How To Pay for Certificate of Inspection

This guide offers an approach to efficiently pay for your Certificate of Inspection using the Client Portal. It outlines two payment methods: credit card and invoice—ensuring flexibility based on your preference.

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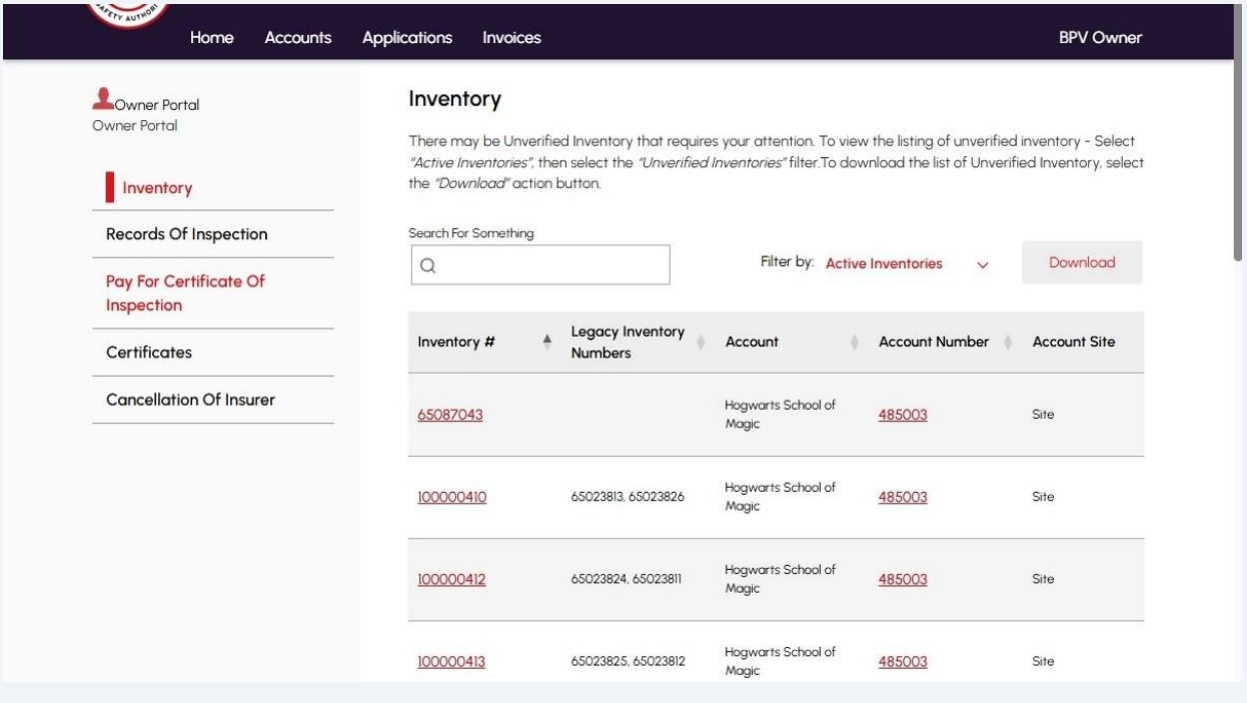
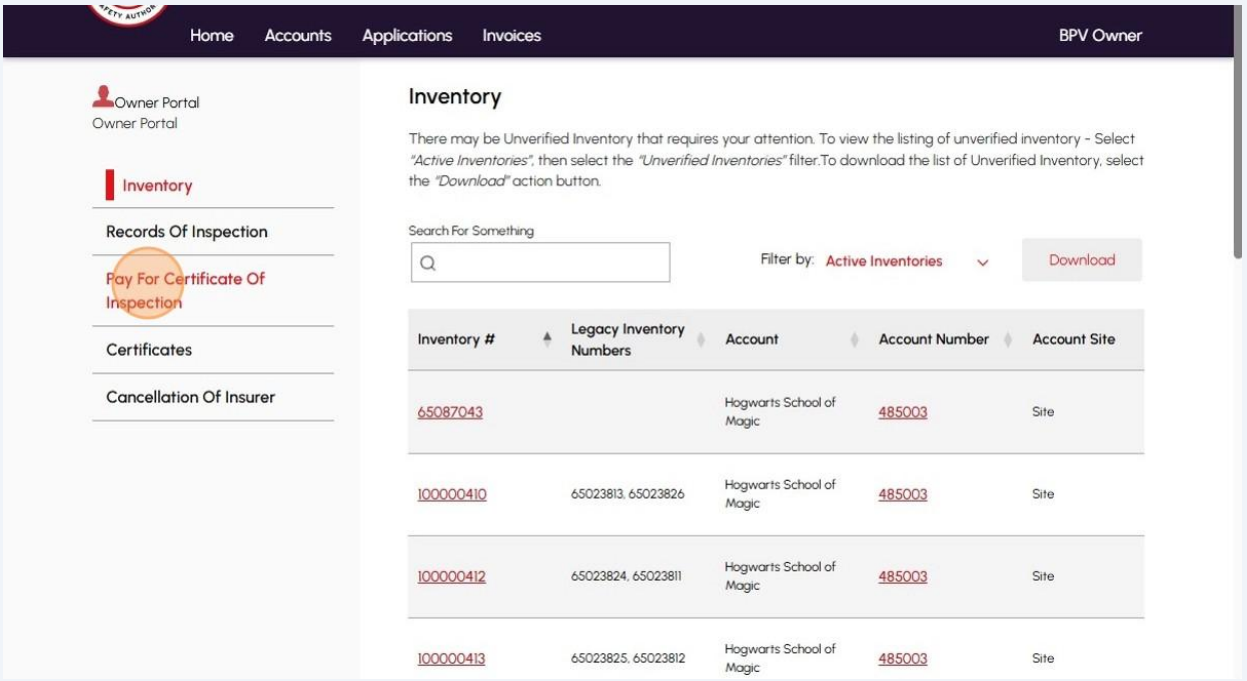
How to pay for Certificate of Inspection(s)

