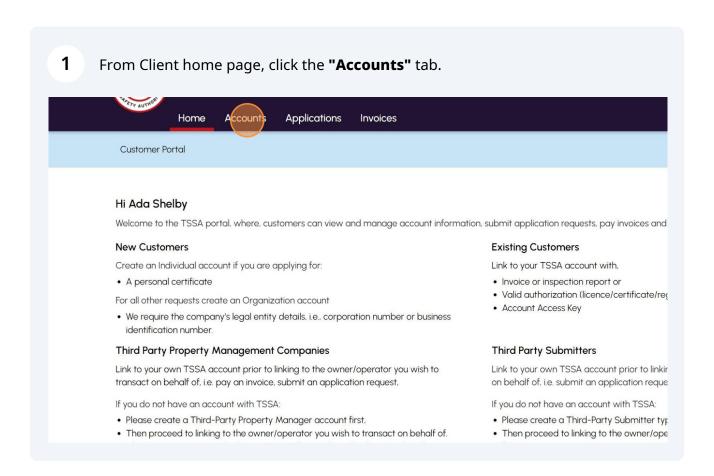
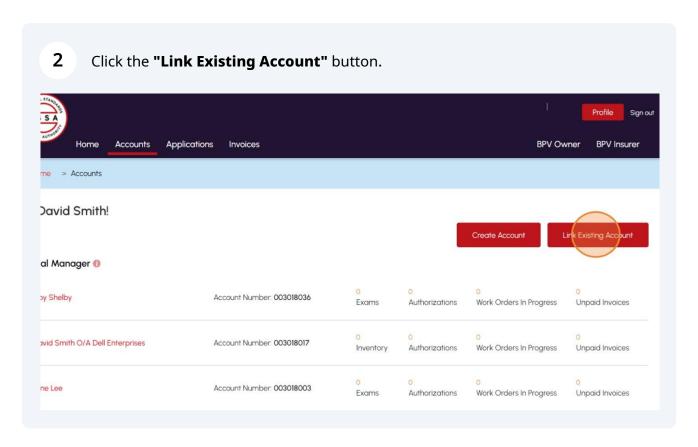
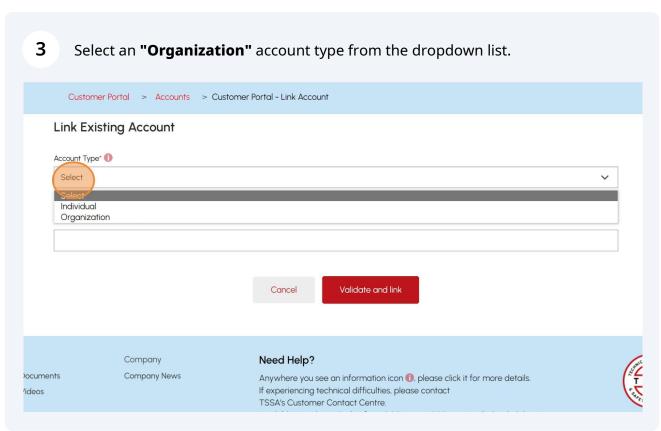
How to link to an "Existing Organization Account" as the Account Holder



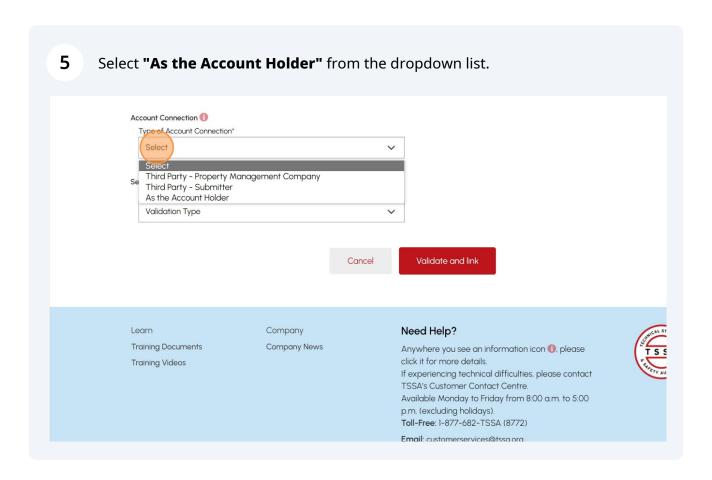
This guide will provide you with step-by-step instructions on how to link to an Existing TSSA Organization account as the Account Holder in the TSSA Client Portal.

