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Authorization Instructions for Individuals

1. Log in to your CRA My Account here:
[Sign in to your CRA account - Canada.ca.](#)
2. On left hand side, click on Profile.
3. On right hand side of the profile page, go to Authorized Representatives and click “+Add” then select Start.
4. Enter GSE’s business number “12276 3774”, press Search, and select Graham Scott Enns LLP.
5. When asked, set level of authorization to “Level 2”, and do not select an expiry date so the authorization does not expire.
6. Review information is correct and select Confirm to complete the authorization process.

Authorization Instructions for Trusts

1. The primary trustee must log in to their CRA My Account here:
[Sign in to your CRA account - Canada.ca.](#)
2. On the right side of the page, under your name click the drop-down arrow.
3. Select “+ Add account” and then select Representative ID. The ID should automatically populate for you. Press the submit button.
4. On the next screen select Authorization request.

5. Choose your Represent a Client identifier (ReplD, BN or GroupID) from the drop-down menu.
6. Select Primary Trustee registration and provide required information about the trust account as part of the enhanced validation process. Once you are confirmed as the primary trustee of the account, you will receive immediate access to My Trust Account.
7. Complete the primary trustee registration for the trust account. The primary trustee can then add other authorized representatives.
8. In the trust account, on the left-hand side, click on profile.
9. On the right-hand side of the profile page, go to Authorized Representatives and click "+Add" then select Start.
10. Enter GSE's business number "12276 3774", press Search, and select Graham Scott Enns LLP.
11. When asked, set level of authorization to "Level 2", and do not select an expiry date so the authorization does not expire.
12. Review information is correct and select Confirm to complete the authorization process.

Authorization Instructions for Businesses

1. Log in to your CRA My Account here:
[Sign in to your CRA account - Canada.ca.](#)
2. Select the business account.
3. On the left-hand side, click on Profile.
4. On the right-hand side of the profile page, go to Authorized Representatives, select Manage authorized representatives, and click on the Authorize a representative button.

5. On the right-hand side of the profile page, go to Authorized Representatives and click “+Add” then select Start.
6. Enter GSE’s business number “12276 3774”, press Search, and select Graham Scott Enns LLP.
7. When asked, set level of authorization to “Level 2”, and do not select an expiry date so the authorization does not expire.
8. Apply authorization to all accounts.
9. Review information is correct and select Confirm to complete the authorization process.