1 Log into the Client Portal: **https://clientportal.tssa.org**



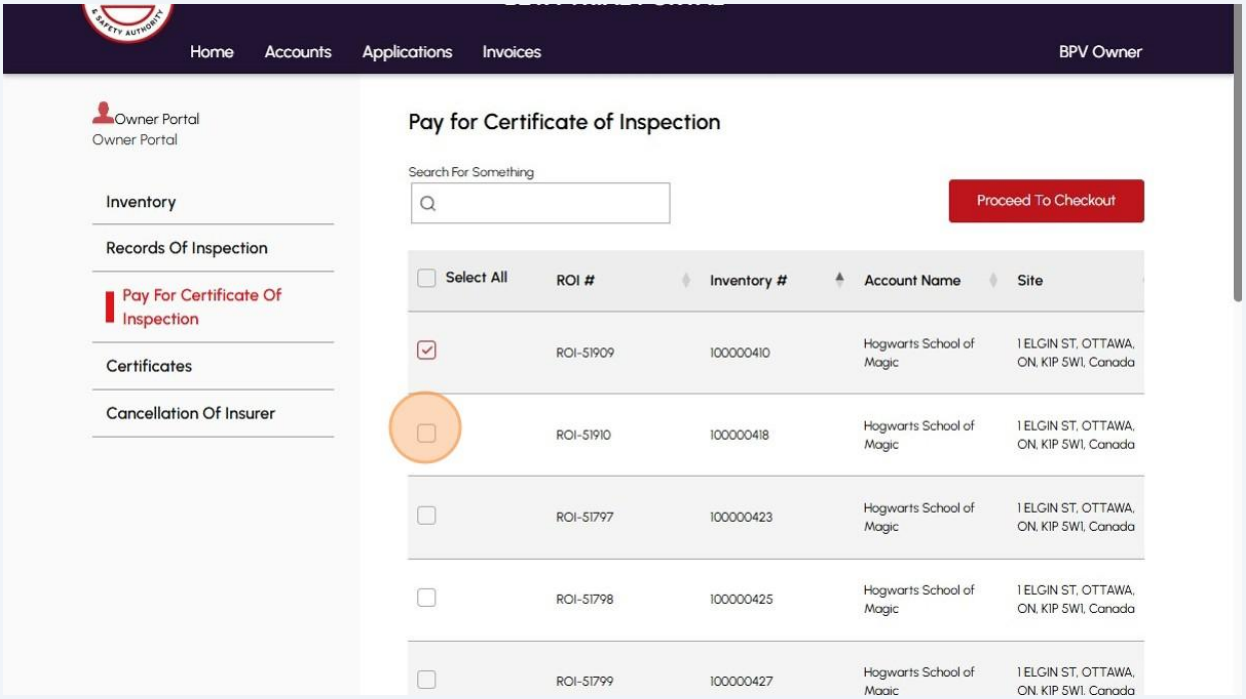
2 Click "Pay for Certificate of Inspection"



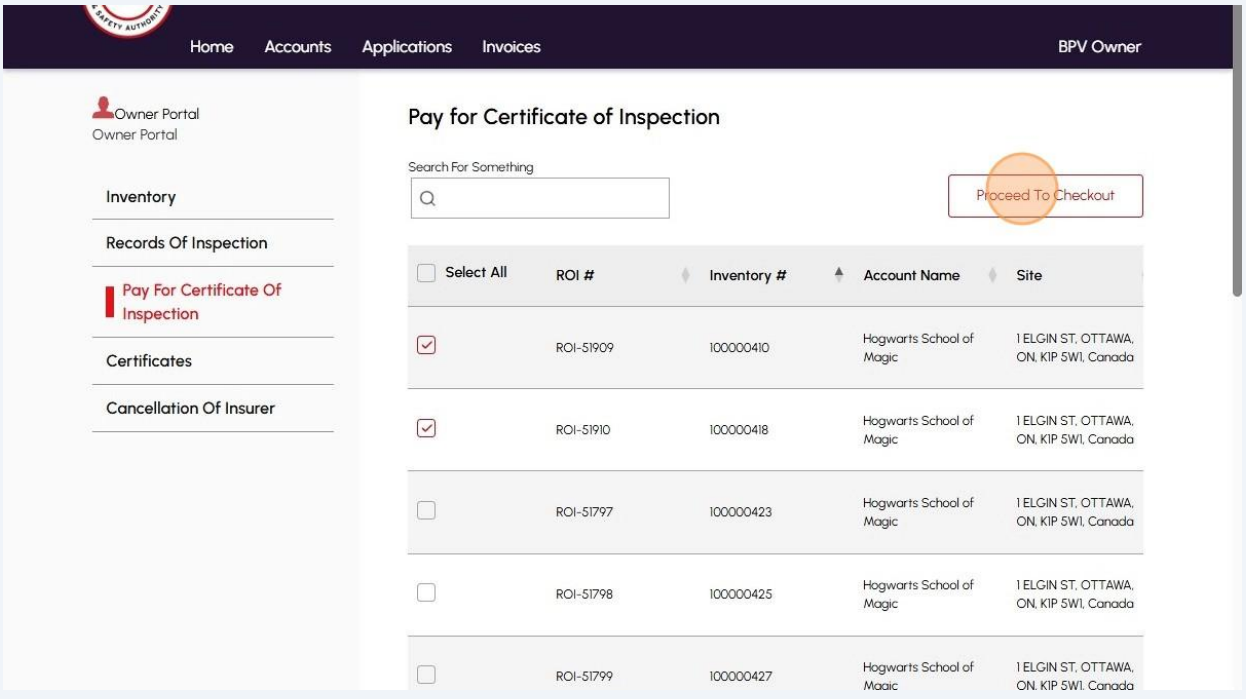
Tip! To obtain the Certificate of Inspection faster, choose Credit Card as the Payment Method.

