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Access our online services for charities

My Business Account (MyBA) is a fast, secure and easy way for organizations to access and update their Canada Revenue Agency (CRA) account information.

Using [MyBA \(My Business Account\)](#) for charities, you can complete these tasks online:

- Apply online to become a registered charity or a registered Canadian amateur athletic association.
- Submit a complete T3010 annual information return and required documentation, such as financial statements.
- Update information about your organization, upload supporting documents, and correspond with the Charities Directorate.

To use online services for charities through [MyBA \(My Business Account\)](#), your organization needs a business number (BN) and an associated charity account (RR). To start, follow these steps:

Steps to access My Business Account for charities

1 Does your organization already have a business number and a charity account with the [CRA \(Canada Revenue Agency\)](#)?

Many organizations applying for charitable registration already have a [BN \(business number\)](#) and an associated RR account with the [CRA \(Canada Revenue Agency\)](#).

Consider the following before requesting a new [BN \(business number\)](#) and RR account:

- ▶ Is your organization already registered?
- ▶ Is your organization incorporated under federal, provincial, or territorial statutes?
- ▶ Is your organization an internal division under a head body?

▶ Has your organization submitted an application to be a registered charity in the past?

▶ Is your organization trying to access [MyBA \(My Business Account\)](#) after having its charitable status revoked?

If you answer **no** to all the questions above, proceed to the next step.

2 Get your business number and charity account

Business Registration Online is a one-stop, online, self-serve application that lets you register for the following:

- a [BN \(business number\)](#) (example: 123456789)
- an associated RR account (example: 123456789 RR 0001)

After you get a [BN \(business number\)](#) and an associated RR account, your organization can start using online services for charities through [MyBA \(My Business Account\)](#).

▶ Sign in to Business Registration Online

After you are signed in to Business Registration Online, choose one of the following options:

▶ My organization has a [BN \(business number\)](#) and needs an associated RR account

▶ My organization needs both a [BN \(business number\)](#) and an RR account



A [BN \(business number\)](#) and RR account do not automatically make your organization a registered charity

To become one, you will still need to submit an application to [register a charity under the Income Tax Act](#).

3 Sign in to My Business Account



Important: Are you trying to access [MyBA \(My Business Account\)](#) for a registered charity that is an internal division?

1. Contact your head body to confirm that it has a [BN \(business number\)](#) and an associated RR account for your internal division.
 - If your head body doesn't have them, it can obtain them by following the instructions in [step 2 - Get](#)

your business number and charity account.

2. Register for Represent a client to get a repID.
3. Your head body can then authorize you under their BN (business number) and your RR account.

For more information about internal divisions, see Guidance CG-028, Head bodies and their internal divisions.

If you already have a CRA (Canada Revenue Agency) sign-in account, you can use the same username and password to access all of our online services:

- My Account
- My Business Account
- Represent a client

▶ I have used CRA (Canada Revenue Agency)'s digital services before

▶ This is my first time using CRA (Canada Revenue Agency)'s digital services

4 Access your business number through My Business Account

Now that you have access to MyBA (My Business Account), you'll need to access your BN (business number).

Choose one of the following options:

▶ If you are new to MyBA (My Business Account).

▶ If you already use MyBA (My Business Account) to manage other businesses or organizations

i Don't see your organization's BN (business number) in MyBA (My Business Account)?

If you don't see your organization's BN (business number) after you signed in to MyBA (My Business Account), and you can't add it to your profile, call the Charities Directorate at 1-800-267-2384. We will need your social insurance number to link your identity to your organization's account.

Congratulations! You are ready to manage your organization's affairs through MyBA (My Business Account):

- File your T3010 information return

- [Make a change to your organization](#)
- [Apply to register as a charity or a registered Canadian amateur athletic association](#)

We're here to help

You can also contact the Charities Directorate client service section at 1-800-267-2384 if you require assistance. Our representatives are standing by to help you Monday through Friday, 9 am to 5 pm, local time.

Are you signed up for our [electronic mailing list](#)? Sign up today to get the latest charities news and information on upcoming webinars.

Did you find what you were looking for?

What was wrong?

I can't **find** the information

The information is hard to **understand**

There was an error or something **didn't work**

Other reason

Please provide more details
You will not receive a reply. Telephone numbers and email addresses will be removed.
Maximum 300 characters

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