

How to Complete an "Ontario License to Transport Fuel" Application



This guide will provide you with step-by-step instructions on how to complete an "Ontario License to Transport Fuel" in the TSSA Client Portal.

1 From the Client Portal home page, click the **"Applications"** tab.

Customer Portal

Hi Ada Shelby
Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more.

New Customers
Create an Individual account if you are applying for:

- A personal certificate

For all other requests create an Organization account

- We require the company's legal entity details, i.e., corporation number or business identification number.

Third Party Property Management Companies
Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. pay an invoice, submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Property Manager account first.
- Then proceed to linking to the owner/operator you wish to transact on behalf of.
- The [Consent to Grant Third Party Access] form will need to be completed.

Existing Customers
Link to your TSSA account with.

- Invoice or inspection report or
- Valid authorization (licence/certificate/registration, etc.) or
- Account Access Key

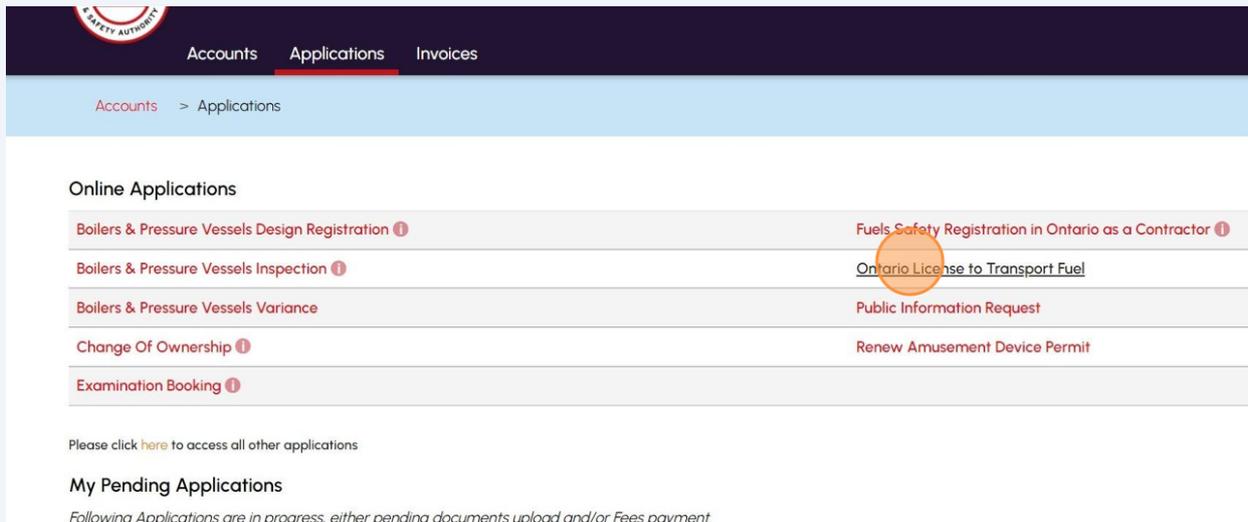
Third Party Submitters
Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Submitter type account first.
- Then proceed to linking to the owner/operator you wish to submit an application request for.
- The [Consent to Grant Third Party Access] form will need to be completed

[Create Account](#) [Link Existing Account](#)

2 Click the "Ontario License to Transport Fuel" link under "Online Applications".



The screenshot shows the TSSA website's 'Applications' section. The navigation bar includes 'Accounts', 'Applications', and 'Invoices'. Below the navigation, there is a breadcrumb trail: 'Accounts > Applications'. The main content area is titled 'Online Applications' and contains a grid of application categories. The 'Ontario License to Transport Fuel' link is highlighted with a red circle. Below the grid, there is a link to 'My Pending Applications' and a note: 'Following Applications are in progress: either pending documents upload and/or Fees payment.'

