

# Register to access your charity's account online

Directors or trustees on a board can now apply online using CRA's My Business Account (MyBA). However, your organization needs a Business Number (BN) and Charity account (RR).

## Follow the steps below.

### 1 Validate your identity

1. Go to Business Registration Online (BRO) at **canada.ca/business-number**, select "How to register for a business number", select "Register", then "Register Now".
2. Enter your social insurance number (SIN).
3. Enter your last name, date of birth, and postal code or ZIP code.
4. Read the terms and conditions.
5. Read the disclaimer.
6. Enter your phone number.

Don't have a BN?  
Go to step 2.

Already have a BN?  
Go to step 3.

### 2 Register a BN

1. Select "I need a BN", and select one of the following:
  - select "Business corporation" if incorporated;
  - select "Trust" if governed under a trust document; or
  - select "Other" if governed under a constitution.
2. Add one or more owner's full name, SIN if Trust or Other, role and phone number.
3. Provide general information about your organization:
  - operation type
  - legal name and operating name
  - language preference
  - corporation information
  - email address
4. Provide mailing and physical address.
5. Add the major business activity that describes your business and the main products or services provided.
6. The next two screens will give you your organization's BN. Select "Register CRA accounts for this business". Go to step 4.

1. Select "I already have a BN".
2. Enter your organization's BN, and select one of the following:
  - select "Business corporation" if it is incorporated;
  - select "Trust" if governed under a trust document; or
  - select "Other" if governed under a constitution.
3. Update owner or business activity information if prompted.
4. Enter your legal name, corporation and owner information.

### 3 Validate your business number

1. Select "Register an RR account".
2. Enter the RR program account language preference and select "Charity", "RCAAA" or "RNASO".
3. Confirm or enter your mailing address.
4. Confirm or enter the physical location and books and records addresses.
5. If you wish to receive email notifications, add one or more email addresses.
6. You will receive your RR account.\*
7. Add additional owners to have access to your organization's RR account.
8. Select "Finished registering accounts with CRA for this business".
9. You can now register to MyBA using your BN. Follow the directions on page 2.

### 4 Register an RR Account

**\*Note:**  
You still have to submit an application to become a registered charity.



You will need to contact the Charities Directorate at 1-800-267-2384 to access your organization's account in MyBA if:

- Your charity's registration was revoked.
- You submitted a complete application in the past but your organization was never registered.

# Accessing your charity's account on MyBA

Directors or trustees on a board can use CRA's digital services by logging into My Business Account (MyBA) at [canada.ca/cra-login-services](https://canada.ca/cra-login-services).

## There are two ways to access MyBA:

If you previously accessed your personal tax matters on My Account, or business matters on MyBA, then you're already set to log into MyBA!

Use your Sign-In Partner (option 1) or your CRA user ID and password (option 2). Click on the corresponding button and log in. Skip to "You're now logged in MyBA!" for the next step.

Sign-In Partner Login / Register

CRA login

## Never used CRA's digital services? No problem!

You can register to MyBA using Option 1: Select your bank and enter your banking credentials.



Or using Option 2: Click on "CRA register".

### 1 Provide personal information

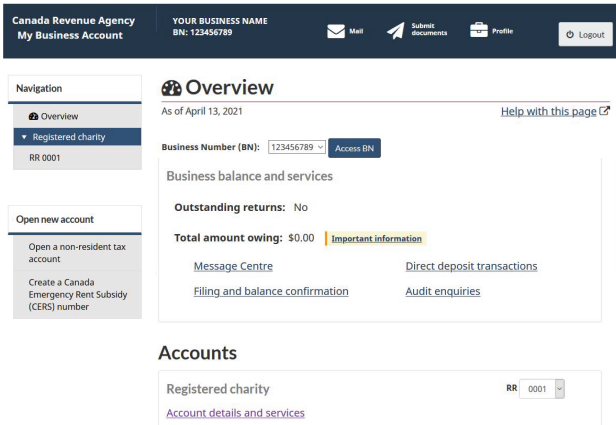
1. Enter your social insurance number (SIN).
2. Enter your date of birth.
3. Enter your postal code or ZIP code.
4. Enter the specified line amount from your personal income tax return. The line requested will vary and may be from the current tax year or the previous one.
5. Create a CRA user ID and password.
6. Create your security questions and answers.
7. Enter your business number (BN).

We will mail you a CRA security code within five to ten days. Alternatively, you can contact the CRA by telephone at 1-800-959-5525 to obtain your CRA security code by email.

1. Return to MyBA.
2. Sign in using the same option you used to register.
3. When prompted, enter your CRA security code.

You're now logged in MyBA!

Select your charity's BN from the dropdown list. On the navigation menu, select your Registered charity account.



### 2 Enter the CRA security code

1. If you don't see your charity's BN, click "Profile" on the top menu bar.
2. Select "Manage Business number(s) in your profile".
3. Click on "Add a business" button.
4. Enter your charity's BN and click on "Add" button.

**Note:**  
If you don't see your charity's BN once logged into MyBA and can't add it to your profile, call the Charities Directorate at 1-800-267-2384.

You're now all set to use our online services!

### 3 Add a BN to your profile