How to Book "Ski Lift" Examination

This guide will provide you with step-by-step instructions on how to submit an application for the "Ski Lift 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 to review the Training & Certification Policies on the TSSA website.

---

1 Click the "**TSSA Client Portal**" button from https://www.tssa.org/ homepage.
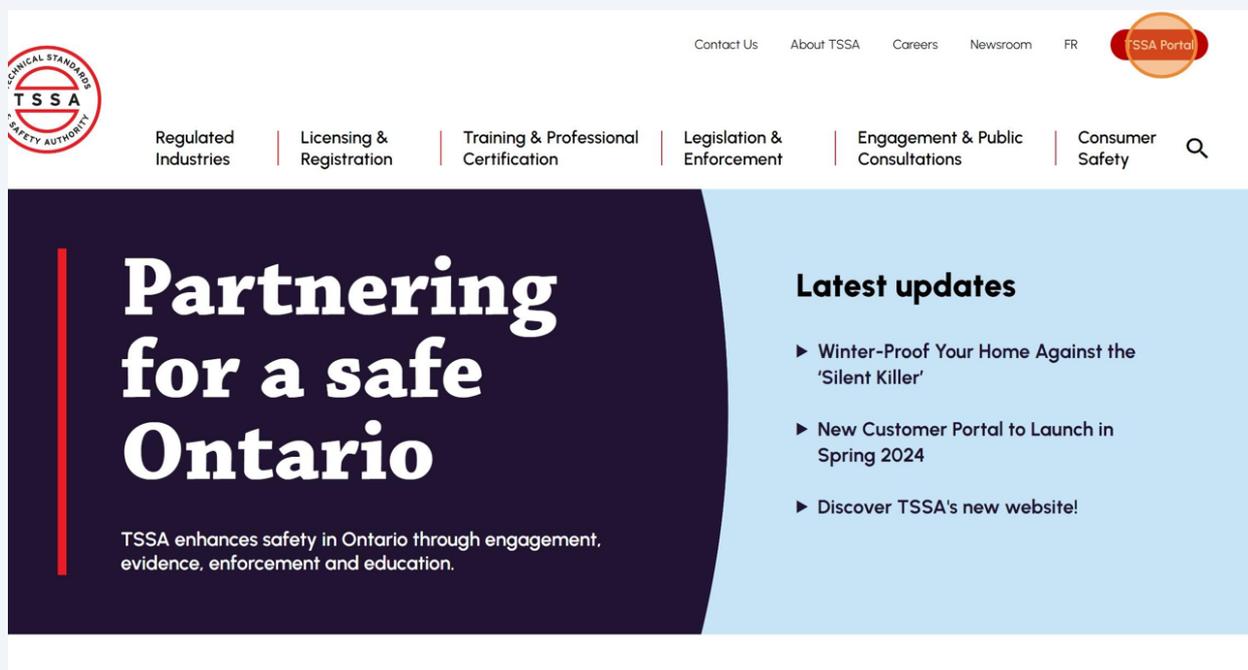
2 Click the **"Prepay for Services"** button. The **"TSSA Service Prepayment Portal"** will appear.

Prepay for services

Use this link to...

- Submit and prepay for an application using the most recent TSSA appli... 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 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, have on-hand 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 **"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 select **New Customer**, enter the **"New Customer 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 are an **Existing Customer**, enter the following information:

- Customer Number

- Postal Code

Important: If you are an existing customer and encountered issues while entering the correct account and postal code combination, please use 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 "**Ski Lifts**" from the **"Program Area"**.

Province or State *

Ontario

Postal Code *

M5E 1Z9

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

TSSA

---

9 Click the **"Continue"** button.

M5E 1Z9

rea

gram Area for which you intend to submit an application and prepayment, and then click Continue.

Continue

Back to TSSA Homepage

ARTNERING
OR A
AFE ONTARIO

10 Select the Application Form number **"Ski-005-v1"** for the **SLM-T certificate** or **"SKI-004-v4"** for **SLM-A** to **SLM-F".** Click the **"Continue"** button to enter the contact information.