How to Pay for COI using Credit Card

3 Click on the box to select one or more items.

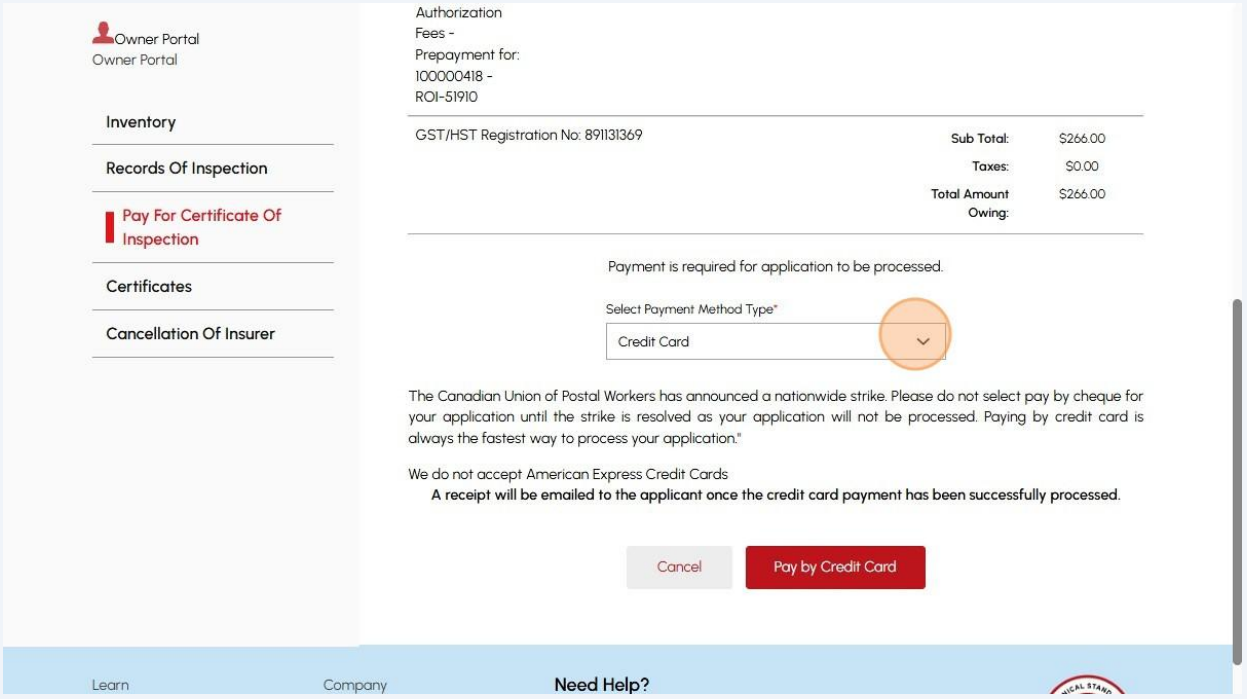


4 Click on "Proceed to Checkout" button

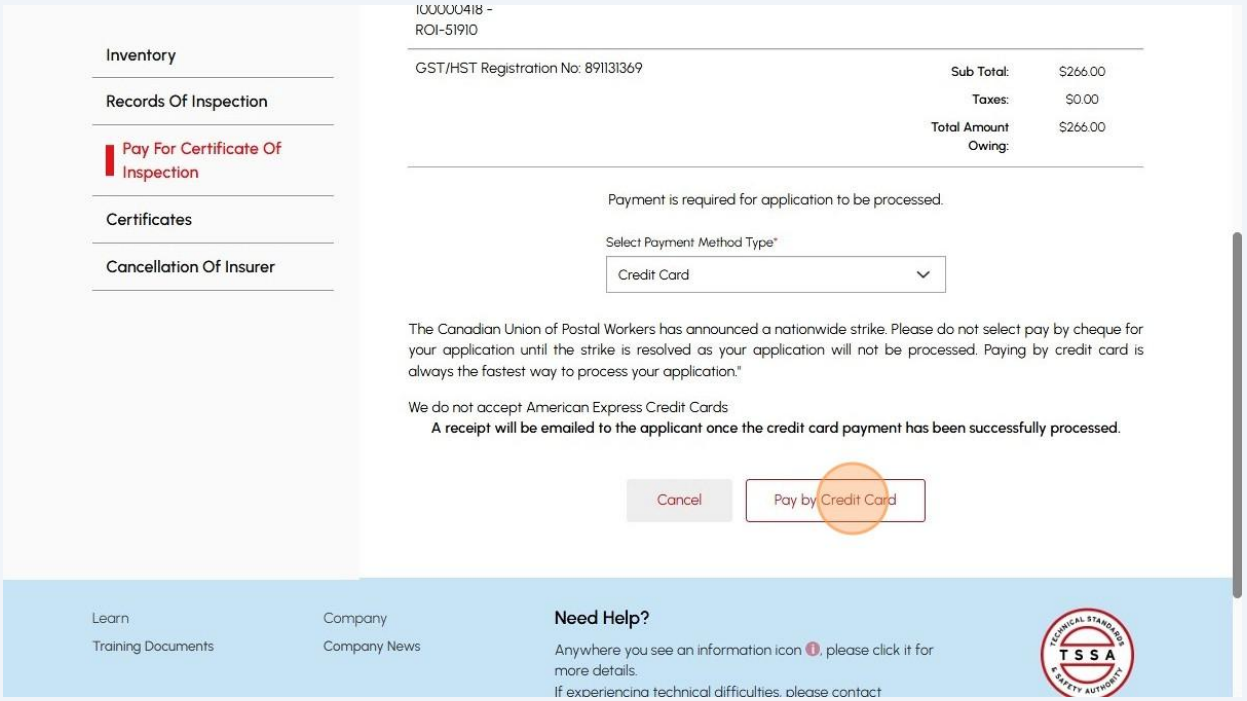


Alert! It may take a few minutes for this page to load the information.

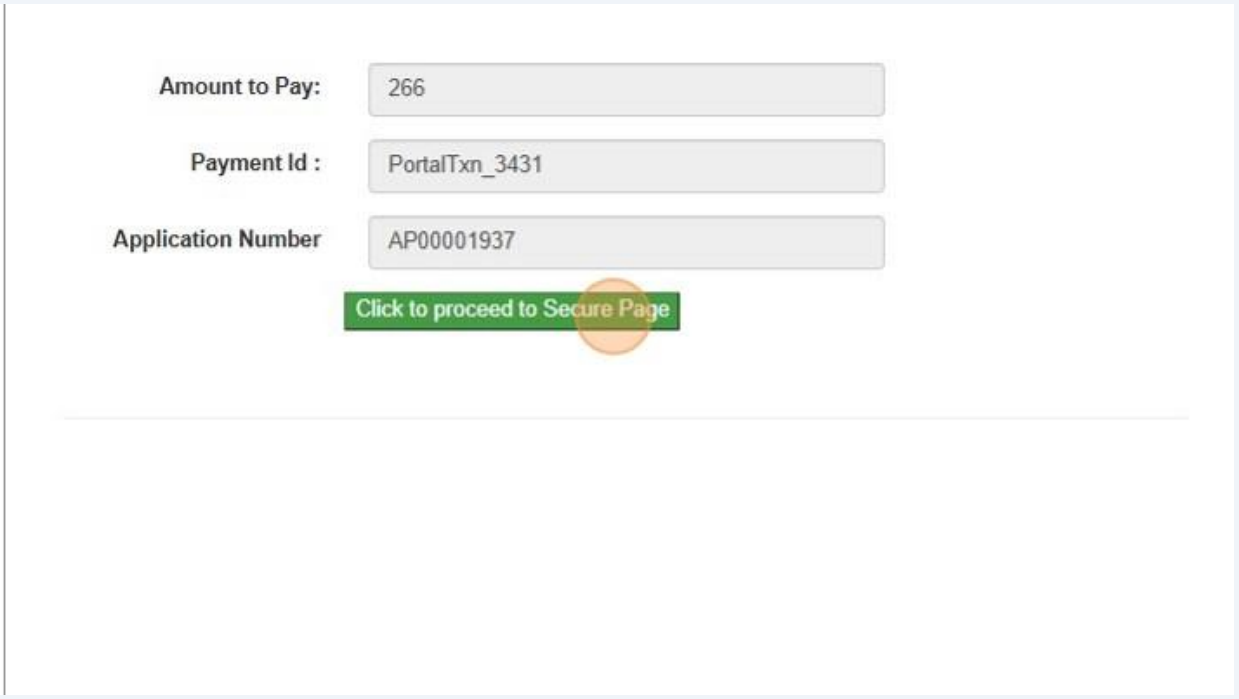
5 Select Credit Card from the drop-down menu



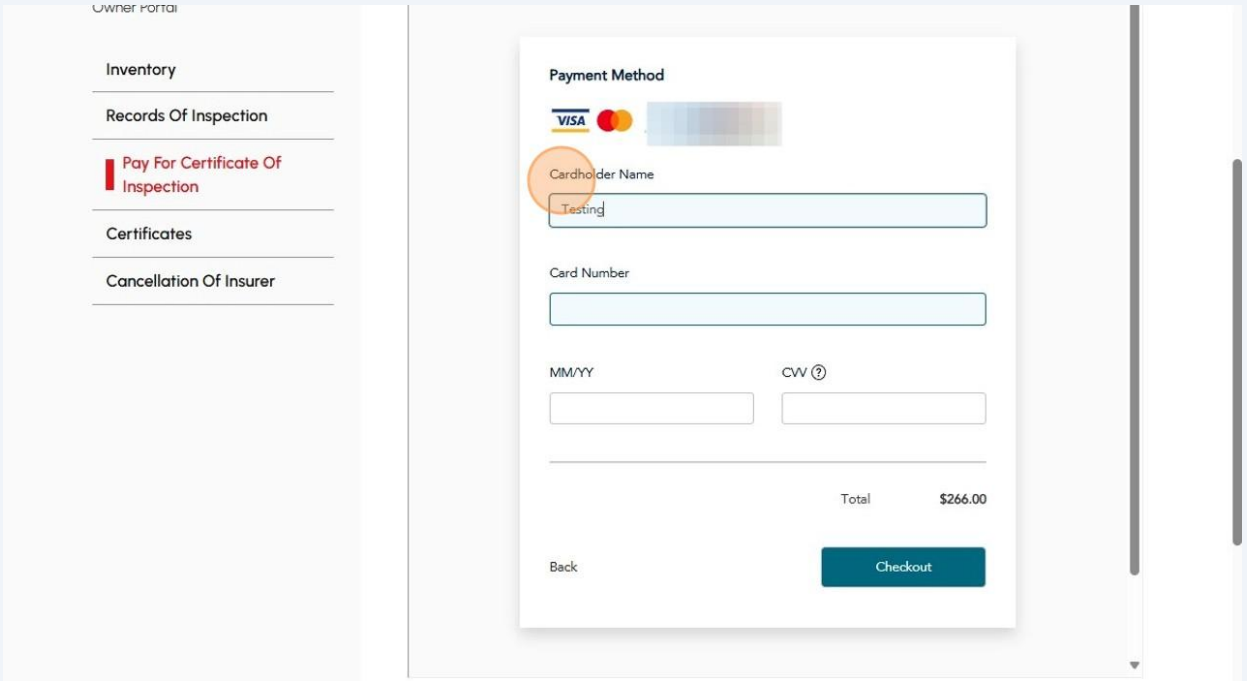
6 Click "Pay by Credit Card" button



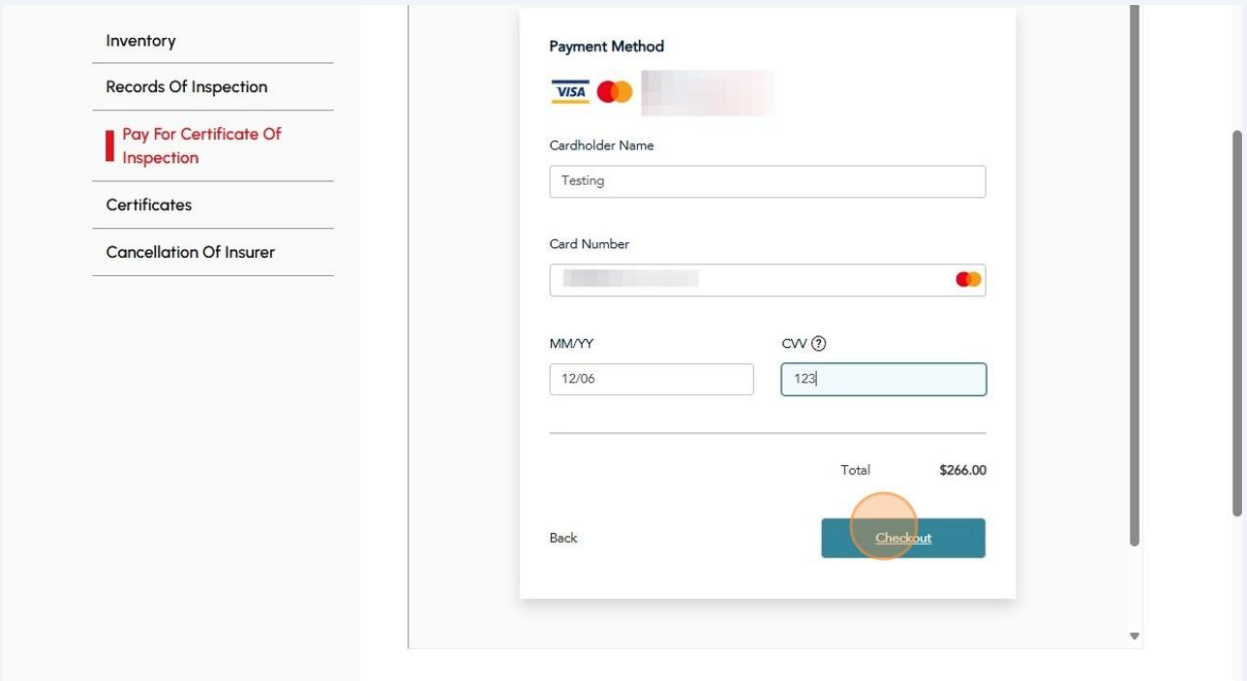
7 Click to proceed to Secure page



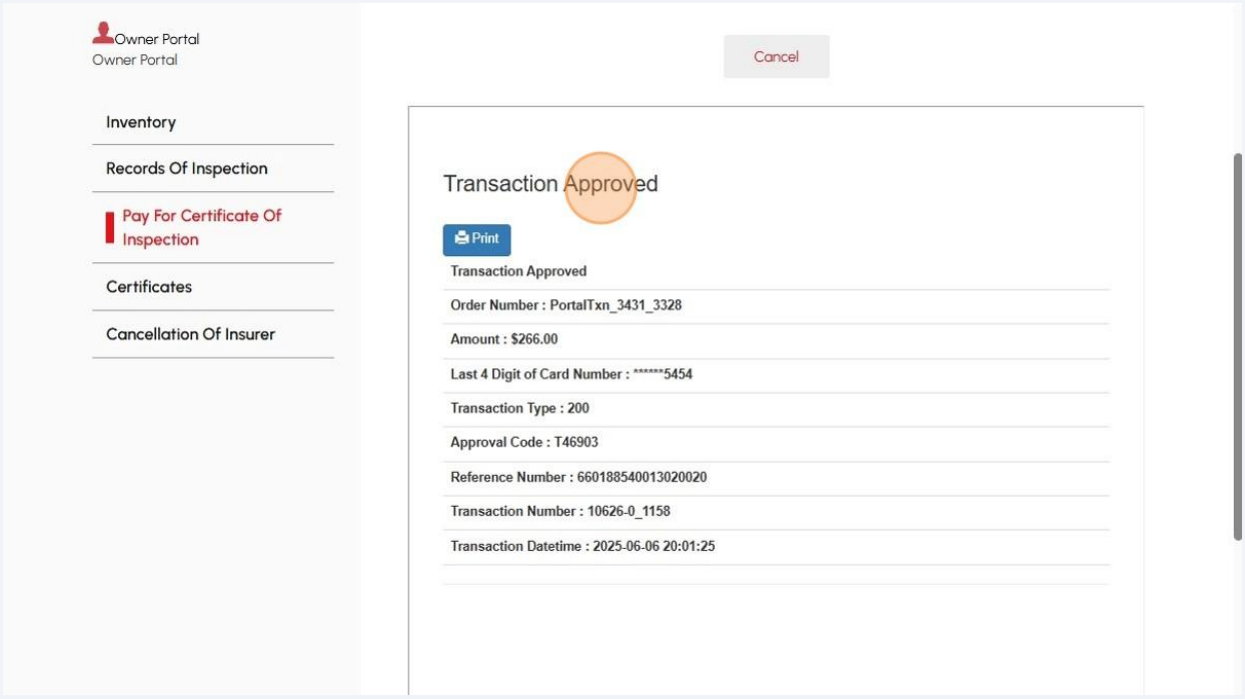
8 Enter your Credit Card information



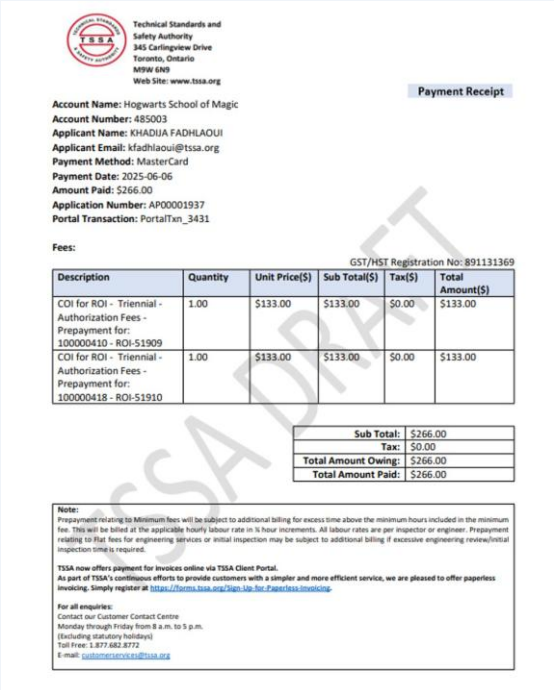
9 Click on Checkout button



10 Transaction status will be displayed.



11 TSSA Payment Receipt will be emailed to the user logged into the portal and completed payment.



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario
M9W 6N9
Web Site: www.tssa.org

Payment Receipt

Account Name: Hogwarts School of Magic
Account Number: 485003
Applicant Name: KHADIJA FADHLAOUI
Applicant Email: kfadhlaoui@tssa.org
Payment Method: MasterCard
Payment Date: 2025-06-06
Amount Paid: $266.00
Application Number: AP00001937
Portal Transaction: PortalTxn_3431

Fees:

GST/HST Registration No: 891131369

Description	Quantity	Unit Price($)	Sub Total($)	Tax($)	Total Amount($)
COI for ROI - Triennial - Authorization Fees - Prepayment for: 100000410 - ROI-51909	1.00	$133.00	$133.00	$0.00	$133.00
