CRA guide

How to create your CRA My Account

A CRA My Account lets you see your tax information online and authorize us to file for you. Allow about 15 minutes.

Register

1. Go to the CRA sign-in page: canada.ca/en/revenue-agency/services/e-services/cra-login-services.html
2. Select **Register now**.
3. Scroll down slightly and select **CRA user ID and password**.
4. Enter your SIN (no spaces), your date of birth, and the amount on line 15000 of your most recent tax return.

> **Note:** Line amounts are usually near the end of your tax return. They're also on your Notice of Assessment (NOA). If you don't have either, ask our team for a copy.

5. Select **Next**.
6. Enter the line amount the CRA asks for, in the same format as line 15000, then select **Next**.
7. Choose how to verify your identity:
   Interac document verification service (recommended): instant access. You need valid government photo ID, such as a driver's licence, Canadian passport, Permanent Resident Card or provincial ID card.
   Security code: if you don't have those documents. A code is mailed to your address on file, which takes about 10 to 12 days.
8. Select **Next**.
9. Scroll down slightly, then select **Next**.

Create your login

10. Create your user ID and password. Your user ID must be unique, and your password can't match it or contain similar wording. Write them down or take a screenshot, and keep them somewhere safe. Select **Next**.

11. Choose your security questions and answers. Keep a secure record of them too. Select **Next**.
12. Scroll to the bottom of the terms and conditions.
13. Re-enter your user ID and password, then select **I agree**.

Verify your identity

14. Take a photo of your government ID (front and back if asked), then take a live selfie. The CRA checks that your ID is valid and that your selfie matches it. This takes about 2 to 5 minutes.
15. Once verification is complete, you can log in.

Sign in

16. Go to the CRA sign-in page: canada.ca/en/revenue-agency/services/e-services/cra-login-services.html
17. Scroll down to **Sign in to your CRA account** and select **CRA user ID and password**.
18. Enter your user ID and password, then select **Sign in**.

Important: If you forgot your user ID or password, you will need to re-register for a CRA My Account.

Note: Need help? Email us at info@masterpeacebookkeeping.ca and our team will walk you through it.