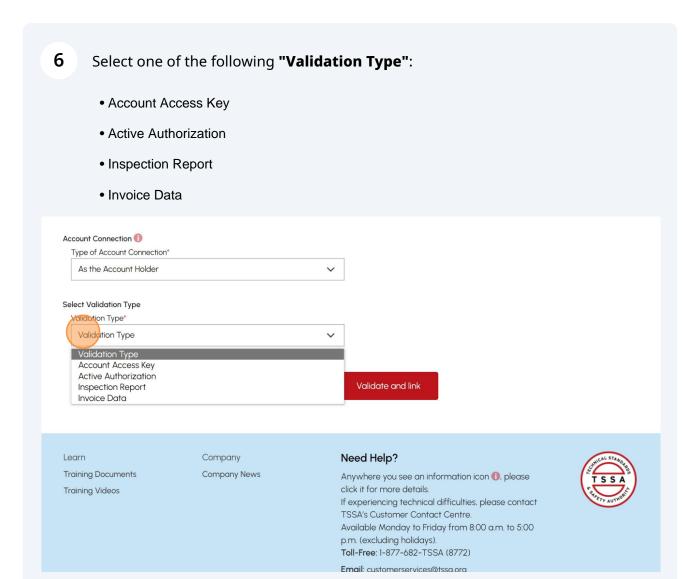


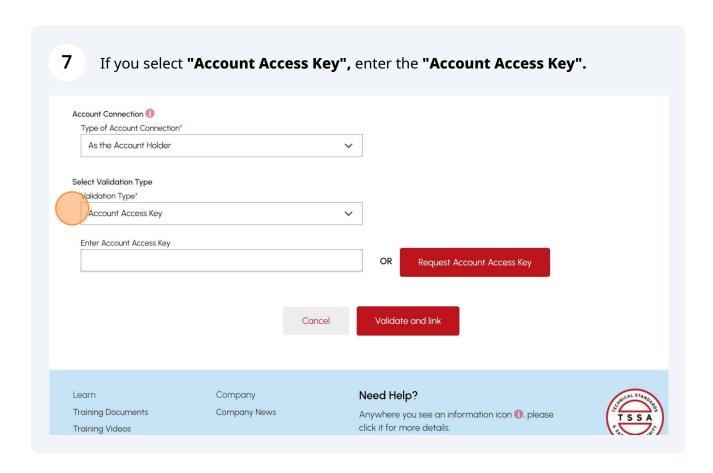


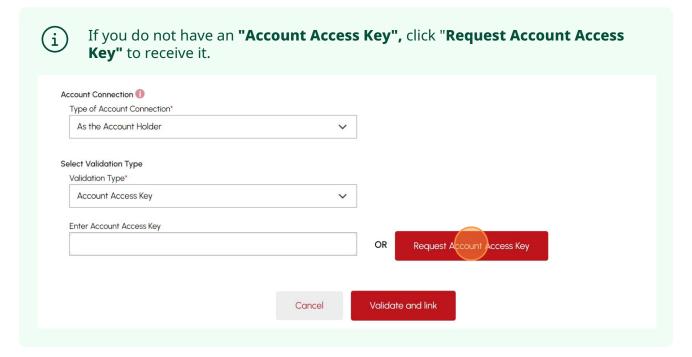


Link Existing Account Account Type Organization Account Number (Enter the complete TSSA Account number, including all leading zeros, if applicable. This is the assigned TSSA Customer Number and can be four 003 Customers need to provide specific account information to link the TSSA Customer Portal to an existing account. Please ensure you have one of t 1. Account Access Key. Or 2. Active Authorization and Expiry Date, or 3. Invoice information, any invoice issued in the prior year that contains Invoice number, Invoice amount, Invoice date, or 4. Inspection Report Number & Completion Date