COI for ROI - Triennial - Authorization Fees - Prepayment for: 100000418 - ROI-51910	1.00	$133.00	$133.00	$0.00	$133.00

Sub Total:	$266.00
Tax:	$0.00
Total Amount Owing:	$266.00
Total Amount Paid:	$266.00

Note:
Prepayment relating to Minimum fees will be subject to additional billing for excess time above the minimum hours included in the minimum fee. This will be billed at the applicable hourly labour rate in ¼ hour increments. All labour rates are per inspector or engineer. Prepayment relating to flat fees for engineering services or initial inspection may be subject to additional billing if excessive engineering review/initial inspection time is required.

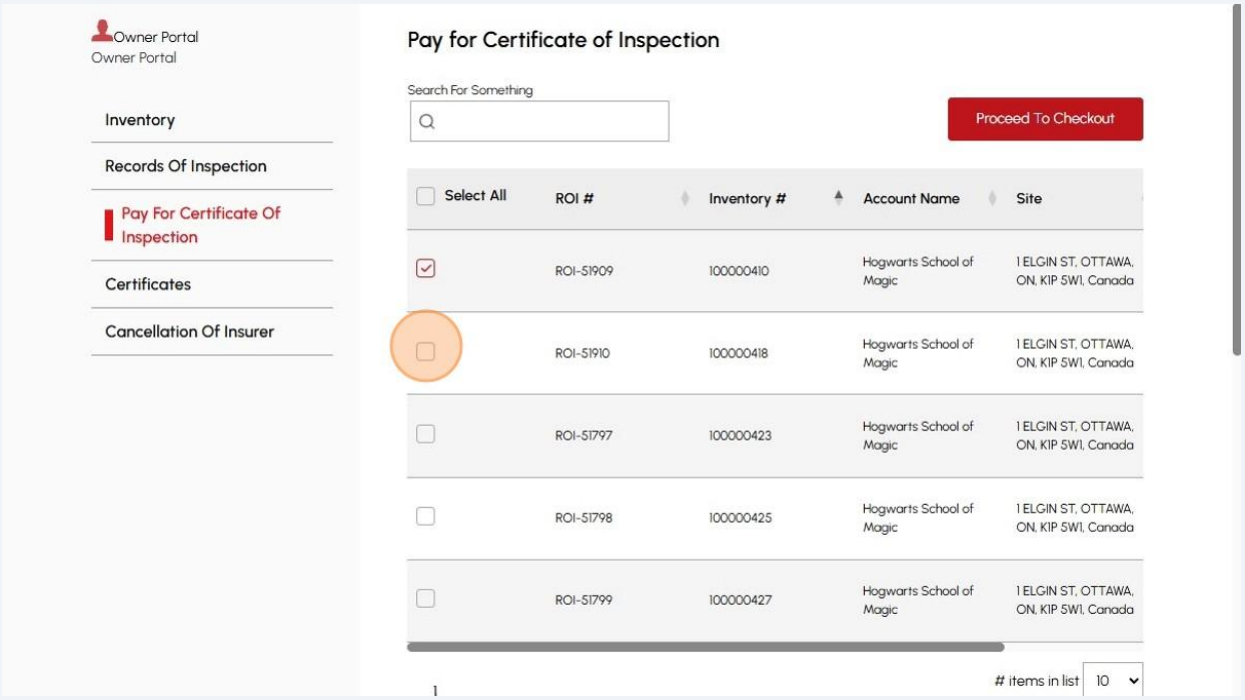
TSSA now offers payment for invoices online via TSSA Client Portal.
As part of TSSA's continuous efforts to provide customers with a simpler and more efficient service, we are pleased to offer paperless invoicing. Simply register at https://forms.tssa.org/Sign-Up-for-Paperless-Invoicing.

