

How to Book "Amusement Device" Examination

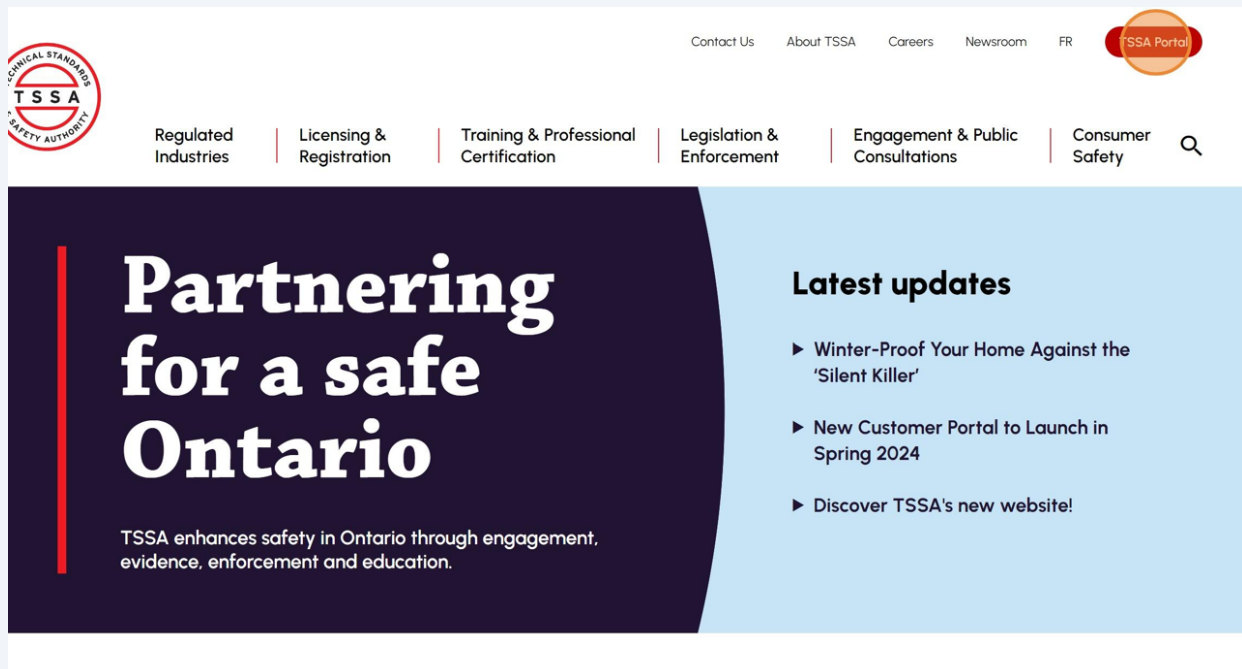


This guide will provide you with step-by-step instructions on how to submit an application for "Amusement Device Examination".

i Before starting, use the latest application version from the TSSA website.

Use a previous TSSA invoice to find your customer account number and postal code. You'll need an **email address**, a valid **Visa** or **Mastercard**, and if applicable, any supporting documents and review Training & Certification Policies on the TSSA website.

1 Click the "TSSA Client Portal" button from www.tssa.org. The "TSSA Client Portal" will appear.



- 2 Find "**Prepay for Services**" and click the "**Prepay for Services**" button.

Prepay for services

Use this link to...

- Submit and prepay for an application using the most recent TSSA application website

[Prepay for Services >](#)

Pay an invoice

Use this link to...

- Pay for an invoice you received from TSSA
- **You must have a copy of the invoice to pay for it**

- 3 The "**TSSA Service Prepayment Portal**" will appear. Review the **Service Notice**.

Important: Expedited services may not be available due to a high volume of applications.

TSSA Service Prepayment Portal

Required fields are marked with asterisks (*)

Service Notice:

Expedited services may not be available due to a high volume of applications. We are accepting expedited service requests for the following:

- **BPV Engineering:** Piping, Hot Tapping, Sealing Enclosures along with Refinery Outages and Nuclear Outages
- **Fuels Engineering:** All Design Review Services
- **Elevating and Amusement Engineering:** Prioritization is currently on a case-by-case basis. Submitters are to email eddesignsubmittal@tssa.org to check if rush requests can be accommodated.

To submit an application online and make a prepayment, you will need the following:

- A completed application form (please ensure you use the latest version from the TSSA website)
- Required supporting documents, if applicable
- For existing customers, your TSSA customer account number and postal code (which can be found on a previous invoice)
 - Contact our [Customer Service Center](#) if you require assistance

4

To submit an application online and make a prepayment, you will need the following:

- A completed **application form**
- Required **supporting documents**, if applicable
- For existing customers, your **TSSA customer account number** and **postal code**
- An **email address**
- A valid **Visa** or **Mastercard**

• **BPV Engineering:** Piping, Hot Tapping, Sealing Enclosures along with Refinery Outages and Nuclear Outages

• **Fuels Engineering:** All Design Review Services

• **Elevating and Amusement Engineering:** Prioritization is currently on a case-by-case basis. Submitters are to email eddesignsubmittal@tssa.org to check if rush requests can be accommodated.

