

How to Navigate, View Details and Update a "TSSA Account" as a Portal Manager & Property Management Company



This guide will provide you with step-by-step instructions on how to navigate, view details, and update TSSA accounts as the "Portal Manager & Property Management Company".

1 From the Client Portal home page, click the "**Accounts**" tab.

The screenshot shows the 'Accounts' tab selected in the navigation menu. The page content includes a welcome message for 'Ada Shelby' and instructions for different user types: New Customers, Existing Customers, Third Party Property Management Companies, and Third Party Submitters. At the bottom, there are two red buttons: 'Create Account' and 'Link Existing Account'.

Customer Portal

Hi **Ada Shelby**

Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more.

New Customers

Create an Individual account if you are applying for:

- A personal certificate

For all other requests create an Organization account

- We require the company's legal entity details, i.e., corporation number or business identification number.

Third Party Property Management Companies

Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. pay an invoice, submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Property Manager account first.
- Then proceed to linking to the owner/operator you wish to transact on behalf of.
- The [Consent to Grant Third Party Access] form will need to be completed.

Existing Customers

Link to your TSSA account with:

- Invoice or inspection report or
- Valid authorization (licence/certificate/registration, etc.) or
- Account Access Key

Third Party Submitters

Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. submit an application request.

If you do not have an account with TSSA:

- Please create a Third-Party Submitter type account first.
- Then proceed to linking to the owner/operator you wish to submit an application request for.
- The [Consent to Grant Third Party Access] form will need to be completed

[Create Account](#) [Link Existing Account](#)

2

Click an account under Portal Manager of Property Management section.

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the 'SAFETY AUTHORITY' logo on the left and menu items 'Home', 'Accounts', 'Applications', and 'Invoices'. The 'Accounts' menu item is underlined. Below the navigation bar is a light blue breadcrumb trail showing 'Customer Portal > Accounts'. The main content area starts with a greeting 'Hi David Smith!'. Below this is a section titled 'Portal Manager' with a red information icon. A table lists four accounts. The first row, 'David Smith O/A Dell Enterprises', has an orange circle highlighting the account name. The table columns are: Account Name, Account Number, and a category with a dropdown arrow.

| Account Name | Account Number | Category |
|---|---------------------------|-----------|
| <u>David Smith O/A Dell Enterprises</u> | Account Number: 003018017 | Inventory |
| June Lee | Account Number: 003018003 | Exams |
| Tesla O/A Auto Cars | Account Number: 003018016 | Inventory |
| ViewSonic O/A Viewsonic enterprises | Account Number: 003018009 | Inventory |

3

The "**Account Details**" page will appear. You will be able to:

- View All Authorizations
- View All Inspection Reports
- View All Non-Compliances
- View All Contact
- View All Inventory
- View All Work Orders in Progress
- View All Invoices

The screenshot displays the 'Account Details' page for LINDE CANADA INC. The account number is 1001341. The page features an 'Account Summary' section with an 'Edit' button. Below this, there are seven red buttons arranged in a grid, each corresponding to a function listed in the text above: 'View All Authorizations', 'View All Inspection Reports', 'View All Non-Compliances', 'View All Contacts', 'View All Inventory', 'View All Work Orders in Progress', and 'View All Invoices'. The page also includes a navigation bar at the top and a footer with links for 'Learn', 'Company', and 'Need Help?'. The 'Applications' menu item in the navigation bar is circled in orange.

Home Accounts Applications Invoices

Customer Portal > Accounts > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary Edit

| | | | |
|--------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdl_canap_exp@imggetek-inc.com 01 9058035942 |
| | | | Secondary Contact(s) |

View All Authorizations

View All Inspection Reports

View All Non-Compliances

View All Contacts

View All Inventory

View All Work Orders in Progress

View All Invoices

Learn Company Need Help?

4

Click "**View All Authorizations**". The "**Authorizations/Certificates**" page will appear.

Customer Portal > Accounts > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary Edit


| | | | |
|--------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdi_canap_exp@imgagetek-inc.com 01 9058035942 |
| | | Secondary Contact(s) | |

View All Authorizations View All Inspection Reports View All Non-Compliances

View All Contacts View All Inventory View All Work Orders in Progress

View All Invoices

Learn: Training Documents, Training Videos
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.



5

Click the "**Download Excel**" button to download a list of Authorizations/Certificates.

To narrow your search for a specific authorization/certificate, enter the **authorization/certificate number** in the **Search** field.

