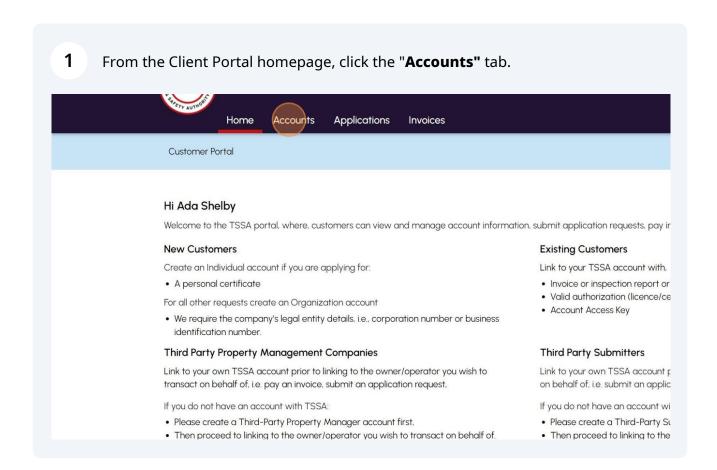
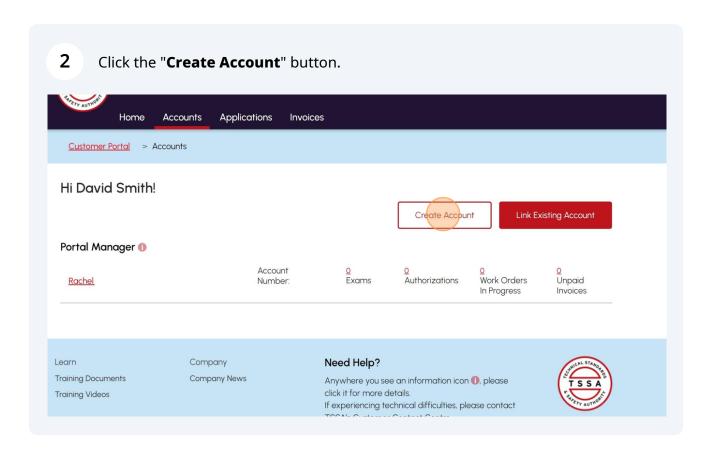
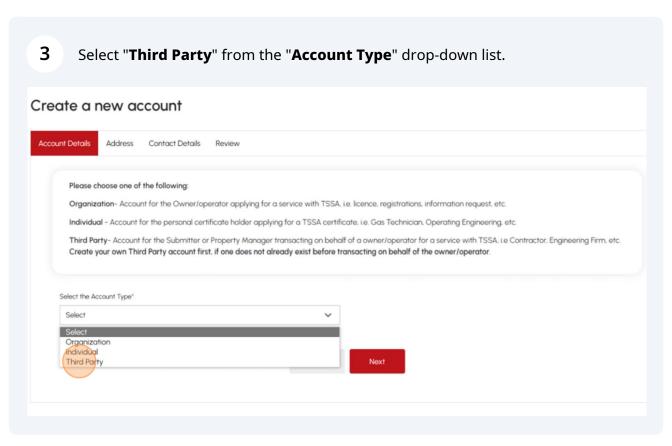
How to Create a Third Party Account



This guide will provide you with step-by-step instructions on how to create a "Third Party Account" in the TSSA Client Portal.





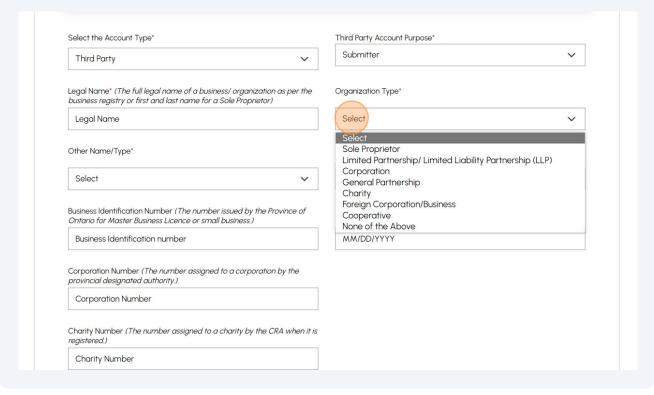


Click on "Third Party Account Purpose". Select from the drop-down, "Property 4 Management Company " or "Submitter". Select the Account Type* Third Party Account Purpose* Select Third Party Select Property Management Company Legal Name* (The full legal name of a business/ organization as per the Submitter business registry or first and last name for a Sole Proprietor) Legal Name Other Name/Type* Other Name (The full legal other name of the business/organization as per the business registry) Business Identification Number (The number issued by the Province of Business Identification Number Expiry Date Ontario for Master Business Licence or small business.) Business Identification number MM/DD/YYYY Corporation Number (The number assigned to a corporation by the provincial designated authority.) Corporation Number Charity Number (The number assigned to a charity by the CRA when it is Charity Number

