

## INSTRUCCIONES PARA AGREGARME TU REPRESENTANTE ANTE LA CRA

Para autorizarme como representante para que gestione tus impuestos ante la **Canada Revenue Agency (CRA)**, el proceso más rápido y seguro es a través de tu cuenta personal.

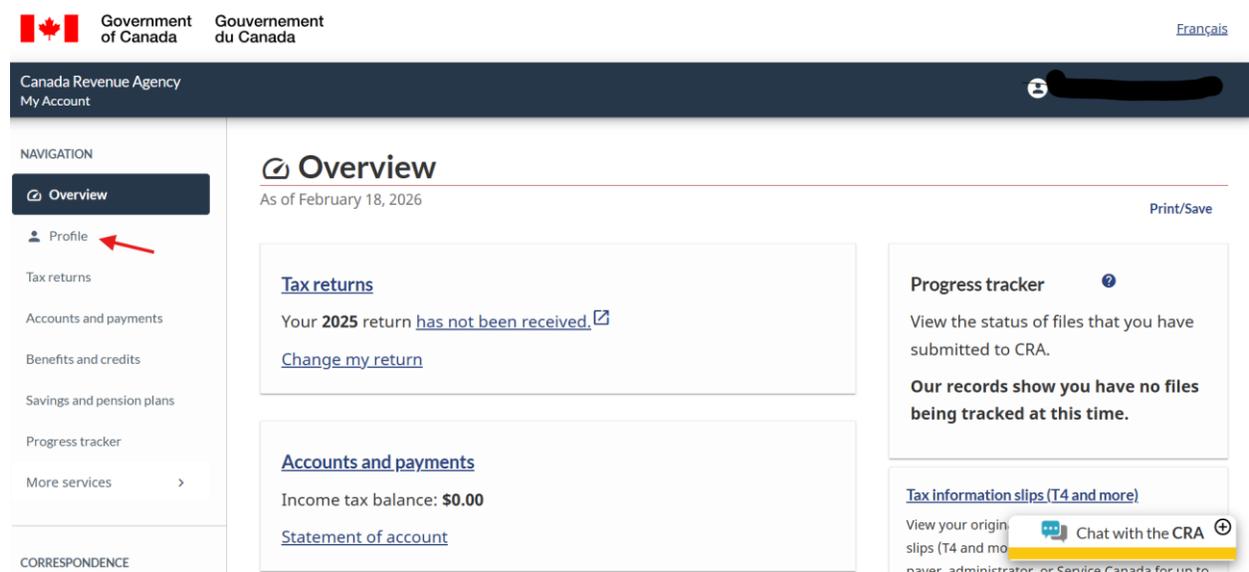
Aquí tienes la guía paso a paso para hacerlo de forma electrónica:

### Paso 1: Ingresa a tu "CRA My Account"

- Ve al sitio oficial de la [CRA](#).
- Inicia sesión en **My Account** usando tu CRA User ID or Partner Sign-In (tu banco).

### Paso 2: Accede a la sección de Representantes

- Una vez dentro de tu perfil principal, busca la sección llamada **"Profile"** (Perfil) en el menú superior izquierdo.



The screenshot shows the CRA My Account interface. At the top, there is a header with the Canadian flag, 'Government of Canada / Gouvernement du Canada', and a 'Français' link. Below the header, the 'Canada Revenue Agency My Account' title is visible. On the left, a 'NAVIGATION' sidebar lists several options: 'Overview' (selected), 'Profile' (highlighted with a red arrow), 'Tax returns', 'Accounts and payments', 'Benefits and credits', 'Savings and pension plans', 'Progress tracker', and 'More services'. The main content area is titled 'Overview' and shows 'As of February 18, 2026'. It contains three main sections: 'Tax returns' with a message 'Your 2025 return has not been received' and a 'Change my return' link; 'Accounts and payments' with an 'Income tax balance: \$0.00' and a 'Statement of account' link; and 'Progress tracker' with a message 'Our records show you have no files being tracked at this time.' and a 'Tax information slips (T4 and more)' link. A 'Chat with the CRA' button is visible at the bottom right.

- Desliza hacia abajo hasta encontrar la opción **"Authorized representatives"** (Representantes autorizados) y haz click en la opción **" + Add"**.