To submit an application online and make a prepayment, you will need the following:

- A completed application form (please ensure you use the latest version from the TSSA website)
- Required supporting documents, if applicable
- For existing customers, your TSSA customer account number and postal code (which can be found on a previous invoice)
 - Contact our [Customer Service Center](#) if you require assistance
- An email address
- A valid Visa or Mastercard

Please indicate if you are a new or existing customer. *

New Customer

Existing Customer

If you are an "**Existing Customer**" and you encounter issues identifying and entering the correct account and postal code combination, please proceed using the "**New Customer**" option. TSSA will process your application using the account number we have on file.

5

Select if you are a "**New Customer**" or "**Existing Customer**".

•**BPV Engineering:** Piping, Hot Tapping, Sealing Enclosures along with Refinery Outages and Nuclear Outages

•**Fuels Engineering:** All Design Review Services

•**Elevating and Amusement Engineering:** Prioritization is currently on a case-by-case basis. Submitters are to email eddesignsubmittal@tssa.org to check if rush requests can be accommodated.

To submit an application online and make a prepayment, you will need the following:

- A completed application form (please ensure you use the latest version from the TSSA website)
- Required supporting documents, if applicable
- For existing customers, your TSSA customer account number and postal code (which can be found on a previous invoice)
 - Contact our **Customer Service Center** if you require assistance
- An email address
- A valid Visa or Mastercard

Please indicate if you are a new or existing customer. *

New Customer

Existing Customer

If you are an "**Existing Customer**" and you encounter issues identifying and entering the correct account and postal code combination, please proceed using the "**New Customer**" option. TSSA will process your application using the account number we have on file.

6 If you selected **New Customer**, then enter the following information:

- Company Name or Individual Name
- Street Address
- City
- Province or State
- Postal Code

Please indicate if you are a new or existing customer. *

New Customer

Existing Customer

If you are an "Existing Customer" and you encounter issues identifying and entering the correct account and postal code combination, please proceed using the "New Customer" option. TSSA will process your application using the account number we have on file.

New Customer Information

Please enter the following information. Your details will be processed before proceeding with prepayment.

Company Name or Individual Name *

Please enter the Company or Individual Name.

Street Address *

Please enter the street number, name, and suite or unit number, if applicable.

City *

Please enter the City.

Province or State *

Please enter the Province or State.

Postal Code *

Please enter the Postal Code.

7

If you selected **Existing Customer**, enter the following:

- Customer Number
- Postal Code

If you are an existing customer" and encounter issues identifying and entering the correct account and postal code combination, please proceed using the "New Customer" option.

Please indicate if you are a new or existing customer. *

New Customer

Existing Customer

If you are an "Existing Customer" and you encounter issues identifying and entering the correct account and postal code combination, please proceed using the "New Customer" option. TSSA will process your application using the account number we have on file.

Existing Customer Information

Please enter the following information. Your details will be verified before proceeding with prepayment.

Customer Number * ?

Please enter the Customer Number.

Postal Code * ?

Please enter the Postal Code.

8 Select "Amusement Devices" from the "Program Area" drop-down menu.


Province or State * Postal Code *

Program Area

Please select the Program Area for which you intend to submit an application and prepayment, and then click Continue.

Program Area *

- Amusement Devices
- Amusement Devices
- Boilers and Pressure Vessels
- Elevating Devices
- Fuels
- Operating Engineers



PARTNERING FOR A SAFE ONTARIO

9 Click the "Continue" button.


Province or State * Postal Code *

Program Area

Please select the Program Area for which you intend to submit an application and prepayment, and then click Continue.

Program Area *

[Continue](#)



PARTNERING FOR A SAFE ONTARIO

[Back to TSSA Homepage](#)

[Report an Incident](#) [Contact Us](#) [Subscribe to TSSA News](#) [Careers](#) [Privacy Policy](#) [Accessibility](#) [Copyright © 2023 TSSA](#)

10

Select the Application Form number "**AD-006-v1**" from the dropdown list for the **Amusement Devices** application and click "**Continue**" to enter your contact information.

