

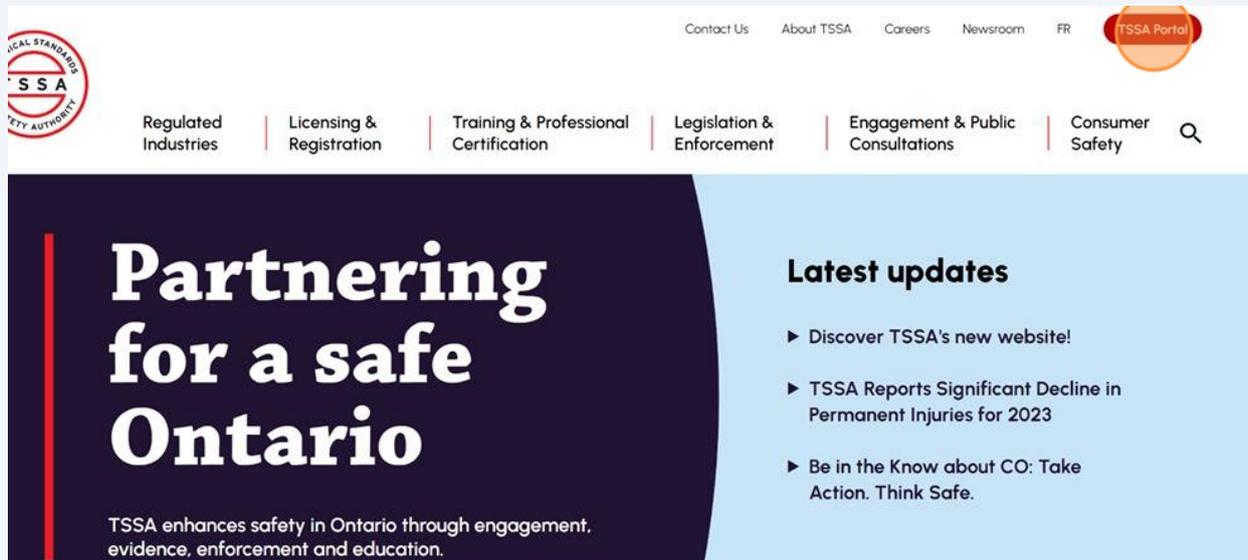
How to Register into the TSSA Client Portal



This guide will provide you with step-by-step instructions on how to register and log into the TSSA Client Portal.

1 Visit the TSSA website at <https://www.tssa.org/>

Click the **“TSSA Client Portal”** button on the top-right of the page.



2 The "TSSA Portals" landing page will be displayed.

Home > TSSA Portals

TSSA Portals

Do business with TSSA efficiently

This page is the gateway to TSSA's online services. Click on the appropriate tab to select the service you need.

Most transactions and services are available on the TSSA Client Portal. Applications and services not available on the Client Portal must be submitted by uploading PDF forms via the Prepayment Portal.

TSSA Client Portal

A one-stop shop for doing business with the TSSA

[Log in or sign up for TSSA Client Portal](#)

Online applications available in the TSSA Client Portal

Inspection Scheduling:

- Request for Installation Inspection of a Boiler & Pressure Vessel (BPV)

3 Click the "Log in or sign up for TSSA Client Portal" button.

Do business with TSSA efficiently

TSSA Client Portal

A one-stop shop for doing business with the TSSA

[Log in or sign up for TSSA Client Portal](#)

TSSA is consolidating its online services. Access TSSA's highest-volume applications and perform online transactions through the TSSA Client Portal's automated self-service functions. Use the links below to find the services you need. First, sign up as a new portal user to:

- Create and update accounts
- Submit an exam request
- View exam results
- View issued order
- Submit and pay for applications
- View inspection reports and permits, licences or certificates
- Pay a TSSA invoice (account setup not required)

Online applications available in the TSSA Client Portal

Inspection Scheduling:

- Request for Installation Inspection of a Boiler & Pressure Vessel (BPV)
- Request for BPV Inspections: New Manufacturing (Shop Fabrication), Repair, Alteration, Welder/Brazer

Public Information:

- Public Information Requests for documents

Training, Certifications & Exams:

- Request an exam booking

Customer Management:

- Request for Change of Ownership (for customers of Fuels and Elevating & Amusement Devices only)
- Register in Ontario as a Fuel Safety Contractor
- Request for Ontario Licence to Transport Fuel

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Click the "**Sign In**" button from the Client Portal page. The "**Sign-in**" page will appear.



Welcome to the TSSA Customer Portal!