Accounts > Applications

Online Applications

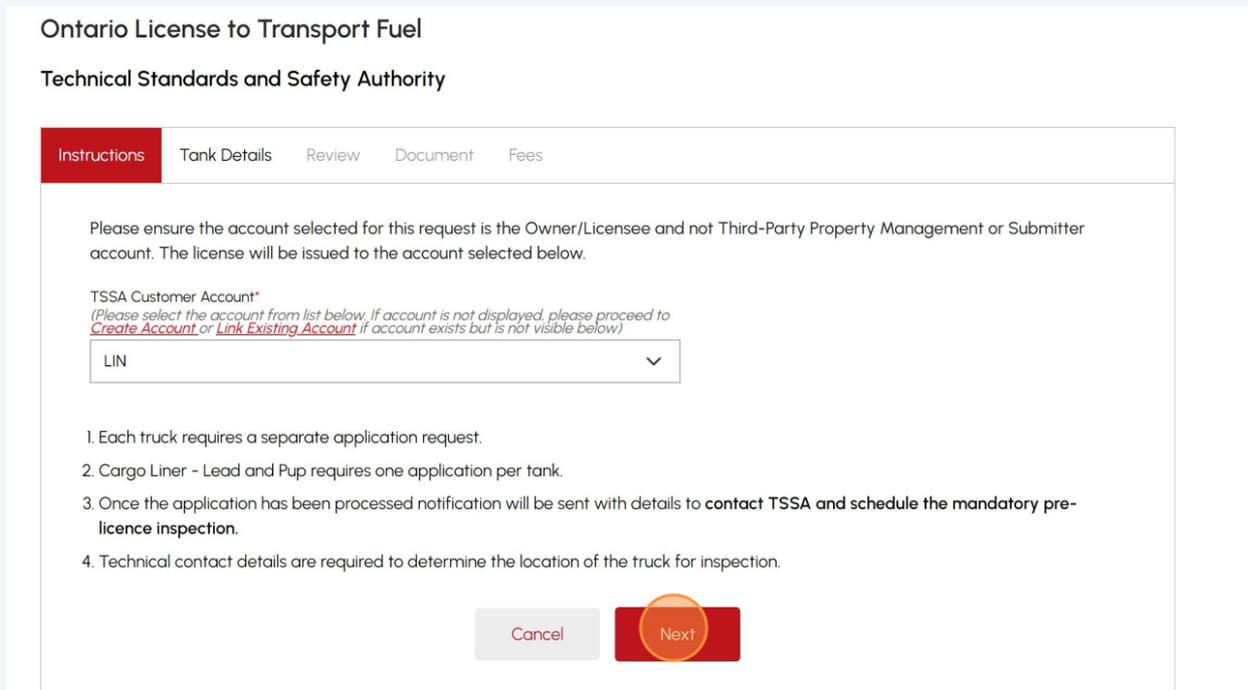
Boilers & Pressure Vessels Design Registration ⓘ	Fuels Safety Registration in Ontario as a Contractor ⓘ
Boilers & Pressure Vessels Inspection ⓘ	Ontario License to Transport Fuel
Boilers & Pressure Vessels Variance	Public Information Request
Change Of Ownership ⓘ	Renew Amusement Device Permit
Examination Booking ⓘ	

Please click [here](#) to access all other applications

My Pending Applications

Following Applications are in progress: either pending documents upload and/or Fees payment.

3 Read the "Instructions".



The screenshot shows the 'Ontario License to Transport Fuel' instructions page. The page title is 'Ontario License to Transport Fuel' and the subtitle is 'Technical Standards and Safety Authority'. The navigation bar includes 'Instructions', 'Tank Details', 'Review', 'Document', and 'Fees'. The main content area contains the following text:

Please ensure the account selected for this request is the Owner/Licensee and not Third-Party Property Management or Submitter account. The license will be issued to the account selected below.

TSSA Customer Account*
(Please select the account from list below, if account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

LIN

1. Each truck requires a separate application request.
2. Cargo Liner - Lead and Pup requires one application per tank.
3. Once the application has been processed notification will be sent with details to **contact TSSA and schedule the mandatory pre-licence inspection.**
4. Technical contact details are required to determine the location of the truck for inspection.

Cancel Next

4 Select the "**Owner/Licensee TSSA Customer Account**" from the drop-down list.

Click "**Next**" for the Tank Details.

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions Tank Details Review Document Fees

Please ensure the account selected for this request is the Owner/Licensee and not Third-Party Property Management or Submitter account. The license will be issued to the account selected below.

TSSA Customer Account*
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below.)

