

How to access "Paid" Invoices



This guide will provide you with step-by-step instructions on how to access your "Paid" Invoices in the TSSA Client Portal.

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

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 four menu items: Home, Accounts, Applications, and Invoices. The 'Invoices' tab is highlighted with a brown circle. Below the navigation bar is a light blue header area 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 mor'. The page is divided into three columns. The left column is titled 'New Customers' and contains instructions for creating an Individual account (for a personal certificate) and an Organization account (for other requests). It also lists requirements for organization accounts, such as legal entity details. The middle column is titled 'Third Party Property Management Companies' and provides instructions for linking to an owner/operator account to transact on their behalf, including a list of steps for users who do not have a TSSA account. The right column is titled 'Existing Customers' and provides instructions for linking to an existing TSSA account, listing required items like an invoice or inspection report, valid authorization, and an account access key. Below this is a section for 'Third Party Submitters' with similar instructions for linking to an owner/operator account and a list of steps for users without a TSSA account.

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 mor

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/registr
- Account Access Key

Third Party Submitters

Link to your own TSSA account prior to linking to 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 ac
- Then proceed to linking to the owner/operato

2 Click on "Select the TSSA Account" dropdown menu.

The screenshot shows the TSSA Customer Portal interface. At the top, there is a dark navigation bar with the TSSA logo on the left and menu items: Home, Accounts, Applications, and Invoices (which is highlighted with a red underline). Below this is a light blue breadcrumb trail: [Customer Portal](#) > Invoices. The main content area is titled "Invoices" and contains a form with the label "Select the TSSA Account". The dropdown menu is open, showing "Select Account" as the selected option. An orange circle highlights the dropdown arrow. At the bottom of the page, there is a light blue footer with links for "Learn" (Training Documents, Training Videos), "Company" (Company News), and "Need Help?". A "Need Help?" section provides instructions on using information icons and contacting the Customer Contact Centre. The TSSA logo is also present in the bottom right corner.

3 Select a TSSA Account.

The screenshot shows the TSSA Customer Portal interface after selecting an account. The navigation bar now includes "BPV Owner" and "BPV Insurer" on the right. The breadcrumb trail remains: [Customer Portal](#) > Invoices. The "Invoices" section shows the dropdown menu with "ANADA LTD. - 47274" selected. Below the dropdown, there is a table with the following structure:

Invoices	Unpaid Invoices	Paid Invoices
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The "Unpaid Invoices" and "Paid Invoices" buttons are highlighted in red. The footer at the bottom contains links for "Company" and "Need Help?".

4 Click the **"Paid Invoices"** button.

The screenshot shows the TSSA Customer Portal navigation menu with 'Invoices' selected. Below the menu, there is a breadcrumb trail: [Customer Portal](#) > [Invoices](#). The main heading is 'Invoices', followed by a dropdown menu for 'Select the TSSA Account' showing 'COS' and 'ANADA LTD. - 47274'. At the bottom, there are two buttons: 'Unpaid Invoices' and 'Paid Invoices', with the latter circled in orange. A footer contains 'Company' and 'Need Help?'.

5 A list of **"Paid Invoices"** will appear. To download a PDF copy of the invoice, simply click the **Invoice number**.

The screenshot shows the 'Paid Invoices' page with a 'Download Excel' button. It displays account information: 'Invoices paid on or after April 1', 'Account Name: COS SALE CANADA', and 'Account Number: 47'. There is a 'Show 10 entries' dropdown and a search box. A table lists three invoices, with the first one circled in orange.

Invoice Number	Authorization Number	Consolidated Invoice Number	Work Order Number	Service Category	Service Item	Invoice Settlement Date	Total Amount
9188		1193	804	Inspection	OE Periodic Inspection - Regulatory	May 11, 2023	\$479.12
925		15	8036	Inspection	OE Periodic Inspection - Regulatory	May	\$479.12
9275		1615	8217	Inspection	OE Periodic Inspection - Regulatory	June 08, 2023	\$479.12



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

Home Accounts Applications Invoices

[Customer Portal](#) > [Invoices](#) > Paid Invoices

Paid Invoices

Invoices paid on or after April 1 20

Account Name : COS ANADA LTD.

Account Number : 472

Show entries Search:

Invoice Number	Authorization Number	Consolidated Invoice Number	Work Order Number	Service Category	Service Item	Invoice Settlement Date	Total Amount
91886		1193	80471	Inspection	OE Periodic Inspection - Regulatory	May 11, 2023	\$479.12
9260		1531	8036	Inspection	OE Periodic Inspection - Regulatory	May 11, 2023	\$479.12
9275349		1615	82172	Inspection	OE Periodic Inspection - Regulatory	June 08, 2023	\$479.12

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To download a list of invoices, click the **"Download Excel"** button.

Home Accounts Applications Invoices

[Customer Portal](#) > [Invoices](#) > Paid Invoices

Paid Invoices

Invoices paid on or after April 1 2022

Account Name : COS WHOLE ANADA LTD.

Account Number : 472

Show entries Search:

Invoice Number	Authorization Number	Consolidated Invoice Number	Work Order Number	Service Category	Service Item	Invoice Settlement Date	Total Amount
91888		1193	804	Inspection	OE Periodic Inspection - Regulatory	May 11, 2023	\$479.12
9260		15	803	Inspection	OE Periodic Inspection - Regulatory	May 11, 2023	\$479.12
9275		1615	8217	Inspection	OE Periodic Inspection - Regulatory	June 08, 2023	\$479.12



Congratulations! You have successfully accessed and downloaded paid invoices in the TSSA Client Portal.

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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.