

How to Submit "Boilers & Pressure Vessels Design Registration" application



This guide provides step-by-step instructions on how to submit an application for "Boilers & Pressure Vessels Design Registration" in 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.
- 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

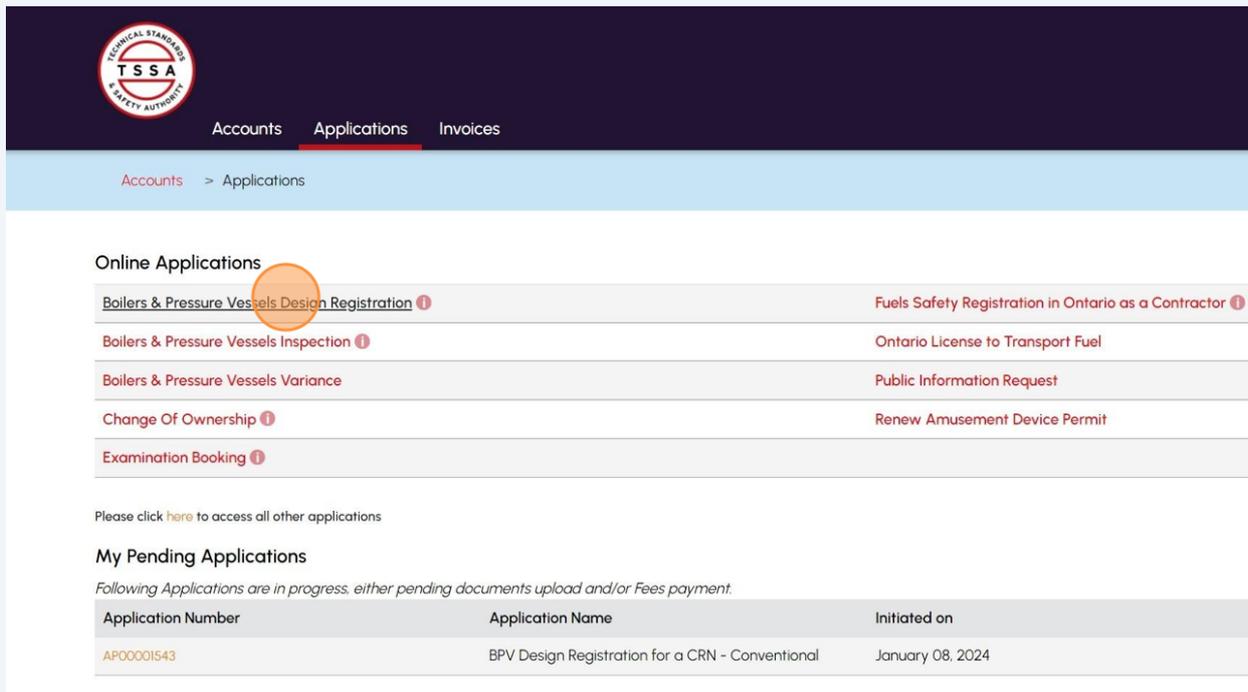
Third Party Submitters

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

2 Click the "BPV Design Registration" link under "Online Applications".



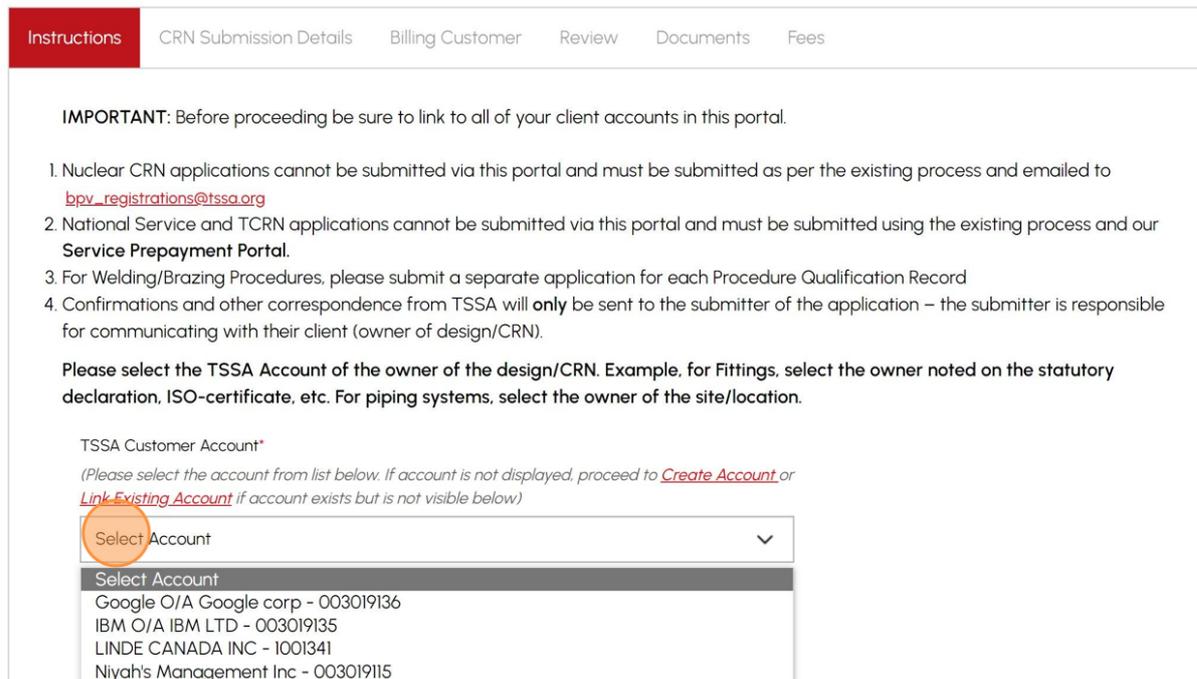
The screenshot shows the TSSA website navigation menu with 'Accounts', 'Applications', and 'Invoices'. The 'Applications' menu is expanded, showing a list of online applications. The 'Boilers & Pressure Vessels Design Registration' link is highlighted with an orange circle. Below the list, there is a section for 'My Pending Applications' with a table showing one pending application.

Application Number	Application Name	Initiated on
AP00001543	BPV Design Registration for a CRN - Conventional	January 08, 2024

3 Select a TSSA Customer Account from the dropdown list. Read the instructions.

Click "Next" to move to the "CRM Submission Details" tab.

BPV Design Registration for a CRN - Conventional



The screenshot shows the 'BPV Design Registration for a CRN - Conventional' page. The 'Instructions' tab is active, and a dropdown menu for 'Select Account' is open, showing a list of customer accounts. The 'Select Account' dropdown is highlighted with an orange circle.

IMPORTANT: Before proceeding be sure to link to all of your client accounts in this portal.

- Nuclear CRN applications cannot be submitted via this portal and must be submitted as per the existing process and emailed to bpv_registrations@tssa.org
