

## HOW TO REGISTER FOR A CRA ACCOUNT

*CRA is currently not accepting passports as a form of identity verification.*

### 1. Prepare yourself by gathering your documents.

When you register with a CRA user ID and password or a Sign-In Partner, you will need the following:

- Your social insurance number (SIN)  
Your date of birth
- The amount you **reported** on your most recent tax return.
- Which tax return can you use?
  - The income tax and benefit return you use must meet **both** of the following conditions:
    1. It was filed and assessed.
    2. It is your most recent tax return in the last 2 years.
  - Use only the amounts that you **reported** on your return, even if your return was reassessed and the amounts have changed.

For faster access to your CRA account, you will also need a mobile device with a working camera and **one** of the following:

- Your Canadian driver's license
- Your provincial or territorial photo ID card

It's crucial to have your documents ready before you begin the registration process. This will streamline the process and reduce the chances of errors.

### 2. Choose a sign-in option to register with

*The option you register with will be the same option you use each time you sign in.*

#### **Sign-In Partner**

This option offers the convenience of using the same banking sign-in information you use for other online financial accounts. You must already have an online account with one of our [Sign-In Partners](#). (external link to CRA)

#### **CRA user ID and password**

*This option lets you create a username and password that you use with your CRA account.*

#### **Provincial partner**

*If you already have a BC Services Card or an Alberta.ca Account, you can use them to access your CRA account immediately through the 'Provincial partner' option.*

### 3. Verify your identity.

Choose an option to verify your identity:

#### Submit a photo of yourself and your ID document

You can use the document verification service to verify your identity **immediately**.

Use a mobile device to take a real-time picture of yourself and an [accepted identification document](#)<sup>®</sup>.

You must be 16 years of age or older to use this service.

or

#### Wait for your CRA security code

If you can't use the document verification service, a CRA security code will be sent to you by mail within **10 business days**.

We will send your CRA security code to the address we have on file. [Make sure your address is up to date](#). You will need to sign in and enter your CRA security code before it expires.

**For My Account only:** Get limited access before completing your identity verification.

- View the status of your tax return
- View RRSP deduction limit and TFSA contribution room
- View notice of assessment or reassessment
- Request a remittance voucher.
- Pay by pre-authorized debit (create new agreement)
- Change notification preferences.
- After you complete your registration, you will have access to additional services such as applying for benefits and updating your personal information.

### 4. Enroll in multi-factor authentication (MFA)

*CRA will enhance your account security by requiring you to enter a one-time passcode, in addition to your password, to sign in.*

Choose an option to get your one-time passcode:

### With an authenticator app

You can use a third-party authenticator app to generate your time-based one-time passcode.

When prompted, use the app downloaded on your mobile or desktop device to either scan a QR code or manually enter the setup key provided by the CRA. The app can then be used to generate your one-time passcode.

or 

### By phone

You will need to provide at least one cell or landline number so we can send you a one-time [passcode by phone](#)<sup>®</sup>. You must enter this number to access your CRA account.

or 

### With a passcode grid

The system will generate a unique [passcode grid](#)<sup>®</sup> that you will need to save or print. You will use this grid every time you access your CRA account.

Your passcode grid will expire after 18 months. Make sure you sign in and generate a new one before the expiry date.

## 5. Complete your identity verification.

Complete the verification option that you chose in step 4:

### The document verification service or CRA security code

Follow the instructions to complete this process on your mobile device.

After you receive your CRA security code in the mail, [sign in to your CRA account](#) and enter your code before it expires.

Have more questions?

[Help with using your CRA account](#)

*How to register, manage, and update your information, and use multi-factor authentication (MFA)*

[About your CRA account](#)

*Sign-in options, availability, and privacy commitments.*

*Register for a CRA account - Canada.ca. <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/register-cra-sign-in-services.html>*