Select Account ▼

- Select Account
- Googl
- 1 IBM O
- 2 LINDE
- Niyah
- 3 MCDC

to contact TSSA and schedule the mandatory pre-

5 Select one of the following "**Fuel Type**":

- Gasoline or Associated Products
- Propane

Accounts Applications Invoices

Accounts > Applications > Ontario License To Transport Fuel

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions Tank Details Review Document Fees

Fuel Type

Gasoline or Associated Products Propane

Application Type

New Remount *(Mounting an existing TSSA registered tank onto a new c*

Tank Vehicle Type

Cargoliner *(A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.)* Tank Trunk *(A truck cha*

Technical Contact Information

First Name* Last Name*

6 Select one of the following "**Application Type**":

- New
- Remount

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions **Tank Details** Review Document Fees

Fuel Type

Gasoline or Associated Products Propane

Application Type

New Remount (Mounting an existing TSSA registered tank onto a new chassis)

Tank Vehicle Type

Cargoliner (A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.) Tank Trunk (A truck chassis that is towed by a separate motor vehicle.)

Technical Contact Information

First Name* Last Name*

Phone No.* Email Address*

7 If you select "**New**", proceed to step 9.

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions **Tank Details** Review Document Fees

Fuel Type

Gasoline or Associated Products Propane

Application Type

New Remount (Mounting an existing TSSA registered tank onto a new chassis)

Tank Vehicle Type

Cargoliner (A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.) Tank Trunk (A truck chassis that is towed by a separate motor vehicle.)

Technical Contact Information

First Name* Last Name*

Phone No.* Email Address*

8 If you select "**Remount**", enter the Inventory Number and proceed to step 11.

The screenshot shows a web form titled "Tank Details" with a navigation bar containing "Instructions", "Tank Details" (highlighted in red), "Review", "Document", and "Fees". The form contains the following sections:

- Fuel Type:** Two radio buttons: "Gasoline or Associated Products" (unselected) and "Propane" (unselected).
- Application Type:** Two radio buttons: "New" (unselected) and "Remount (Mounting an existing TSSA registered tank onto a new chassis (a supporting frame))" (selected, circled in orange).
- Inventory Number*:** A text input field with a vertical cursor.
- Technical Contact Information:** Four text input fields: "First Name*", "Last Name*", "Phone No.*", and "Email Address*".

 Tip! Fields with an asterisk (*) are mandatory fields.

9 Select one of the following "**Tank Vehicle Type**":

- Cargo Liner
- Tank Trunk

Ontario License to Transport Fuel
Technical Standards and Safety Authority

The screenshot shows the same "Tank Details" form as above, but with different selections:

- Fuel Type:** "Propane" is selected (radio button is filled).
- Application Type:** "New" is selected (radio button is filled).
- Tank Vehicle Type:** Two radio buttons: "Cargo Liner (A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.)" (selected, circled in orange) and "Tank Trunk (A truck chassis and tank assembly as a complete unit for transport)" (unselected).
- Technical Contact Information:** Four empty text input fields: "First Name*", "Last Name*", "Phone No.*", and "Email Address*".
- Tank Details:** Two text input fields: "Date Manufactured*" (with a placeholder "mm/dd/YYYY") and "Manufacturer Name*".

10 If you select "New", enter the Tank Details:

Instructions **Tank Details** Review Document Fees

Fuel Type

Gasoline or Associated Products Propane

Application Type

New Remount (Mounting an existing TSSA registered tank onto a new chassis (a supporting frame))

Tank Vehicle Type

Cargoliner (A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.) Tank Trunk (A truck chassis and tank assembly as a complete unit for the bulk delivery of fuels.)

Technical Contact Information

First Name*
June

Last Name*
Lee

Phone No.*
(437) 546-2864

Email Address*
June.lee@gmail.com

Tank Details

Date Manufactured*
04/03/2023

Manufacturer Name*
The Fuel Stop

License Plate Number

Serial Number*
11432365

Unit Number

Highway Tank Capacity*
Mississauga

Fleet Number

Highway Tank Capacity Unit Of Measure*

11 If you select "Remount", enter the Tank Details:

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions **Tank Details** Review Document Fees

Fuel Type

Gasoline or Associated Products Propane

Application Type

New Remount (Mounting an existing TSSA registered tank onto a new chassis (a supporting frame))

Inventory Number*
10467037

Technical Contact Information

First Name*
June

Last Name*
Lee

Phone No.*
(437) 546-2864

Email Address*
June.lee@gmail.com

Tank Details

License Plate Number
CANON436

Unit Number

12 Click the "Next" button to move to the "Review" tab.

Gasoline or Associated Products Propane

Application Type
 New Remount (Mounting an existing TSSA registered tank onto a new chassis (a supporting frame))

Tank Vehicle Type
 Cargoliner (A vehicle that is used to transfer fuels in which the tank constitutes the main structural member and that is towed by a separate motor vehicle.) Tank Trunk (A truck chassis and tank assembly as a complete unit for the bulk delivery of fuels.)

Technical Contact Information

First Name* Leo	Last Name* Brown
Phone No* (437) 766-3862	Email Address* abc@gmail.com

Tank Details

Date Manufactured* 04/03/2023	Manufacturer Name* The Fuel Stop
License Plate Number* CANON436	Serial Number* 1143
Unit Number* 1201	Highway Tank Capacity* Toronto
Fleet Number 54	Highway Tank Capacity Unit Of Measure* Litres

Cancel Back **Next**

13 Review the entered information:

- Account Name
- Tank Details

Click on "**Print Form**" to print this section.

Instructions	Tank Details	Review	Document	Fees
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Account	TSSA Account Name COS
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Tank Details	Fuel Type Propane	Application Type New
	Tank Vehicle Type 551	
	First Name Leo	Last Name Brown
	Phone No. (437) 766	Email Address abc@gmail.com
	Date Manufactured 04/	Manufacturer Name The Fuel Stop
	License Plate Number CANON	Serial Number 11432
	Unit Number 1201	
	Total storage capacity Units 5516	Total Storage Capacity Toronto

14

Click on the **"Terms of the Application Declaration"**. The Terms of the Application will appear.

Unit Number	1201	Total storage capacity Units	5516	Total Storage Capacity	Toronto
Fleet Number	543				

Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent from the e

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 10, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

15

Read the terms of the application. Click the **"Accept"** button.

Tank Vehicle Type

I hereby acknowledge and agree to the following:

As the applicant submitting, I certify that the information I have provided on this application is true and correct. I understand that making a false statement may result in the revocation of the authorization and failure to provide the required information will result in delayed processing and/or approval of the requested service.

I hereby declare that as the owner/licensee of the device/facility/business I am responsible for the operation and for ensuring that any device/facility is properly serviced and maintained as required under the Technical Standards and Safety Act.

*Information provided in this application may be releasable to third parties upon request pursuant to TSSA's Access and Privacy Code

Decline **Accept**

1201	Total storage capacity Units	551630001	Total Storage Capacity	Toronto
Fleet Number	54378			

16

A check mark will be placed beside **"I agree to the Terms of the Application Declaration"**.

Enter your **full name** to **sign electronically**.

Unit Number	1201	Total Storage Capacity	Toronto
Total storage capacity Units	5516		
Fleet Number	543		

Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent from the effected party

I agree to Terms of the Application Declaration
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 10, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

17

Click the **"Next"** button. The **"Documents"** tab will appear.

Unit Number	1201	Total Storage Capacity	Toronto
Total storage capacity Units	55163		
Fleet Number	543		

Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent from the effected party

I agree to Terms of the Application Declaration
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 10, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

18

Click on **Browse** to upload additional documents. No mandatory documents are required, however, supporting documents can be submitted if necessary.

