

# How to Submit "Fuels Safety Registration in Ontario as a Contractor" application



This guide will provide you with step-by-step instructions on how to submit "Fuels Safety Registration in Ontario as a Contractor" in the TSSA Client Portal.

**1** From the Client Portal homepage, click the **"Applications"** tab.

The screenshot shows the TSSA Client Portal homepage. The navigation bar at the top has four tabs: Home, Accounts, Applications (highlighted with an orange circle), and Invoices. Below the navigation bar is a light blue header with the text "Customer Portal". The main content area is white and contains the following sections:

**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 "**Fuel Safety Registration in Ontario as a Contractor**" hyperlink under "**Online Applications**".

The screenshot shows the TSSA website interface. At the top, there is a navigation bar with the TSSA logo and links for 'Accounts', 'Applications', and 'Invoices'. On the right, there are links for 'Profile' and 'Sign out', and user roles 'BPV Owner' and 'BPV Insurer'. Below the navigation bar, there is a breadcrumb trail 'Accounts > Applications'. The main content area is titled 'Online Applications' and contains a grid of application categories. The category 'Fuels Safety Registration in Ontario as a Contractor' is highlighted with an orange circle. Below this grid, there is a section for 'My Pending Applications' with a table of pending applications.

Application Number	Application Name	Initiated on	Fees Owning
AP00001545	BPV Design Registration for a CRN - Conventional	January 09, 2024	\$807.39
AP00001544	BPV Design Registration for a CRN - Conventional	January 08, 2024	\$1,614.77
AP00001543	BPV Design Registration for a CRN - Conventional	January 08, 2024	\$807.39

3

From the "**TSSA Customer Account**", select a **TSSA Customer Account** from the dropdown list.

The screenshot shows the 'Instructions' tab of the application process. It contains text explaining that the account selected should be the Owner/Licensee. Below this, there is a section titled 'TSSA Customer Account\*' with instructions to select an account from a list. A dropdown menu is open, showing a list of accounts including 'CAN', 'COS', 'Goog', 'IBM C', 'LIND', 'Niyat', and 'MCD'. The dropdown menu is highlighted with an orange circle. To the right of the dropdown, there is additional text regarding the application request and scheduling.

**4** Review the instructions. Click the **"Next"** button to begin the registration process.

TSSA  
Accounts Applications Invoices  
BPV Owner BPV Inst

Accounts > Applications > Customer Portal - FS Registration

### Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions Registration Technician Review Document Fees

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)*

COS

- It is mandatory to apply for separate registrations based on the contractor's type of work. Please submit separate applications according to the applicant's type of work, classified as a) Heating Fuel Contractor, Petroleum Contractor, c) Natural Gas Motor Fuel.
- A contractor pre-registration inspection must be performed. Please contact TSSA for scheduling once letter to schedule inspection has been issued.
- Once the letter to schedule an inspection has been issued by TSSA, the application will be canceled if the inspection is not scheduled within 60 days.
- Only field technicians (certificate holders) are counted as technicians
  - Administrative staff with certificates are not counted
  - Each full-time technician counts as 1 technician
  - Each part-time technician counts as 0.5 technician
  - Each subcontractor counts as 1 technician

Cancel Next

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**5** Answer, **"Have you been previously registered as a contractor?"**. Select **"Yes"** or **"No"**.

Technical Standards and Safety Authority

Instructions Registration Technician Review Document Fees

Have you been previously registered as a contractor?\*

Select

Select  
Yes  
No  
select

Are you the fuels certificate holder?\*

Select

Cancel Back Next

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6

If you have been previously registered as a contractor, enter your registration number.