5 Enter the name of your organization in the "Legal Name" field. Select the Account Type* Third Party Account Purpose* Property Management Company Third Party Legal Name* (The full legal name of a business/ organization as per the Organization Type* business registry or first and last name for a Sole Proprietor) Legal Name Select ~ Other Name/Type* Other Name (The full legal other name of the business/organization as per the business registry) Select Business Identification Number (The number issued by the Province of Business Identification Number Expiry Date Ontario for Master Business Licence or small business.) Business Identification number MM/DD/YYYY Corporation Number (The number assigned to a corporation by the provincial designated authority.) Charity Number (The number assigned to a charity by the CRA when it is Charity Number

- Click on the **"Organization Type"** drop-down list and select one of the following options:
 - Sole Proprietor
 - Limited Partnership/Limited Liability Partnership (LLP)
 - Corporation
 - General Partnership
 - Charity
 - Foreign Corporation Business
 - Cooperative
 - None of the Above

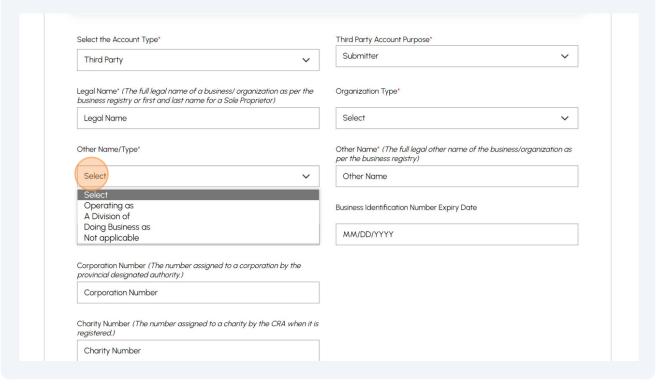
Important: Based on your selection, certain fields will become mandatory. Mandatory fields are marked with an asterisk (*).



7 Click the "Other Name/Type" field and select one of the following options:

- Operating as
- A Division of
- · Doing Business as
- Not applicable

If the organization has another name, click it in the "Other Name" field.



8 Click the "Next" button to begin entering your "Address" details. Legal Name" (The tull legal name of a business/ organization as per the business registry or first and last name for a Sole Proprietor) Organization Type* Select Legal Name Other Name (The full legal other name of the business/organization as per the business registry) Other Name/Type* Select Other Name Business Identification Number (The number issued by the Province of Ontario for Master Business Licence or small business.) Business Identification Number Expiry Date MM/DD/YYYY Business Identification number Corporation Number (The number assigned to a corporation by the provincial designated authority.) Corporation Number Charity Number (The number assigned to a charity by the CRA when it is registered.) Charity Number

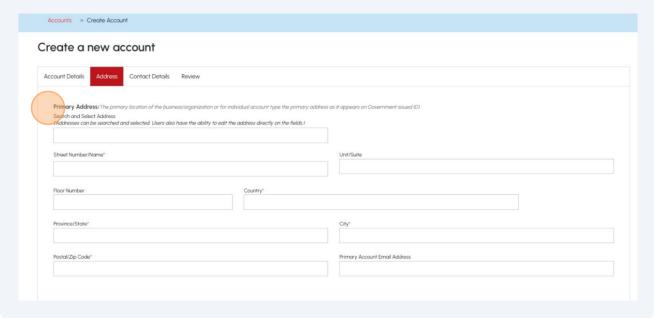
Cancel

9 Click the "Search and Select Address" field to search for the address.

If your address cannot be found, you can manually enter your address details in the following fields:

- Street Number or Name
- Country
- Province/State
- City
- Postal/Zip Code

Enter your email address in the "Primary Account Email Address" field.



If your **Billing Address** is the same as your primary address, place a checkbox beside "**Same as Primary Address**" or enter a different address. 10 Select the "Addressee" option if applicable. Billing Address (Mailing address to receive invoices, statement of account, etc) Same as Primary Address Search and Select Address Q Addressee Street Number/Name* Unit/Suite PO Box 🕕 Floor Number РО ВОХ Province/State* Country* Postal/Zip Code* City* Preferred Delivery Method for Billing* Select

Click the "Preferred Delivery Method for Billing" field and select "Email" or 11 "Mail". Addressee Select Street Number/Name* Unit/Suite 12 Yonge St. PO Box ① Floor Number РО ВОХ Country* Province/State* Canada --Select--City* Postal/Zip Code* Toronto M5E 1Z9 Preferred Delivery Method for Billing* Mail Select Email

