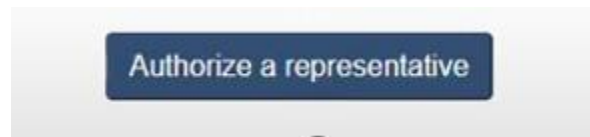


CRA “My Account” or “My Business Account” Authorize Eby’s Business Services

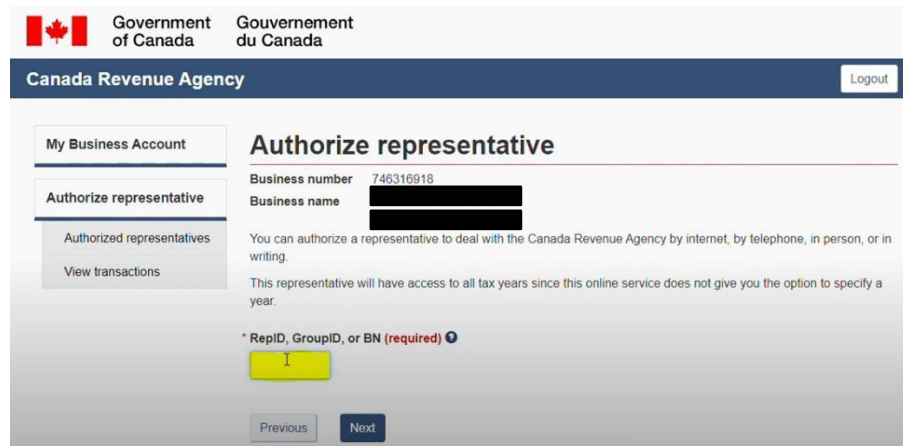
Enter your CRA user ID and password
When prompted, enter your CRA security answers

Profile / Manage Authorized Representative

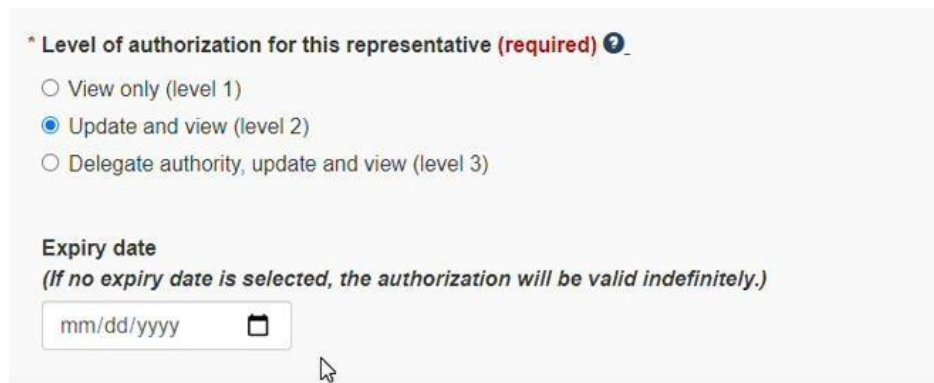
Click – Authorize a representative



Enter Eby’s Group ID number **GBX67S**



Click Update and view **All Accounts** - Level 2



Click the box to leave the Expiry date blank



Click – I confirm box and submit

A screenshot of a web form titled "Confirmation (required)". It contains a checkbox labeled "I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf". Below the checkbox are two buttons: "Previous" and "Submit".

Confirmation (required)

☒ I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf

Previous Submit

Option to print if required

A screenshot of a web page showing a confirmation message and a table of authorization information. The message states: "You have successfully authorized this representative to deal with the Canada Revenue Agency for this business." Below the message is a section titled "Authorization information" containing a table with four columns: "Program account(s)", "Level of authorization", "Tax year(s)", and "Expiry date". The table has one row of data: "All accounts", "Update and view (level 2)", "All years", and "Does not expire". Below the table is a "Print" button.

You have successfully authorized this representative to deal with the Canada Revenue Agency for this business.

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

Print

LOG OFF

Please notify Eby's Business Services that the authorization has been completed.

tax@ebys.com or 250-339-2261

Thank you.