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

11 Enter your following **Primary Contact Information:**

- Contact Name or Name of Submitter

- Email Address

- Phone Number
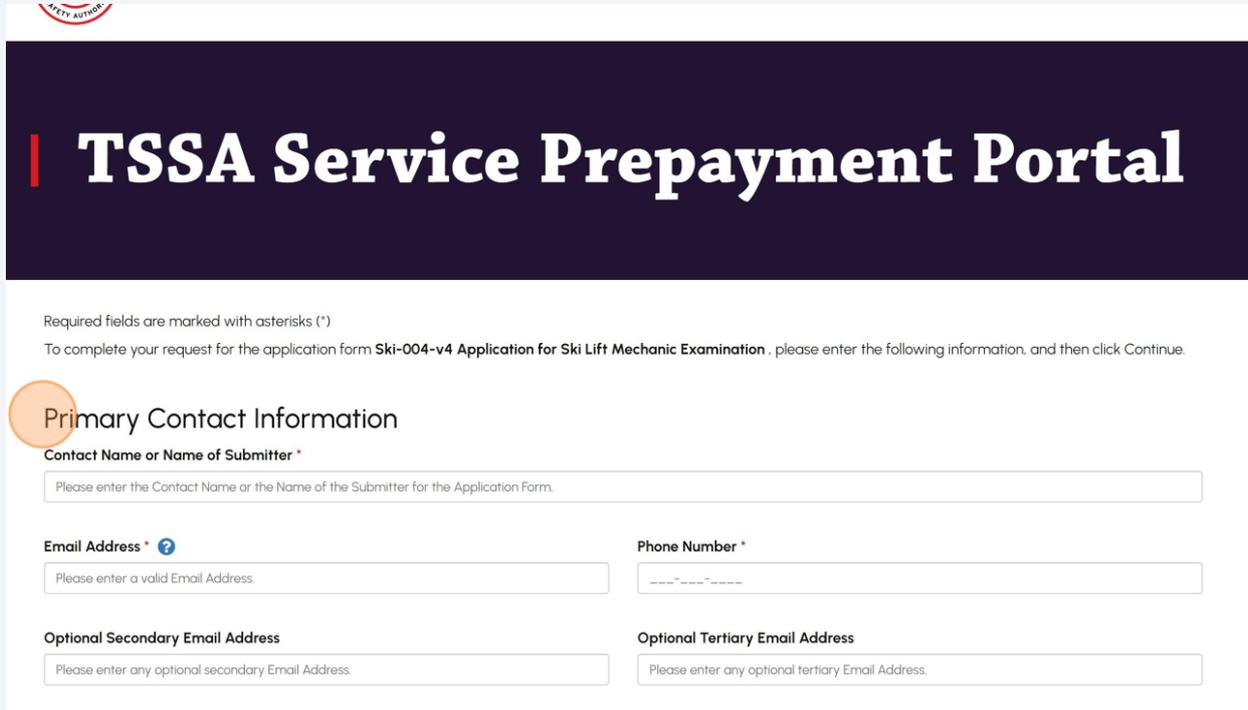
TSSA Service Prepayment Portal

Required fields are marked with asterisks (*)

To complete your request for the application form **Ski-004-v4 Application for Ski Lift Mechanic Examination** , 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 *

___-___-____

Optional Secondary Email Address

Please enter any optional secondary Email Address.

Optional Tertiary Email Address

Please enter any optional tertiary Email Address.

12 Enter the **"Authorization Fee (License/Registration/Certificate/Permit)** from **Box "2"** from the application form field in the **SKI Mechanic 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 paying for an Expedited (Rush) Service?"** Select the **"No"**.

Important: For EDADSKI submissions, you must select "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 the requested **"Application Form"** or any other supporting documents.

Click the **"Continue"** button to provide payment details.

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

Upload mandatory documents marked with an asterisk (*).

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

Important: Credit Card is the only payment method for the "Ski Lift Examination" application.

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	
	Subtotal:
	Total:

Continue

---

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

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: *   Credit Card

Card Type: *   -- Select --

Name on Card: *

Credit Card Number: *

Credit Card Verification: *   What's this?

Expiry Date (MM/YY)   01 / 24

Process

17   Enter the **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: *	
Expiry Date (MM/YY)	09 / 29

What's this?

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.

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

What's t

Process

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

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