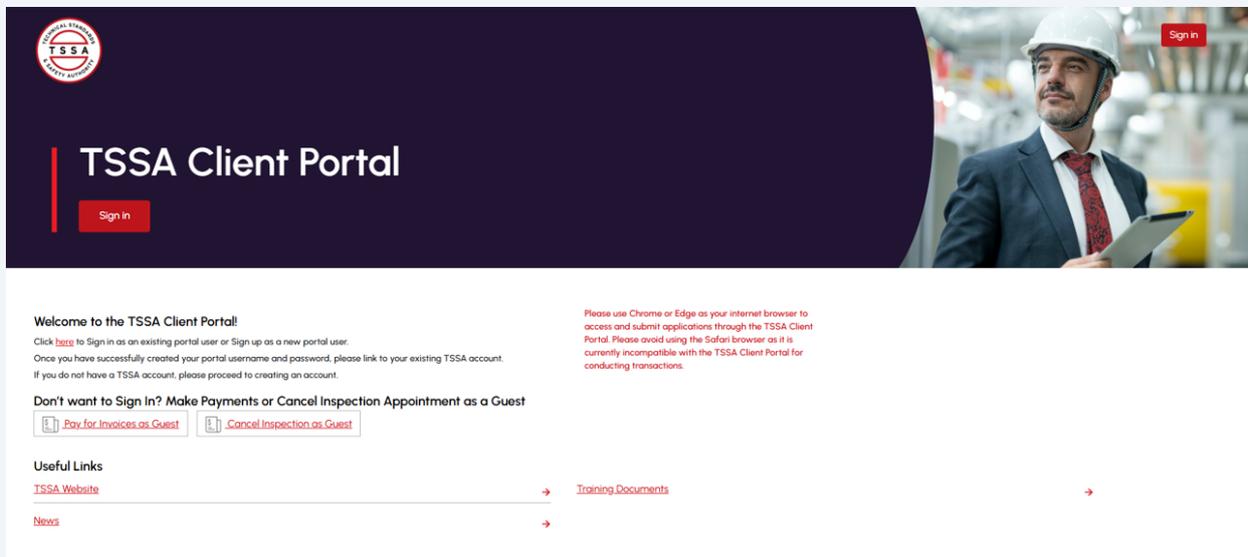


# How BPV Insurer/ Inspection Agency Submit Cancellation Requests



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" <https://clientportal.tssa.org> and log into the portal



## 2 Click "BPV Insurer" tab

Home Accounts Applications Invoices BPV Insurer

Home > Accounts

Hi Saher Samnani!

Create Account Link Existing Account

Portal Manager ⓘ

Insurance A Div Of Insurance Testing INC Account Number: 003020527 2 Inventory 0 Authorizations 4 Work Orders In Progress 0 Unpaid Invoices

Learn Training Documents Company Company News

**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)

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

Home Accounts Applications Invoices BPV Insurer

Insurer Portal

Inventory

Records Of Inspection

Violations

Cancellation Of Insurer

Upload ROI

**Inventory**

Search For Something:  Download

Inventory #	Legacy Inventory Numbers	Account Name (Owner/Operator)	Site Name	Site Address	Asset Class
<a href="#">65052690</a>	1234567	Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W. TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052839</a>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W. TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052842</a>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W. TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052844</a>		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

Insurer Portal

Home Accounts Applications Invoices **BPV Insurer**

**Inventory**

Search For Something  Download

Inventory #	Legacy Inventory Numbers	Account Name (Owner/Operator)	Site Name	Site Address	Asset Class
<a href="#">65052690</a>	1234567	Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052839</a>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052842</a>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel
<a href="#">65052844</a>		Gaurdians of the Galaxy A Div Of Guardians	Site	111 WELLESLEY ST W, TORONTO, ON, M7A 1A2, Canada	Pressure Vessel

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

Certificates

**Cancellation Of Insurer**

<input checked="" type="checkbox"/>	100000410	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Sit
<input type="checkbox"/>	100000414	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Sit
<input type="checkbox"/>	100000418	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Sit
<input type="checkbox"/>	100000419	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Sit
<input type="checkbox"/>	100000421	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Sit
<input type="checkbox"/>	100000423	Active (Insured)	INTACT INSURANCE	Hogwarts School of Magic	Sit

6 Click on "Cancel Insurer" button.

### Cancellation of Insurer

Search For Something

Cancel Insurer

<input type="checkbox"/> Select All	Inventory #	Inventory Status	Insurer Name	Owner/Operator Name	Site Name	Site Address
<input checked="" type="checkbox"/>	100000410	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Site	1 ELGIN ON, KIP
<input checked="" type="checkbox"/>	100000414	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Site	1 ELGIN ON, KIP
<input type="checkbox"/>	100000418	Active (Insured)	AVIVA CANADA INC.	Hogwarts School of Magic	Site	1 ELGIN ON, KIP
<input type="checkbox"/>	100000419	Active (Insured)	ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA	Hogwarts School of Magic	Site	1 ELGIN ON, KIP

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

Invoices

### Cancellation of Insurer

Search For Something

Submit Cancellation Request

Are you sure you would like to proceed with cancelling the selected insurers?

Cancel **Continue**

<input type="checkbox"/> Select All	Inventory #	Insurer Name	Inventory Status	Owner/Operator Name	Site Name	Site Address
<input checked="" type="checkbox"/>	100000034	Insurance A Div Of Insurance Testing INC	Active (Insured)	LOTR A Div Of Eraber	Site	3 A 3