

Authorize East Willow Tax Accounting online to file tax return

Step 1 – Sign in to your CRA account

<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>


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Sign in to your CRA account

Sign in or register to access My Account, My Business Account or Represent a Client.


1-1. Select “Sign-in Partner”


Sign in to your CRA account
Sign in with your existing credential:


or


Register for a CRA account

▶ Before you sign in


Sign-In Partner


CRA user ID and password



Provincial partner (BC, AB)



Register for a CRA account


1-2. Select the bank you have account with


Select a Sign-in Partner


By using the Interac® sign-in service to select a Sign-In Partner, you are agreeing to the [Terms and Conditions](#) and [Privacy Notice](#) of the Interac® sign-in service.

































1-3. Select the bank you have account with and log in.

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Login


Username

Enter your username


Password

Enter your password

Log in



Step 2 – When you are in CRA “my account”, select “Profile” -> “Add” Authorized representative -> Enter “GVZ4V5” (RepID of East Willow Tax and Accounting)

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Canada Revenue Agency
My Account


NAVIGATION

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- Progress tracker
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Overview

As of January 17, 2025

[Tax returns](#)



[Accounts and payments](#)

Income tax balance: **\$0.00**

[Statement of account](#)


Progress tracker

View the status of file: submitted to CRA.

Our records show you being tracked at this

[Tax information slips \(T4 a](#)

View your original and ame

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My Account

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Profile

As of January 17, 2025

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Direct deposit

[Edit](#) [Stop](#)

Authorized representative(s) [+ Add](#)

As of **January 17, 2025** you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

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

GVZ4V5

[Search](#)

The following representative has been identified:

Representative information

Name: East Willow Tax and Accounting

Group ID: GVZ4V5

Step 3 – Select “Level 2” and “Does not expire”

Edit representative authorization

[? Help](#)

✓ Before you begin

1 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

Step 4 – “Confirm” and “Submit”

✓ Select authorization details

2 Review and confirm

Fields marked with an asterisk (*) are required.

The following representative will be authorized:

Representative information

Name: East Willow Tax and Accounting

Group ID: GVZ4V5

Phone number: 403-888-9228

Fax number:

Representative authorization

[Edit](#)

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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[Submit](#)