If your **Shipping Address** is the same as the Billing Address, place a checkbox beside "**Same as Billing Address**". Alternatively, enter a different address. 12 Select the "Addressee" option if applicable. Shipping Address (Mailing address to receive licences/registrations, inspection reports.) Same as Billing Address Search and Select Address Q Addressee Select Street Number/Name* Unit/Suite PO Box 🕕 Floor Number PO BOX Country* Province/State* ~ Postal/Zip Code* Preferred Delivery Method for Shipping*

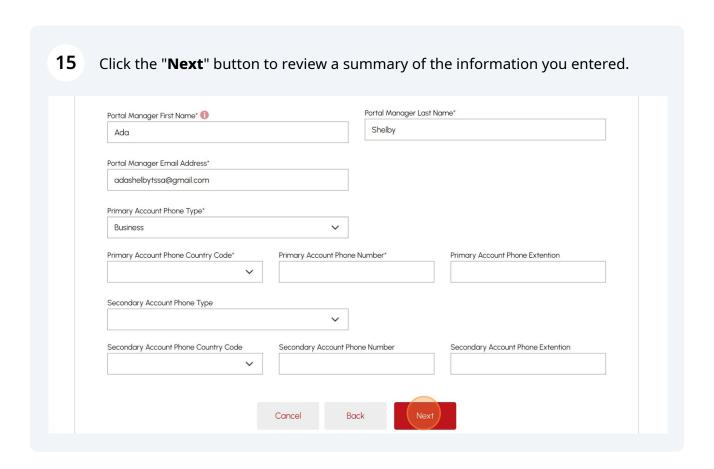
Click the "Preferred Delivery Method for Shipping" field and select "Email" or 13 "Mail". Click the "Next" button to enter your "Contact" details. Addressee Select ~ Street Number/Name* Unit/Suite Floor Number PO Box 🕕 РО ВОХ Country* Province/State* Postal/Zip Code* City* Preferred Delivery Method for Shipping* Select Email

Back

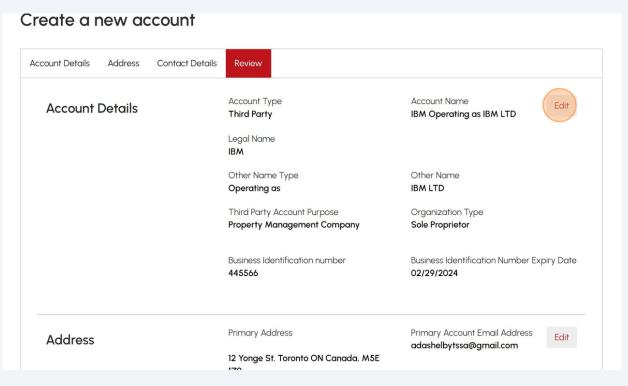
Cancel

Next

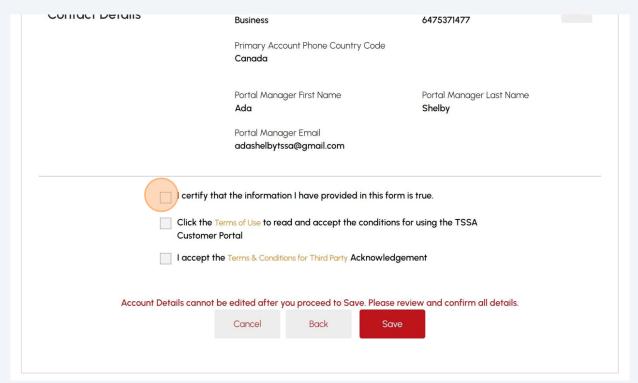
14 Complete the following fields for your "Primary Contact Details". • Primary Account Phone Type • Country Code • Primary Account Phone Number Contact Details Account Details Address Review Portal Manager Last Name* Portal Manager First Name* 1 Shelby Portal Manager Email Address* adashelbytssa@gmail.com Primary Account Phone Type* Business Primary Account Phone Country Code* Primary Account Phone Number* Primary Account Phone Extention Secondary Account Phone Type Secondary Account Phone Country Code Secondary Account Phone Number Secondary Account Phone Extention



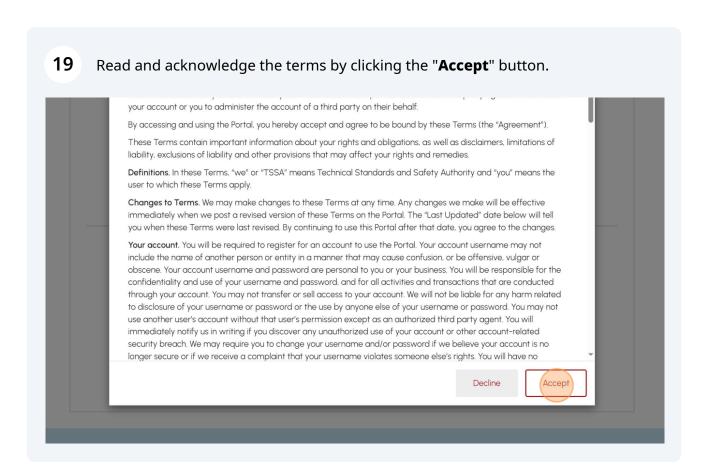
Review the summary of your information. If changes are required, click the "edit" to make the changes.



