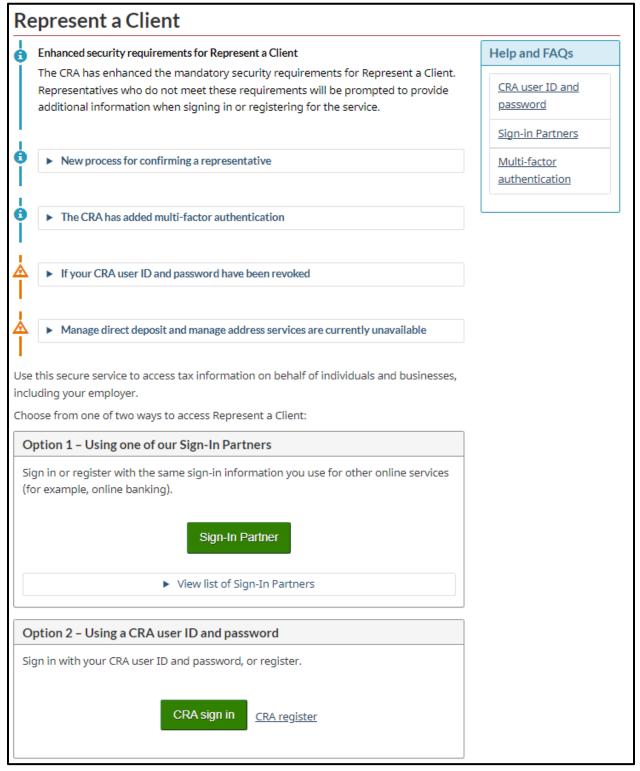
## How to obtain your RepID

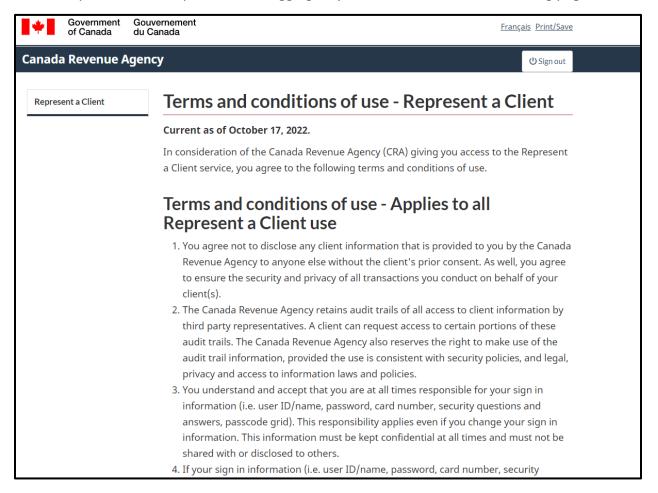
1.) A RepID is a unique string of characters that is tied to your SIN. It does not expire so no renewals are necessary. In order to obtain your RepID, visit the Represent a Client log-in page at Canada.ca.



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.

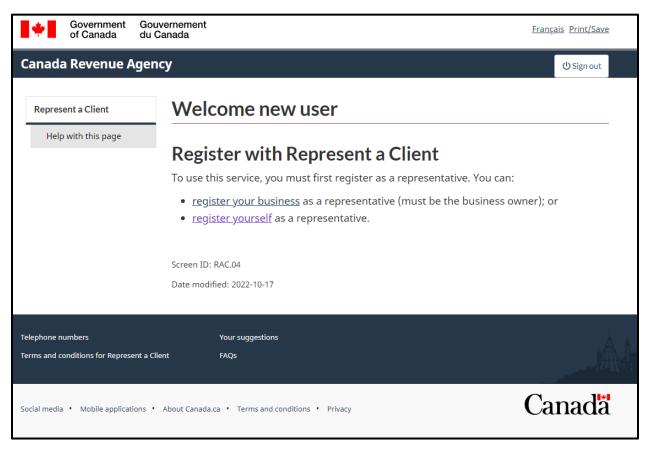
3.) Once you have your sign-in credentials ready, log in and enter any additional security questions and multi-factor authentication processes required to proceed to your Represent a client portal. After logging in, you will be taken to the following page:



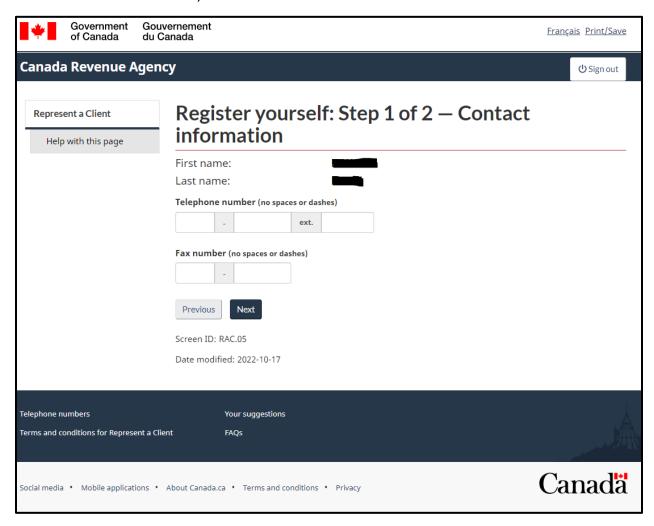
4.) After reviewing the terms and conditions, scroll all the way to the bottom of the page and click I agree:



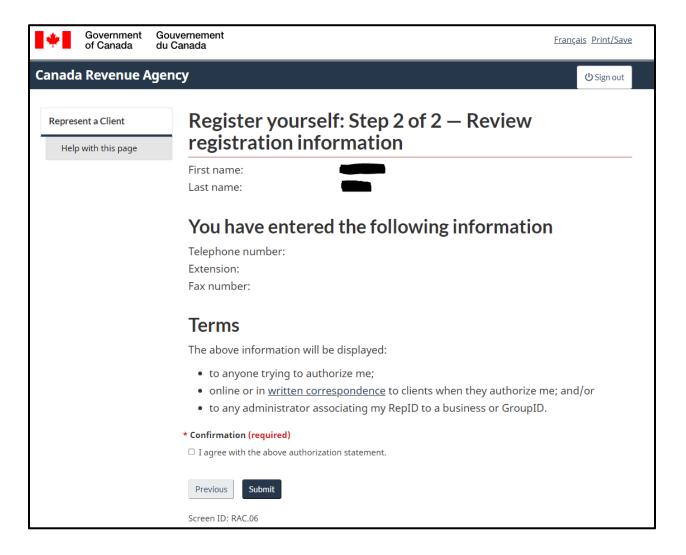
5.) You will be taken to a welcome page. Click on the *register yourself* hyperlink.



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

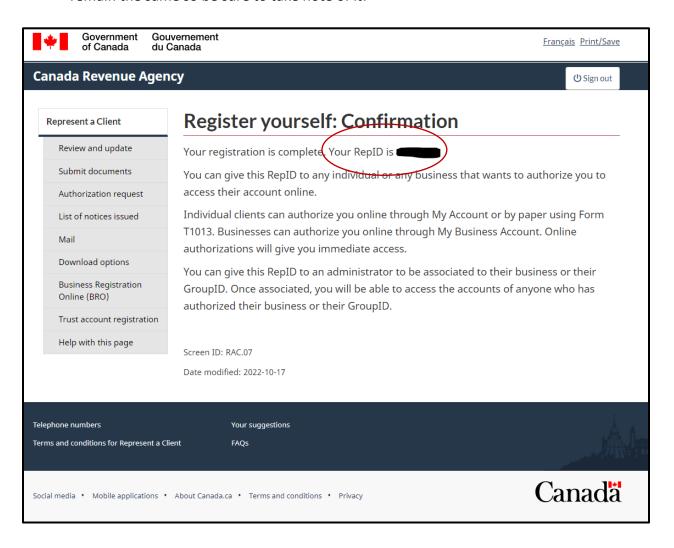


7.) After reviewing the following page, check the box next to I agree with the above authorization statement. Click Submit.



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.



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.