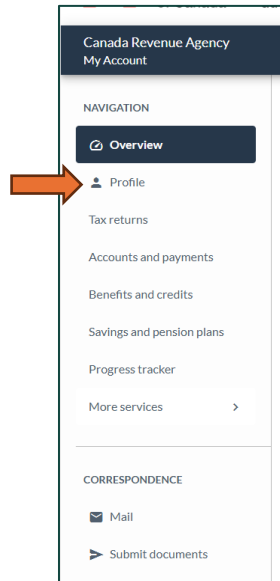
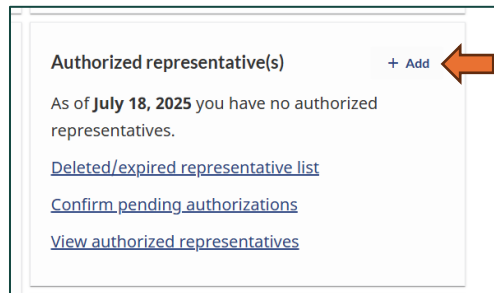


Adding Bromwich+Smith as Authorized Representatives

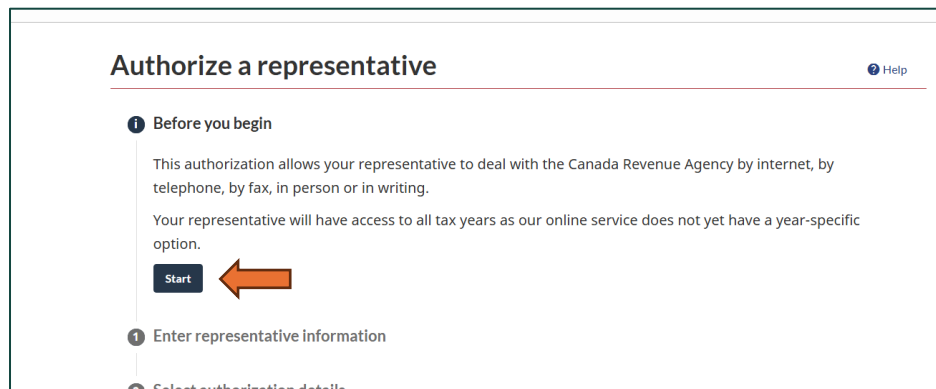
1. Sign in to your [CRA account](#). From your account's **Navigation** menu, click on **Profile**:



2. From the Profile screen, scroll down to the Authorization section, and click **+Add**:



3. The **Authorize a Representative** screen will appear. Click **Start**:



4. Enter Bromwich+Smith's **Business Number (BN)** in the **RepID, GroupID or BN** field.
The BN is **861734648**. Click **Search**:

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

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5. Our Representative Information should now be displayed. Click **Next**:

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

The following representative has been identified:

Representative information

Name:	BROMWICH & SMITH INC
BN:	861734648
Phone number:	8558849243
Fax number:	

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6. In the **Authorization Details** screen, click **Level 2** access, **Yes** for Online Access, and **Does not expire** for Expiry Date. Click **Next** when complete:

2 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

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7. You will see the following confirmation screen. Tick the **Confirmation** box, then click **Submit**:

The following representative will be authorized:

Representative Information

Name: BROMWICH & SMITH INC

BN: 861734648

Phone number: 8558849243

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.

[Back](#) [Submit](#)

8. **Success!** You should receive this confirmation message.

Authorize a representative - Confirmation [Help](#)

As of July 18, 2025 [Print/Save](#)

Success

You have successfully **authorized** a new representative: **BROMWICH & SMITH INC**

You have authorized the following representative:

Representative Information

Name: BROMWICH & SMITH INC

BN: 861734648

Phone number: 8558849243

Fax number: