How to Connect to an Existing Owner/Operator Account as a Third-Party Submitter

This guide will provide you with step-by-step instructions on how to connect to an Existing Owner/Operator's Account as a Third Party Submitter.

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

Home   Accounts   Applications   Invoices

Customer Portal

Hi Ada Shelby

Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoi

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.

Existing Customers

Link to your TSSA account with,

- Invoice or inspection report or
- Valid authorization (licence/certifi
- Account Access Key

Third Party Submitters

Link to your own TSSA account prio on behalf of, i.e. submit an applicatio

If you do not have an account with T

- Please create a Third-Party Subm
- Then proceed to linking to the ow

2 Click the **"Link Existing Account"** button.

3 Select the "**Organization**" option from the "**Account Type**" dropdown list.

4 Enter the **Account Number** of the Owner/Operator.

Link Existing Account

Account Type* ⓘ

Organization

Account Number* *(Enter the complete TSSA Account number, including all leading zeros, if applicable. This is the assigned TSSA Customer Number and can be four*

003

Customers need to provide specific account information to link the TSSA Customer Portal to an existing account. Please ensure you have one of t

1. *Account Access Key,* ⓘ *or*
2. *Active Authorization and Expiry Date , or*
3. *Invoice information, any invoice issued in the prior year that contains: Invoice number, Invoice amount, Invoice date , or*
4. *Inspection Report Number & Completion Date*

5 Select **"Third Party- Submitter"** from the dropdown list.

Account Connection ⓘ

Type of Account Connection*

Select ⌄

Select
Third Party - Property Management Company
Third Party - Submitter
As the Account Holder

Validation Type ⌄

Cancel   **Validate and link**

Learn	Company	**Need Help?**
Training Documents	Company News	Anywhere you see an information icon ⓘ, please click it for more details.
Training Videos		If experiencing technical difficulties, please contact TSSA's Customer Contact Centre. Available Monday to Friday from 8:00 a.m. to 5:00 p.m. (excluding holidays).

Toll-Free: 1-877-682-TSSA (8772)

Email: customerservices@tssa.org

6 Select a Submitter account from the **TSSA Third Party Submitter Account** drop-down list.

2. *Active Authorization and Expiry Date , or*

3. *Invoice information, any invoice issued in the prior year as of current date that contains: Invoice number, Invoice amount, Invoice date , or*

4. *Inspection Report Number & Completion Date, any Inspection Report issued in the prior year as of current date*

Account Connection ⓘ

Type of Account Connection*

| Third Party - Submitter | ⌄ |

Account for the Submitter transacting on behalf of an owner/operator to apply for a service with TSSA, i.e. Engineering Firm, Contractor, etc. The Consent to Grant Third Party Access must be uploaded for this process.

TSSA Third Party Submitter Accounts* *(No account found, click here to Create Account)*

| Select Account | ⌄ |
| Select Account |
| Google O/A Google corp - 003019136 |

Up _____ the form

Please upload a file
File Formats: JPEG. PNG, ZIP, PDF   Browse

Cancel   **Validate and link**

ⓘ Tip! If the Third Party Submitter account is not created, then click the **"here"** option to create the account.

1. *Account Access Key, ⓘ or*

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TSSA Third Party Submitter Accounts* *(No account found, click here to Create Account)*

| Select Account | ⌄ |

Upload Document - Consent to Grant Third Party Access * Please click here for the form

Please upload a file
File Formats: JPEG. PNG, ZIP, PDF   Browse

Cancel   **Validate and link**

8 Select **"click here"** to download the **"Consent to Grant Third Party Access"** form. Enter the details in the **consent form** and save it to your desktop.