- National Service and TCRN applications cannot be submitted via this portal and must be submitted using the existing process and our **Service Prepayment Portal**.
- For Welding/Brazing Procedures, please submit a separate application for each Procedure Qualification Record
- Confirmations and other correspondence from TSSA will **only** be sent to the submitter of the application – the submitter is responsible for communicating with their client (owner of design/CRN).

Please select the TSSA Account of the owner of the design/CRN. Example, for Fittings, select the owner noted on the statutory declaration, ISO-certificate, etc. For piping systems, select the owner of the site/location.

TSSA Customer Account*

(Please select the account from list below. If account is not displayed, proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

Select Account

- Select Account
- Google O/A Google corp - 003019136
- IBM O/A IBM LTD - 003019135
- LINDE CANADA INC - 1001341
- Niyah's Management Inc - 003019115

4 Select "Yes" or "No" to answer the question: "Are you the CRN Owner?"

Accounts Applications Invoices BPV Owner BPV Insurer

Application Submissions > Submit A New Application > Application For CRN

BPV Design Registration for a CRN - Conventional

Instructions **CRN Submission Details** Review Documents Fees

Are you the CRN Owner? Yes No

TSSA Submitter Account Number*
Select Account

Are you the Point the Contact for this submission?
 Yes No

Additional Correspondence Email(s)

Design Type*
--Select--

Service Priority*
--Select--

CRN Purpose
New CRN Registration

Job Reference Number*

Drawing/Design Number

Bill to Customer Account* (What is the TSSA Customer Account Number for the company who will receive and pay for invoice?)