Home Accounts Applications Invoices

Customer Portal > Accounts > Account Details > Authorization View

Authorizations/Certificates Download Excel

Account Name: LINDE CANADA INC
Account Number: 1001341

Show 10 entries Search:

| Service Item Name | Program | Authorization Number | Start Date | Expiry Date | Status ⓘ | Inventory ⓘ | Site Name | Site Address |
|-------------------------|------------------------------|----------------------|-------------------|-------------------|----------|-------------|-----------|--|
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010474 | January 07, 2021 | January 06, 2024 | Expired | 65079091 | Site | 400 BURLINGTON ST E. HAMILTON, ON. L8L 4H7, Canada |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010478 | February 23, 2021 | February 22, 2024 | Expired | 65079161 | Site | 106 EMMA ST. CHATHAM, ON, N7L 5K5, Canada |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010481 | February 22, 2021 | February 21, 2024 | Expired | 65081220 | Site | 344 GLENDALE AVE. ST CATHARINES, ON. L2T 4E3, Canada |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010482 | March 02, 2021 | March 01, 2024 | Expired | 65081221 | Site | 90 CTR ST. WELLAND, ON, L3B 5P2, Canada |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010489 | January 25, 2021 | January 24, 2024 | Expired | 65078826 | Site | 435 POLYMOORE RD. CORUNNA, ON. N0N 1G0, Canada |

6

Click an **Authorization number**. It will download a copy of the **Authorization/Certificate** to your computer.

Show entries Search:

| Service Item Name | Program | Authorization Number | Start Date | Expiry Date | Status i | Inventory i | Site Name |
|-------------------------|------------------------------|---|----------------|----------------|---|--|-----------|
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010635 | March 31, 2021 | March 30, 2024 | Active | 65078373 | Site |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010637 | March 31, 2021 | March 30, 2024 | Active | 65080173 | Site |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010640 | March 30, 2021 | March 29, 2024 | Active | 65079328 | Site |
| COI for ROI - Triennial | Boilers and Pressure Vessels | COI1010677 | March 16, 2021 | March 15, 2024 | Active | 65078185 | Site |

7

Click **"View All Inspection Reports"** from **"Account Details"**. The **"Inspection Reports"** page will appear.

[Customer Portal](#) > [Accounts](#) > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary Edit

| | | |
|---|---|--|
| <p>Account Type Organization</p> <p>Account Name LINDE CANADA INC</p> | <p>Primary Address</p> <p>5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4</p> | <p>Primary Contact</p> <p>pdl_cangp_exp@imgotek-inc.com 01 9058035942</p> <p>Secondary Contact(s)</p> |
|---|---|--|

View All Authorizations

View All Contacts

View All Inspection Reports

View All Inventory

View All Invoices

View All Non-Compliances

View All Work Orders in Progress

Learn

Training Documents


Training Videos

Company

Company News

Need Help?

Anywhere you see an information icon i, please click it for more details.
If experiencing technical difficulties, please contact
TSSA's Customer Contact Centre.
1-877-467-8282



8 Click the **"Download Excel"** button to download a list of Inspection Reports.

Or enter the **Inspection report number** in the **Search** field.

Inspection Reports

Please visit the "Open Orders" page to review the most up-to-date unresolved non-compliance information regarding your device/facility/ equipment/ business.
Account Name : LINDE CANADA INC
Account Number : 1001341

Show 10 entries Search:

| Inspection Report Number | Program | Inventory | Inventory Group Number | OE Plant Number | Inspection Address | Inspection Completion Date | WO Number | Inspection Task Type |
|--------------------------|------------------------------|-----------|------------------------|-----------------|---|----------------------------|-----------|-------------------------------|
| 10006966 | Boilers and Pressure Vessels | 100004684 | - | - | 1300 Baseline Rd, Ottawa, ON, K2C 0A9, Canada | May 17, 2021 | 8014611 | First or Install Inspection |
| 10006967 | Boilers and Pressure Vessels | - | - | - | 1300 Baseline Rd, Ottawa, ON, K2C 0A9, Canada | May 18, 2021 | 8014616 | Piping Inspection |
| 10016453 | Boilers and Pressure Vessels | 65080201 | - | - | 166 SIMCOE ST, TILLSONBURG, ON, N4G 2J1, Canada | September 17, 2021 | 8039968 | BPV Regulatory Non Compliance |
| 10027322 | Boilers and Pressure Vessels | 65079153 | - | - | 1453 PRINCE RD, WINDSOR, ON, N9C 3Z4, Canada | March 03, 2022 | 8069132 | BPV Regulatory Non Compliance |
| 10027325 | Boilers and Pressure Vessels | 65079154 | - | - | 1453 PRINCE RD, WINDSOR, ON, N9C 3Z4, Canada | March 03, 2022 | 8069137 | BPV Regulatory Non Compliance |