4. *Inspection Report Number & Completion Date, any Inspection Report issued in the prior year as of current date*

Account Connection ⓘ

Type of Account Connection*

Third Party - Submitter   ∨

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Google O/A Google corp - 003019136   ∨

Upload Document - Consent to Grant Third Party Access * Please click here for the form

⌃ Please upload a file
   File Formats: JPEG, PNG, ZIP, PDF   Browse

Cancel   Validate and link

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9 Select the "**Browse**" option to upload the consent form document.

4. *Inspection Report Number & Completion Date, any Inspection Report issued in the prior year as of current date*

Account Connection ⓘ

Type of Account Connection*

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Google O/A Google corp - 003019136   ∨

Upload Document - Consent to Grant Third Party Access * Please click here for the form
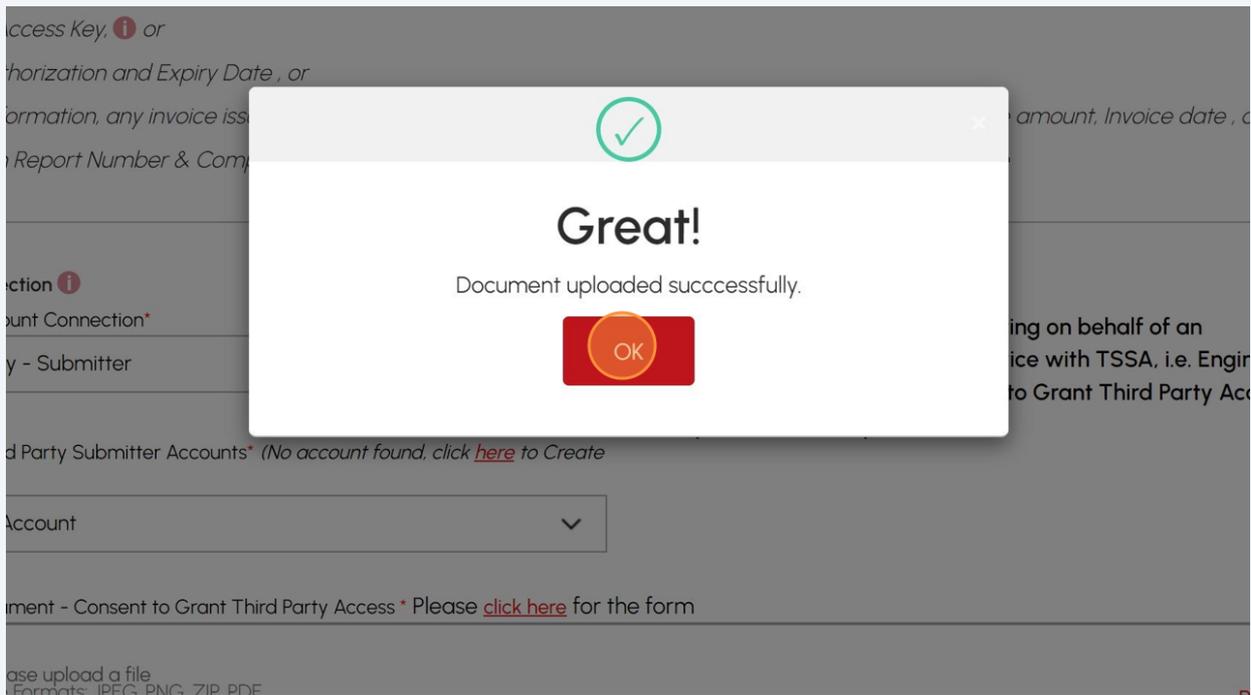
⌃ Please upload a file
   File Formats: JPEG, PNG, ZIP, PDF   Browse

Cancel   Validate and link

10   The document is successfully uploaded. Click **"OK"**.

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Report Number & Com...

✓

Great!

Document uploaded succcessfully.

OK

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y - Submitter   *to Grant Third Party Acc...*

d Party Submitter Accounts* (No account found, click here *to Create*

Account ⌄

ment - Consent to Grant Third Party Access * Please click here *for the form*

ase upload a file
Formats: JPEG, PNG, ZIP, PDF

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11   Select the **Validate and link** option to connect the accounts.