Purchase Order Number (PO)

Cancel Back Next

5 Select "Yes" if you are submitting the application on your own.

Your account name will appear under "TSSA Submitter Account Number".

Instructions **CRN Submission Details** Review Documents Fees

Are you the CRN Owner? Yes No

TSSA Submitter Account Number*
David Smith

Are you the Point the Contact for this submission?
 Yes No

First Name*
Enter First Name

Last Name*
Enter Last Name

Email Address*
Enter email

Additional Correspondence Email(s)

Design Type*
--Select--

Service Priority*
--Select--

CRN Purpose
New CRN Registration

Job Reference Number*

Drawing/Design Number

Bill to Customer Account* (What is the TSSA Customer Account Number for the company who will receive and pay for invoice?)

Purchase Order Number (PO)

6 Select "No" if you are submitting on behalf of someone.

Select the "TSSA Submitter Account Number" from the dropdown list.

Customer Portal > Applications > BPV Design Registration

BPV Design Registration for a CRN - Conventional

Instructions **CRN Submission Details** Billing Customer Review Documents Fees

Are you the CRN Owner?*

Yes No

Are you the Point of Contact for this submission?

Yes No

Additional Correspondence Email(s)

Design Type*

--Select--

CRN Purpose

New CRN Registration

Job Reference Number*

TSSA Submitter Account Number*

Select Account

- Adam Shelby - 003019149
- CANADA'S WONDERLAND COMPANY - 35165
- COSTCO WHOLESALE CANADA LTD. - 47274
- Google O/A Google corp - 003019136
- IBM O/A IBM LTD - 003019135
- LINDE CANADA INC - 1001341
- Niyah's Management Inc - 003019115
- Ray Shelby - 003019150
- MCDUGALL ENERGY INC. - 32360
- OCSCC 809 - 362623
- SUNCOR ENERGY PRODUCTS PARTNERSHIP - 378715
- TORONTO MARRIOTT EATON CENTRE - 176348
- TORONTO STANDARD CONDO CORP 2594 - 531347
- Trevor Inc - 003019151

Drawing/Design Number

Cancel Back **Next**

7 Select "Yes" or "No" to answer the question: "Are you the Point of Contact for this submission?"

Select "Yes" if you are the Point of Contact for this submission.

Are you the Point of Contact for this submission?

Yes No

Additional Correspondence Email(s)

Design Type*

--Select--

Service Priority*

--Select--

CRN Purpose

New CRN Registration

Job Reference Number*

Drawing/Design Number

Cancel Back **Next**

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8 Select **"No"** if you are not the Point of Contact for this submission.

Enter the following Point of Contact details:

- First Name
- Last Name
- Email Address

Are you the Point of Contact for this submission ?
 Yes No

First Name* Last Name* Email Address*

Additional Correspondence Email(s)

Design Type* Service Priority*

CRN Purpose

Job Reference Number* Drawing/Design Number

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 Tip! Mandatory fields are marked with an asterisk and need to be completed. Non-mandatory fields are optional.

9 Select one of the following "**Design Type**":

- Boiler
- Pressure Vessel
- Fitting
- Heat Exchanger
- Piping System
- Welding Procedure
- Brazing Procedure

Are you the Point of Contact for this submission ?
 Yes No

First Name* Last Name* Email Address*

Additional Correspondence Email(s) X

Design Type*

Service Priority*

Drawing/Design Number

Boiler
Pressure Vessel
Fitting
Heat Exchanger
Piping System
Welding Procedure
Brazing Procedure

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10 Select one of the following "**Service Priority**" options:

- Regular
- Expedited/ Rush (Additional fees apply)

Are you the Point of Contact for this submission ?
 Yes No

Additional Correspondence Email(s)

Design Type*

CRN Purpose

Job Reference Number*

Service Priority*

--Select--
Regular
Expedited / Rush (Additional fees apply)

Drawing/Design Number

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11 Select one of the following "CRN Purpose":

- New CRN Registration
- Revision, Renewal & Addition

Are you the Point of Contact for this submission ?
 Yes No

Additional Correspondence Email(s)

Design Type*

Service Priority*

CRN Purpose

Drawing/Design Number

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12 If you select "CRN Purpose" as "Revision, Renewal & Addition", then select the "Existing CRN Number".

