



## KD PROFESSIONAL SERVICES CORP.

102, 221 18th Street SE Calgary AB T2E 6J5

P: 403.219.0602 F: 403.219.0603

### **Directions on how to set up “My Account” – CRA Access to your tax account**

You go to <https://www.canada.ca/en/revenue-agency.html> and follow these instructions:

1. Go to the left side of the screen and select Log in / Register
2. Select My Account
3. CRA Register
4. Enter your SIN number
5. Enter your Postal Code
6. Enter your Birthday
7. Enter the amount from the Line of your 201\_ personal Income Tax Return that CRA requests. This line number changes each time you try to create an account, so you will need a copy of your tax return handy.
8. Confirm Postal Code is correct
9. Create User Id and Password
10. Create Security Questions
11. Agree to Conditions
12. Wait 5-10 days for security code to come via mail (snail mail)
13. Logon using user id and password.
14. Follow prompt to enter security code
15. You are finished. Make sure to keep your user id and password safe but someplace where you can find them.

You will only have limited access to your account until you enter the security code that comes in the mail. Once you do that you are good to go.

Once you have tried online access you will never ever want to go back. It makes your tax life so much easier, in that you will always be able to get at your tax information, Notices of Assessment, Reassessment, account balance, TFSA room, RRSP room, even CRA correspondence Letters. You will always know what is going on with your taxes.