Account Connection 🛈

Type of Account Connection*

| Third Party - Submitter | ⌄ |

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| Google O/A Google corp - 003019136 | ⌄ |

Upload Document - Consent to Grant Third Party Access * Please click here for the form

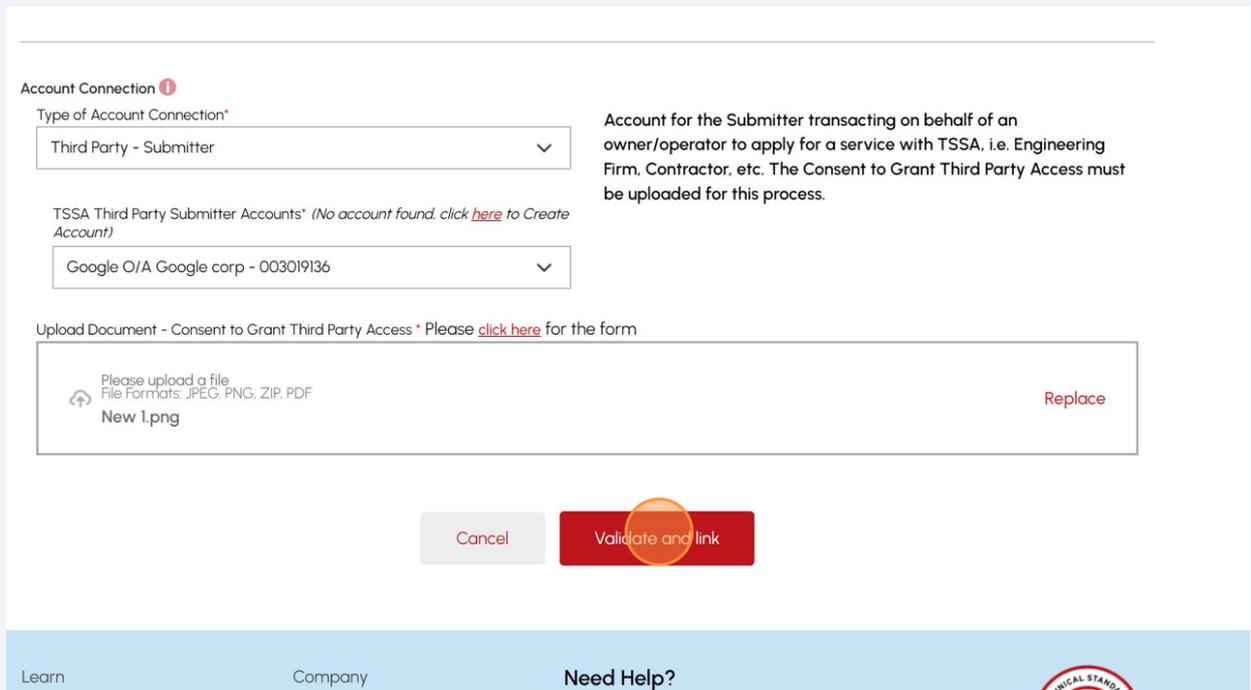| ⌂   Please upload a file
File Formats: JPEG, PNG, ZIP, PDF
New 1.png | Replace |

Cancel   Validate and link

Learn   Company   **Need Help?**

12 A green banner will display that the account connection was successful.

Account connection is successful, please allow 15 minutes for connection to appear. Click here to return to the Accounts page.

Cancel   Validate and link

Company

ocuments   Company News

ideos

Need Help?

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Email: customerservices@tssa.org

ⓘ Congratulations! You have successfully connected the existing Owner/Operator account as a Third Party Submitter" in the TSSA Client Portal. It can be viewed under the "Accounts" tab.

Submitter Client Accounts ⓘ

Client Name	Client Account Number
META	Account Number: 003

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