CRN Purpose

Job Reference Number*

Existing CRN Number (A valid registered design is required for renewal)*

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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



13 Enter the "Job Reference Number".

Are you the Point of Contact for this submission ?
 Yes No

Additional Correspondence Email(s) X

Design Type*
 ▼

Service Priority*
 ▼

CRN Purpose
 ▼

Job Reference Number*

Drawing/Design Number

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14 Only For **Design Type: Welding Procedure/ Brazing Procedure-**

If you select "**Design Type: Welding Procedure/ Brazing Procedure**", enter the following additional information:

- PQR Number
- WPS/BPS Number

Click the "**Next**" button.

The screenshot shows a registration form with the following fields and options:

- Additional Correspondence Email(s):
- Design Type*:
- Service Priority*:
- CRN Purpose:
- Existing CRN Number (A valid registered design is required for renewal)*:
- Job Reference Number*:
- Drawing/Design Number:
- PQR Number*:
- WPS/BPS Number*:

At the bottom of the form are three buttons: "Cancel", "Back", and "Next". The "Next" button is highlighted in red.

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15 Only for "**Design Type: Piping System**", the "**Installation Details**" will appear.

Enter the details for **Installation**. Click the "**Next**" button.

The screenshot shows the TSSA (Technical Standards Society of Australia) website interface. The top navigation bar includes the TSSA logo, menu items for Accounts, Applications, and Invoices, and user options for Profile and Sign out. Below the navigation bar, the breadcrumb trail reads: Application Submissions > Submit A New Application > Application For CRN. The main heading is "BPV Design Registration for a CRN - Conventional". The form is divided into several tabs: Instructions, CRN Submission Details, Installation Details (which is highlighted with a red circle), Review, Documents, and Fees. The "Installation Details" tab contains the following sections:

- Existing:** A radio button is selected. Below it is a dropdown menu for "Account Site Address" with the text "--Please Select--".
- New:** A radio button is unselected.
- Contact Details:** This section contains four input fields: "First Name*" (filled with "June"), "Last Name*" (filled with "Lee"), "Phone Number" (empty), and "Email*" (filled with "June.lee@gmail.com").
- Installer Information:** This section contains two input fields: "Installer Company Name" (filled with "Paper Manu Ltd.") and "QA Certificate Number" (empty).

At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is highlighted with a red circle.

16 The "**Billing Customer**" tab will appear.

Select one of the following "**Billing Customer**":

- CRN Owner
- Submitter
- Third Part Customer
- Manufacturer
- Other Invoicee

BPV Design Registration for a CRN - Conventional

Instructions CRN Submission Details **Billing Customer** Manufacturer Review Documents Fees

Billing Information
Select Billing Customer*

--Select--

--Select--

CRN Owner

Submitter

Third Party Customer

Manufacturer

Other Invoicee

Cancel Back Next

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Available Monday to Friday from 8:00 a.m. to 5:00 p.m. (excluding



17 Select the "Billing to Account Address".

Instructions CRN Submission Details **Billing Customer** Manufacturer Review Documents Fees

Billing Information
Select Billing Customer*

CRN Owner

Billing Account Number *ⁱ Purchase Order Number (if applicable)

Billing To Account Address*

SI

Bill To - LINDE CANADA INC - 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada
Bill To - LINDE CANADA INC - 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada
Bill To - LINDE CANADA INC - 165 BISCAYNE CRES, BRAMPTON, ON, L6W 4R3, Canada

18 Select the "Shipping to Account Address".

Select Billing Customer

CRN Owner

Billing Account Number *ⁱ Purchase Order Number (if applicable)

Billing To Account Address*

Bill To - LINDE CANADA INC - 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Can...