Important: If the form you are requesting cannot be found, contact our "Customer Service Centre"

The screenshot displays the 'TSSA Service Prepayment Portal' interface. At the top, a dark blue header contains the text 'TSSA Service Prepayment Portal' in white. Below the header is a white form area. A dropdown menu is open, showing a list of application form numbers: 'AD-000-v1-TSSA USE ONLY', 'AD-000-v2-TSSA USE ONLY', 'AD-001-v2', 'AD-002-v2', 'AD-003-v2', and 'AD-004-v2'. The last option, 'AD-004-v2', is highlighted in blue. Below the dropdown, there is a 'Back' button on the left and a 'Continue' button on the right. At the bottom of the page, there is a logo for 'TECHNICAL STANDARDS & SAFETY AUTHORITY TSSA' on the left, the text 'PARTNERING FOR A SAFE ONTARIO' in the center, and a red button labeled 'Back to TSSA Homepage' on the right.

11 Enter your contact information:

- Contact Name or Name of Submitter
- Email Address
- Phone Number

TSSA Service Prepayment Portal

Required fields are marked with asterisks (*)

To complete your request for the application form **AD-003-v2 Application for New Amusement Business License**, please enter the following information, and then click Continue.

Primary Contact Information

Contact Name or Name of Submitter *

Please enter the Contact Name or the Name of the Submitter for the Application Form.

Email Address * 

Please enter a valid Email Address.

Phone Number *

12 Enter the **"Authorization Fee (License/Registration/Certificate/Permit)** from **Box "2"** from the application form.

Refer to the **fee schedule** on the website or **application forms** for the latest fees.

adashelbytssa@gmail.com

437-766-3861

Optional Secondary Email Address

Please enter any optional secondary Email Address.

Optional Tertiary Email Address

Please enter any optional tertiary Email Address.

Customer Reference

Please enter any Customer Reference information.

Fees

Please enter the fee amount(s) from your completed application form.

Authorization Fee (Licence/Registration/Certificate/Permit) - Box "2" from application form *

\$0.00

Total Fees

\$0.00

13 Answer, **Are you looking for expedited services?** Select either **"Yes"** or **"No"**.

Are you paying for an Expedited (Rush) service? (Note: For EDADSKI submissions, you must select No.)

Yes

Yes

No

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Application Form Upload * ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, 7z, zip

Supporting Documents ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, zip, 7z

14 Upload your completed **"Application Form"** and if applicable, other supporting documents.

Click the **"Continue"** button.

Important: Acceptable documents in the file formats: JPEG, PNG, ZIP, and PDF. If not, an error will display.

Fields marked with an asterisk (*) are mandatory, as certain documents are required for this process.

Documents

Please upload the requested application form and, optionally, any supporting documentation.

Application Form Upload * ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, 7z, zip

Supporting Documents ?

Browse...

Allowed extensions pdf, doc, docx, xls, xlsx, zip, 7z

Back

Continue

15 Review the payment details and click "Continue".



[Back to TSSA Homepage](#)

TSSA Service Prepayment Portal

Please review the following amounts and proceed with payment to complete your service prepayment request. Your credit card payment is processed on a secure payment site.

| Description | Cost |
|------------------|--------------------|
| Total Prepayment | \$156.00 |
| <hr/> | |
| | Subtotal: \$156.00 |
| | Total: \$156.00 |

[Continue](#)

16 The "**Payment Method**" page will appear.

Select "**Credit Card**" for the method of payment. Card Type can be "**Visa or Mastercard**".

Important: Credit Card is the only payment method for the "Amusement Device Examination" application.

Please review the following amounts and proceed with payment to complete your service prepayment request. Your credit card payment is processed on a s

Description




Total Prepayment

Subtotal:

Total:

Payment Method: *

Card Type: *

Name on Card: *

Credit Card Number: *

Credit Card Verification: * [What's this?](#)

Expiry Date (MM/YY) /

17

Enter your **Credit Card details:**

- Cardholder Name
- Card Number
- MM/YY (Month and Year)
- CVV (3-digit number on card)

Payment Method: *

Credit Card

Card Type: *

VISA



Name on Card: *

Ada Shelby

Credit Card Number: *

5454 5454 5454 5454

Credit Card Verification: *

|

[What's this?](#)

Expiry Date (MM/YY)

09 / 29

Process

18 Click the "**Process**" button to process the payment.

You will receive an email confirmation and an official receipt once the payment has been completed.

The screenshot shows a payment form with the following fields and values:

- Payment Method:** * Credit Card
- Card Type:** * VISA
- Name on Card:** * Ada Shelby
- Credit Card Number:** * 5454 5454 5454 5454
- Credit Card Verification:** * 1000
- Expiry Date (MM/YY):** 09 / 29

Below the fields is a "Process" button. To the right of the verification field is a link labeled "What's ↑".

i Congratulations! You have successfully reviewed how to submit an application to book the "Amusement Device Examination".

19 Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.