For all enquiries:
Contact our Customer Contact Centre
Monday through Friday from 8 a.m. to 5 p.m.
(Excluding statutory holidays)
Toll Free: 1.877.682.8772
E-mail: customerservices@tssa.org

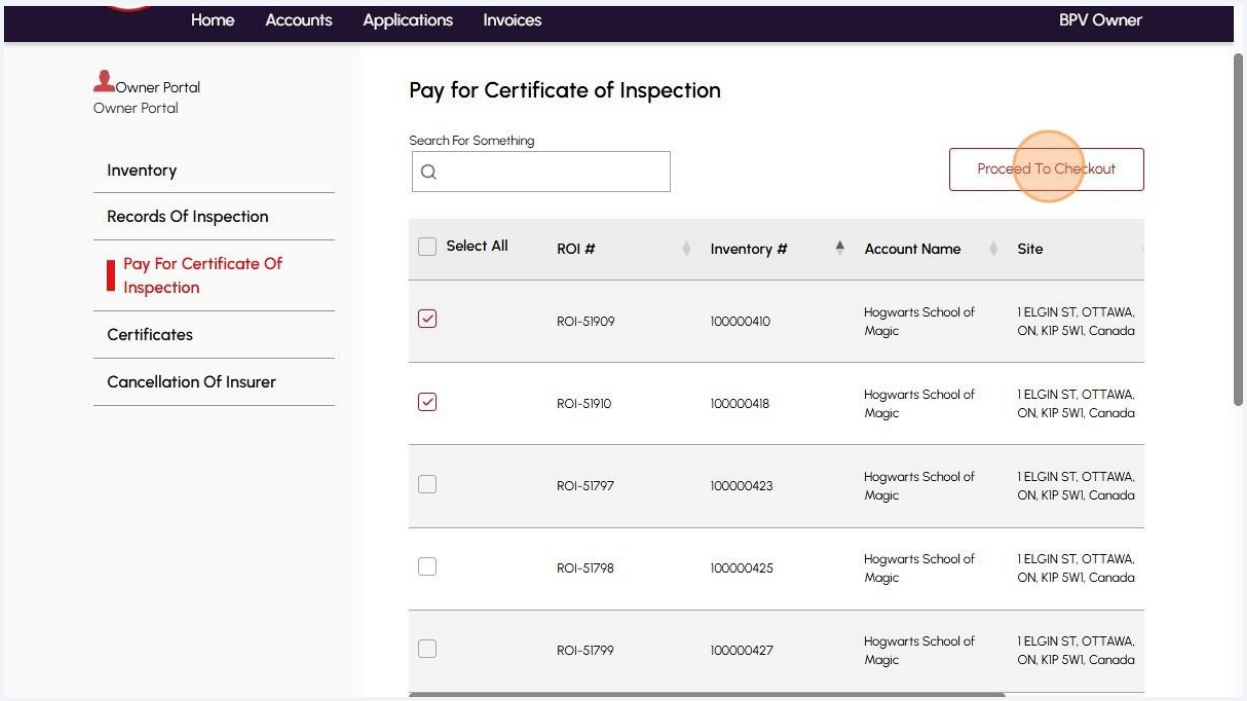
TSSA DRAFT

How to request Invoice as Payment Method

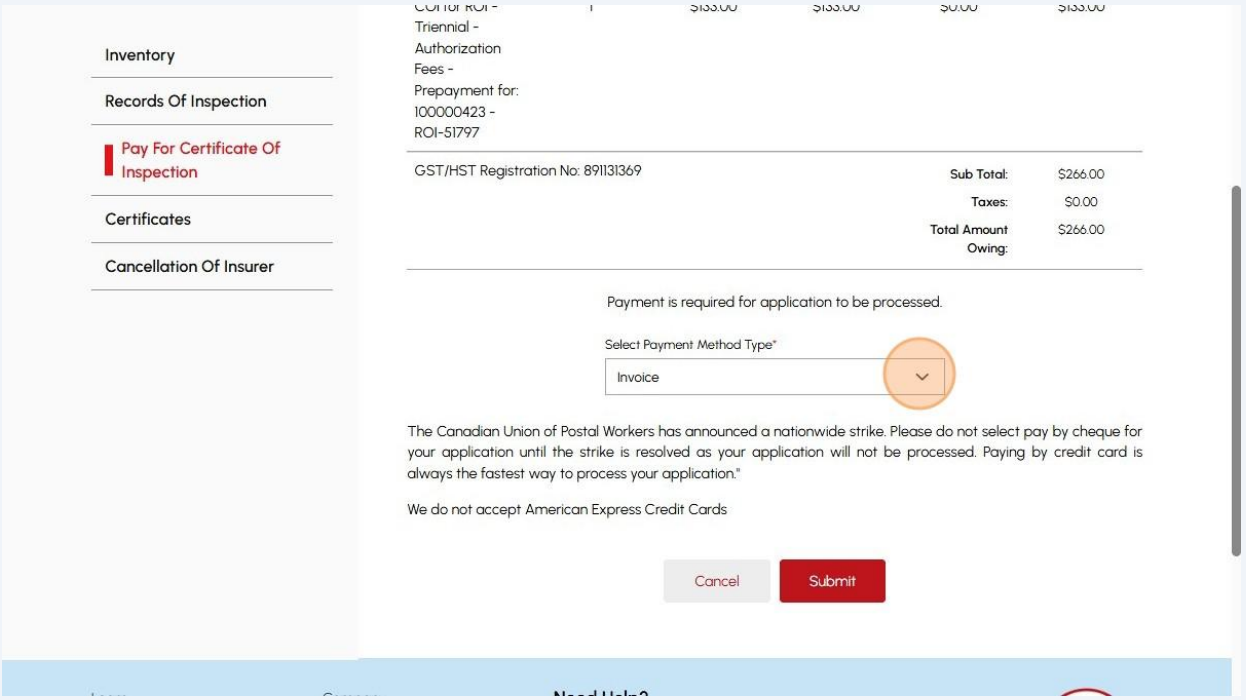
12 Select one or more items.