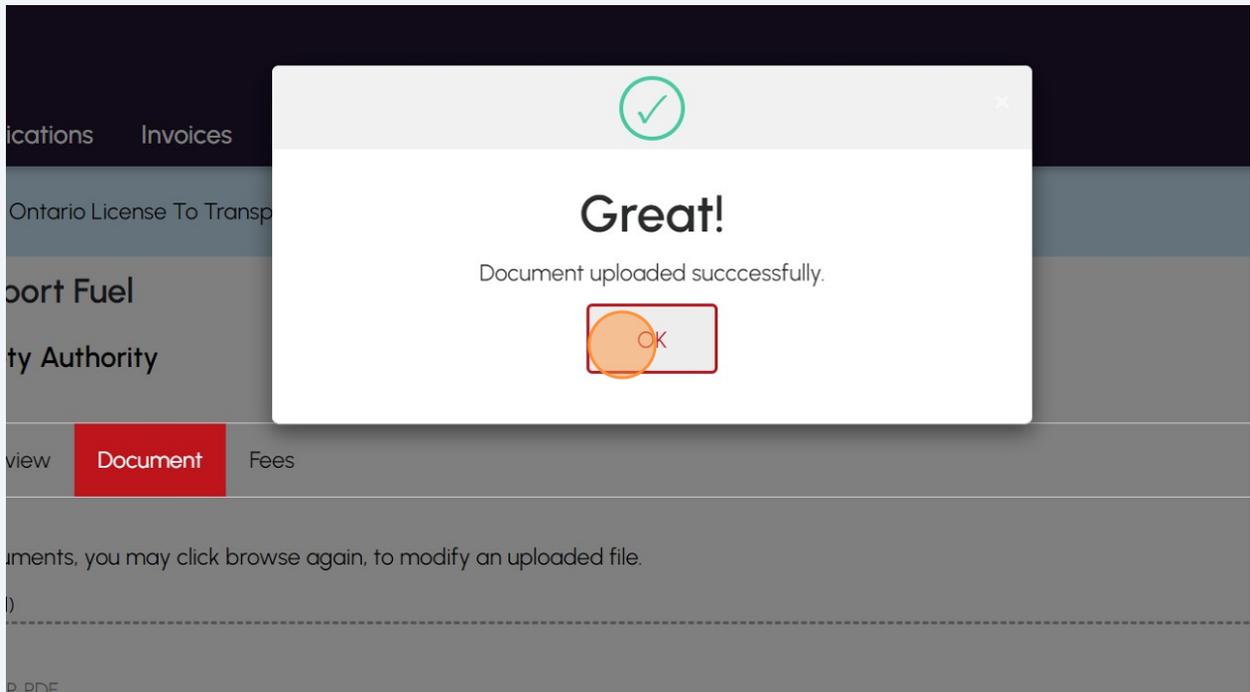
The screenshot shows the TSSA (Technical Standards and Safety Authority) web application interface. At the top, there is a dark navigation bar with the TSSA logo on the left and 'Profile' and 'Sign out' buttons on the right. Below the navigation bar, there are links for 'Accounts', 'Applications', and 'Invoices'. A breadcrumb trail indicates the current path: 'Accounts > Applications > Ontario License To Transport Fuel'. The main content area is titled 'Ontario License to Transport Fuel' and 'Technical Standards and Safety Authority'. A horizontal menu contains 'Instructions', 'Tank Details', 'Review', 'Document' (which is highlighted in red), and 'Fees'. Below this menu, a text box contains the instruction: 'For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.' Underneath, there is a section for 'Additional Documentation (Optional)' with a dashed border. Inside this section, there is a file upload prompt: 'Please upload a file' and 'File Formats: JPEG, PNG, ZIP, PDF'. To the right of this prompt is a circular orange 'Browse' button. At the bottom center of the main content area, there is a red 'Next' button.



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

19 The document has been uploaded successfully. Click **"OK"**.

Select the **"Next"** button to move to the **"Fees"** tab.



20

The detailed **prepayment fees** for the application will appear. **Review** the details.

Select one of the following methods of payment:

- Credit Card
- Cheque
- EFT
- Wire

Sub Total:
Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Select

Select
Credit Card
Cheque
EFT
Wire

Learn
Training Documents
Training Videos

Company
Company News

Need Help?

Anywhere you see an information icon , please click it for more details.



21 If you select "**Cheque**", then click on "**Payment Details**" option.

Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Cheque

Click to see [Payment Details](#)

Submit

n Company Need Help?

22 View "**Payment Details**" for "**Cheque or Money Order**".

AD Renewal	1	\$646.00	\$646.00	\$0.00	\$646.00
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AD
An
Au
- F
AD

Payment Details

Cheque or Money Order

Payable To: Technical Standards and Safety Authority

Mail to: 345 Carlingview Drive
Toronto, ON
M9W 6N9

Please include **application number** on cheque remittance

Ok

Click to see [Payment Details](#)

Submit



Follow the steps for payment methods similar to "Cheque":

- EFT
- Wire

Select EFT or Wire as payment method. Then click Payment Details to view instructions on how to make the payment.



The payment method steps are different for different options.

Payment is the last step in this process.

23

If you select **"Credit Card"** for the method of payment. Click on **"Pay by Credit Card"**.