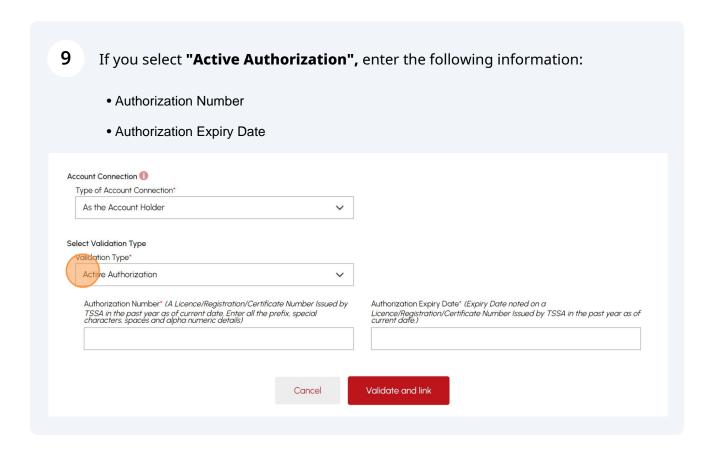


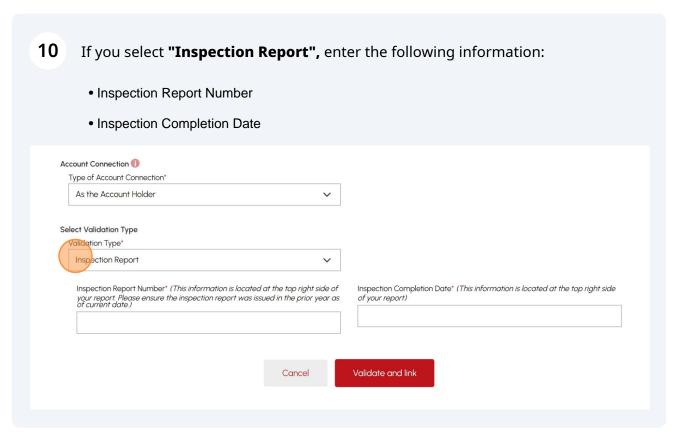






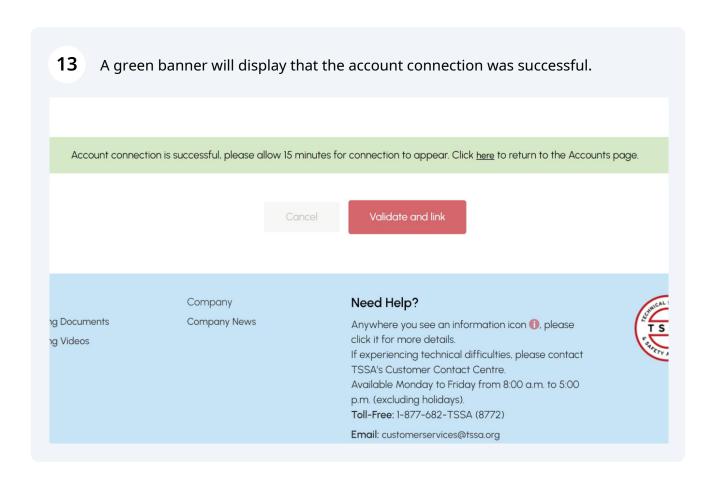
"Request Account Access Key": This will send an email to the account contact, as they're responsible for providing the key. TSSA is not liable to share the confidential information.





11 If you select **"Invoice Data"**, enter the following information: • Invoice Number • Invoice Amount • Invoice Date Account Connection ① Type of Account Connection* As the Account Holder Select Validation Type alidation Type* Invoice Data Invoice Number* (This information is located at the top right side of your invoice, Please ensure the invoice was issued in the prior year as of current date.) Invoice Amount" (This information is located in the "Total Amount" field at the bottom of your invoice. Please ensure the invoice was issued in the prior as of current date. Format example: 250.00) Invoice Date* (This information is located at the top right side of your invoice. Please ensure the invoice was issued in the prior year as of current date.) Cancel Validate and link

12 Select the "Validate and link" option to link the organization account. As the Account Holder ~ Select Validation Type Validation Type* Account Access Key Enter Account Access Key OR Request Account Access Key Cancel Validate and link Need Help? Learn Company **Training Documents** Company News Anywhere you see an information icon (1), please Training Videos click it for more details. If experiencing technical difficulties, please contact 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)





Congratulations! You have successfully linked an "Existing Account" to an "Organization Account" in the TSSA Client Portal. It can be viewed under the "Accounts" tab.

If a linked account has a relationship with another account then it will be placed under "Portal User" or if not then it will remain "Portal Manager".

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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.