Portal - FS Registration

### Registration as a Fuels Safety Contractor

City

Review Document Fees

or?\*

Registration Number\*

Cancel

Back

Next

7

Click the "**Type of Registration**" field and select from the following options:

- Heating Fuel Contractor
- Petroleum Contractor
- Natural Gas Motor Fuel

### Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions	<b>Registration</b>	Technician	Review	Document	Fees
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Have you been previously registered as a contractor?*	Registration Number*
Yes	4385

  

Type of Registration*
Select
Select
Heating Fuel Contractor
Petroleum Contractor
Natural Gas Motor Fuel

  

Cancel	Back	Next
--------	------	------

8

If you select **"Heating Fuel Contractor"**, select one of the following "Heating Fuel Type":

- Fuel Oil
- Natural Gas
- Propane Vapour
- Liquid Propane

[Accounts](#) > [Applications](#) > Customer Portal - FS Registration

## Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions **Registration** Technician Review Document Fees

Have you been previously registered as a contractor?\*

Yes

Registration Number\*

43585

Type of Registration\*

Heating Fuel Contractor

Heating Fuel Type\*

None selected

Select all

Fuel Oil

Natural Gas

Propane Vapour

Liquid Propane

Are you the fuels certificate holder?\*

Select

Cancel Back Next

9 Answer, "Are you the fuels certificate holder?" Select "Yes" or "No".

Technical Standards and Safety Authority

Instructions **Registration** Technician Review Document Fees

Have you been previously registered as a contractor?\*

Yes

Registration Number\*

4385

Type of Registration\*

Heating Fuel Contractor

Heating Fuel Type\*

Fuel Oil, Natural Gas

Are you the fuels certificate holder?\*

Select

Select

Yes

No

Cancel Back Next

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10 If you are the **Fuels Certificate Holder**, enter your "**Certification Number**".

Accounts > Applications > Customer Portal - FS Registration

Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions **Registration** Technician Review Document Fees

Have you been previously registered as a contractor?\*

Yes

Registration Number\*

43585

Type of Registration\*

Heating Fuel Contractor

Heating Fuel Type\*

Fuel Oil, Natural Gas

Are you the fuels certificate holder?\*

Yes

Certificate number\*

Cancel Back Next

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Click the "**Next**" button to begin entering the technician information.

<input type="text"/>	Heating Fuel Type*
<input type="text" value="v"/>	Fuel Oil, Natural Gas
<input type="text"/>	Certificate number*
<input type="text" value="v"/>	354

12

Answer, "**What is the Total Technician Headcount?**". Enter the number of technicians.

When you enter the number of total technicians, press "tab" on your keyboard to display the number of rows you will need to enter for each technician. For example, if you enter 5, five rows will appear after you press the tab on your keyboard.

**Important:** The number you enter, the system will display the equivalent number of Certificate Holder/Subcontractor fields.

[Customer Portal](#) > [Applications](#) > Customer Portal - FS Registration

## Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions	Registration	<b>Technician</b>	Review	Document	Fees
What is the Total Technician Headcount?*		Total Technician Count Computed:			
<input type="text"/>		<input type="text" value="0"/>			
Number of Full-Time:	Number of Part-Time:	Number of SubContractor:			
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
Cancel		Back	Next		

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Enter the full name for each row of all the "Certificate Holders/Subcontractors".

Instructions   Registration   **Technician**   Review   Document   Fees

What is the Total Technician Headcount?\*   Total Technician Count Computed:  
  

Number of Full-Time:   Number of Part-Time:   Number of SubContractor:  
     

Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text"/>	Select	

14

From the "Employment Type" field for each of the "Certificate Holder/Subcontractor" select one of the following options:

- Full-Time
- Part-Time
- Sub-contractor

Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="June Lee"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Leo Brown"/>	Select Full-Time Part-Time Sub-contractor	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Aby Shelby"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Eric Press"/>	Select	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Ryan Tremel"/>	Select	

15 Click the "Next" button to review what you entered.

**Important:** If you forgot to enter the data or entered incorrect data, then the system will notify you of the error.

Instructions   Registration   **Technician**   Review   Document   Fees

What is the Total Technician Headcount?\*      Total Technician Count Computed:  
     

Number of Full-Time:      Number of Part-Time:      Number of SubContractor:  
           

Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="June Lee"/>	<input type="text" value="Full-Time"/>	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Leo Brown"/>	<input type="text" value="Part-Time"/>	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Aby Shelby"/>	<input type="text" value="Full-Time"/>	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Eric Press"/>	<input type="text" value="Sub-contractor"/>	
Name of Certificate Holder/ Subcontractor*	Employment Type*	Remove
<input type="text" value="Ryan Tremel"/>	<input type="text" value="Full-Time"/>	

**16** Review the entered information:

- Registration
- Technician

Click the "**Print Form**" to print a copy for your records.

Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions	Registration	Technician	<b>Review</b>	Document	Fees
					
<b>Registration</b>		<b>Have you been previously registered as a contractor?</b> No		<b>Registration ID</b> -	
		<b>Type of Work</b> Natural Gas Motor Fuel			
		<b>Are you the fuels certificate holder?</b> No		<b>Certification Number</b> -	
<b>Technician</b>		<b>Technician Count</b> 5		<b>Total Technician Count</b> Computed 4.5	
		<b>Name</b> June Lee		<b>Employment Type</b> Full-Time	

17

Place a check mark beside "**I have read the Act under which I am applying for registration and understand my duties and obligations, as they apply to me and my employees. I certify that the information I have provided in this application is true**".

June Lee

Leo Brown

Aby Shelby

Eric Press

Ryan Tremel



I have read the Act under which I am applying for registration and understand my duties and obligations, as they apply to me and my employees. I certify that the information I have provided in this application is true.

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

Please enter your full name to sign electronically\*

January 09, 2024

18

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

Aby Shelby

Eric Press

Ryan Tremel

I have read the Act under which I am applying for registration and understand my duties and obligations, as they apply to me and my employees. I certify that the information I have provided in this application is true.

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

Please enter your full name to sign electronically\*

January 09, 2024

**19** Review the terms of the application and click the **"Accept"** button.

and Safety Authority

ation Technician

**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

Technician Count  
4.5

Name	Employment Type
June Lee	Full-Time

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

Enter your full name to sign the form electronically.

Technician	Technician Count 4.5
------------	-------------------------

  

Name	Employment Type
June Lee	Full-Time
Leo Brown	Part-Time
Aby Shelby	Full-Time
Eric Press	Sub-contractor
Ryan Tremel	Full-Time

  

I have read the Act under which I am applying for registration and understand my duties and obligations, as they apply to me and my employees. I certify that true

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

Please enter your full name to sign electronically\*

June Lee

January 09, 2024

21

Click the **"Next"** button to move to begin submitting any documents to your application.

Technician	Technician Count 4.5
------------	-------------------------

---

Name	Employment Type
June Lee	Full-Time
Leo Brown	Part-Time
Aby Shelby	Full-Time
Eric Press	Sub-contractor
Ryan Tremel	Full-Time

---

I have read the Act under which I am applying for registration and understand my duties and obligations, as they apply to me and my employees. I certify that the information I have provided in this application is true

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

Please enter your full name to sign electronically\*

June Lee

January 09, 2024

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

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**Important.** No mandatory documents are required for this process, but this field will always be present. To skip, click the **"Next"** button to begin making payment.

However, if you want to upload a document, click the **"Browse"** button to upload the **required/ mandatory documents** to the application.

The following document file formats are accepted: JPEG, PNG, ZIP, and PDF  
Otherwise, an error notification will appear.

[Customer Portal](#) > [Applications](#) > Customer Portal - FS Registration

## Request for Registration in Ontario as a Fuels Safety Contractor

Technical Standards and Safety Authority

Instructions   Registration   Technician   Review   **Document**   Fees

For the Required/Mandatory documents are marked with an asterisk (\*), you may click Replace to modify an uploaded file.  
Please Upload file with list of Subcontractor name and Employment Type for additional Certificate Holder

Additional Documentation Please upload a file  
File Formats: JPEG, PNG, ZIP, PDF Browse

---

[+ Add Another Document](#)

**Next**

23

**Review** the details and the total amount owned.

Choose a payment method type:

- Credit Card
- Cheque
- EFT
- Wire

Instructions   Registration   Technician   Review   Document   **Fees**

All prepaid fees are non-refundable.

Billing Description	Quantity	Unit Price (\$)	Subtotal (\$)	Tax (\$)	Total Amount (\$)
Natural Gas Motor Fuels Contractor Pre-Registration (less than 6) - Authorization Fees	1	\$453.50	\$453.50	\$0.00	\$453.50
FS Contractor Pre-Registration Inspection - NG - Inspection Fees	1	\$480.50	\$480.50	\$62.47	\$542.97

Sub Total: \$934.00

Taxes: \$62.47

Total Amount Owning: \$996.47

Payment is required for application to be processed.

