



## 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#g3>

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

Conference or council name: \_\_\_\_\_

Account number: 132410671 RR \_\_\_\_\_

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 RR 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>