Ontario License to Transport Fuel

Technical Standards and Safety Authority

Instructions Tank Details Review Document **Fees**

Billing Description	Quantity	Unit Price (\$)	Subtotal (\$)	Tax (\$)	Total Amount (\$)
FS Propane Highway Tank - Authorization Fees	1	\$197.50	\$197.50	\$0.00	\$197.50
FS New Inspection - Propane Highway Tank - Inspection Fees	1	\$426.50	\$426.50	\$55.45	\$481.95
				Sub Total:	\$624.00
				Taxes:	\$55.45
				Total Amount Owning:	\$679.45

Payment is required for application to be processed. Application will not be processed if you select cancel.

Select Payment Method Type*

Credit Card

Cancel

Pay by Credit Card

24

Select the **"Click to proceed to Secure Page"** button to enter your credit card details.

Instructions Tank Details Review Document Fees **Payment**

Amount to Pay:

Payment Id :

Application Number

[Click to proceed to Secure Page](#)

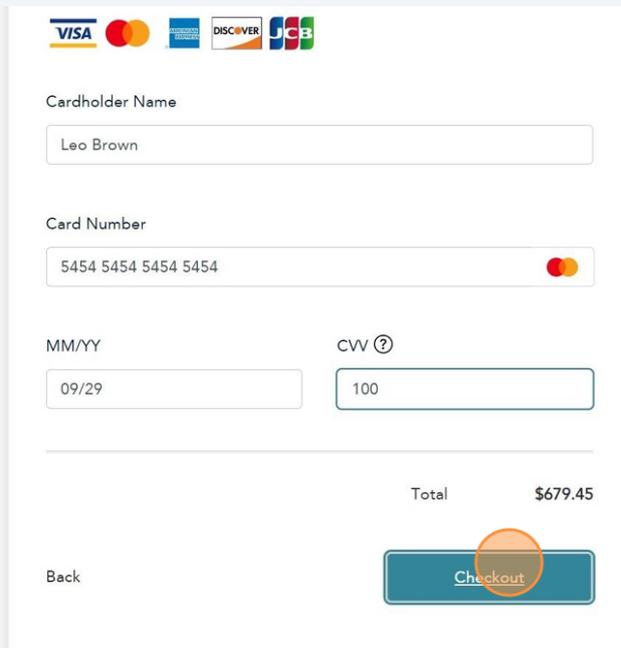
25

Enter the **Credit Card details:**

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

The screenshot shows a payment interface for 'kevin - QA Store'. At the top, there is a navigation bar with tabs: 'Instructions', 'Tank Details', 'Review', 'Document', 'Fees', and 'Payment' (which is highlighted in red). Below the navigation bar, the store name 'kevin - QA Store' is displayed in a dark teal header. The main content area features a white payment form. On the left side of the form is a placeholder for a profile picture, represented by an orange circle. The form includes logos for VISA, Mastercard, American Express, Discover, and JCB. The input fields are: 'Cardholder Name' (a single-line text box), 'Card Number' (a long text box), 'MM/YY' (a two-part text box), and 'CVV' (a three-part text box with a question mark icon). At the bottom right of the form, the total amount is shown as 'Total \$679.45'. A 'Back' link is located at the bottom left, and a teal 'Checkout' button is at the bottom right.

26 Click on **"Checkout"** button to process the payment.



The image shows a payment form with the following fields and elements:

- Logos for VISA, Mastercard, American Express, DISCOVER, and JCB.
- Cardholder Name: Leo Brown
- Card Number: 5454 5454 5454 5454
- MM/YY: 09/29
- CVV: 100
- Total: \$679.45
- Buttons: Back and Checkout (highlighted with an orange circle).

27 The **Transaction receipt** will appear. **"Print"** a copy of the **Transaction Receipt** for your records.

Transaction Approved



Transaction Approved

Order Number : PortalTxn_2169_

Application_Number : AP0001

Amount: :

First6 and Last4 Digit of Card Number: 5454545454

Transaction Type:200

Approval Code : KN95

Reference Number : 6601885400

Transaction Number : 1771-0_651

Transaction Datetime : 2024-01-10 13:48:05



Congratulations! You have successfully submitted an application for an "Ontario License to Transport Fuel" in the TSSA Client Portal.

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

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