

How to check "Pending" applications



This guide will provide you with step-by-step instructions on how to check "Pending" applications in the TSSA Client Portal.

1 Click the **"Applications"** 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, the text "Accounts Applications Invoices" in the center, and "Profile Sign out" on the right. The "Applications" tab is highlighted with an orange circle. Below the navigation bar, there is a light blue header with the text "Accounts". The main content area displays a greeting "Hi Ada Shelby!" and two red buttons: "Create Account" and "Link Existing Account". Below this is a "Portal Manager" section with a table of account information.

Account Name	Account Number	Exams	Authorizations	Work Orders In Progress	Unpaid Invoices
Ada Shelby	003008417	0	0	0	0
CANADA'S	Account Number: 35	105 Inventory	16 Authorizations	13 Work Orders In Progress	0 Unpaid Invoices

2 Scroll down to "My pending Applications".

Online Applications

Boilers & Pressure Vessels Design Registration ⓘ	Fuels Safety Registration in Ontario as a Contractor ⓘ
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 ⓘ	

Please click [here](#) to access all other applications not listed above

My Pending Applications

Following Applications are in progress, either pending documents and or fees are incomplete
After **60 days**, the application will be cancelled if payment and/or mandatory documents are not received.

Show entries

Search:

Application Number	Account Number	Application Name	Initiated on	Fees Owing
APO0001	5313	Request For Public Information	February 27, 2024	\$26,385.50



The pending applications are the applications that are currently in progress or require document upload or fee payment.



After 60 days, the applications will be cancelled and removed from "My Pending Applications".

3 Select a **pending application** to review.

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My Pending Applications

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Show entries

Search:

Application Number	Account Number	Application Name	Initiated on	Fees Owing
AP000012	5313	Request For Public Information	February 27, 2024	\$26,385.50
AP00001	1763	Request For Public Information	March 04, 2024	\$26,385.50

4 Upload the **Document** if any.

The screenshot shows the 'Request For Public Information' application page. At the top, there is a navigation bar with 'Home', 'Accounts', 'Applications', and 'Invoices'. Below this is a breadcrumb trail: 'Customer Portal > Applications > Customer Portal - Pending Application'. The main heading is 'Request For Public Information' with subtext 'Account : TORONTO STANDARD' and 'Application Number : AP000'. There are three tabs: 'Document' (selected), 'Fees', and 'Payment'. A message states: 'For the Required/Mandatory documents, you may click Replace, to modify an uploaded file.' Below this is a document upload area with the text 'Consent to Release Records (if applicable)' and a 'Browse' button. To the right of the upload area, it says 'Please upload a file. File Formats: .JPEG, .PNG, .ZIP, .PDF'. Below the upload area is a '+ Add Another Document' link and a red 'Next' button. The footer contains links for 'Learn' and 'Training Documents', 'Company' and 'Company News', a 'Need Help?' section with a note about information icons, and the TSSA logo.

5 You can continue to complete the application by paying the fees.

SAFETY AUTHORITY

Home Accounts Applications Invoices

[Customer Portal](#) > [Applications](#) > Customer Portal - Pending Application

Request For Public Information

Account : TORONTO STANDARD
Application Number : APO001

Document Fees Payment

For the Required/Mandatory documents, you may click Replace, to modify an uploaded file.

Consent to Release Records
(If applicable)

Please File

[+ Add Another Document](#)

Next

 Congratulations! You have successfully reviewed "Pending Applications" in the TSSA Client Portal.

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