

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.

Table of Contents

How to pay for Certificate of Inspection(s)	1
How to Pay for COI using Credit Card	3
How to request Invoice as Payment Method	8
How to select payment method for pending requests.....	11

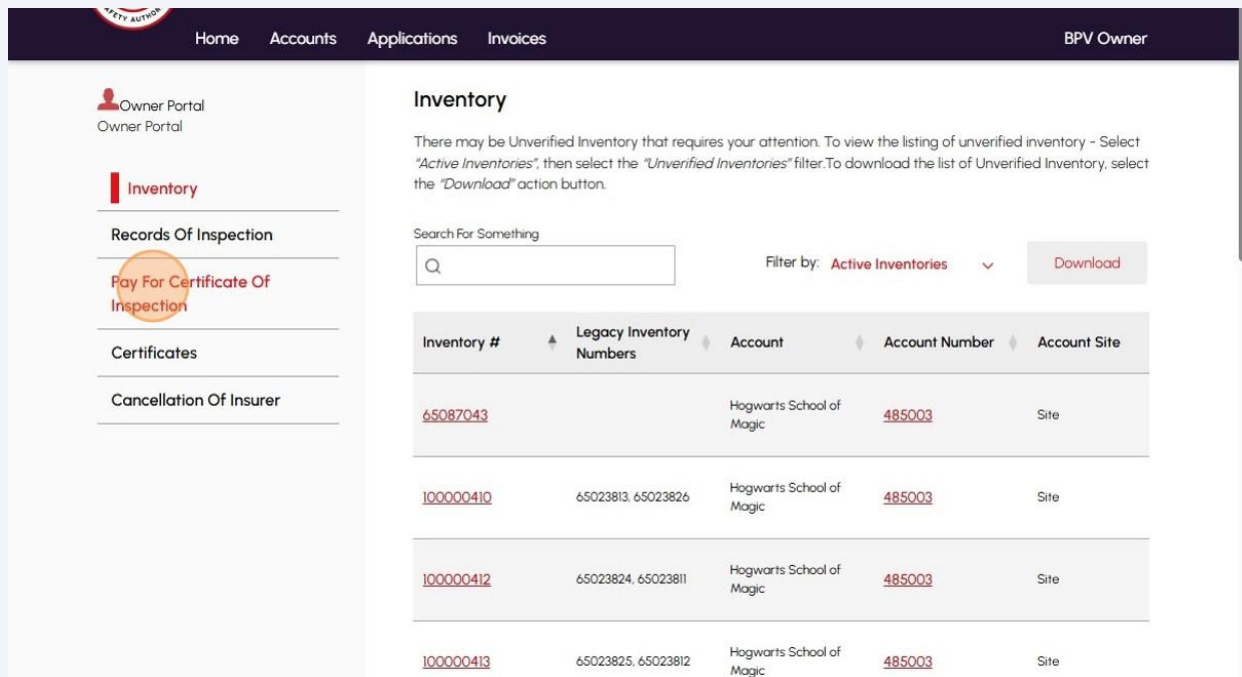
How to pay for Certificate of Inspection(s)

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

The screenshot displays the TSSA Client Portal interface. At the top, a dark navigation bar includes links for Home, Accounts, Applications, and Invoices, along with a user profile icon and the text "BPV Owner". On the left, a sidebar menu lists "Owner Portal", "Inventory", "Records Of Inspection", "Pay For Certificate Of Inspection", "Certificates", and "Cancellation Of Insurer". The main content area is titled "Inventory" and contains a message about unverified inventory. Below this is a search bar and a filter dropdown set to "Active Inventories", with a "Download" button. A table lists inventory items with columns for Inventory #, Legacy Inventory Numbers, Account, Account Number, and Account Site. The table contains four rows of data, all for "Hogwarts School of Magic" with account number "485003".

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

2 Click "Pay for Certificate of Inspection"



The screenshot shows the BPV Owner portal interface. The top navigation bar includes links for Home, Accounts, Applications, and Invoices, with the user logged in as BPV Owner. The left sidebar contains a menu with options: Owner Portal, Owner Portal, Inventory (highlighted with a red circle), Records Of Inspection, Pay For Certificate Of Inspection, Certificates, and Cancellation Of Insurer. The main content area is titled 'Inventory' and includes a search bar and a filter dropdown set to 'Active Inventories'. Below this is a table of inventory items.

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



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.

