

How to submit "BPV Inspection" application



This guide will provide you with step-by-step instructions on how to submit an application for "BPV Inspection" in the TSSA Client Portal.



Important: Contracting individuals/ companies will submit the inspection requests on behalf of the business owner as **"Third Party Submitters"**.

1

Click **"Create Account"** if you do not have a TSSA individual or organization account.

Click **"Link Existing Account"** if either you or your company already possesses an account with TSSA. Proceed to establish the connection with that existing account. You will then be associated with your personal or company account as either a **Portal Manager** or a **Portal User**.

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.

| | |
|---|--|
| <p>New Customers</p> <p>Create an Individual account if you are applying for:</p> <ul style="list-style-type: none">• A personal certificate <p>For all other requests create an Organization account</p> <ul style="list-style-type: none">• We require the company's legal entity details, i.e., corporation number or business identification number. <p>Third Party Property Management Companies</p> <p>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.</p> <p>If you do not have an account with TSSA:</p> <ul style="list-style-type: none">• 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. | <p>Existing Customers</p> <p>Link to your TSSA account with,</p> <ul style="list-style-type: none">• Invoice or inspection report or• Valid authorization (licence/certificate/registration, etc.) or• Account Access Key <p>Third Party Submitters</p> <p>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.</p> <p>If you do not have an account with TSSA:</p> <ul style="list-style-type: none">• 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 completed |
|---|--|

[Create Account](#) [Link Existing Account](#)

2


After your account has been linked and visible under **Portal Manager / Portal User**, you can link to your **customer's account** as a **Third-Party Submitter**.


From the **"Link Existing Account"** page, select **"Account Type"** as **"Organization"**.

Enter your **"Customer's TSSA Account Number"** and select **"Third Party Submitter"** from the drop-down list.


[Customer Portal](#) > [Accounts](#) > Customer Portal - Link Account

Link Existing Account


Account Type* 


Organization 

Account Number* *(Enter the complete TSSA Customer/Account number, including all leading zeros, if applicable. The assigned TSSA Customer/Account Number can be found on an issued invoice.)*




Customers need to provide specific account information to link the TSSA Customer Portal to an existing account. Please ensure you have one of the following pieces of information on hand:

1. Account Access Key,  or
2. Active Authorization and Expiry Date, or
3. Invoice information, any invoice issued in the prior year as of current date that contains: Invoice number, Invoice amount, Invoice date, or
4. Inspection Report Number & Completion Date, any Inspection Report issued in the prior year as of current date


Account Connection 

Type of Account Connection*

Third Party - Submitter 


Account for the Submitter transacting on behalf of an owner/operator to apply for a service with TSSA, i.e. Engineering Firm, Contractor, etc. The Consent to Grant Third Party Access must be uploaded for this process.

TSSA Third Party Submitter Accounts* *(No account found, click [here](#) to Create Account)*

Select Account 

Select Account

Up: Google O/A Google corp - 003019136

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

3


Your account should be visible in the **TSSA Third Party Submitter Accounts** dropdown list. If you don't see it, please contact **1-877-682-8772** or email **customerservices@tssa.org** with your **TSSA Account number** and **name**.

Click the **Browse** button to upload "**Consent to Grant Third Party Access**". Click the "**Validate and Link**" button to link the **Customer Account**.


Once your customer's account has been validated and linked to your account, you'll see it listed under "**Submitter Client Account**" on the "**Accounts**" page of the portal.

Customers need to provide specific account information to link the TSSA Customer Portal to an existing account. Please ensure you have one of the following pieces of information on hand:


1. Account Access Key,  or
2. Active Authorization and Expiry Date, or
3. Invoice information, any invoice issued in the prior year as of current date that contains: Invoice number, Invoice amount, Invoice date, or
4. Inspection Report Number & Completion Date, any Inspection Report issued in the prior year as of current date

Account Connection 

Type of Account Connection*


Third Party - Submitter 

TSSA Third Party Submitter Accounts* (No account found, click [here](#) to Create Account)

Select Account 

Select Account

Up: Google O/A Google corp - 003019136

Please upload a file.
File Formats: JPEG, PNG, ZIP, PDF 

Cancel Validate and link

4

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

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 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 request for.
- The [Consent to Grant Third Party Access] form will need to be completed.

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Click "**Boilers & Pressure Vessels Inspection**" link under "**Online Applications**".

Home Accounts Applications Invoices

[Customer Portal](#) > Applications

Online Applications

| | |
|--|---|
| Boilers & Pressure Vessels Design Registration ⓘ | Fuels Safety Registration in Ontario as |
| 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

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Review the instructions carefully.

[Customer Portal](#) > [Applications](#) > BPV Installation Inspection

BPV Inspection

Technical Standards and Safety Authority

Instructions Inventory Details Billing Customer Inspection Site Safety Measures Review Documents

1. A separate request must be submitted for each inspection type and each inspection site.
2. If you are a third-party submitter and not the device Owner, you must select the service account of the Owner when requesting an inspection. You will have the option to change the billing account to your company's TSSA account.
3. **The TSSA Client Portal cannot be used for Piping, Hot Tap, or Periodic Inspection requests.**
Refer to the links below for these inspection requests:
 - a. [Piping Inspection Request Form](#)
 - b. [Hot Tap Inspection & Uninsured Devices Periodic Inspection Request Form](#)
4. For sites on federal property where federally regulated activity takes place, or for sites on Reserve or Indigenous Lands, contact the **Client Portal**. Please refer the instructions at - [Schedule an Inspection | TSSA](#).
5. To submit an application for the following Inspection Types, click on the "Device Details" tab.
 - a. **BPV Installation Inspection:** Select this application to register your device with TSSA and obtain a Certificate of Inspection. All required documents must be submitted with your application:

7

Select a **"TSSA Customer Account"**. Click **"Next"** to begin entering the **"Inventory Details"**.

Note: For Installation inspection, if you are a **third-party submitter/contractor**, select the **account of the device owner**, since the **Certificate of Inspection** will be issued in the name of the device owner. You can change the billing account in the **"Billing Customer"** tab.

- a. [Piping Inspection Request Form](#)
 - b. [Hot Tap Inspection & Uninsured Devices Periodic Inspection Request Form](#)
4. For sites on federal property where federally regulated activity takes place, or for sites on Reserve or Indigenous Lands, do not proceed on the TSSA Client Portal. Please refer the instructions at - [Schedule an Inspection | TSSA](#).
5. To submit an application for the following Inspection Types, click on the "Device Details" tab.
- a. **BPV Installation Inspection:** Select this application to register your device with TSSA and obtain a Certificate of Inspection (COI). The following documents must be submitted with your application:
 - i. A photo of the device nameplate
 - ii. [TSSA First Data Report](#) (completed to the best of your knowledge)
 - iii. Manufacturer's Data Report (ASME or Jurisdictional), if available
 - b. **New Manufacturing (Shop Fabrication) Inspection:** Select this application if you are manufacturing new boilers, pressure vessels or code parts or

Select Account

- CANA
- COST
- Googl
- IBM O
- LINDE
- Niyah:
- MCDC
- MINIS
- OCSC
- SUNC
- TORO
- TORO
- Trevor

Select Account

Cancel Next

8 Select one of the following **"Inspection Type"**:

- BPV Installation Inspection
- Shop Fabrication
- Repair
- Alteration
- Welders/Brazers
- Other/ Special

Note: A separate request must be submitted for each **inspection type** and each **inspection site**.

Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection ⓘ
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ
For requests that do not apply to any of the above Inspection Types

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

Service Priority*

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection

9

If you selected **"BPV Installation Inspection"**, then enter the total **"Number of Devices"**.

Note: Installation Inspections must be prepaid before we can schedule an inspection.

The **prepayment amount** is per device and will be calculated and shown under the **"Fees"** tab and includes the fees for the **"Certificate of Inspection" (COI)**.

Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection ⓘ
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Number of Devices:*

Is the request for inspection of an existing or new devices*

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ
For requests that do not apply to any of the above Inspection Types

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

Service Priority*

Name of Designated TSSA Inspector:

10

Answer, "Is the request for inspection of existing or new devices?" Select "Existing" or "New".

Note: Select "Existing" only if you have the "TSSA Inventory Number / UID".

Instructions **Inventory Details** Billing Customer Inspection Site Safety Measures Review Documents Fees

Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection ⓘ
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Number of Devices:*
1

Is the request for inspection of an existing or new devices*
--Select--
--Select--
Existing
New

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ
For requests that do not apply to any of the above Inspection Types

Preferred Timing of Inspection

Preferred Inspection Date:*
Alternate Inspection Date:*

11

If you click the **"Existing"** option from the dropdown menu, then select **"TSSAID/Inventory ID"** from the dropdown list.

Tip: You can even search by the **site location/address** of the Inventory and start by typing the number or **location/city/address** of the device.

Note: For multiple devices, only select the **Inventory Number** of devices that are located at the same site. If devices are located at different sites, then request a separate application for each site.

Instructions **Inventory Details** Billing Customer Inspection Site Safety Measures Review Documents Fees

Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection **i**
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Number of Devices* Is the request for inspection of an existing or new devices*

Please Select TSSAID/Inventory ID* **i**

If you do not have the TSSA Inventory #, please contact inspectionsscheduling@tssa.org

None selected

Search

Select all

- 100000607 (Site: 1900 CYRVILLE RD, GLOUCESTER, ON, K1B 1A5, Canada)
- 100000611 (Site: 1900 CYRVILLE RD, GLOUCESTER, ON, K1B 1A5, Canada)
- 100000608 (Site: 1900 CYRVILLE RD, GLOUCESTER, ON, K1B 1A5, Canada)
- 100000609 (Site: 1900 CYRVILLE RD, GLOUCESTER, ON, K1B 1A5, Canada)
- 100025463 (Site: 110 RITSON RD N, OSHAWA, ON, L1G 1Z7, Canada)
- 100025464 (Site: 110 RITSON RD N, OSHAWA, ON, L1G 1Z7, Canada)

Other **i**
For requests that do not apply to any of the above Inspection Types

12 If you selected "New", then enter the "CRN Number" and "Serial Number".

Note: Select "New" if:

- This is the installation of a **new boiler(s) or pressure vessel(s)**
- The Device is moving to **another site location** (even within the same building)
- The Device was **never registered with TSSA** and does not have a **TSSA Inventory UID**

Enter the **Serial Number** as per the **nameplate** or as mentioned in the **Manufacturer's Data Report**.

Please select ONE Inspection Type
Separate Application is required for each additional Inspection Type

BPV Installation Inspection ⓘ
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Number of Devices:* Is the request for inspection of an existing or new devices* ▼

CRN Number ⓘ Serial Number*

| CRN Number | Serial Number | Asset Type |
|---------------|---------------|------------|
| No data added | | |

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ

13

Click the "Add" button.

Note: Select the "Add" button again to add more **Device CRN Numbers**.


Tip: If the **CRN Number** cannot be added, then please send an email to - "**inspectionscheduling@tssa.org**" with the **CRN Number** and the **photo of the device nameplate**. **Subject Line:** BPV Install Inspection - Portal - Unable to add CRN.

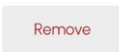
Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection ⓘ
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection (COI)

Number of Devices* Is the request for inspection of an existing or new devices*

CRN Number * ⓘ Serial Number* 

| CRN Number | Serial Number | Asset Type | |
|------------|---------------|------------|---|
| M10204.5 | 123 | Boiler |  |

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

14

If you selected **"Shop Fabrication"**, then select either the **"Conventional"** or the **"Nuclear"** option.

Please select ONE Inspection Type

Separate Application is required for each additional Inspection Type

BPV Installation Inspection **i**
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection

Shop Fabrication **i**
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Conventional Nuclear

Repair **i**
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration **i**
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer **i**
Qualification of Welders/Brazers

Other **i**
For requests that do not apply to any of the above Inspection Types

15

If you selected **"Repair"**, then select the **"Field Device Information"**.

Tip: Alternatively, you can start typing the **Inventory Number** or **CRN**.

BPV Installation Inspection **i**
Inspection of NEWLY Installed or MOVED New/Used Boilers or Pressure Vessels to OBTAIN a Certificate of Inspection

Shop Fabrication **i**
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair **i**
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

If the Inventory ID is not available or is not visible in the list, please contact TSSA Workforce Planning at [inspection](#)

Field Device Information (Example: TSSA ID or Inventory Number/ CRN Number)*

1000
Qualification of Welders/Brazers

Other **i**
For requests that do not apply to any of the above Inspection Types

16

If you selected "**Alteration**", then select the "**TSSAID or Inventory ID/CRN Number**".

Tip: Alternatively, you can start typing the **Inventory Number** or **CRN**.

Shop Fabrication **i**
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair **i**
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration **i**
Inspection of Shop or Field Altered Boilers and Pressure Vessels

If the Inventory ID is not available or is not visible in the list, please contact TSSA Workforce Planning at inspectionsscheduling@tssa.org.

Please Select TSSAID or Inventory ID/CRN Number (or SAN CRN, if available)*

--Please Select--

--Please Select--

100C

For requests that do not apply to any of the above Inspection Types

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

Service Priority*

--Select--

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection

17

If you selected "**Welder/Brazer**", then enter the "**Number of Welder/Brazer Tickets**".

Repair **i**
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration **i**
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer **i**
Qualification of Welders/Brazers

Number of Welder/Brazer Tickets:*

Other **i**
For requests that do not apply to any of the above Inspection Types

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

18

If you select **"Other"** and choose the types from the dropdown list, then you will be able to select multiple options.

Note: Provide further description for the type of work, if applicable.

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ
For requests that do not apply to any of the above Inspection Types

Other Types*
None selected

Special
 WPS/BPS Qualification
 Proof Testing - Fittings
 NDE Demonstration
 Consultation/Meeting
 Others (Specify)

Additional Description for the Visit:

Alternate Inspection Date*:

Service Priority*
--Select--

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection

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Note: Only if you select **"Special"**, then you cannot select any other types.

