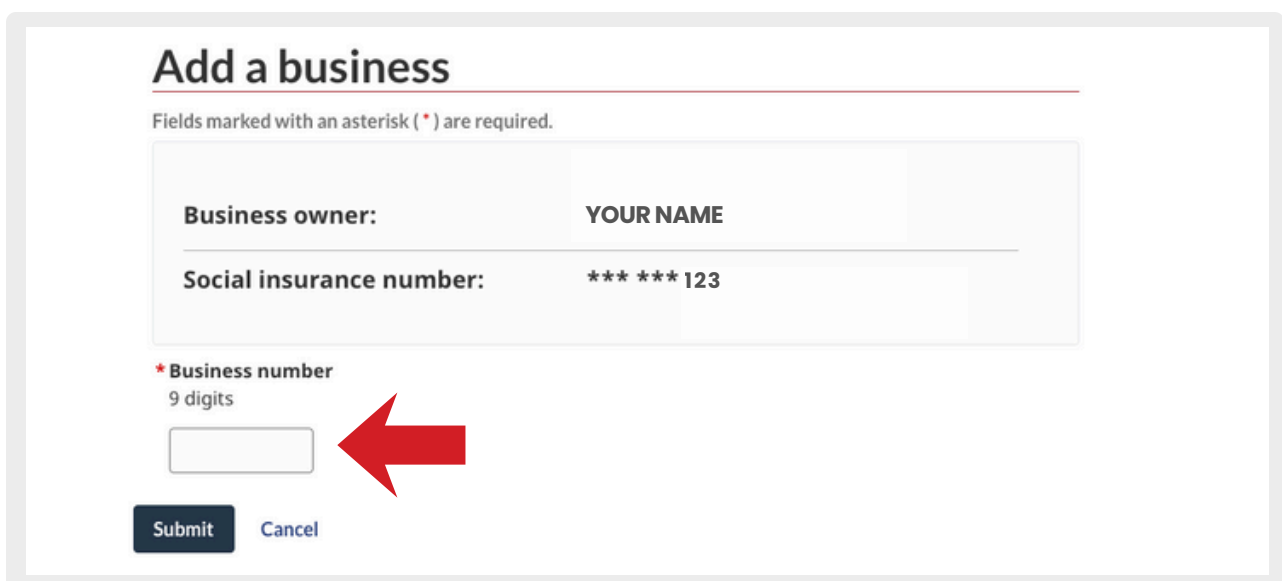
7. After you complete your business registration, visit back the [CRA My Account](#) page on the CRA's website and sign in to my CRA account and click again **"Add account"**.



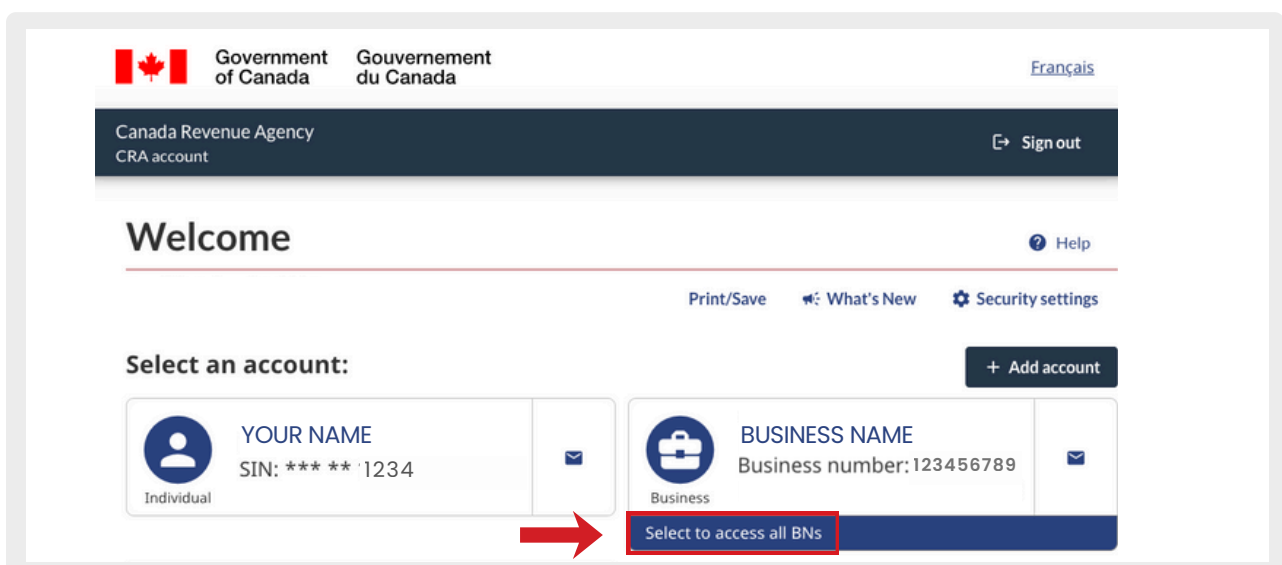
8. Select **Business Account** again, but this time choose add business number.



9. Add the business number you just registered and press **submit**.



10. Once added, you will find your business name next to your name, if you have more than one business, you need to click on **Select to access all BNs**.



11. You can navigate between different business numbers from either the top-right menu or the left-side panel.

