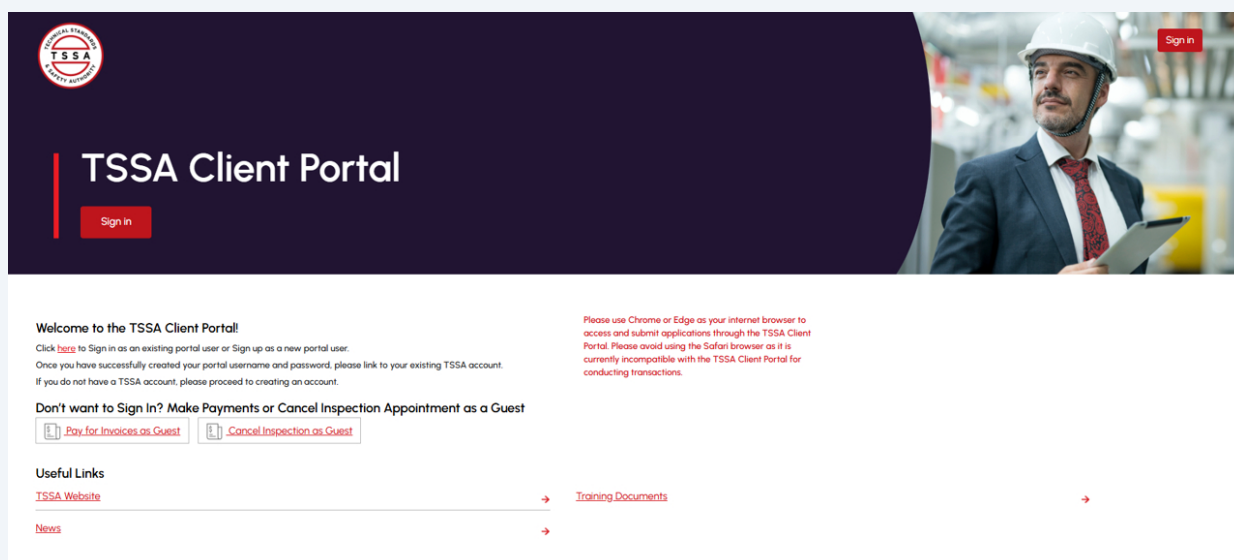# How BPV Insurers navigate to view BPV Inventories

This guide offers essential steps for BPV Insurer's/Inspection Agencies to effectively review their inventory through the portal. It provides clear instructions on:

1. Accessing information
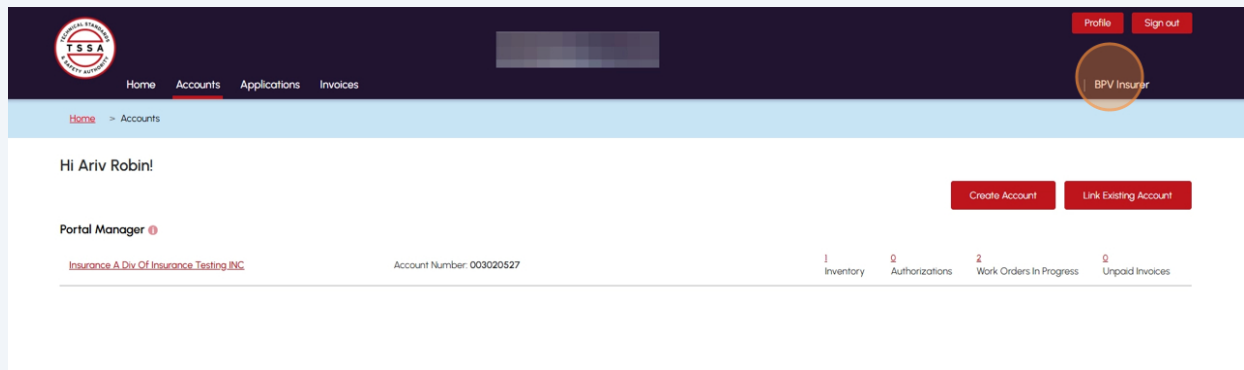2. Reviewing, and exporting inventory data,

By following this guide, users can streamline their inventory management process, ensuring accuracy and compliance with regulations.

How to navigate into the Portal to view your BPV Inventory(s)

1 Navigate to **https://clientportal.tssa.org**and log into the portal:

2   Click "BPV Insurer" tab

3   Inventory Page will auto display.

What is changing:

- column for "Legacy Inventory Number" added

- column for "Account Number" added

- column for "Equipment Tag" added

- column for "Periodic Exemption added

- column for "Date of Last Inspection"

Searching For Inventory(s)

4   Use the quick Search bar to find Inventories, this will help filter down to a specific record.

You can search by entering: Inventory #, Legacy Inventory Numbers, Account Name or Number, Account Site, Asset Class, status, CRN #, Equipment Tag, OIN, National Board # or Serial #. The Search bar will filter down your selection

5 Click on the Inventory hyperlink to review additional technical information.

Inventory

There may be Unverified Inventory that requires your attention. To view the listing of unverified inventory – Select *"Active Inventories"*, then select the *"Unverified Inventories"* filter. To download the list of Unverified Inventory, select the *"Download"* action button.

Search For Something

Filter by: **Active Inventories** ⌄   Download

Inventory # ▲	Legacy Inventory Numbers ⬍	Account	Account Number ⬍	Account Site
65087043		Hogwarts School of Magic	485003	Site
100000410	65023813, 65023826	Hogwarts School of Magic	485003	Site
100000412	65023824, 65023811	Hogwarts School of Magic	485003	Site
100000413	65023825, 65023812	Hogwarts School of Magic	485003	Site

6 Additional Technical Information will be displayed.

Home > Dashboard > Inventory > Owner Portal – Inventory Details

View Details

General Information			
	Inventory # 65087043	Legacy Inventory Numbers	Status Active (Insured)
	Serial # 16-200	Manufacturer	Shell MAWP 150
	Year Built 2016	National Board #	OIN

Additional Details			
	Account Name (Owner/Operator) Hogwarts School of Magic	Installation Address 1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada	CRN # R3029.5
	Equipment Tag	Asset Class Pressure Vessel	Inspection Cycle 36 Months
	Last Inspection February 28, 2024	Number of Open Violations 0	Periodic Exemption Exempt

How to Export your Information to Excel

7 On the Inventory page click "Download" button to export a full list of inventories and information displayed on this page.

Inventory

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8 Click on open file that is downloaded from browser to review.