The screenshot shows the 'Pay for Certificate of Inspection' page. On the left is a sidebar with navigation links: 'Inventory', 'Records Of Inspection', 'Pay For Certificate Of Inspection' (highlighted in red), 'Certificates', and 'Cancellation Of Insurer'. The main content area has a search bar and a 'Proceed To Checkout' button. Below these is a table with columns: 'Select All', 'ROI #', 'Inventory #', 'Account Name', and 'Site'. The table contains five rows of data. The checkbox in the first column of the second row (ROI-S1910) is highlighted with an orange circle.

<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name	Site
<input checked="" type="checkbox"/>	ROI-S1909	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1910	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1797	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1798	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1799	100000427	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada

- 4** Click on "Proceed to Checkout" button

This screenshot is identical to the previous one, but the 'Proceed To Checkout' button in the top right corner is highlighted with an orange circle.


<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name	Site
<input checked="" type="checkbox"/>	ROI-S1909	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input checked="" type="checkbox"/>	ROI-S1910	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1797	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1798	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1799	100000427	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada



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


5

Select Credit Card from the drop-down menu

 Owner Portal
Owner Portal

Inventory

Records Of Inspection

 Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Authorization
Fees -
Prepayment for:
100000418 -
ROI-51910

GST/HST Registration No. 891131369	Sub Total:	\$266.00
	Taxes:	\$0.00
	Total Amount	\$266.00
	Owing:	

Payment is required for application to be processed.

Select Payment Method Type*

Credit Card

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application.

We do not accept American Express Credit Cards

A receipt will be emailed to the applicant once the credit card payment has been successfully processed.


Cancel

Pay by Credit Card

Learn

Company

Need Help?



6 Click "Pay by Credit Card" button

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

100000418 -
ROI-51910

GST/HST Registration No: 891131369

Sub Total: \$266.00

Taxes: \$0.00

Total Amount \$266.00

Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Credit Card

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application."

We do not accept American Express Credit Cards

A receipt will be emailed to the applicant once the credit card payment has been successfully processed.

Cancel

Pay by Credit Card


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



7 Click to proceed to Secure page

Amount to Pay: 266

Payment Id : PortalTxn_3431

Application Number AP00001937

Click to proceed to Secure Page

8 Enter your Credit Card information

Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Payment Method

VISA

Cardholder Name

Testing

Card Number

MM/YY

CW ?

Total \$266.00

Back

Checkout

9 Click on Checkout button

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Payment Method

VISA

Cardholder Name

Testing

Card Number

MM/YY

CW ?

12/06

123

Total \$266.00

Back

Checkout

10 Transaction status will be displayed.

Owner Portal

Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Cancel

Transaction Approved

Print

Transaction Approved

Order Number : PortalTxn_3431_3328

Amount : \$266.00

Last 4 Digit of Card Number : *****5454

Transaction Type : 200


Approval Code : T46903

Reference Number : 660188540013020020

Transaction Number : 10626-0_1158

Transaction Datetime : 2025-06-06 20:01:25

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 6A9
Web Site: www.tssa.org

Payment Receipt

Account Name: Hogwarts School of Magic
Account Number: 485003
Applicant Name: KHADJIA FADHLAOU
Applicant Email: fadhliaoui@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: 89131369

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 Owning:

\$266.00

Total Amount Paid:

\$266.00

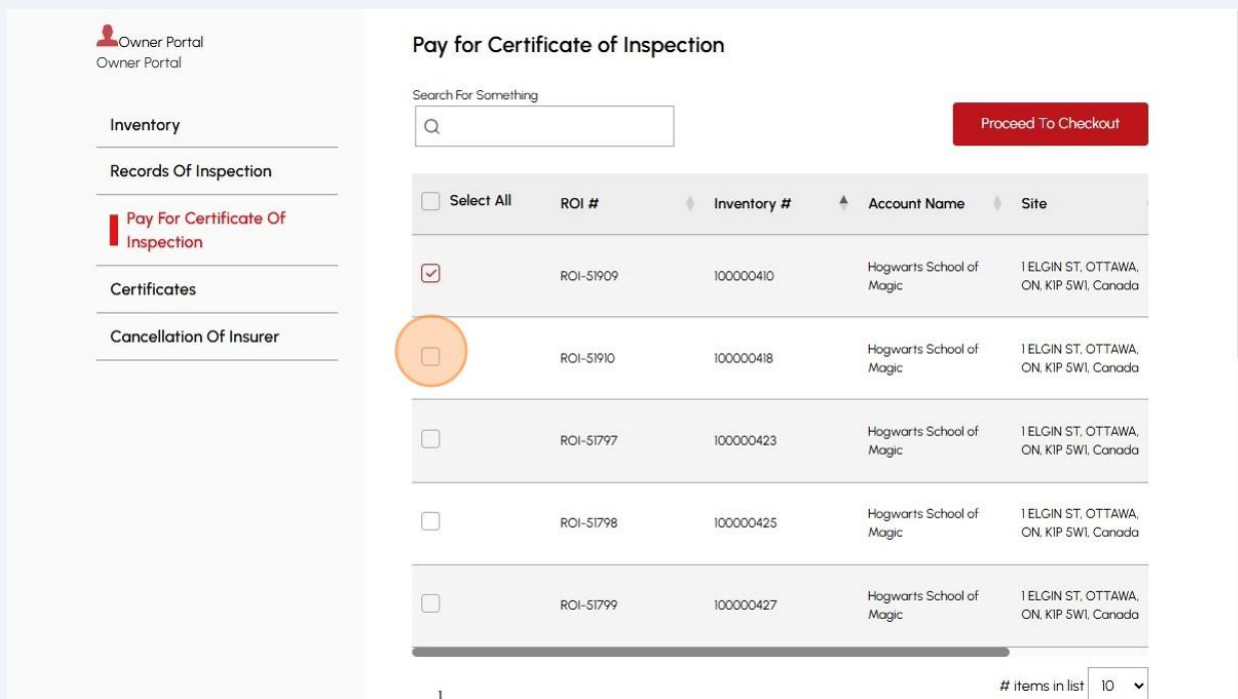
Note:
Prepayment relating to Minimum fees will be subject to additional billing for excess time above the minimum hours included in the minimum fee. This will be billed at the applicable hourly labour rate in 1/2 hour increments. All labour rates are per inspector or engineer. Prepayment relating to 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: customerservice@tssa.org

How to request Invoice as Payment Method

12 Select one or more items.



Owner Portal
Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Pay for Certificate of Inspection

Search For Something

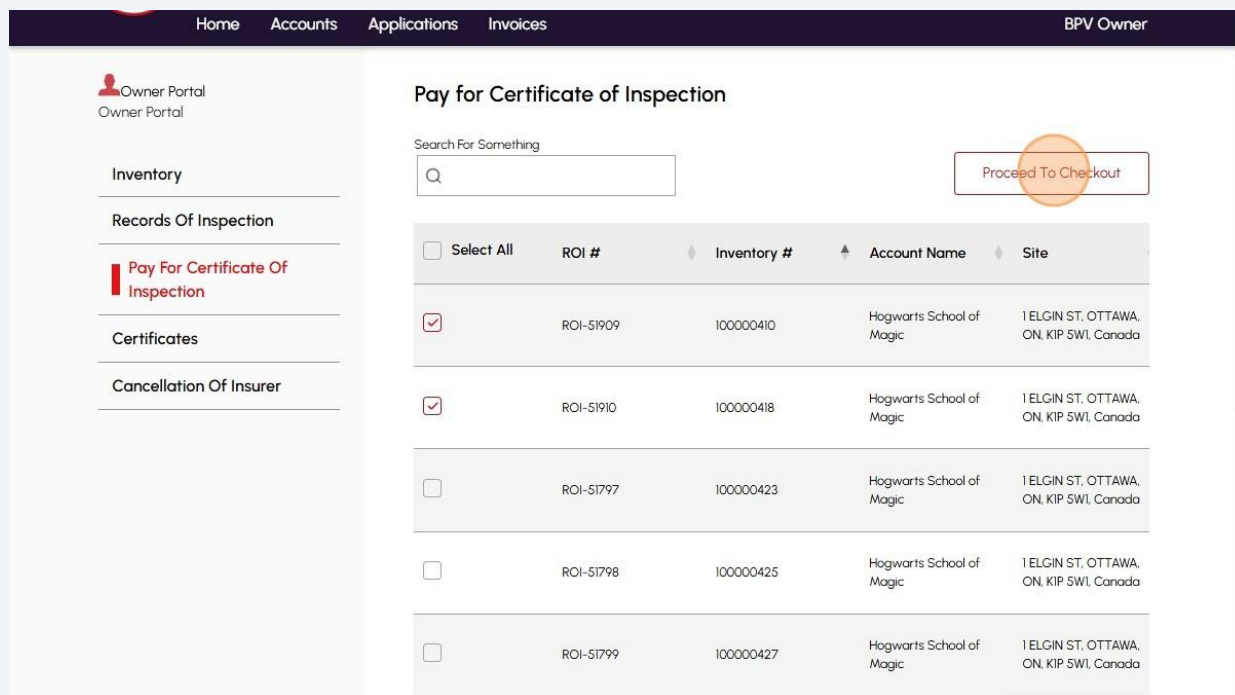
[Proceed To Checkout](#)