Shop Fabrication ⓘ
Inspection of Shop Fabricated Boilers, Pressure Vessels, and Code Parts

Repair ⓘ
Inspection of Shop or Field Repaired Boilers and Pressure Vessels

Alteration ⓘ
Inspection of Shop or Field Altered Boilers and Pressure Vessels

Welder/Brazer ⓘ
Qualification of Welders/Brazers

Other ⓘ
For requests that do not apply to any of the above Inspection Types

Other Types*
Special

Special
 WPS/BPS Qualification
 Proof Testing - Fittings
 NDE Demonstration
 Consultation/Meeting
 Others (Specify)

Additional Description for the Visit:

Alternate Inspection Date*:
03/29/2024

Service Priority*
Regular

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection

20 Select the "Preferred Inspection Date".

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

Service Priority*

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection:

March 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

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Need Help?

Anywhere you see an information icon ⓘ, please 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)



21 Select the "Alternate Inspection Date".

Preferred Timing of Inspection

Preferred Inspection Date:*

Alternate Inspection Date:*

Service Priority*

Additional Information about the Device / Job / Inspection:

March 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

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Toll-Free: 1-877-682-TSSA (8772)



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Select the **Priority** as "**Regular**" or "**Expedited/Rush**". Click the "**Next**" button.

Note: Expedited/Rush requests will have an additional charge.

Preferred Timing of Inspection

Preferred Inspection Date*

03/21/2024

Alternate Inspection Date*

03/22/2024

Service Priority*

--Select--

Name of Designated TSSA Inspector:

Additional Information about the Device / Job / Inspection

Cancel

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Need Help?

Anywhere you see an information icon , please 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).



23 The "**Billing Customer**" tab will appear.

Answer, "**Is Billing Customer Same as Device Owner?**" Select "**Yes**" or "**No**".

Note: Select "**Yes**" if invoices have to be issued in the **name of the Device Owner**.

[Customer Portal](#) > [Applications](#) > BPV Installation Inspection

BPV Inspection

Technical Standards and Safety Authority

Instructions Inventory Details **Billing Customer** Inspection Site Safety Measures Review Documents Fees

Is Billing Customer Same as Device Owner?
 Yes No

Billing Account Number *¹ Purchase Order Number (if applicable)

Billing To Account Address*

24 If you selected, Yes-is Billing Customer Same as Device Owner, then the "**Billing Account Number**" will appear.

[Customer Portal](#) > [Applications](#) > BPV Installation Inspection

BPV Inspection

Technical Standards and Safety Authority

Instructions Inventory Details **Billing Customer** Inspection Site Safety Measures Review Documents Fees

Is Billing Customer Same as Device Owner?
 Yes No

Billing Account Number *¹ Purchase Order Number (if applicable)

Billing To Account Address*

25

If you select **"No"**, then select the **"TSSA Third Party Accounts"** from the dropdown list.

Note: Select **"No"** if invoices should be issued in the name of the **Third Party Submitter/Contractor**.

[Customer Portal](#) > [Applications](#) > BPV Installation Inspection

V Inspection

Technical Standards and Safety Authority

Instructions Inventory Details **Billing Customer** Inspection Site Safety Measures Review Documents Fees

Is Billing Customer Same as Device Owner?*

Yes No

TSSA Third Party Accounts*

--Please Select--

Billing Account Number *¹

Purchase Order Number (if applicable)

Billing To Account Address*

Cancel Back Next

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Select the **"Billing To Account Address"** and click **"Next"** to move to the **"Inspection Site"** tab.

Note: Select the correct **"Billing address"** for the invoice.

DPV Inspection

Technical Standards and Safety Authority

Instructions Inventory Details **Billing Customer** Inspection Site Safety Measures Review Documents Fees

Is Billing Customer Same as Device Owner?
 Yes No

TSSA Third Party Accounts*
Google O/A Google corp - 003019136

Billing Account Number * 1
0031

Purchase Order Number (if applicable)

Billing To Account Address*
--Please Select--

Cancel Back Next

Learn

Company

Need Help?



27 Select either **"Existing"** or **"New"**.

If you select **"Existing"**, then select **"Account Site Address"**.

Note: The **"Existing"** option indicates that the site address exists in the **device owner/your account**. Check or search the addresses here before adding a new site address.

Review & select existing site addresses or, if applicable, add new site address.

Existing

Account Site Address*

--Please Select--

| | | |
|--|-----------------|----------------------------|
| IA COMFORT STATION | CHARLESTON LAKE | Woodvale Rd. Lansdowne, ON |
| Chippenham Dr, Mississauga, Ontario, L5H | | |

Phone Number*

Phone Extension

Email*

Is the site used for agricultural purpose?*

--Select--

Does this site require Bio Security?*

--Select--

Cancel Back Next

28

If you select "**New**", then enter the "**Site Address**".

