How BPV Insurer/ Inspection Agency Submit Cancellation Requests



This guide provides essential steps for BPV Insurers and Inspection Agency to efficiently navigate the Client Portal for Submitting Cancellation Requests.

1 Navigate to "Client Portal" <u>http</u>	<u>)s:</u>	//clientportal.tssa.org	and log into the portal
			Sau Carl
TSSA Client Portal			
Welcome to the TSSA Client Portal! Click <u>have</u> to Sign in as an existing portal user or Sign up as a new portal user. Once you have successfully created your portal username and password, please link to your existing TSSA account. If you do not have a TSSA account, please proceed to creating an account.		Please use Chrome or Edge as your internet browser to access and submit applications through the TSSA Client Portor. Please and using the Scattor browser as it is currently incompatible with the TSSA Client Portal for conducting transactions.	
Don't want to Sign In? Make Payments or Cancel Inspection Appointment as a Guest			
Useful Links TSSA Website	→	Training Documents	•
News	+		-

2 Click "BPV Insurer" tab

Home A	ccounts Application	s Invoices				BPV Insurer
Home > Accounts						
li Saher Samnar	i!					
					Create Account L	ink Existing Account
ortal Manager 🕕						
Insurance A Div Of Insurar	ce Testing INC	Account Number: 003020527	2 Inventory	Q Authorizations	4 Work Orders In Progress	Q Unpaid Invoices
	Company	Need Hele?				
raining Documents	Company News	Anywhere you see an informat	tion icon () , please cl	lick it for more detai	ls.	
If experiencing technical difficulties, please contact						

Click "Cancellation of Insurer" section under the BPV Insurer Tab

Home Accounts Applicatio	ons Invoices					BPV Insurer	
surer Portal	Inventory						
Inventory Records Of Inspection	Search For Something.	Search For Something:					
Violations	Inventory #	Legacy Inventory Numbers	Account Name (Owner/Operator)	Site Name	Site Address	Asset Class	
Cancellation Of Insurer Upload ROI	65052690	1234567	Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel	
	<u>65052839</u>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel	
	<u>65052842</u>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel	
	65052844		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W. TORONTO, ON. M7A 1A2. Canada	Pressure Vessel	

4 Use the "Search Bar" to filter by: • Inventory Number • Legacy Inventory Numbers Account Name Site Name Site Address BPV Insurer Home Accounts Applications Invoices Insurer Portal Inventory arch For Something: Inventory Download Records Of Inspection Account Name Legacy Inventory Violations ÷ Site Name Site Address Inventory # Asset Class (Owner/Operator) Numbers Cancellation Of Insurer Gaurdians of the Galaxy A Div Of Guardians 111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada <u>65052690</u> 1234567 Site Pressure Vessel Upload ROI 111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada Gaurdians of the Galaxy A Div Of Guardians <u>65052839</u> Site Pressure Vessel

5 Double-click this checkbox and select one or mulitple records displayed on the list.

<u>65052842</u>

65052844

Gaurdians of the Galaxy A Div Of Guardians

Gaurdians of the Galaxy A Div Of Guardians Site

Site

111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada

111 WELLESLEY ST W. TORONTO, ON, M7A 1A2, Canada Pressure Vessel

Pressure Vessel

Certificates	100000410	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	
ancellation Of Insurer	100000414	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	
	100000418	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	
	100000419	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	
	100000421	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	
	100000423	Active (Insured)	INTACT INSURANCE	Hogwarts School of Magic	

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Click on "Cancel Insurer" button.

Cancellation of Insurer

earch For Something Q	9				Cancel Insurer		
Select All	Inventory #	Inventory Status	Insurer Name	Owner/Operator Name	Site Name	Site A	
	100000410	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Site	1 ELGIN ON, KIP	
	100000414	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Site	1 ELGIN ON, KIP	
	100000418	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Site	1 ELGIN ON, KIP	
	100000419	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Site	1 ELGIN ON, KIP	

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The "Submit Cancellation Request" notification will appear. Select "Continue" button.

Invoices	Cancellati Search For Some					
_	Select All	Inventory #	Insurer Name 🔶	Inventory Status	Owner/Operator Name	Site Name 💧 🕴
		100000034	Insurance A Div Of Insurance Testing INC	Active (Insured)	LOTR A Div Of Erober	Site