



9.7.2 Access to the CRA NETFILE for a conference or council representative

Returns (e.g. T3010) can be filed electronically with NETFILE, by TELEFILE, or on paper.

NETFILE is an online filing service that allows registrants to file their returns directly to the Canada Revenue Agency (CRA).

Step 1: To access the conference or council’s CRA account online, the representative needs to obtain a repID. To obtain a repID, the representative registers online here: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html>

Instructions: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client/about-represent-a-client.html#q3>

Step 2: Enter the information in form below and send it to the National Office.

Conference or council name: _____

Account number: 132410671 RR _____
132410671 RT _____
132410671 RP _____

Enter the account numbers associated to the conference or council, most will only have a RR account number.

President name: _____

Representative name and position: _____

RepID: _____

Email address: _____ Telephone number: _____

President signature	Date	Representative signature	Date

Step 3: The SSVN-National Office will give the representative access to the conference or council’s CRA account and an email will be sent to the representative.

Step 4: Log in [Represent a Client](#), enter BN# 132410671 and click on *File a return* under the appropriate account.

Additional Information:

For more information on the T3010 form click here: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/t3010-charity-return-overview.html>