Note: Enter a **new address**, only if the site address does not exist in the account.

Review & select existing site addresses or, if applicable, add new site address.

Existing
 New

Site Address
Search and Select Address (Addresses can be searched and selected. You may also edit or directly enter the address)

| | |
|---|--|
| <input type="text"/> | Site Name <input type="text"/> |
| Street Number/Name* <input type="text"/> | Unit/Suite <input type="text"/> |
| Country* <input type="text"/> | Province/State* <input type="text"/> |
| City* <input type="text"/> | Postal/Zip Code* <input type="text"/> |

Contact Details of person at Inspection Site

| | |
|---------------------------------------|---|
| First Name* <input type="text"/> | Last Name* <input type="text"/> |
| Phone Number* <input type="text"/> | Phone Extension <input type="text"/> |

29

Note: For the **"Repair"** and **"Alteration"** inspection types, the **"Inspection Site"** tab will be displayed differently.

The **Site Address** will be the current location of the selected inventory and cannot be changed.

Technical Standards and Safety Authority

Instructions Inventory Details Billing Customer **Inspection Site** Safety Measures Review Documents Fees

Existing

Account Site Address*

Site (1900 CYRVILLE RD. GLOUCESTER, ON, K1B 1A5, Canada) ▼

Contact Details of person at Inspection Site

| | |
|---------------------------------------|---|
| First Name* | Last Name* |
| <input type="text"/> | <input type="text"/> |
| Phone Number* | Phone Extension |
| <input type="text"/> | <input type="text"/> |
| Email* | Is the site used for agricultural purpose?* |
| <input type="text"/> | --Select-- ▼ |
| Does this site require Bio Security?* | |
| --Select-- ▼ | |

30

Enter the following **Contact Details** of the person who will meet the Inspector onsite:

- First Name
- Last Name
- Phone Number
- Email

| | |
|---|---|
| 928 Scarlett Rd | |
| Country* Canada | Province/State* Ontario |
| City* Etobicoke | Postal/Zip Code* M9P 2V5 |
| Contact Details of person at Inspection Site | |
| First Name* | Last Name* |
| Phone Number* | Phone Extension |
| Email* | Is the site used for agricultural purpose?* |
| Does this site require Bio Security?* | --Select-- |

Cancel Back Next

31 Answer, "Is the site used for agricultural purpose?" Select "Yes" or "No".

on Site

Last Name*
Shelby

Phone Extension

Is the site used for agricultural purpose?*

--Select--

Cancel Back Next

32 Answer, "Does this site require Bio Security?" Select "Yes" or "No".

Click "Next".

Phone Number*
(437) 766-3861

Phone Extension

Email*
adashelbytssa@gmail.com

Is the site used for agricultural purpose?*

Yes

Does this site require Bio Security?*

--Select--

Cancel Back Next

33

Answer, "Is this a Healthcare Facility, Long Term Care Facility, Retirement Home, or Educational Institution?" Select "Yes" or "No".

Home Accounts Applications Invoices

Customer Portal > Applications > BPV Installation Inspection

BPV Inspection

Technical Standards and Safety Authority

Instructions Inventory Details Billing Customer Inspection Site **Safety Measures** Review Documents Fees

Is this a Healthcare Facility, Long Term Care Facility, Retirement Home, or Educational Institution?
--Select--

Is special safety training required to access the site?*--Select--

Cancel Back Next

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34

Answer, "Is special safety training required to access the site?" Select "Yes" or "No".

Billing Customer Inspection Site **Safety Measures** Review Documents Fees

Is this a Healthcare Facility, Retirement Home, or Educational Institution?
--Select--

Is special safety training required to access the site?*--Select--

Cancel Back Next

35

If you selected "Yes", enter the "Description of Safety Training/Protocols" and "Duration of Training". Click "Next" to review the summary of information you entered.

The screenshot shows a web application interface for a BPV Inspection. At the top, there is a dark navigation bar with links for Home, Accounts, Applications, and Invoices. Below this is a breadcrumb trail: Customer Portal > Applications > BPV Installation Inspection. The main heading is "BPV Inspection" with a sub-heading "Technical Standards and Safety Authority". A horizontal menu contains several tabs: Instructions, Inventory Details, Billing Customer, Inspection Site, Safety Measures (which is highlighted in red), Review, Documents, and Fees. The "Safety Measures" section contains two dropdown menus, both set to "Yes". The first dropdown is labeled "Is this a Healthcare Facility, Long Term Care Facility, Retirement Home, or Educational Institution?". The second dropdown is labeled "Is special safety training required to access the site?". Below these are two text input fields: "Description of Safety Training/Protocols:" and "Duration of Training:". An orange circle highlights the first character in the "Description of Safety Training/Protocols:" field. At the bottom of the form are three buttons: "Cancel", "Back", and "Next".