Select Payment Method Type\*

Select

- Select
- Credit Card
- Cheque
- EFT
- Wire

**24 Important:** If you select "**Cheque**", click the "**Payment Details**" hyperlink.

Contractor Pre-Registration (less than 6) - Authorization Fees

FS Contractor Pre-Registration Inspection - Petroleum - Inspection Fees 1

---

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

**25** Gather the information the "**Payment Details**" on how to make a cheque payment.

Bill

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Ins

### 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

Total Amount Owing: \$996.47

Payment is required for application to be processed.

**26 Important:** If you select "EFT", click the "Payment Details" hyperlink.

AUTHORIZATION FEES

FS Contractor Pre-Registration  
Inspection - Petroleum - Inspection Fees

---

Sub Total:  
Taxes:  
Total Amount Owing:

---

Payment is required for application to be processed.

Select Payment Method Type\*

EFT

[Click to see Payment Details](#)

**27** Gather the information the "Payment Details" on how to make payment for ETF.

**Payment Details**

**EFT (Electronic Funds Transfer)**

GST/HST Registration No.: 891131369

Beneficiary Name and Address: Technical Standards & Safety Authority  
345 Carlingview Dr  
Toronto, ON  
Canada M9W 6N9

Bank Address: TD Canada Trust  
2972 Bloor St W  
Toronto, ON  
Canada M8X 1B9

Transit #: 11362

Institution #: 004

Designation #: 0520

Account #: 0306317

Please send a copy of your remittance information including the application number by e-mail to [eft@tssa.org](mailto:eft@tssa.org)

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**Important:** If you select "Wire", click the "Payment Details" hyperlink.

FS Contractor Pre-Registration	1
Inspection - Petroleum - Inspection Fees	
<hr/>	
	Sub Total:
	Taxes:
	Total Amount
	Owing:
<hr/>	
Payment is required for application to be processed.	
Select Payment Method Type*	
Wire	▼
Click to see <a href="#">Payment Details</a>	
<input type="submit" value="Submit"/>	

29

Gather the information the "Payment Details" on how to make a cheque payment.

Payment Details	
<b>Wire Transfer</b>	
GST/HST Registration No.:	891131369
Beneficiary Name and Address:	Technical Standards & Safety Authority 345 Carlingview Dr Toronto, ON Canada M9W 6N9
Bank Address:	TD Canada Trust 2972 Bloor St W Toronto, ON Canada M8X 1B9
Transit #:	11362
Institution #:	004
Account #:	05200306317
TD Swift Code:	TDOMCATTOR
International Routing Code:	026003243
Please Add \$CDN 17.50 to your remittance for bank handling charges for wire transfers. Send a copy of your remittance	

**30** If you select "**Credit Card**", click "**Pay by Credit Card**".

than 6) -  
Authorization Fees

FS Contractor Pre-  
Registration  
Inspection -  
Petroleum -  
Inspection Fees

Sub Total:

Taxes:

Total Amount

Owing:

Payment is required for application to be processed.

Select Payment Method Type\*

Credit Card

A receipt will be emailed to the applicant once the credit card payment has been successfully processed.

Submit

Pay by Credit Card

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

Amount to Pay:

542.97

Payment Id :

PortalTxn\_2157

Application Number

AP00001546

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)

The screenshot shows a credit card payment form with the following elements:

- Logos for VISA, Mastercard, American Express, Discover, and JCB at the top.
- A "Cardholder Name" field containing the text "June Lee" and a small orange circle icon.
- A "Card Number" field containing the text "5454 5454 5454 5454" and a small Mastercard logo icon.
- Two fields for expiration: "MM/YY" containing "09/29" and "CW" (with a question mark icon) containing "100".

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

Card Number  
5454 5454 5454 5454

MM/YY  
09/29

CW ?  
100

Total \$542.97

Back **Checkout**

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

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

Transaction Approved

Print

Transaction Approved

Order Number : PortalTxn\_2157\_

Application\_Number : AP0000

Amount:

First6 and Last4 Digit of Card Number: 5454545454

Transaction Type:200

Approval Code : KN2721

Reference Number : 6601885400104

Transaction Number : 868 0 650



Congratulations! You have successfully reviewed the steps to submit an application for "Fuels Safety Registration in Ontario as a Contractor".

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