

How to "Renew an Amusement Device Permit"



This guide will provide you with step-by-step instructions on how to "Renew an Amusement Device Permit" 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.

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

2

Click the **"Renew Amusement Device Permit"** link under **"Online Applications"**.

TECHNICAL STANDARDS & SAFETY AUTHORITY
TSSA

Accounts Applications Invoices

Overview > Applications

Online Applications

Boilers & Pressure Vessels Design Registration ⓘ	Fuels Safety Registration in Ontario
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 ⓘ	

3

Select a **TSSA Customer Account** from the dropdown list.

Customer Portal > Applications > Renew AD Permit

Renew Amusement Device Permit

Under Ontario's Technical Standards And Safety Act

Instructions Inventory Details Review Document Fees

Program Area
Amusement Devices

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
- Goog
- 1 IBM C
- LINDE
- Niyah
- MCDX
- 2 MINIS

ication will not be processed without the required pre-

ed and passed.

4

Read the instructions and click the **"Next"** button. The **"Device Details"** tab will appear.

Instructions | **Device Details** | Review | Document | Fees

Program Area
Amusement Devices

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)

CANADA'S ▾

1. When submitting this application, you must provide pre-payment as this application will not be processed without the required pre-payment.
 - Please note that prepayment is non-refundable period
2. Amusement Device permit will be issued after Periodic inspection is completed and passed.
3. TSSA Will contact you to book the Periodic Inspection
4. If an amusement device permit has been expired for more than five years, an applicant for a permit shall file an amendment to the technical dossier as required by section 8 (4) of O. Reg. 221/01. Contact Customer Service for more information.

Cancel | **Next**

5

Place a checkmark beside the inventory. You can select single or multiple **inventories/ devices** to be renewed.

Overview > Applications > Renew AD Permit

Renew Amusement Device Permit

Under Ontario's Technical Standards And Safety Act

Instructions | **Device Details** | Review | Document | Fees

Amusement Devices Search

Inventory Number	Asset type	Device name	Complexity	Status	Select for Renewal
64493	AD Amusement Rides	Lucy's	Medium	Active	<input checked="" type="checkbox"/>
AD008	AD Amusement Rides	Brainwasher	Simple	Active	<input checked="" type="checkbox"/>
AD0093	AD Amusement Rides	BEHE	Complex	Active	<input type="checkbox"/>
AD10	AD Amusement Rides	Wilde	Complex	Active	<input type="checkbox"/>

6 Click the **"Next"** button. The **"Review"** tab will appear.

AD8:	AD	JUMPIN	Medium	Active	<input type="checkbox"/>
AD83	AD	BLAST	Medium	Active	<input type="checkbox"/>
AD8117	AD	SUPER	undefined	Active	<input type="checkbox"/>
7001	AD	BLACK	undefined	Active	<input type="checkbox"/>
AD4:	AD	JUMBO'S	undefined	Active	<input type="checkbox"/>

Total Number of Devices for Renewal

2

Cancel Back **Next**

7 **Review** the entered information:

- Program Area
- Device Details

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

Renew Amusement Device Permit

Under Ontario's Technical Standards And Safety Act

Instructions	Device Details	Review	Document	Fees
Program	Program Area: Amusement			Print Form
Device Details	Device Number 644 AD00			

8

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

Instructions Device Details **Review** Document Fees

Print Form

Program Program Area: Amusement

Device Details Device Number
64493 AD00

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

Please enter your full name to sign electronically*

January 12, 2024

9

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

Overview > Applications > Renew AD Permit

Renew Under O

Instruct

Program

Device Details Device Number
64493106, AD008584

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**

10

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

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

Instructions Device Details **Review** Document Fees

Program Area: Amusement

Device Details Device Number
64493 AD00

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

Please enter your full name to sign electronically*

January 12, 2024

Print Form

11

Click the **"Next"** button to move to the **"Documents"** tab.

Device Details Device Number
64493 AD00

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

Please enter your full name to sign electronically*

Ada Shelby

January 12, 2024

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

Cancel Back **Next**

12 No mandatory document is required for Amusement device renewal.

Click the "**Browse**" button to upload any additional document.