<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name	Site
<input checked="" type="checkbox"/>	ROI-S1909	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1910	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1797	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1798	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1799	100000427	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada

1

items in list 10

13 Click on Proceed to Checkout button.



Home Accounts Applications Invoices BPV Owner

Owner Portal
Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Pay for Certificate of Inspection

Search For Something

[Proceed To Checkout](#)

<input type="checkbox"/> Select All	ROI #	Inventory #	Account Name	Site
<input checked="" type="checkbox"/>	ROI-S1909	100000410	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input checked="" type="checkbox"/>	ROI-S1910	100000418	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1797	100000423	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1798	100000425	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada
<input type="checkbox"/>	ROI-S1799	100000427	Hogwarts School of Magic	1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada

14 Select Payment method type "Invoice"

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

CURTOR ROI -
Triennial -
Authorization
Fees -
Prepayment for:
100000423 -
ROI-51797

GST/HST Registration No: 891131369

Sub Total: \$266.00

Taxes: \$0.00

Total Amount Owing: \$266.00

Payment is required for application to be processed.

Select Payment Method Type*

Invoice

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application."

We do not accept American Express Credit Cards

Cancel

Submit

15 Click "Submit"

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

CURTOR ROI -
Triennial -
Authorization
Fees -
Prepayment for:
100000423 -
ROI-51797

GST/HST Registration No: 891131369

Sub Total: \$266.00

Taxes: \$0.00

Total Amount Owing: \$266.00

Payment is required for application to be processed.

Select Payment Method Type*

Invoice

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application."

We do not accept American Express Credit Cards

Cancel

Submit

16 Double-click "OK"

Owner Portal

Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

100000425 -
ROI-S1798

COI for ROI -	1	\$133.00	\$133.00	\$0.00	\$133.00
---------------	---	----------	----------	--------	----------

Great!

Thank you for Payment Invoice Request.AP00001939 Please allow few days for your invoice to be processed.

OK

Sub Total:	\$266.00
Taxes:	\$0.00
Total Amount Owing:	\$266.00

Payment is required for application to be processed.

Select Payment Method Type*

Invoice

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application.

We do not accept American Express Credit Cards

Cancel

Submit

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.

Owner Portal
Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Q

Proceed To Checkout

☐ Select All

ROI #

Inventory #

Account Name

Site

☐

ROI-S1799

100000427

Hogwarts School of Magic

1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada

1

items in list

10

Applications awaiting payment method selection

Search For Something

Q

Download

Application Number

ROI List

Initiated by

Initiated On

Total amount owing

AP00001931

ROI-S1797, ROI-S1798

KHADUA FADHLAOUI

June 3, 2025

\$266.00

AP00001939

ROI-S1797, ROI-S1798

KHADUA FADHLAOUI

June 6, 2025

\$266.00

1

items in list

10

18

Click on the Application Number

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Q

Proceed To Checkout

☐ Select All

ROI #

Inventory #

Account Name

Site

☐

ROI-S1799

100000427

Hogwarts School of Magic

1 ELGIN ST, OTTAWA, ON, K1P 5W1, Canada

1

items in list

10

Applications awaiting payment method selection

Search For Something

Q

Download

Application Number

ROI List

Initiated by

Initiated On

Total amount owing

AP00001931

ROI-S1797, ROI-S1798

KHADUA FADHLAOUI

June 3, 2025

\$266.00

AP00001939

ROI-S1797, ROI-S1798

KHADUA FADHLAOUI

June 6, 2025

\$266.00

1

items in list

10

19 Click this dropdown and choose payment method

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Current ROI - \$133.00
Triennial - \$133.00
Authorization \$0.00
Fees - \$133.00
Prepayment for: 100000423 - ROI-51797

GST/HST Registration No: 891131369

Sub Total:	\$266.00
Taxes:	\$0.00
Total Amount	\$266.00
Owing:	

Payment is required for application to be processed.

Select Payment Method Type*

Credit Card

The Canadian Union of Postal Workers has announced a nationwide strike. Please do not select pay by cheque for your application until the strike is resolved as your application will not be processed. Paying by credit card is always the fastest way to process your application."

We do not accept American Express Credit Cards. A receipt will be emailed to you when successfully processed.

Select

Credit Card

Invoice

Cancel

Pay by Credit Card

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

If Selection is Invoice completed steps 13-15 above

