Representatives: How to Access TRACS

Instructions for representatives to get access to Tax and Revenue Administration Client Self-Service (TRACS).

What is TRACS?

TRACS is an online portal that allows individuals to access a specific account administered by Tax and Revenue Administration (TRA).

What are the benefits of TRACS?

TRACS allows an individual with consent to:

- View financial transactions by processed date ranges or period end; and
- View assessment status including the receipt date, return status, processed date, and if applicable, the notice of assessment or reassessment for each return submitted.

How does a third-party representative get access to a client's TRACS account?

1. The taxpayer completes and signs the Alberta Consent Form (AT4930) for corporate income tax. Ensure Section 2(b) – Authorize online access (TRACS) is selected.
2. The representative must create a MyAlberta Digital ID basic account if they do not already have one.
3. Submit the form. TRA will review the form, and if complete, will send a PIN to the email address provided using secure email.
4. Follow the instructions in the email to access the account in TRACS.

Additional information

- At this time, access to TRACS cannot be assigned to a firm. Individuals must apply for a MyAlberta Digital ID.

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- A separate consent form must be completed and signed by the taxpayer for each individual requiring access.
- If your firm or company regularly requires specific individuals to request documents or instalment balances, it is recommended that these individuals obtain consent and receive access to TRACS.
- TRA recognizes electronic signatures. To be able to digitally sign the form, it must be downloaded or opened as a PDF document.

Email TRA at TRA.Revenue@gov.ab.ca if you require more information.