

How to "Find/Download & make Payment" for Unpaid Invoices



This guide will provide you with step-by-step instructions on how to "Find/Download & make Payment" for Unpaid Invoices in the TSSA Client Portal.

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

Existing Customers
Link to your TSSA account with,

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

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 linkina to the owner/operator you wish to transact on behalf of.

Third Party Submitters
Link to your own TSSA account prior to linking to the 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 acco
- Then proceed to linkina to the owner/operator v

2 Click on "Select the TSSA Account" drop-down menu.

Home Accounts Applications **Invoices**

[Customer Portal](#) > Invoices

Invoices

Select the TSSA Account

Select Account

Learn
Training Documents
Training Videos

Company
Company News

Need Help?
Anywhere you see an information icon **i**, please click it for more details.
If experiencing technical difficulties, please contact TSSA Customer Support.

3 Select a TSSA Account.

Home Accounts Applications **Invoices** BPV Owner BPV Insurer

[Customer Portal](#) > Invoices

Invoices

Select the TSSA Account

COS SALE CANADA LTD. - 47

Invoices

Unpaid Invoices Paid Invoices

Company

Need Help?

4 Click the **"Unpaid Invoices"** button. A list of **"Unpaid Invoices"** will appear.

5 If you want to download a list of invoices, click the **"Download Excel"** button.

Select All	Invoice Number	Authorization Number	Consolidated Invoice Number	Work Order Number	Service Category	Service Item	Total
<input type="checkbox"/>	9593		344	1414	Inspection	OE Periodic Inspecti...	\$498.00
<input type="checkbox"/>	963		3	1416	Inspection	OE Periodic Inspecti...	\$498.00
<input type="checkbox"/>	9645		371	14062	Inspection	OE Periodic Inspecti...	\$498.00
<input type="checkbox"/>	967		3	1415	Inspection	OE Periodic Inspecti...	\$498.00

6 Click the **invoice number** to download a PDF copy of the invoice.

Home Accounts Applications Invoices

Customer Portal > Invoices > Unpaid Invoices

Unpaid Invoices Download Excel

Account Name : COS
Account Number : 47

Select specific invoices to be processed for payment or you may click on Select All for all invoices to be processed. Click on the Invoice Number to view the Invoice. PDF.

Search:

Select All	Invoice Number	Authorization Number	Consolidated Invoice Number	Work Order Number	Service Category	Service Item	Total
<input type="checkbox"/>	9593316		34	14147	Inspection	OE Periodic Inspecti...	\$498.33
<input type="checkbox"/>	9633		36	14169	Inspection	OE Periodic Inspecti...	\$498.33
<input type="checkbox"/>	9645		37	14062	Inspection	OE Periodic Inspecti...	\$498.33
<input type="checkbox"/>	9674		3847	14152	Inspection	OE Periodic Inspecti...	\$498.33

i Alternatively, you can search for an **invoice number** from the **"Search"** bar.

Search:

Consolidate Invoice Number	Work Order Number	Service Category	Service Item	Total Amount	Invoice Date	Due Date	Invoice Balance Due
	8298	Inspection	OE Perio...	\$498.33	August 19, 2023	September 18, 2023	\$498.33
		Authorization	COI - BPV	\$101.50	September 29, 2023	October 29, 2023	\$101.50
	1409	Inspection	OE Perio...	\$498.33	October 11, 2023	November 10, 2023	\$498.33

8 Tick the checkbox besides the "Unpaid Invoice" you want to select.

<input type="checkbox"/>	957	176283	141086	Inspection	OE Perio...	\$498.33	October 20, 2023	November 19, 2023	\$498.33
<input type="checkbox"/>	95726	176283	140336	Inspection	OE Perio...	\$498.33	October 20, 2023	November 19, 2023	\$498.33
<input type="checkbox"/>	9586	176283	141459	Authorization	COI for R...	\$122.50	November 01, 2023	December 01, 2023	\$122.50
<input type="checkbox"/>	95870	176283	140130	Inspection	OE Perio...	\$498.33	November 01, 2023	December 01, 2023	\$498.33
<input checked="" type="checkbox"/>	972	176283	145013	Engineering	Variance...	\$2252.09	January 19, 2024	February 18, 2024	\$1346.96

Showing 1 to 8 of 8 entries 1 row selected

Total Selected for Payment: **\$1346.96**

Proceed Next

9 Click the "Proceed Next" button to move to view the **selected invoice(s)**.

<input type="checkbox"/>	957	176283	141086	Inspection	OE Perio...	\$498.33	October 20, 2023	November 19, 2023	\$498.33
<input type="checkbox"/>	95726	176283	140336	Inspection	OE Perio...	\$498.33	October 20, 2023	November 19, 2023	\$498.33
<input type="checkbox"/>	9586	176283	141459	Authorization	COI for R...	\$122.50	November 01, 2023	December 01, 2023	\$122.50
<input type="checkbox"/>	95870	176283	140130	Inspection	OE Perio...	\$498.33	November 01, 2023	December 01, 2023	\$498.33
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Showing 1 to 8 of 8 entries 1 row selected

Total Selected for Payment: **\$1346.96**

Proceed Next

10 Click on "Pay by Credit Card".

Home Accounts Applications Invoices BPV Owner BPV Insurer

Customer Portal > Invoices > Unpaid Invoices > Payments View Records

Selected Invoices

Invoice Number	Customer Account	Consolidated Invoice Number	Service Category	TSSA Service Item	Work Order Number	Site Name	Invoice Date	Due Date	Invoice Balance Due
97248	17620		Engineering	Variance (Conventional)	14501	MARKS RD, YORK, ON, 2H7, Canada	January 2024	February 2024	\$1346.96

Total Selected for Payment: **\$ 1346.96**

Cancel Back **Pay by Credit Card**



Credit Card is the only method of payment for invoices.

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

Amount to Pay: 1346.96

Payment Id : PortalTxn_1772

Click to proceed to Secure Page

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Enter the **Credit Card details:**

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



Cardholder Name

Card Number


MM/YY

CVV 

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

Card Number

5454 5454 5454 5454 

MM/YY

09/29

CW ?

100

Total **\$1,346.96**

Back [Checkout](#)

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

Transaction Approved

 Print

[Click to Return to Portal](#)

Transaction Approved

Order Number : PortalTxn_

Amount :

First6 and Last4 Digit of Card Number : 5454

Transaction Type : 200

Approval Code : KN8761

Reference Number : 6601885400

Transaction Number : 3552-0_

Transaction Datetime : 2024



Congratulations! You have successfully submitted a payment for an unpaid invoice and can download the invoice list in the TSSA Client Portal.

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

The paid invoice status will read payment submitted and will be changed to closed the next business day.

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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.