Shipping Information
Ship To Submitter Account Address *ⁱ

Ship To - Correspondence - LINDE CANADA INC - 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada
Ship To - Correspondence - LINDE CANADA INC - 3840 53 AVE NW, EDMONTON, AB, T6B 3N7, Canada
Ship To - Correspondence - LINDE CANADA INC - 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada

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19 Select the "Next" button to move to the "Manufacturer" tab.

Select Billing Customer*

CRN Owner

Billing Account Number *¹ Purchase Order Number (if applicable)

Billing To Account Address*

Bill To - LINDE CANADA INC - 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Can...

Shipping Information

Ship to Submitter Account Address*¹

Ship To - Correspondence - LINDE CANADA INC - 5015 Spectrum Way, Suite 500, Mississaug...

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20 Enter the "Manufacturer Company Name".

 Accounts Applications Invoices Profile

Application Submissions > Submit A New Application > Application For CRN

BPV Design Registration for a CRN - Conventional

Instructions CRN Submission Details **Manufacturer** Review Documents Fees

Manufacturer Company Name*

Manufacturer Address
Search and Select Address (Addresses can be searched and selected. You may also edit or directly enter the address)

Street Number/Name* Unit/Suite

Country* Province/State*

City* Postal/Zip Code*

Contact Details
Contact Name* Email*

21

Enter the **Manufacturer's Address** in the **"Search and Select Address "** field. Search and select the address. The Mandatory address fields will be auto-populated.

Or

Enter the following **Manufacturer's Address**:

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

The screenshot shows the TSSA (Technical Standards and Safety Authority) web application interface. At the top, there is a navigation bar with the TSSA logo and menu items: Accounts, Applications, Invoices, BPV Owner, and BPV Inst. Below this is a breadcrumb trail: Application Submissions > Submit A New Application > Application For CRN. The main heading is "BPV Design Registration for a CRN - Conventional". The "Manufacturer" tab is selected, showing a form with the following fields:

- Manufacturer Company Name*: Paper Manu Ltd.
- Manufacturer Address: Search and Select Address (Addresses can be searched and selected. You may also edit or directly enter the address). This field is highlighted with an orange circle.
- Street Number/Name*: [Empty]
- Unit/Suite: [Empty]
- Country*: [Empty]
- Province/State*: [Empty]
- City*: [Empty]
- Postal/Zip Code*: [Empty]
- Contact Details: Contact Name*: [Empty]
- Email*: [Empty]

22 Enter the following **Contact Details**:

- Contact Name
- Email

BPV Design Registration for a CRN - Conventional

Instructions CRN Submission Details **Manufacturer** Review Documents Fees

Manufacturer Company Name*
Paper Manu Ltd.

Manufacturer Address
Search and Select Address (Addresses can be searched and selected. You may also edit or directly enter the address.)
654 Bloor St, Mississauga Ontario L5A 3V9

Street Number/Name* 654 Bloor St Unit/Suite

Country* Canada Province/State* Ontario

City* Mississauga Postal/Zip Code* L5A 3V9

Contact Details
Contact Name* June Lee Email* June.lee@gmail.com

23 Select the **"Certification Type"** from the dropdown. Select the **"Certification Expiry Date"**. Click the **"Next"** button.

654 Bloor St

Country* Canada Province/State* Ontario

City* Mississauga Postal/Zip Code* L5A 3V9

Contact Details
Contact Name* June Lee Email* June.lee@gmail.com

Certification Type
None selected
 Select all
 ASME
 CSA B51 Appendix H
 ISO
 N285.0

ASME Expiry Date

ISO Expiry Date

Cancel Back **Next**

24 The "**Review**" tab will appear.

Review the entered information:

- CRN Submission
- Manufacturer

BPV Design Registration for a CRN - Conventional

Instructions CRN Submission Details Manufacturer **Review** Documents Fees

CRN Submission Details

Design Type **Boiler**

Service Priority **Regular**

CRN Purpose **New CRN Registration**

Job Reference Number **JOB1234**

Drawing/Design No **DWG1234**

Bill to Customer Account **47274**

Purchase Order Number **PO1234**

Manufacturer

Company Name
Paper Manu Ltd.