Click [here](#) to Sign in as an existing portal user or Sign up as a new portal user.

Once you have successfully created your portal username and password, please link to your existing TSSA account.

If you do not have a TSSA account, please proceed to creating an account.

Don't want to Sign In? Make Payments as a Guest

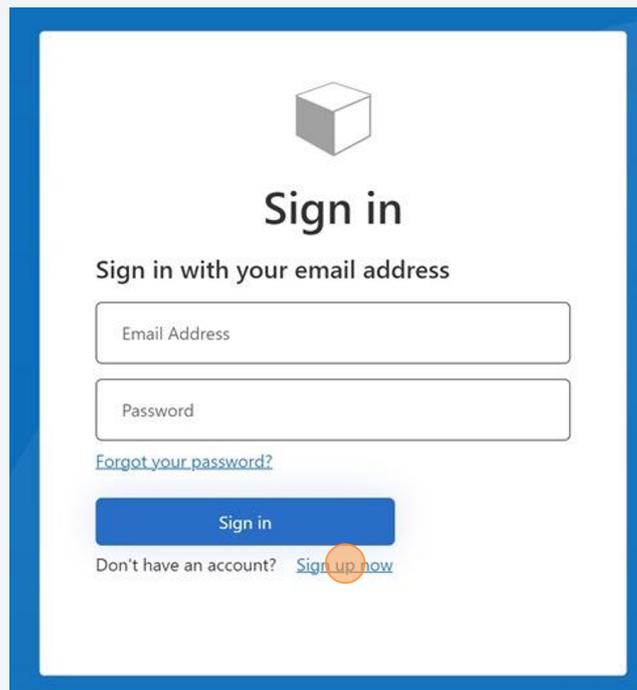


Useful Links

Is this your first time visiting? You must first register.

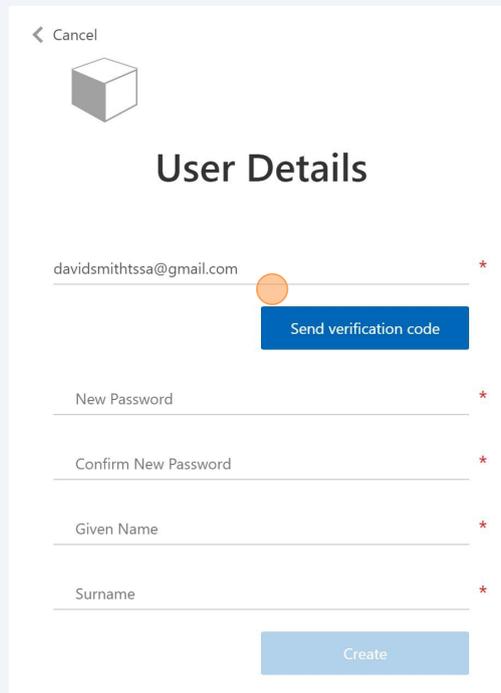
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Click the "**Sign up now**" hyperlink.



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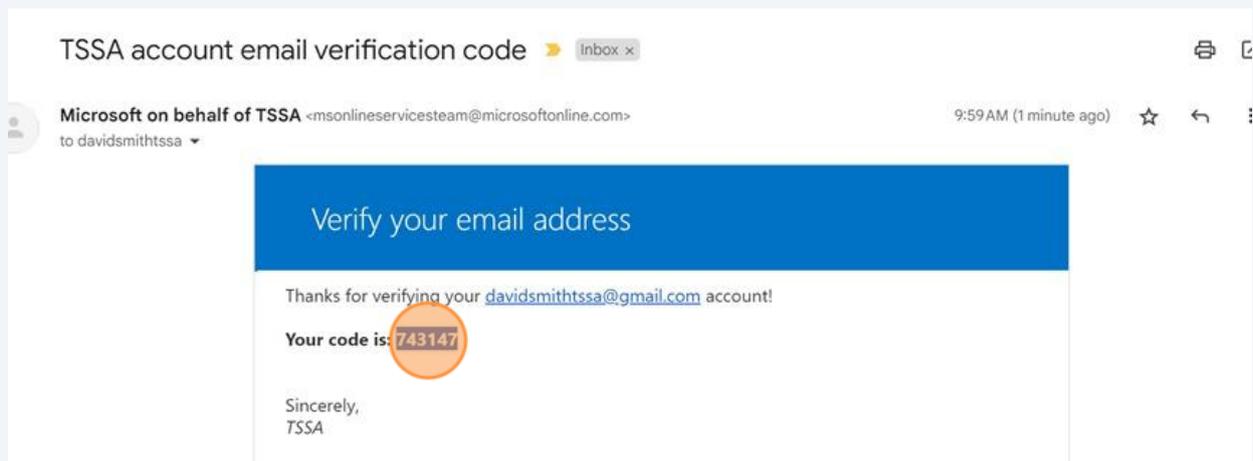
Enter the **"Email Address"** you want to use to register yourself and click the **"Send Verification Code"** button. You will receive a notification.



