

How to obtain your RepID

- 1.) A RepID is a unique string of characters that is tied to your SIN. It does not expire so no renewals are necessary. In order to obtain your RepID, visit the [Represent a Client log-in page at Canada.ca](#).

Represent a Client

Enhanced security requirements for Represent a Client
The CRA has enhanced the mandatory security requirements for Represent a Client. Representatives who do not meet these requirements will be prompted to provide additional information when signing in or registering for the service.

- ▶ New process for confirming a representative
- ▶ The CRA has added multi-factor authentication
- ▶ If your CRA user ID and password have been revoked
- ▶ Manage direct deposit and manage address services are currently unavailable

Help and FAQs

- [CRA user ID and password](#)
- [Sign-in Partners](#)
- [Multi-factor authentication](#)

Use this secure service to access tax information on behalf of individuals and businesses, including your employer.

Choose from one of two ways to access Represent a Client:

Option 1 - Using one of our Sign-In Partners

Sign in or register with the same sign-in information you use for other online services (for example, online banking).

[Sign-In Partner](#)

▶ [View list of Sign-In Partners](#)

Option 2 - Using a CRA user ID and password


Sign in with your CRA user ID and password, or register.

[CRA sign in](#) [CRA register](#)

- 2.) You will notice that there are two different options to sign into the *Represent a Client* portal which holds your RepID. You can choose to sign-in through a sign-in partner if you bank with any of the listed sign-in partners. Alternatively, If you have already created a CRA- Sign In through other CRA Sign in Services (for e.g. My Account, My Business Account) you can use those log-in credentials to log-in to your *Represent a Client* Portal.

If you don't have a Sign-In partner you can use, or a CRA sign-in already created for yourself, you can click the *CRA Register* link next to *CRA sign in* under Option 2. After clicking on the link, you will be taken to the registration form to create a CRA sign-in. For more detailed instructions in creating this CRA Sign-in, you can visit [this page on Canada.ca](#).

- 3.) Once you have your sign-in credentials ready, log in and enter any additional security questions and multi-factor authentication processes required to proceed to your Represent a client portal. After logging in, you will be taken to the following page:

 Government of Canada / Gouvernement du Canada [Français](#) [Print/Save](#)

Canada Revenue Agency Sign out

[Represent a Client](#)

Terms and conditions of use - Represent a Client

Current as of October 17, 2022.

In consideration of the Canada Revenue Agency (CRA) giving you access to the Represent a Client service, you agree to the following terms and conditions of use.

Terms and conditions of use - Applies to all Represent a Client use


1. You agree not to disclose any client information that is provided to you by the Canada Revenue Agency to anyone else without the client's prior consent. As well, you agree to ensure the security and privacy of all transactions you conduct on behalf of your client(s).
2. The Canada Revenue Agency retains audit trails of all access to client information by third party representatives. A client can request access to certain portions of these audit trails. The Canada Revenue Agency also reserves the right to make use of the audit trail information, provided the use is consistent with security policies, and legal, privacy and access to information laws and policies.
3. You understand and accept that you are at all times responsible for your sign in information (i.e. user ID/name, password, card number, security questions and answers, passcode grid). This responsibility applies even if you change your sign in information. This information must be kept confidential at all times and must not be shared with or disclosed to others.
4. If your sign in information (i.e. user ID/name, password, card number, security

4.) After reviewing the terms and conditions, scroll all the way to the bottom of the page and click **I agree**:

o providing representatives associated with the Group with access to client account(s) only as authorized by the client.

2. You agree to provide all the requested information for the purposes of associating representatives to enable them to carry out transactions in a representative capacity only.
3. You agree to be responsible and liable for all actions taken by representatives associated with the Group with respect to the Represent a Client service who are registered as third party representatives.
4. The Canada Revenue Agency reserves the right to revoke or suspend your registration privileges if you fail to abide by these terms and conditions of use, as a security measure or for administrative purposes.
5. You agree to be responsible at all times for the accuracy of the data and information relating to the registration of the Group and you shall inform the Canada Revenue Agency of any changes that affect that information.

By selecting "I agree" you indicate that you accept these terms and conditions of use.




