# How to update your Profile Name

1

tion request,



This guide will provide you with step-by-step instructions on how to update your "Profile Name" in the TSSA Client Portal.

From the Client Portal homepage, click the **"Portal Profile"** button located on the top-right of the page. The **"Portal Profile"** will appear.

	Profile Sign out					
Home Accounts Applications Invoices						
mer Portal						
he to the TSSA portal, where, customers can view and manage of	account information, submit application requests, pay invoices and more.					
ustomers	Existing Customers					
an Individual account if you are applying for:	Link to your TSSA account,					
rsonal certificate	Invoice or inspection report or					
ther requests create an Organization account	<ul> <li>Valid authorization (licence/certificate/registration, etc.)</li> </ul>					
equire the company's legal entity details, i.e., corporation per or business identification number.						
Party Property Management Companies	Third Party Submitters					
your own TSSA account prior to linking to the owner/operator h to transact on behalf of, i.e. pay an invoice, submit an	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:

## 2 Remove the old "First Name" and "Last Name".

rtal Profile				
First Name *				
Ada				
Last Name *				
Shelby				
Email Address	*			
Email Address				
adashalbytssa@	imail com			
adashelbytssa@	mail.com			
adashelbytssa@	ımail.com			
adashelbytssa@ Email addre	mail.com ss information ma	nnaged via TSSA.	Account contacts.	
adashelbytssa@ Email addre	mail.com	nnaged via TSSA.	Account contacts.	
adashelbytssa@ Email addre	ımail.com ss information ma	maged via TSSA.	Account contacts.	
adashelbytssa@ Email addra	ımail.com ss information ma	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addra	ımail.com ss information ma	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addro	ımail.com ss information ma	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addr	mail.com	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addr	mail.com	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addr	mail.com	unaged via TSSA.	Account contacts.	
adashelbytssa@ Email addr	mail.com	unaged via TSSA.	Account contacts.	

## 3 Enter the new "First Name" and "Last Name".

### Click the **"Update"** button.

First Name *					
Eric					
Last Name *					
Lee					
Email Address *					
Email Address * adashelbytssa@gn	ail.com				
Email Address * adashelbytssa@gn Email address	ail.com	anaged via TS	SA Account co	ntacts.	
Email Address * adashelbytssa@gn Email address	ail.com	aanaged via TS	SA Account co	ntacts.	
Email Address * adashelbytssa@gn Email address	ail.com	aanaged via TS	SA Account co	ıtacts.	
Email Address * adashelbytssa@gn Email addres:	ail.com	aanaged via TS	SA Account co	itacts.	
Email Address * adashelbytssa@gn Email addres:	ail.com	anaged via TS	SA Account coi	ıtacts.	

### 4 The **"Saved"** notification will appear.

A	Home	Accounts	Applications	Invoices		
Saved						x
Learn Training Docume Training Videos	ents	Comp	aany any News	Need Help? Anywhere you see it for more details. If experiencing tect TSSA's Customer C Available Monday t p.m. (excluding holi Toll-Free: 1-877-68: Email: customersen	an information icon ①, please click hnical difficulties, please contact Contact Centre. to Friday from 8:00 a.m. to 5:00 idays). 2-TSSA (8772) vices@tssa.org	TSSA
		Privac	v and cookies	Terms of use	TSSA Website	

3

**5** The updated name will appear in the **"Accounts"** tab.

s Applications Invoices				
		Create Accour	nt Link Ex	isting Accoun
Account Number: <b>47</b>	Inventory	Authorizations	Work Orders In Progress	Unpaid Invoices
Account Number: 003019	<u>0</u> Inventory	<u>0</u> Authorizations	<u>0</u> Work Orders In Progress	<u>0</u> Unpaid Invoices
Account Number: 003019	<u>Q</u> Inventory	Q Authorizations	Q Work Orders In Progress	<u>Q</u> Unpaid Invoices
	Applications Invoices Account Number: 47 Account Number: 003019 Account Number: 003019	Account Number: 47 Account Number: 0 003019 Account Number: Inventory Overtory Number: Inventory	s       Applications       Invoices         Create Account       Create Account         Account       Inventory         Number: 47       Inventory         Account       Q         Account       Q         Number:       Inventory         O3019       Inventory         Account       Q         Number:       O3019	s       Applications       Invoices         Create Account       Link Ex         Account Number: 47       Inventory       Authorizations       Work Orders In Progress         Account Number: 003019       Q Inventory       Q Authorizations       Q Work Orders In Progress         Account Number: 003019       Q Inventory       Q Authorizations       Q Work Orders In Progress

Congratulations! You have successfully reviewed how to update a profile name in the TSSA Client Portal.

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

í

6