Address
**654 Bloor St
Canada
Ontario
Mississauga
LSA 3V9**

Contact Name
June Lee

Contact Email
June.lee@gmail.com

Certification Type
CSA B51 Appendix H

ASME Expiry Date

CSA B51 Appendix H Expiry Date

ASME Expiry Date

25

A check mark will be placed beside **"Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent from the effected party"**.

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

Contact Name June Lee	Contact Email June.lee@gmail.com
Certification Type ASME	ASME Expiry Date 26-01-2024
CSA B51 Appendix H Expiry Date	ISO Expiry Date
N2850 Expiry Date	

Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent from the effected party

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

Please enter your full name to sign electronically*

January 08, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

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

26

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

Is the proposed variance for installed equipment insured under a boiler and machinery policy?

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

Design Temperature
250F

Describe the proposed variance from the Regulation, Director's Ruling, Standard, or Code
It is to increase the durability and resistance of the product.

27

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

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

Click the **"Next"** button. The **"Documents"** tab will appear.

- Please refer to the link for our Access and Privacy code. If this request includes a release of personal information, TSSA will require consent fr
- I agree to Terms of the Application Declaration**
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 08, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confi

Cancel

Back

Next

28

Click **"Browse"** to upload the required documents.

[Customer Portal](#) > [Applications](#) > BPV Design Registration

BPV Design Registration for a CRN - Conventional

Instructions CRN Submission Details Billing Customer Manufacturer Review **Documents** Fees

For the Required/Mandatory documents are marked with an asterisk (*), you may click Replace to modify an uploaded file.

Design Calculations*	Please upload a file File Formats: JPEG, PNG, ZIP, PDF	Browse
----------------------	---	---------------

Drawing* <i>(Drawing must be stamped by a Professional Engineer in Ontario)</i>	Please upload a file File Formats: JPEG, PNG, ZIP, PDF	Browse
--	---	---------------

[+ Add Another Document](#)