Renew Amusement Device Permit

Under Ontario's Technical Standards And Safety Act

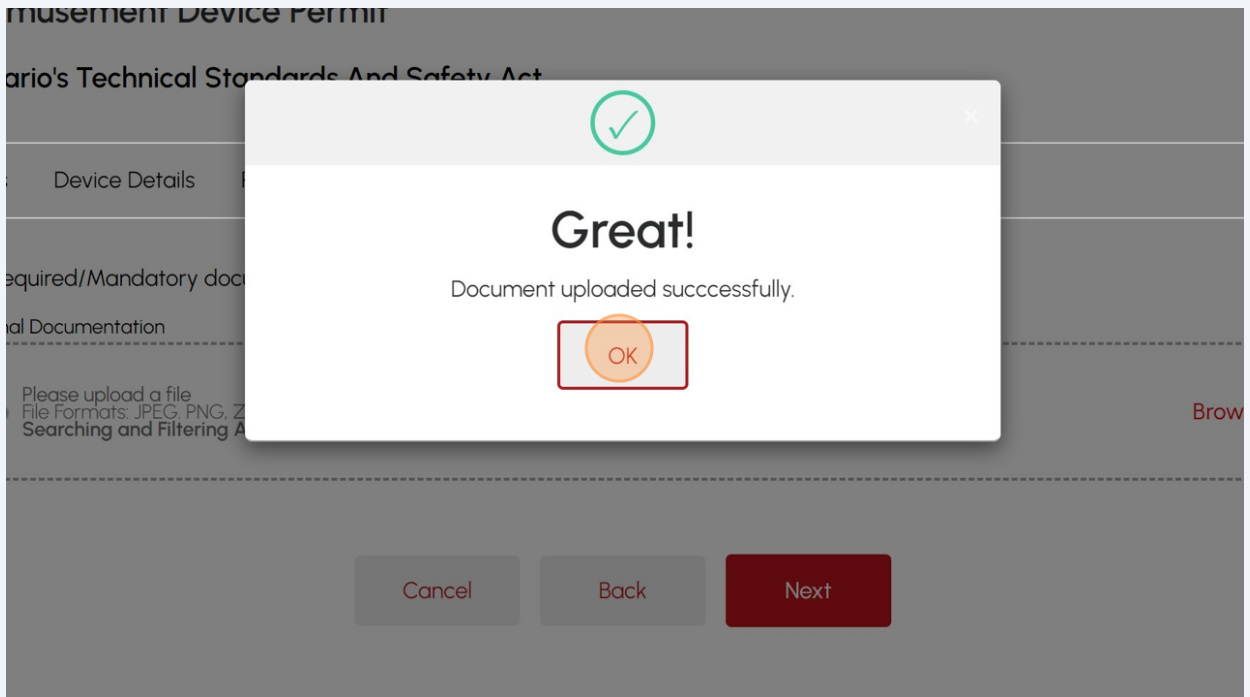
The screenshot shows a web interface for renewing an amusement device permit. At the top, there is a navigation bar with five tabs: 'Instructions', 'Device Details', 'Review', 'Document' (which is highlighted in red), and 'Fees'. Below the navigation bar, there is a text instruction: 'For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.' Underneath this, there is a section titled 'Additional Documentation' enclosed in a dashed border. Inside this section, there is a file upload area with a circular icon containing a document symbol, followed by the text 'Please upload a file' and 'File Formats: JPEG, PNG, ZIP, PDF'. To the right of this area is a circular orange button labeled 'Browse'. At the bottom of the form, there are three buttons: 'Cancel' (light gray), 'Back' (light gray), and 'Next' (red).



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

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

Select the **"Next"** button. The **"Fees"** tab will appear.



14 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

Company
Company News

Need Help?

TECHNICAL STAFF

15 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

Company

Need Help?

TECHNICAL STAFF

16 View "Payment Details" for "Cheque or Money Order".

The screenshot shows a modal window titled "Payment Details" for a "Cheque or Money Order". The modal contains the following information:

- Payable To:** Technical Standards and Safety Authority
- Mail to:** 345 Carlingview Drive, Toronto, ON, M9W 6N9
- Instructions:** Please include application number on cheque remittance

At the bottom right of the modal is a red "Ok" button. Below the modal, on the background page, there is a link "Click to see [Payment Details](#)" and a dark red "Submit" button.



Follow Payment Method steps similar to "Cheque" for:

- 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.

17

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

AD Renewal Amusement Rides - Authorization Fees - Prepayment for: 64493106	1	\$770.00	\$770.00	\$0.00	\$770.00
AD Renewal Amusement Rides - Authorization Fees - Prepayment for: AD008584	1	\$615.00	\$615.00	\$0.00	\$615.00
				Sub Total:	\$1,385.00
				Taxes:	\$0.00
				Total Amount Owning:	\$1,385.00

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

18

Click the **"Click to proceed to secure page"** button to enter your credit card details.

Amount to Pay:

1385

Payment Id :

PortalTxn_2183

Application Number

AP00001563

Click to proceed to Secure Page

19 Enter the **Credit Card details:**

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

The screenshot shows a credit card payment form. At the top, there are logos for VISA, Mastercard, American Express, DISCOVER, and JCB. Below the logos, the form has four main input fields: 'Cardholder Name' with the value 'Ada Shelby', 'Card Number' with the value '5454 5454 5454 5454' and a Mastercard logo on the right, 'MM/YY' with the value '09/29', and 'CVV' with a question mark icon and the value '100'. An orange circle highlights the 'Cardholder Name' field.

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

The screenshot shows the checkout page. It features the same credit card details as the previous step: Card Number '5454 5454 5454 5454', MM/YY '09/29', and CVV '100'. Below the form, there is a horizontal line, and then the text 'Total \$1,385.00'. At the bottom left, there is a 'Back' link, and at the bottom right, there is a blue 'Checkout' button with a white outline. An orange circle highlights the 'Checkout' button.

21

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_

Application_Number : AP0000

Amount: \$1385.00

First6 and Last4 Digit of Card Number: 5454545454

Transaction Type:200

Approval Code : KN

Reference Number : 66018854001

Transaction Number : 2445-0



Congratulations! You have successfully submitted an application to "Renew Amusement Device Permit" in the TSSA Client Portal.

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

22

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