36 Review the entered information.

Click "**Print Form**" to print a copy.

Note: You will not be able to edit any submitted information once you click "**Next**".

al Standards and Safety Authority

Inventory Details Billing Customer Inspection Site Safety Measures **Review** Documents Fees

Print Form

Inventory Details

Inspection Type **BPV Installation Inspection** Service Priority **Regular**

Preferred Inspection Date **03/21/2024** Name of Designated TSSA Inspector **Ada Shelby**

Additional Information about the Device / Job / Inspection

Number Of Devices **1** Is the request for inspection of an existing or new devices **Existing**

Selected TSSAID/Inventory ID **I00025465 (Site: 148 Woodvale Rd, Lansdowne, ON, K0E 1L0, Canada)**

37 Review the "**Access and Privacy code**".

TSSA

| Description of Safety Training/Protocols | Duration |
|--|----------|
|--|----------|

Please refer to the link for our [Access and Privacy code](#). If this request includes a release of personal information, T effected party

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

Please enter your full name to sign electronically*

March 15, 2024

Application cannot be edited after you proceed to Next staae. Please review and cor

38 Click the **"Terms of the Application Declaration"**.

res

Description of Safety Training/Protocols g Duration of Training: h

Please refer to the link for our [Access and Privacy code](#). If this request includes a release of personal information, TSSA will require consent from the effected party

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

Please enter your full name to sign electronically*


March 15, 2024

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

Cancel Back Next

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39 Review the Terms of the Declaration. Click the **"Accept"** button.

rtify that the information I have provided on this application is true and correct. I statement may result in the revocation of the authorization and failure to provide the delayed processing and/or approval of the requested service.

ier/licensee of the device/facility/business I am responsible for the operation and for is properly serviced and maintained as required under the Technical Standards and

lication may be releasable to third parties upon request pursuant to TSSA's Access

Decline

Accept

edited after you proceed to Next stage. Please review and confirm all details.

Cancel

Back

Next

40

Once you select "**Accept**", a check mark will be placed beside "**I agree to the Terms of the Application Declaration**".

Enter your **full name** to **sign the form electronically** and click "**Next**".

Please refer to the link for our [Access and Privacy code](#). If this request includes a release of personal information, TSSA will require consent from the effected party

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

Please enter your full name to sign electronically*

March 15, 2024

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

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If experiencing technical difficulties, please contact



41 Click "**Browse**" to upload the required documents.

Acceptable document formats include JPEG, PNG, ZIP, and PDF. Otherwise, an error will be displayed.

Note: For **Installation Inspections**, upload the mandatory documents for each device to be inspected. Documents are optional for all other types of inspection requests.

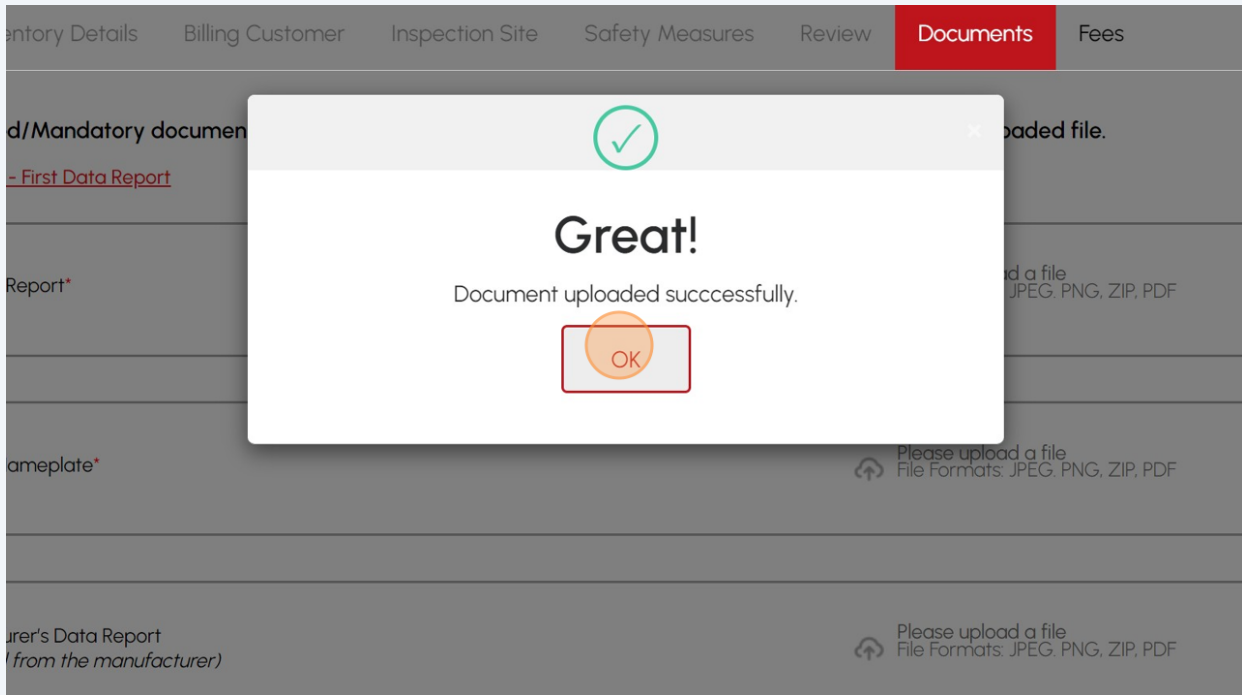
The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Instructions, Inventory Details, Billing Customer, Inspection Site, Safety Measures, Review, Documents (highlighted in red), and Fees. Below the navigation bar, a message states: "For the Required/Mandatory documents are marked with an asterisk (*), you may click Replace to modify an uploaded file." Below this message is a link: [Download PDF - First Data Report](#). The main content area contains a list of four document upload fields, each with a description, a file upload icon, a text prompt, supported file formats, and a "Browse" button.