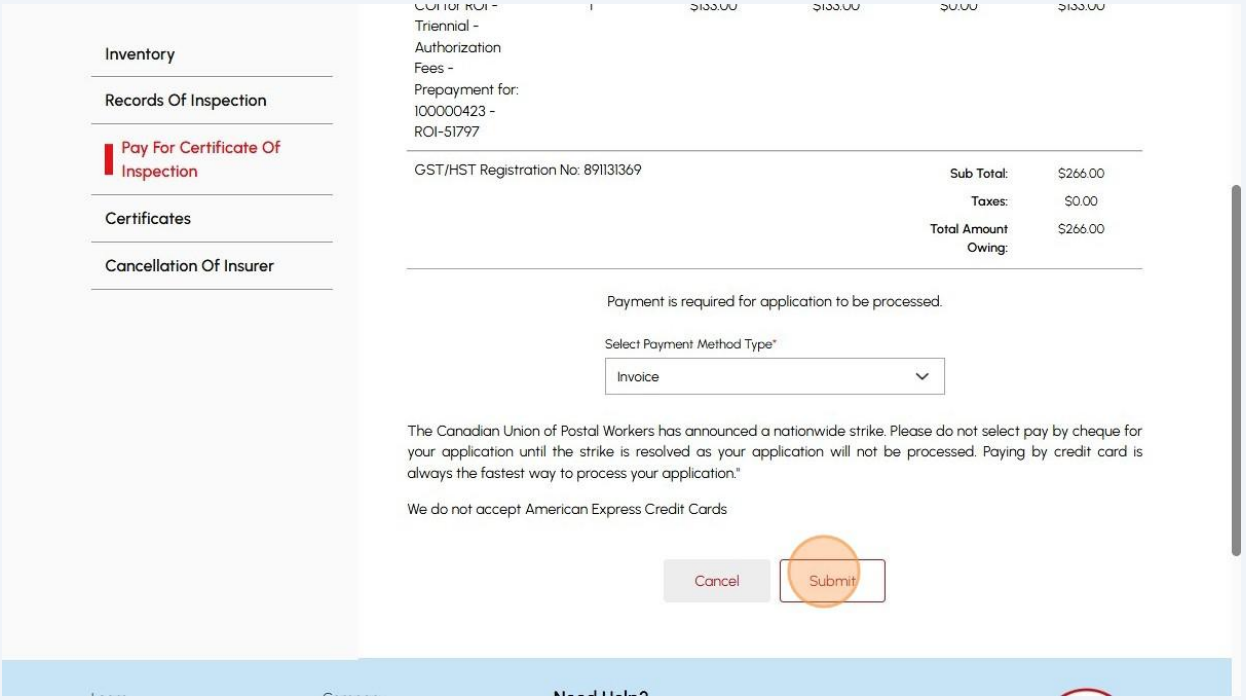
13 Click on Proceed to Checkout button.



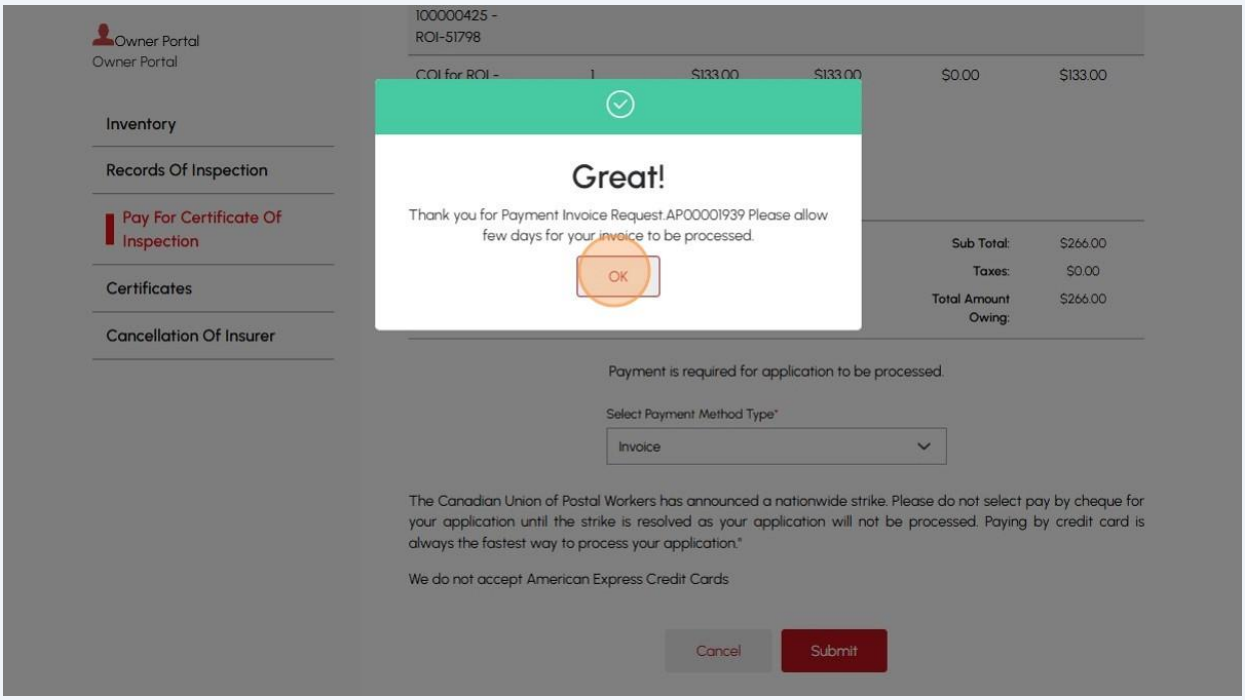
14 Select Payment method type "Invoice"