Next

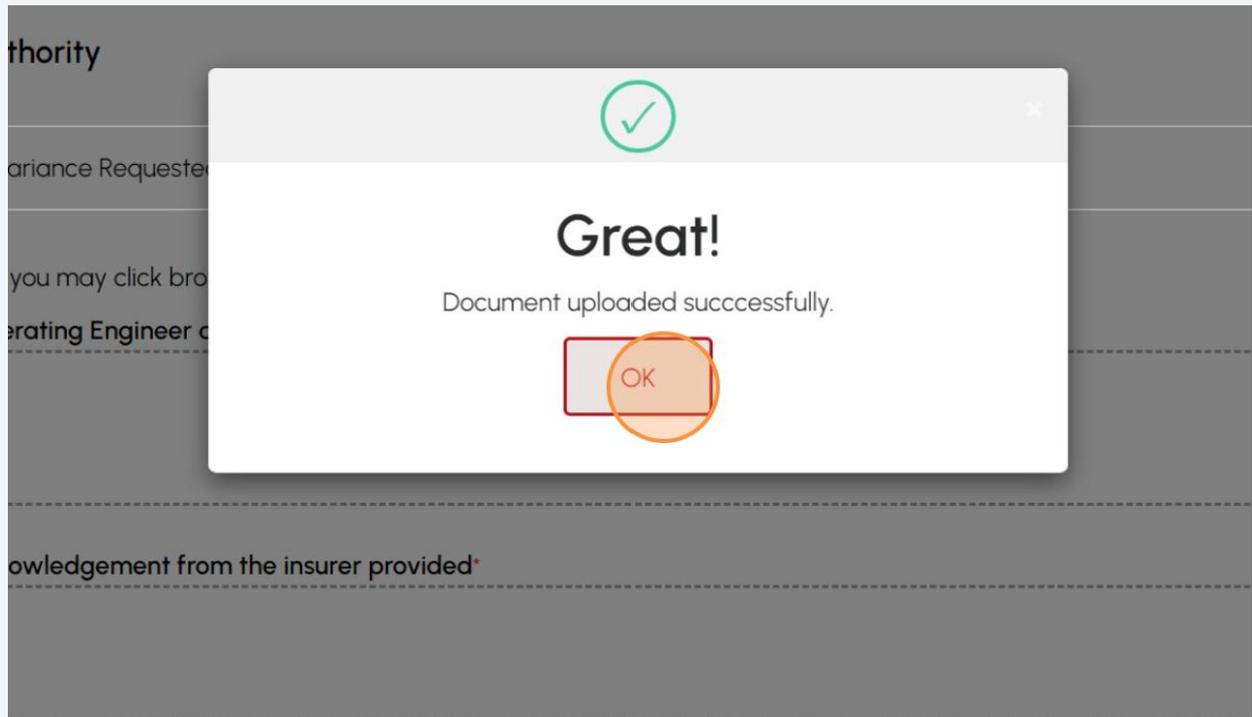


Tip! Acceptable documents in the file formats: JPEG, PNG, ZIP, and PDF. If not, an error will display.

The registered documents go back only to the submitter of the application.

29

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



30

Once you upload all the documents, select the **"Next"** button to move to the **"Fees"** tab.

Use upload a file
Formats: JPEG, PNG, ZIP, PDF
upload.pdf

Upload a Zip File Containing the following:*

1. A description of, and any installation instructions for, the thing, item or process involved.

2. A description of the circumstances and reasons that require the variance.

3. A list of every safety risk associated with the variance, based on safety engineering principles and recognized industry standards.

4. A list of the measures that are proposed to make the installation equivalent in safety to the level of safety intended by the requirements in the regulation, standard, or code. A professional engineer (P. Eng.) knowledgeable in the design aspects and specifics of the installation must sign the technical support documents.

Use upload a file
Formats: JPEG, PNG, ZIP, PDF
upload.pdf

Next

31

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

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32 If you select "**Cheque**", then click on "**Payment Details**" option.

Sub Total:
Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Cheque

Click to see [Payment Details](#)

Submit

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33 View "**Payment Details**" for "**Cheque or Money Order**".

AD Renewal	1	\$646.00	\$646.00	\$0.00	\$646.00
------------	---	----------	----------	--------	----------

AD Renewal
Ar
Au
- P
AD

Payment Details

Cheque or Money Order

Payable To: Technical Standards and Safety Authority

Mail to: 345 Carlingview Drive
Toronto, ON
M9W 6N9

Please include **application number** on cheque remittance

Ok

Click to see [Payment Details](#)

Submit



Follow the 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.

34

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

	Sub Total:	\$1,429.00
	Taxes:	\$185.77
	Total Amount Owning:	\$1,614.77

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

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35

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

Amount to Pay:

1614.77

Payment Id :

PortalTxn_2149

Application Number

AP00001544

Click to proceed to Secure Page

n

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Company

ing Documents

Certificates

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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 are four input fields: 'Cardholder Name' (a single wide field), 'Card Number' (a single wide field), 'MM/YY' (a field for month and year), and 'CVV ?' (a field for the 3-digit security code, with an orange circle highlighting the first digit). Below these fields is a horizontal line, followed by the word 'Total'. At the bottom left is a 'Back' link, and at the bottom right is a dark teal 'Checkout' button.

37

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

Cardholder Name

Ada Shelby

Card Number

5454 5454 5454 5454



MM/YY

09/29

CVV ?

100

Total

Back

Checkout

38

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

Transaction Approved



 Print

Transaction Approved

Order Number : PortalTxn_1859_9656

Amount :

Last 4 Digit of Card Number : *****5454

Transaction Type : 200

Approval Code : KN2228

Reference Number : 660188540011000040

Transaction Number : 9249-0_713

Transaction Datetime : 2024-03-14 12:24:37



Congratulations! You have successfully submitted an application for "BPV Design Registration" in the TSSA Client Portal.

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

39

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