| Document Name | File Upload Prompt | File Formats | Action |
|--|----------------------|-----------------------------------|--------|
| First Data Report* | Please upload a file | File Formats: JPEG, PNG, ZIP, PDF | Browse |
| Photo of Nameplate* | Please upload a file | File Formats: JPEG, PNG, ZIP, PDF | Browse |
| Manufacturer's Data Report (Obtained from the manufacturer) | Please upload a file | File Formats: JPEG, PNG, ZIP, PDF | Browse |
| Photo of Installation of device along with surrounding area | Please upload a file | File Formats: JPEG, PNG, ZIP, PDF | Browse |

42

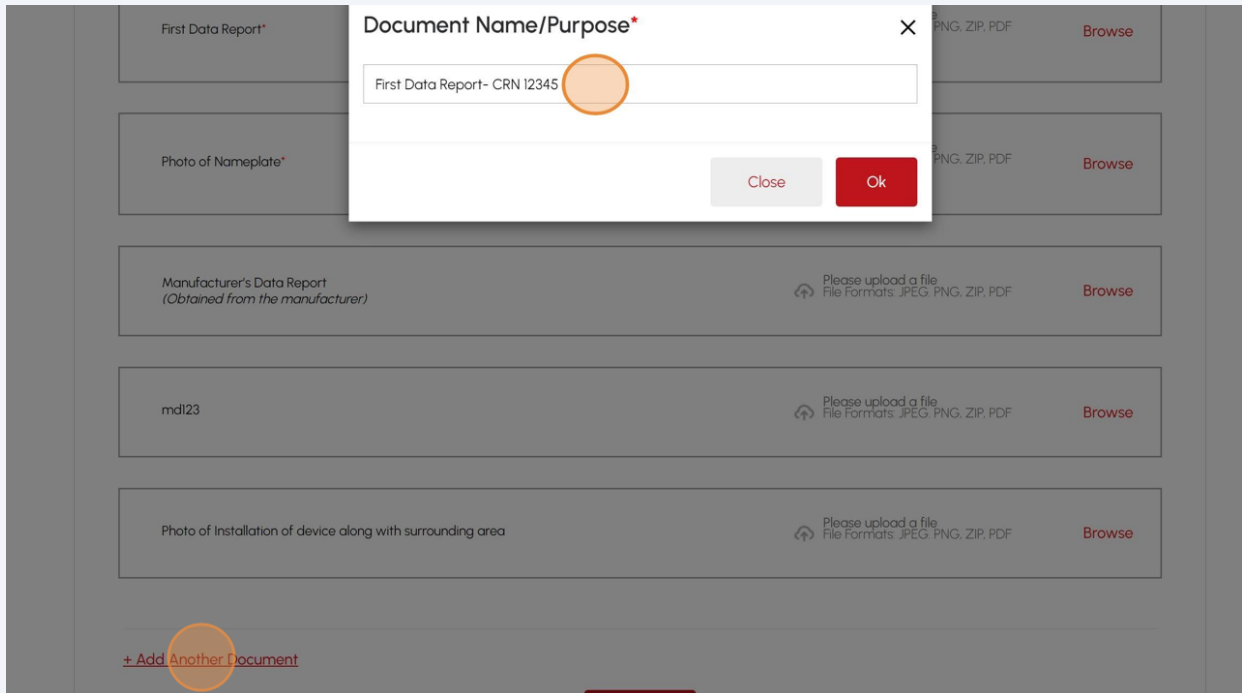
A notification will appear the document has been uploaded successfully. Click "OK" to close the window.

Note: To replace an incorrect **document/file** already uploaded, click "**Replace**" and then select the correct "**document/file**".



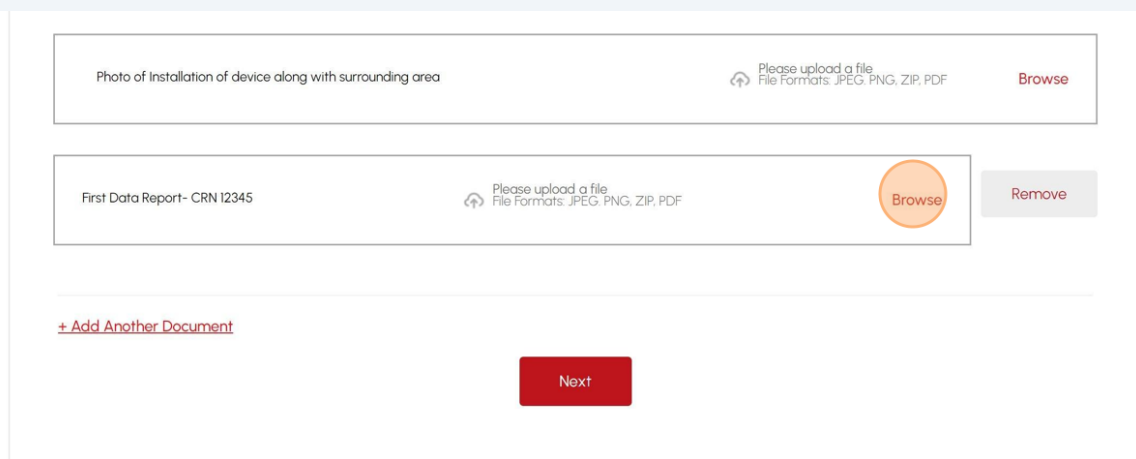
43 To add additional documents, click the **"Add Another Document"**.

Enter the **"Document Name/Purpose"** and click the **"Ok"** button to proceed to upload the document/file.



44 The document name will appear on the **"Documents"** tab. Select **"Browse"** to upload the required document.

Once you upload all the documents, click **"Next"** to begin the payment process.



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Anywhere you see an information icon **i**, please 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: 1-877-400-TSSA (8778)



45 The detailed **prepayment fees** for the application will appear. **Review** the details.

Select one of the payment methods:

- Credit Card
- Cheque
- EFT
- Wire

Note: Prepayment is applicable only for **Installation inspections**. For all other inspection requests, click on the **"Submit"** button. Inspection will be scheduled based on **urgency/nature of the job / Inspector's availability** and a confirmation **notification** will be sent.

Important: Note the **Application Number** for future reference.

Sub Total:
Taxes:
Total Amount
Owing:


Payment is required for application to be processed.

Select Payment Method Type*

Select
Credit Card
Cheque
EFT
Wire

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46

If you selected **"Cheque"**, then click on the **"Payment Details"** hyperlink. The payment details will appear.

| | |
|---------------------|----------|
| Taxes: | \$50.57 |
| Total Amount Owing: | \$541.07 |

Payment is required for application to be processed.

Select Payment Method Type*

Cheque

Click to see [Payment Details](#)

Submit

Company Need Help?

47

Gather the details to make payment for **"Cheque or Money Order"**.

Follow the same steps to gather information when making payments for EFT and Wire.

Click **"Ok"** to close the window.

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

Submit

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Anywhere you see an information icon , please 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)



48

If you selected "**Credit Card**" as the method of payment. Click on "**Pay by Credit Card**".

Items

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

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

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Anywhere you see an information icon ⓘ, please 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)



49

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

Amount to Pay: 541.07

Payment Id : PortalTxn_1863

Application Number AP00001363





Click to proceed to Secure Page

50 Enter the **Credit Card details:**

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


Instructions Inventory Details Billing Customer Inspection Site Safety Measures Review Documents Fees **Payment**

kevin - QA Store

Cardholder Name

Card Number

MM/YY CVV 

Total \$541.07

51

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

The screenshot shows a payment form with the following fields and elements:

- Payment logos: VISA, Mastercard, American Express, DISCOVER, JCB.
- Cardholder Name:
- Card Number: (with a Mastercard logo icon on the right)
- MM/YY:
- CW ⓘ:
- Total: \$541.07
- Buttons: "Back" and "Checkout" (the "Checkout" button is highlighted with an orange circle).

52

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



Transaction Approved

Order Number : PortalTxn_1863

Amount : \$541.07

Last 4 Digit of Card Number : *****5454

Transaction Type : 200

Approval Code : KN2

Reference Number : 66018854001

Transaction Number : 9264-

Transaction Datetime : 2024-03-15 07:35:28



Congratulations! You have successfully reviewed how to submit an application for "BPV Inspection" in the TSSA Client Portal.

53

Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions and provide the Application Number received, with your query.