The screenshot shows a mobile registration form titled "User Details". At the top left is a "Cancel" button with a back arrow. Below it is a 3D cube icon. The form contains several input fields, each with a red asterisk on the right indicating it is required: "Email Address" (containing "davidsmithtssa@gmail.com"), "New Password", "Confirm New Password", "Given Name", and "Surname". A blue button labeled "Send verification code" is positioned to the right of the email field. At the bottom right of the form is a light blue button labeled "Create".

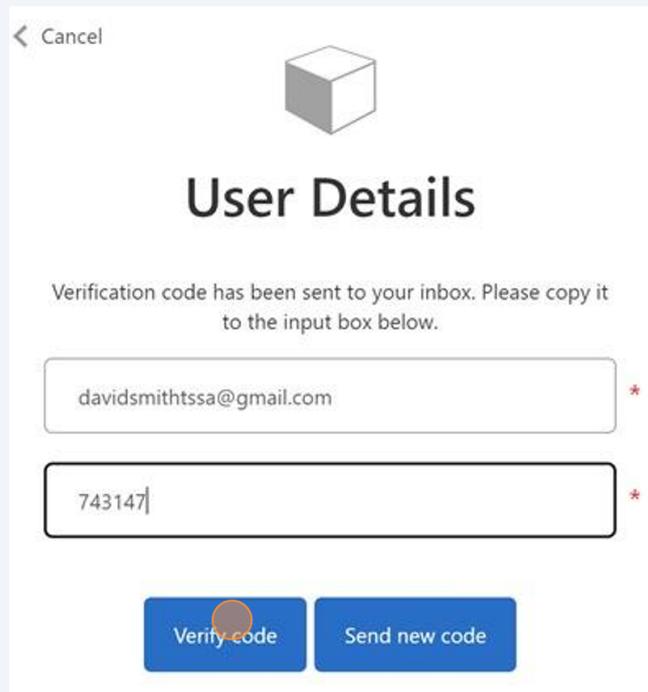
7

Check your email for the verification code and copy it.



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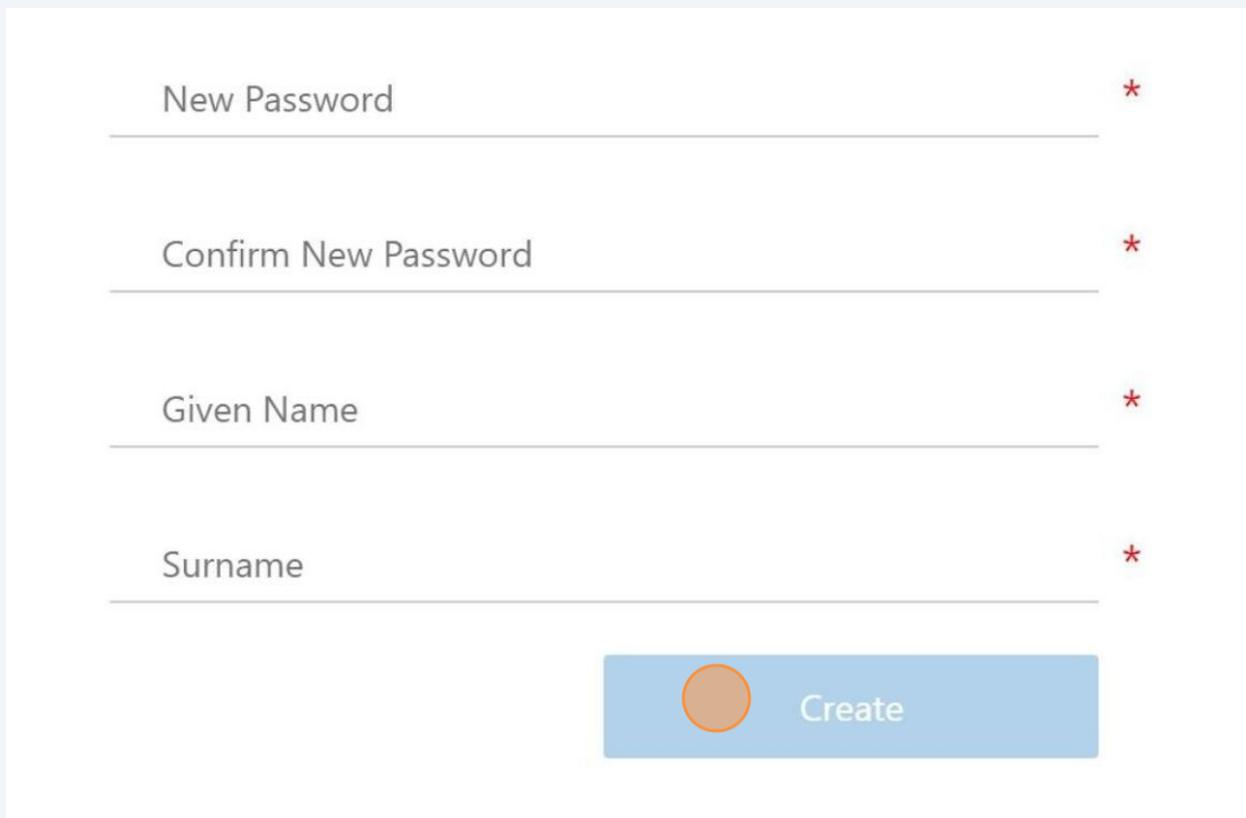
Enter or paste the "**Verification Code**" and click the "**Verify Code**" button. A new screen will appear to help you continue with the registration process.