Screen ID: RAC.01a
Date modified: 2022-10-17

Telephone numbers Your suggestions
Terms and conditions for Represent a Client FAQs

Social media • Mobile applications • About Canada.ca • Terms and conditions • Privacy

Canada

5.) You will be taken to a welcome page. Click on the **register yourself** hyperlink.

 Government of Canada Gouvernement du Canada [Français](#) [Print/Save](#)

Canada Revenue Agency

Represent a Client

Help with this page

Welcome new user

Register with Represent a Client

To use this service, you must first register as a representative. You can:

- [register your business](#) as a representative (must be the business owner); or
- [register yourself](#) as a representative.


Screen ID: RAC.04
Date modified: 2022-10-17

Telephone numbers Your suggestions
Terms and conditions for Represent a Client FAQs

Social media • Mobile applications • About Canada.ca • Terms and conditions • Privacy

Canada

6.) You will be taken to the following page. It is optional to provide your Telephone Number. To Proceed, Click **Next**:

 Government of Canada / Gouvernement du Canada [Français](#) [Print/Save](#)

Canada Revenue Agency [Sign out](#)

[Represent a Client](#)
[Help with this page](#)

Register yourself: Step 1 of 2 – Contact information

First name:

Last name:

Telephone number (no spaces or dashes)

<input type="text"/>	-	<input type="text"/>	ext.	<input type="text"/>
----------------------	---	----------------------	------	----------------------


Fax number (no spaces or dashes)

<input type="text"/>	-	<input type="text"/>
----------------------	---	----------------------


[Previous](#) [Next](#)

Screen ID: RAC.05
Date modified: 2022-10-17

[Telephone numbers](#) [Your suggestions](#)
[Terms and conditions for Represent a Client](#) [FAQs](#)

[Social media](#) • [Mobile applications](#) • [About Canada.ca](#) • [Terms and conditions](#) • [Privacy](#) 

7.) After reviewing the following page, check the box next to **I agree with the above authorization statement**. Click **Submit**.

 Government of Canada / Gouvernement du Canada [Français](#) [Print/Save](#)

Canada Revenue Agency [Sign out](#)

[Represent a Client](#)
[Help with this page](#)

Register yourself: Step 2 of 2 – Review registration information

First name: [REDACTED]
Last name: [REDACTED]

You have entered the following information

Telephone number:
Extension:
Fax number:

Terms

The above information will be displayed:

- to anyone trying to authorize me;
- online or in [written correspondence](#) to clients when they authorize me; and/or
- to any administrator associating my RepID to a business or GroupID.

*** Confirmation (required)**

I agree with the above authorization statement.

[Previous](#) [Submit](#)

Screen ID: RAC.06

- 8.) After confirming, you will finally be taken to your Represent a Client portal. Your RepID will be shown here. Your RepID will not change from year to year, it will remain the same so be sure to take note of it.

The screenshot shows the Canada Revenue Agency website. At the top, there is a header with the Canadian flag, 'Government of Canada / Gouvernement du Canada', and links for 'Français' and 'Print/Save'. Below the header is a dark blue navigation bar with 'Canada Revenue Agency' and a 'Sign out' button. The main content area has a left sidebar with a 'Represent a Client' menu. The main heading is 'Register yourself: Confirmation'. The text reads: 'Your registration is complete. Your RepID is [REDACTED]'. The RepID is circled in red. Below this, it says: 'You can give this RepID to any individual or any business that wants to authorize you to access their account online.' It then provides instructions for individual clients and businesses. At the bottom of the main content area, it says 'Screen ID: RAC.07' and 'Date modified: 2022-10-17'. The footer contains links for 'Telephone numbers', 'Your suggestions', 'Terms and conditions for Represent a Client', and 'FAQs'. On the right side of the footer is the 'Canada' logo.

You now have a RepID. You will be able to complete your EFILE Number application/renewal for the year. Also, if you plan to use Auto-fill My Return (AFR) under the Community Volunteer Income Tax Program (CVITP), have your RepID on hand when you complete your CVITP Volunteer registration if you have not completed it already. If you have completed your CVITP Volunteer registration already and wish to use AFR, you can provide your local CRA officer with your RepID and ask that you wish to use AFR under the CVITP.

This concludes the tutorial of obtaining a RepID. If you have any questions, please contact your local CVITP Officer.