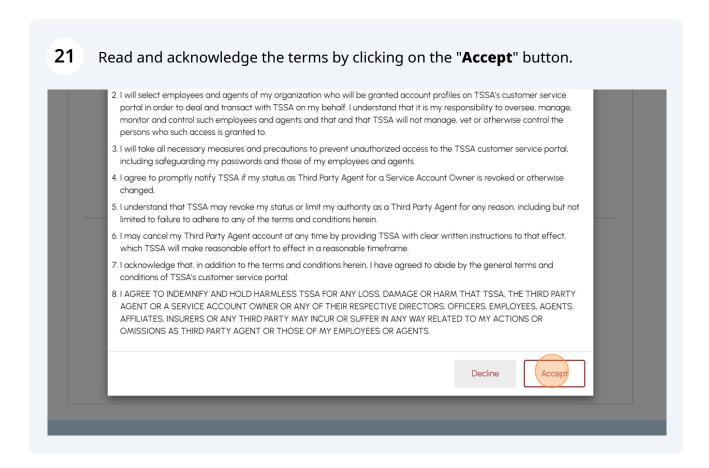
Scroll to the bottom of the page and place a checkbox beside, "I certify that the information I have provided in the form is true".

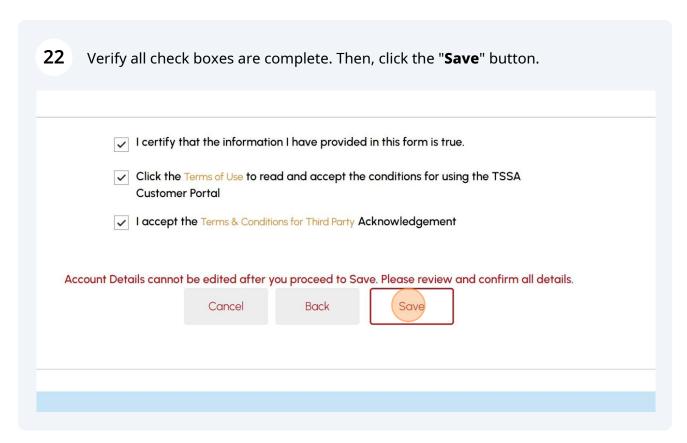


18 Click the "Terms of Use" option. The Terms of Use will appear. Primary Account Phone Type Primary Account Phone Number **Contact Details** Edit 6475371477 Primary Account Phone Country Code Canada Portal Manager First Name Portal Manager Last Name Ada Shelby Portal Manager Email adashelbytssa@gmail.com ✓ I certify that the information I have provided in this form is true. Click the Terms of Use to read and accept the conditions for using the TSSA Customer Portal I accept the Terms & Conditions for Third Party Acknowledgement Account Details cannot be edited after you proceed to Save. Please review and confirm all details. Cancel Back Save



20 Click "1 appear	Terms & Conditions for Third Party". The Terms and Conditions will .
	Primary Account Phone Country Code Canada
	Portal Manager First Name Ada Portal Manager Last Name Shelby Portal Manager Email adashelbytssa@gmail.com
	✓ I certify that the information I have provided in this form is true. ✓ Click the Terms of Use to read and accept the conditions for using the TSSA Customer Portal I accept the Terms & Conditions for Third Party. Acknowledgement
Ac	count Details cannot be edited after you proceed to Save. Please review and confirm all details. Cancel Back Save





A green banner will display that the account was created successfully. The newly 23 created account can be viewed under the "Accounts" tab on the portal homepage. Primary Account Phone Country Code Canada Portal Manager First Name Portal Manager Last Name Ada Shelby Portal Manager Email adashelbytssa@gmail.com $\ensuremath{\checkmark}$ I certify that the information I have provided in this form is true. ✓ Click the Terms of Use to read and accept the conditions for using the TSSA ✓ I accept the Terms & Conditions for Third Party Acknowledgement Account Creation is successful, please allow 15 min before accessing account information via Accounts and to proceed with Application. Account Details cannot be edited after you proceed to Save. Please review and confirm all details.

- i
- Congratulations! You have successfully reviewed how to create a "Third Party Account".
- 24
- Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.