A screenshot of a mobile application screen titled "User Details". At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains "davidsmithtssa@gmail.com" and the second contains "743147". Both fields have a red asterisk to their right. At the bottom are two blue buttons: "Verify code" (with a brown circle icon) and "Send new code".

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Complete the following fields by entering a password and given names. All fields with an asterisk (*) are mandatory. Click the "**Create**" button when you're done.



A registration form with four input fields and a "Create" button. The fields are: "New Password" (with a red asterisk), "Confirm New Password" (with a red asterisk), "Given Name" (with a red asterisk), and "Surname" (with a red asterisk). The "Create" button is blue and features a brown circle icon.



Tip! You have successfully created your Portal access.

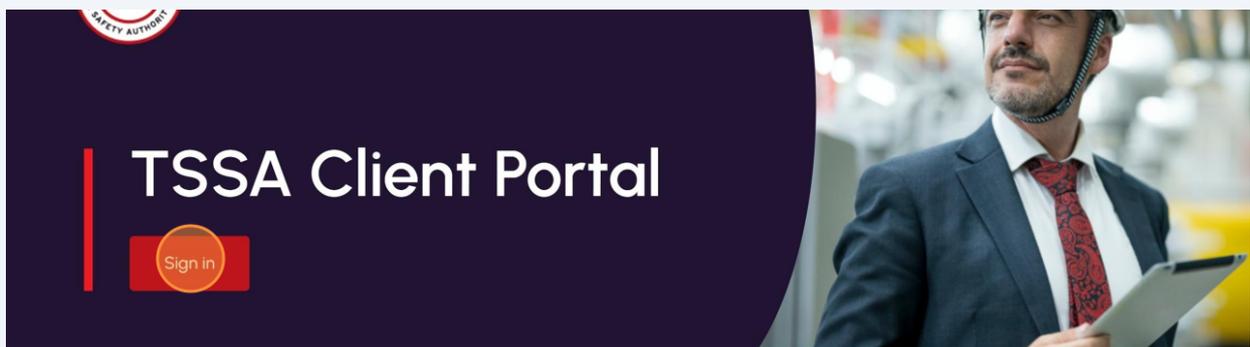


Remember to save your email and password in a safe secure place. You will need this to log in to the Client Portal.

Signing Into the Portal

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Click the "**Sign In**" button from the Client Portal page. The "**Sign-in**" page will appear.



Welcome to the TSSA Customer Portal!

Click [here](#) to Sign in as an existing portal user or Sign up as a new portal user.

Once you have successfully created your portal username and password, please link to your existing TSSA account.

If you do not have a TSSA account, please proceed to creating an account.

