



How to Authorize Covered Inc. in CRA My Account

Authorizing us allows us to access your file securely and ensure nothing is missed.

Step 1: Log Into CRA My Account

Go to www.canada.ca and sign in to your CRA My Account.

The screenshot shows the Canada.ca website. In the 'Most requested' section, the link 'Sign in to an account' is circled in red. Below it, the 'Sign in to your CRA account' section is also circled in red, with three options: 'Sign-in Partner', 'CRA user ID and password', and 'Provincial partner (BC, AB)'. To the right, the 'Register for a CRA account' button is circled in red, with a red arrow pointing to it and a note: 'If you are not yet registered for CRA MY Account. You can register by clicking "Register for a CRA account" or by calling them at 1-800-959-8281'.

Step 2: Click "Profile"

Once logged in, select Profile under the Overview page.

The screenshot shows the 'Canada Revenue Agency My Account' navigation menu. The 'Profile' option is circled in red.

Step 3: Add an Authorized Representative

Scroll down to Authorized Representative on the right-hand side and click Add.

The screenshot shows the 'Authorized representative(s)' section with a '+ Add' button circled in red.

Click 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

Step 4: Enter Our Group ID

Enter our Group ID:

GS942T

authorizing CRA to deal with anyone from that business

* RepID, GroupID or BN

GS942T

Search

Click Search. Make sure you see:

The following representative has been identified:

Representative information	
Name:	Covured Inc
Group ID:	GS942T
Phone number:	800-944-1960
Fax number:	780-348-5244

Step 5: Select Access Level

Choose:

• Level 2

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

• Online access: Yes



*** 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

• Expiry date: Does not expire

*** Expiry date**

YYYY - MM - DD

Does not expire

Click Next.

Step 6: Review and Submit

Review your details to ensure everything matches.

Click Submit.

Representative information	
Name:	Covured Inc
Group ID:	G5942T
Phone number:	800-944-1960
Fax number:	780-348-5244
Representative authorization Edit	
Online access:	Yes
Authorization level:	2
Expiry date:	Does not expire
* Confirmation	
<input checked="" type="checkbox"/> 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.	
Back	Submit

Why This Is Important

Authorizing Covured Inc. allows us to:

- Access carryforward balances
- Identify missing income slips
- Prevent penalties
- Communicate with CRA on your behalf
- Handle audits if needed

You get to live your life. We handle the rest.