

How to make Payment for "My Pending Applications"



This guide will provide you with step-by-step instructions on how to make a payment for "My Pending Applications" in the 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 for.
- The [Consent to Grant Third Party Access] form will need to be completed

Create Account Link Existing Account

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Scroll down to **"My Pending Applications"** and select a **pending application**. The **pending application** will appear.

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 10 entries

Search:

Application Number	Account Number	Application Name	Initiated on	Fees Owning
AP00001	531347	Request For Public Information	February 27, 2024	\$26,385.50
AP0000	17	Request For Public Information	March 04, 2024	\$26,385.50

Showing 1 to 2 of 2 entries

Previous 1 Next

3

Click on **"Browse"** to attach any documents to the application.

Home Accounts Applications Invoices BPV Owner BPV Insurer

Customer Portal > Applications > Customer Portal - Pending Application

Request for BPV Inspection

Account : CAN
Application Number : AP000

Document Fees

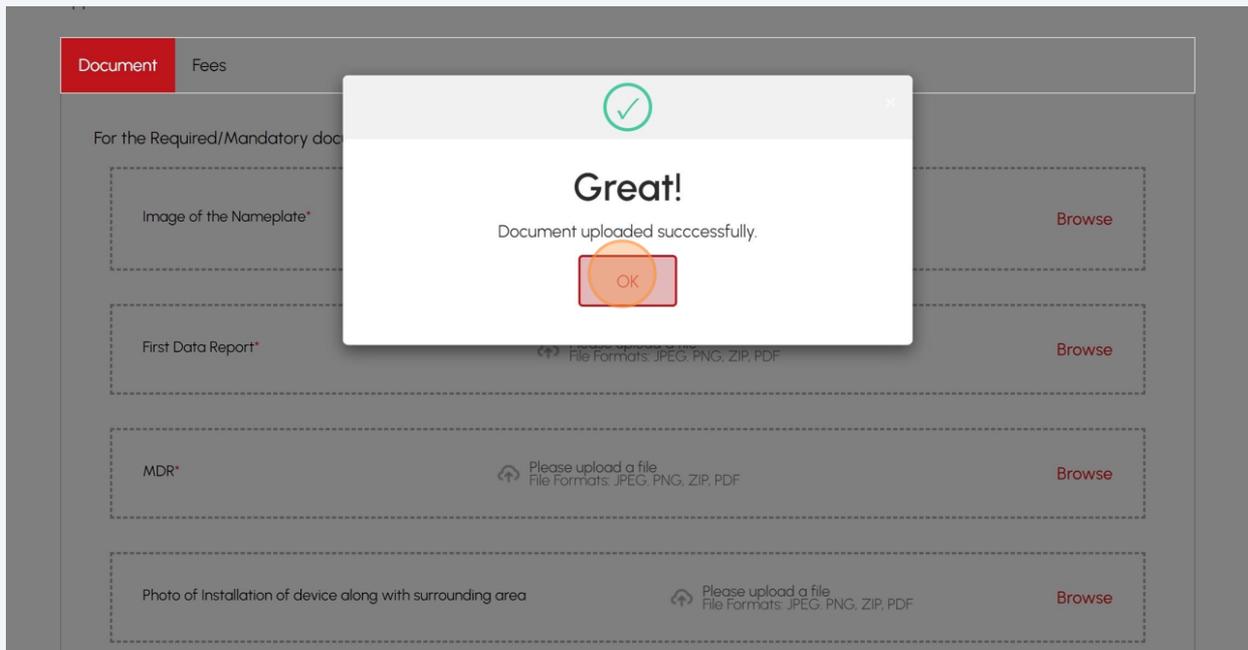
For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.

Image of the Nameplate* Please upload a file
File Formats: JPEG, PNG, ZIP, PDF [Browse](#)

First Data Report* Please upload a file
File Formats: JPEG, PNG, ZIP, PDF [Browse](#)

MDR* Please upload a file
File Formats: JPEG, PNG, ZIP, PDF [Browse](#)

4 If the document has been successfully uploaded. Click the "OK" button.



5 Click the "Next" button to make a payment.



6 Review the pre-payment details.

Select "**Credit Card**" for the method of payment. Click on "**Pay by Credit Card**".

Document **Fees**

Billing Description	Quantity	Unit Price (\$)	Subtotal (\$)	Tax (\$)	Total Amount (\$)
COI - BPV - Authorization Fees	1	\$101.50	\$101.50	\$0.00	\$101.50
First or Install Inspection - Inspection Fees	1	\$389.00	\$389.00	\$50.57	\$439.57

Sub Total: \$490.50
Taxes: \$50.57
Total Amount Owning: \$541.07

Payment is required for application to be processed. Application will not be processed if you select cancel.

