Send your documents electronically to your auditor with the

Electronic Transfer of Accounting Data

www.cra.gc.ca/mybusinessaccount

Electronic Transfer of Accounting Data (ETAD)

ETAD lets you…

- Send files directly to your assigned auditor instantly.
- Receive an instant confirmation of the transmission.
- Use the same file number to send as many files as you want, up to 150 MB per file. For files more than 150 MB, you can compress or divide them so that each submission is no more than 150 MB.

You or your representative can use the ETAD service if you are registered for My Business Account, or your representative is registered for Represent a Client. To access ETAD:

1. Login to My Business Account at **www.cra.gc.ca/mybusinessaccount** or Represent a Client at **www.cra.gc.ca/representatives** and access the business account.
2. Select the Electronic Transfer of Accounting Data option on the left-side menu of the screen.
3. After you accept the terms and conditions, enter the file number provided by the auditor.
4. Select and send the file you want to transmit.

Register for My Business Account

My Business Account lets you access and manage your business accounts online, seven days a week. You can view account balances and transactions, file returns, view correspondence, and much more.

Note
The registration process for My Business Account includes the mailout of a letter containing your CRA security code, which you should receive within approximately five business days.

As a business owner, whether you are a sole proprietor, partner, director, or officer, register for My Business Account as follows:

1. Go to My Business Account at **www.cra.gc.ca/mybusinessaccount**.
2. Select "Register."
3. Enter the following information:
   - your social insurance number (SIN);
   - your date of birth;
   - your postal code or zip code; and
   - an amount you entered on your individual tax return (the line requested will vary and it could be from either the current tax year or the previous one, so have your copies on hand).
4. Create your CRA user ID and password, and select and answer the security questions.
5. After you agree to the terms and conditions of use, enter your business number.
6. Once you receive your CRA security code by mail, follow the instructions in the letter to access your account.

Register for Represent a Client

1. Go to Represent a Client at **www.cra.gc.ca/representatives**.
2. Select "Register."
3. Enter the following information:
   - your eight-character access code from your *Notice of Assessment*; and
   - your postal code or zip code.
4. Register as a representative.
   - Register your tax services business using your Business Number (BN).
   - Register yourself and receive a representative identifier (RepID).
5. Obtain authorization.
   - Give your BN or RepID to individuals, businesses, or your employer so they can authorize you to access their account information online.
6. Access an account.
   - Once you are authorized, you can access information and services on behalf of individuals, businesses, or your employer.

e-Services Helpdesk for businesses **1-877-322-7849**