15 Click "Submit"

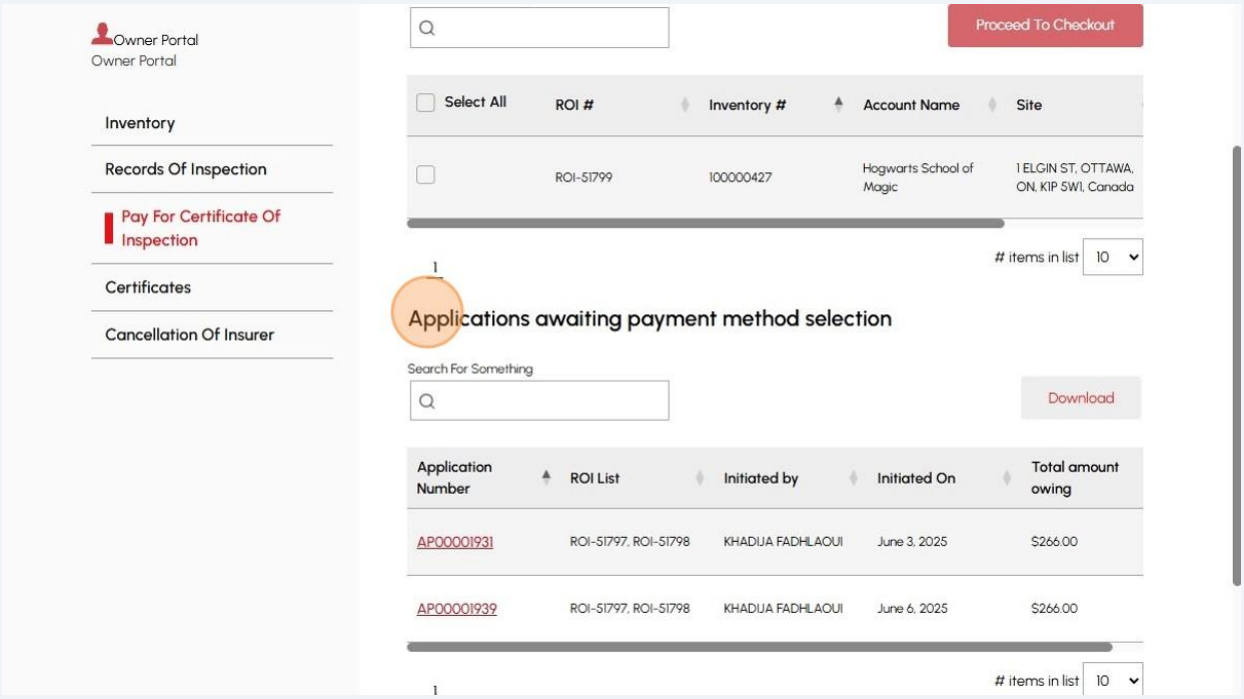


16 Double-click "OK"

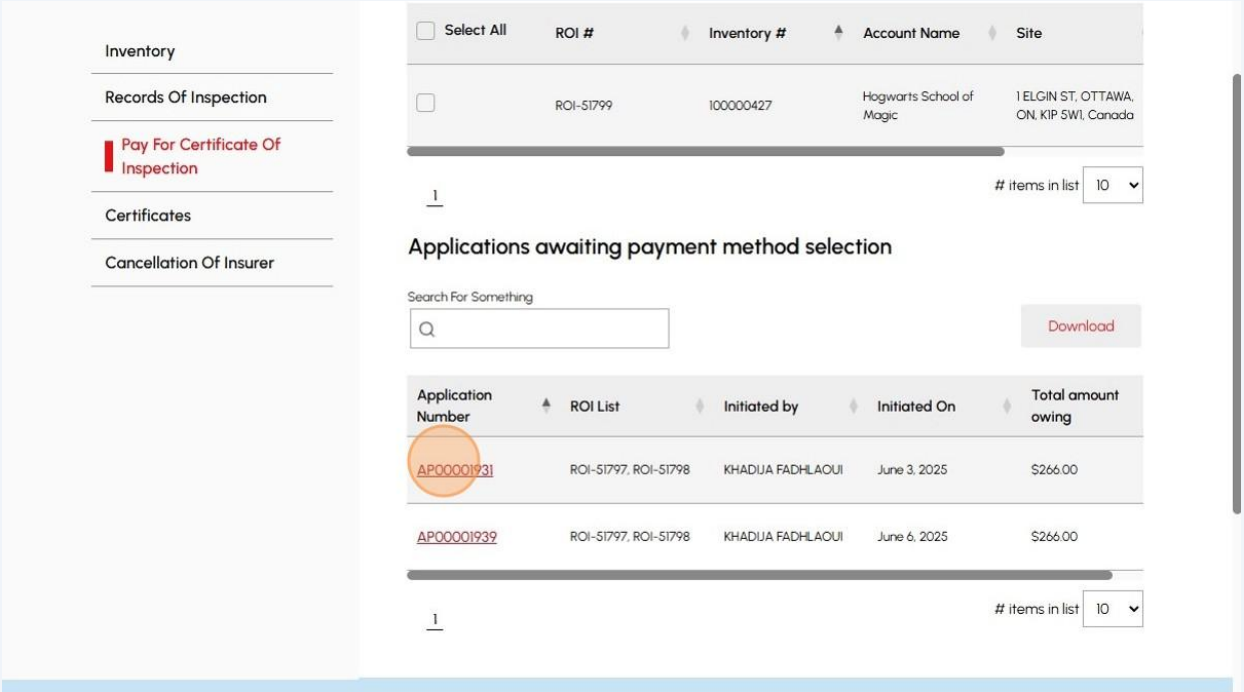


How to select payment method for pending requests

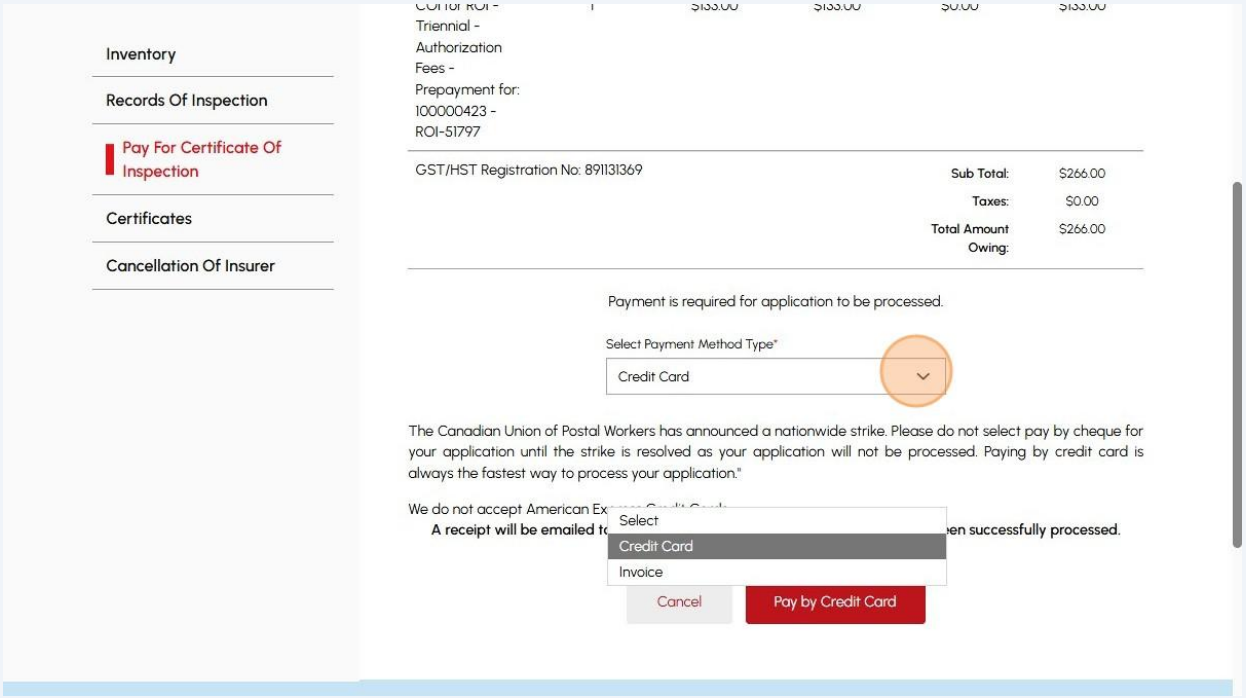
17 ROI's that have been selected but are awaiting payment method will be displayed under this section.



18 Click on the Application Number



19 Click this dropdown and choose payment method



20 If selection is Credit Card complete steps 6-10 above

If Selection is Invoice completed steps 13-15 above