Select Payment Method Type*

Credit Card

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

[Cancel](#) [Pay by Credit Card](#)

7 Click the "**Click to proceed to secure page**" button to enter your credit card details.

Home Accounts Applications Invoices

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

Request For Public Information

Account: TORONTO
Application Number: AP0000

Document Fees **Payment**

Amount to Pay: 26385.5

Payment Id: PortalTxn_1574

Application Number: AP00001

[Click to proceed to Secure Page](#)

8 Enter the **Credit Card details:**

- Cardholder Name
- Card Number
- MM/YY (Month and Year)
- CVV (3-digit number on card)

ACCOUNT : 10001051 STANDARD CREDIT CARD 2014 - 2019 /
Application Number : AP00001201

Document Fees **Payment**

kevin - OA Store

VISA MASTERCARD DISCOVER JCB

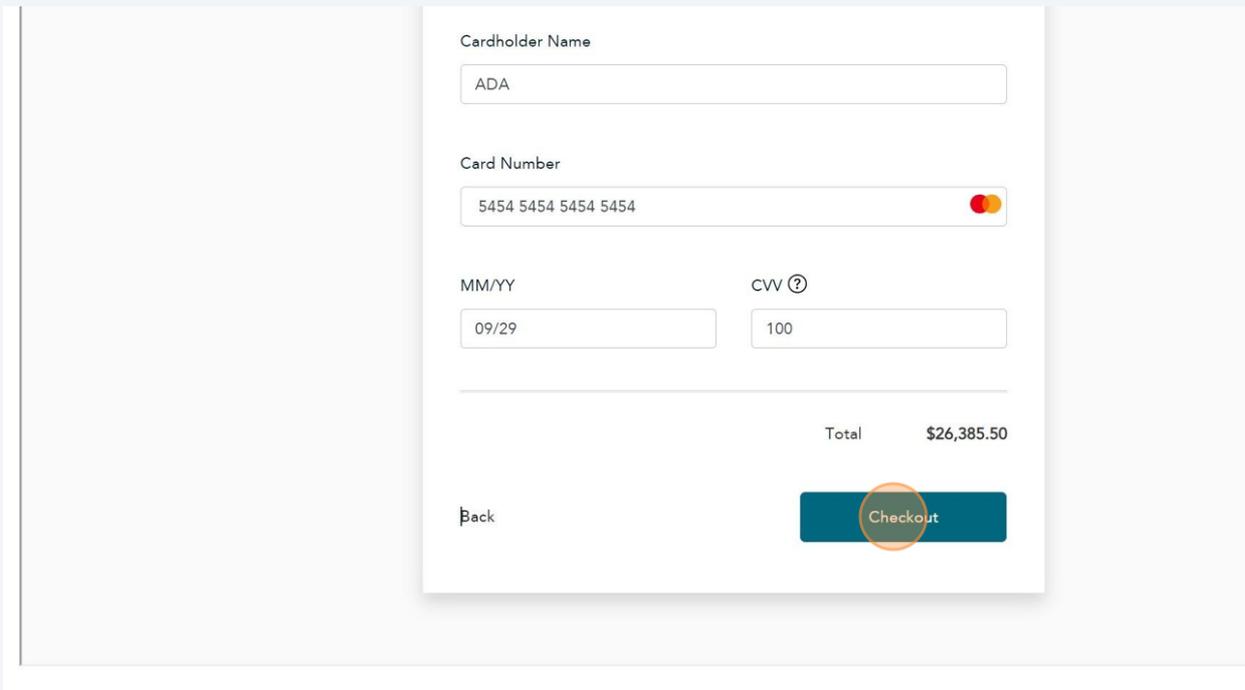
Cardholder Name

Card Number

MM/YY CVV

Total \$26,385.50

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



Cardholder Name
ADA

Card Number
5454 5454 5454 5454

MM/YY
09/29

CW ⓘ
100

Total \$26,385.50

Back [Checkout](#)

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

Transaction Approved

 Print

[Click to Return to Portal](#)

Transaction Approved

Order Number : PortalTxn_

Amount :

First6 and Last4 Digit of Card Number : 5454

Transaction Type : 200

Approval Code : KN8

Reference Number : 660188540010

Transaction Number : 3552-

Transaction Datetime : 2024-0



Congratulations! You have successfully submitted a payment for "Pending Applications" in the TSSA Client Portal.

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

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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.