# Profile

 Help

As of February 18, 2026

Print/Save

|  |  |
|--|--|
| <p><b>Contact information</b> </p> <p> <b>Mailing address</b></p> <hr/> <p> <b>Home address</b></p> <hr/> <p> <b>Home phone number</b></p> <p>Effective January 29, 2025</p> | <p><b>Marital status</b> </p> <p><b>Married t</b></p>   |
| <p><b>Direct deposit</b></p> <p><a href="#">Banking Information Privacy Notice</a> </p> <p>You do not have direct deposit set up. </p>  | <p><b>Child information</b>  + Add<br/>(for benefits and credits only)</p> <p>According to our records, you are currently not <a href="#">primarily responsible</a>  for any children.</p> <p>If you have any questions concerning your account, please call 1-800-387-1193.</p>                             |
|  | <p><b>Language of correspondence</b> </p> <p>English</p>  |
|  | <p><b>Authorized representative(s)</b>  + Add </p> <p>As of <b>February 18, 2026</b> you have no authorized representatives.</p> <p><a href="#">Deleted/expired representative list</a></p> <p><a href="#">Confirm pending authorizations</a></p> <p><a href="#">View authorized representatives</a></p> |

## Paso 3: Agregar representante

- Haz clic en el botón o enlace que dice **"Start"**.

# Authorize a representative

[? Help](#)

## **i** Before you begin

This authorization allows your representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

Your representative will have access to all tax years as our online service does not yet have a year-specific option.

[Start](#) 

## **1** Enter representative information

## **2** Select authorization details

## **3** Review and confirm

- **Introduce el RepID:** Aquí es donde escribirás mi identificador único ante la CRA, RepID: **“GL29JK6”**. Seguidamente haces click en el botón **“Search”**

# Authorize a representative

[? Help](#)

## **✓** Before you begin

## **1** Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier(GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

\*RepID, GroupID or BN

[Search](#) 

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## **2** Select authorization details

## **3** Review and confirm

- Inmediatamente te debe salir mi información incluyendo nombre y número telefónico. Si la información coincide, das click en la opción “Next”

## Authorize a representative

 Help

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1 Enter representative information

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\*RepID, GroupID or BN

The following representative has been identified:

| Representative information |                     |
|----------------------------|---------------------|
| Name:                      | JERLIS LOPEZ GARCIA |
| Rep ID:                    | GL29JK6             |
| Phone number:              | 9056581117          |
| Fax number:                |                     |

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[Next](#) 

2 Select authorization details

3 Review and confirm

### Paso 4: Define el nivel de acceso

- Para poder presentar tus taxes electrónicamente deberás definir el nivel de acceso “Level 2”. Este es el nivel que me permite hacer cambios, hablar con la CRA en tu nombre y preparar tus declaraciones.
- Seguidamente da click en “Yes” en la sección de Online Access

- En **Expiry Date** Puedes poner una fecha de vencimiento si solo quieres que te ayude esta temporada. Si lo dejas vacío, y seleccionas la casilla **“Does not expire”** el acceso será permanente hasta que tú lo quites.

## 2 Select authorization details

Fields marked with an asterisk ( \* ) are required.

### \* Authorization level

- Level 1 - Allow your representative access to information only.
- Level 2 - Allow your representative access to information and to make certain account changes.

> Level 1

> Level 2

### \* Online access

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

Yes

No

### \* Expiry date

YYYY - MM - DD 

Does not expire

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## 3 Review and confirm

### Paso 5: Revisa y Confirma

- Confirma tu autorización para acceder a tu información fiscal
- Haz clic en **"Submit"**.

# Authorize a representative

[Help](#)

- ✓ Before you begin
- ✓ Enter representative information
- ✓ Select authorization details
- 3** Review and confirm

Fields marked with an asterisk ( \* ) are required.

The following representative will be authorized:

| Representative information |                     |
|----------------------------|---------------------|
| Name:                      | JERLIS LOPEZ GARCIA |
| Rep ID:                    | GL29JK6             |
| Phone number:              | 9056581117          |
| Fax number:                |                     |

| Representative authorization |                 | <a href="#">Edit</a> |
|------------------------------|-----------------|----------------------|
| Online access:               | Yes             |                      |
| Authorization level:         | 2               |                      |
| Expiry date:                 | Does not expire |                      |

**\* Confirmation**

I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.

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**Nota sobre seguridad:** La CRA **nunca** te enviará un correo electrónico con un enlace directo para que inicies sesión y agregues a alguien. Siempre entra tú mismo escribiendo la dirección en el navegador.

Gracias por confiarme la preparación de tus impuestos

Happy tax season 😊