Don't want to Sign In? Make Payments as a Guest

 [Pay for Invoices as Guest](#)

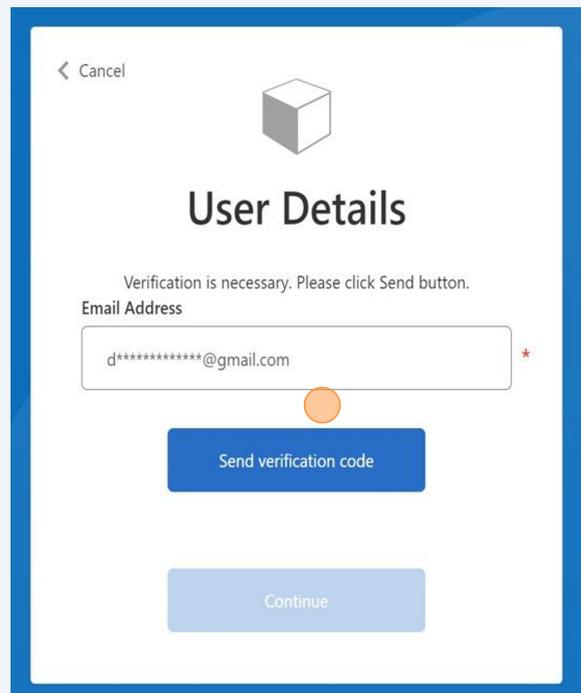
Useful Links



Alert! Once you register for the first time, a one-time subsequent sign-in is required.

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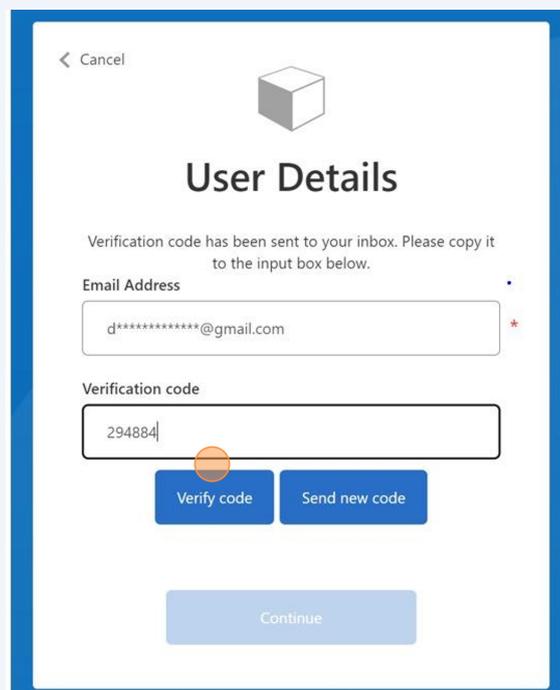
Enter your email address and click the "**Send verification code**" button. A verification code will be sent to your email. Copy and paste the verification code from your email.



The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" button with a back arrow. Below it is a 3D cube icon. The title "User Details" is centered. A message reads: "Verification is necessary. Please click Send button." Below this is the "Email Address" label and a text input field containing "d*****@gmail.com". A red asterisk is to the right of the input field. Below the input field is a blue button labeled "Send verification code". At the bottom is a light blue button labeled "Continue".

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Enter the verification code and click on the "**Verify code**" button.



The screenshot shows the same "User Details" screen. The message now reads: "Verification code has been sent to your inbox. Please copy it to the input box below." Below the "Email Address" input field is a new "Verification code" input field containing "294884". Below the verification code field are two blue buttons: "Verify code" and "Send new code". The "Continue" button remains at the bottom.

13 Click the "Continue" button.

[← Cancel](#)



User Details

E-mail address verified. You can now continue.

Email Address

*

[Continue](#)



Congratulations! You have successfully signed into the **TSSA Client Portal**.

The screenshot shows the TSSA Client Portal interface. At the top, there is a dark navigation bar with the TSSA logo on the left and menu items: Home (highlighted), Accounts, Applications, and Invoices. Below this is a light blue banner with the text "Customer Portal". The main content area is white and contains a personalized greeting: "Hi Ada Shelby". Below the greeting is a welcome message: "Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more." There are three main sections: "New Customers", "Existing Customers", and "Third Party Submitters". Each section provides instructions and bullet points for account creation and linking. At the bottom, there are two red buttons: "Create Account" and "Link Existing Account".

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 for.
- The [Consent to Grant Third Party Access] form will need to be completed

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



To sign-out, click on the "**Sign out**" button on the top-right of the page.

The screenshot shows the TSSA Client Portal interface for user David. The top navigation bar is dark and features the TSSA logo on the left, menu items: Home, Accounts, Applications, and Invoices, and user options: Profile and Sign out (highlighted in orange). Below the navigation bar is a light blue banner with the text "Home". The main content area is white and contains a personalized greeting: "Hi David". Below the greeting is a welcome message: "Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more." There is a "New Customers" section with instructions and bullet points for account creation. The "Sign out" button is clearly visible in the top right corner.

Hi David

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.

[Profile](#) [Sign out](#)

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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.