9 Click an **Inspection Report Number**. It will download a copy of the **Inspection report** to your computer.

Show 10 entries Search:

| Inspection Report Number | Program | Inventory | Inventory Group Number | OE Plant Number | Inspection Address | Inspection Completion Date | WO Number |
|--------------------------|------------------------------|-----------|------------------------|-----------------|--|----------------------------|-----------|
| 10143677 | Boilers and Pressure Vessels | - | - | - | 559 DOURO ST, STRATFORD, ON, N5A 0E3, Canada | December 18, 2023 | 14181060 |
| 10143816 | Boilers and Pressure Vessels | - | - | - | 234 Lockhart Rd, Barrie, ON, L4N 9G8, Canada | January 05, 2024 | 14181446 |
| 10145212 | Boilers and Pressure Vessels | 100024807 | - | - | 559 DOURO ST, STRATFORD, ON, N5A 0E3, Canada | December 19, 2023 | 14188060 |
| 10145216 | Boilers and Pressure Vessels | 100024808 | - | - | 559 DOURO ST, STRATFORD, ON, N5A 0E3, Canada | December 19, 2023 | 14188064 |
| 10145220 | Boilers and Pressure Vessels | 100024806 | - | - | 559 DOURO ST, STRATFORD, ON, N5A 0E3, Canada | December 19, 2023 | 14188070 |

10 Click "View All Non-Compliances" from "Account Details".

Customer Portal > Accounts > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary Edit

| | | | |
|--------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pji_canaq_exp@imgatek-inc.com 01 9058035942 |
| | | Secondary Contact(s) | |

[View All Authorizations](#)

[View All Contacts](#)

[View All Inspection Reports](#)


[View All Inventory](#)

[View All Invoices](#)

[View All Non-Compliances](#)

[View All Work Orders in Progress](#)

Learn: Training Documents, Training Videos | 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).



11 The "Open Non-Compliances" page will appear.

Click the "Download Excel" button to download a list of Open Non-Compliances.

Or enter the **Inspection report number** in the **Search** field to narrow your search.

Home Accounts Applications Invoices

Customer Portal > Accounts > Account Details > Issued Orders View

Open Non-Compliances Download Excel

The following represents the most up-to-date unresolved non-compliance information regarding your device/facility/ equipment/ business.


Account Name : LINDE CANADA INC
Account Number : 1001341

Show 10 entries Search:

| Priority ⓘ | Program | Inspection Report Number | Inventory/Inventory Group | OE Plant | Site Address | Non-Compliance ⓘ | Compliance Date |
|------------|------------------------------|--------------------------|---------------------------|----------|--|--|-----------------|
| Low | Boilers and Pressure Vessels | 10053587 | | N/A | 2070 HADWEN RD, MISSISSAUGA, ON, L5K 2C9, Canada | "Piping systems installation and test data report" must be completed | August 23, 2023 |

Showing 1 to 1 of 1 entries Previous Next

Learn: Training Documents, Training Videos | 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).



12

Click "**View All Contacts**" from "**Account Details**". The "**Contact - Active**" page will appear.

[Customer Portal](#) > [Accounts](#) > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary

| | | | |
|--------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdi_cangp_exp@imagetek-inc.com 01 9058035942 |
| | | | Secondary Contact(s) |

[Edit](#)

[View All Authorizations](#)

[View All Contacts](#)

[View All Inspection Reports](#)

[View All Inventory](#)


[View All Invoices](#)


[View All Non-Compliances](#)

[View All Work Orders in Progress](#)

Learn
Training Documents
Training Videos

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.
[1-800-387-5500](#) or [1-800-387-5500](#)



13 Click the **"Download Excel"** button to download a list of Contacts.

Or enter the **contact name, email or phone number** in the **Search** field to find a Contact.

Customer Portal > Accounts > Account Details > Contact View

Contacts - Active

Account Name : LINDE CANADA INC
Account Number : 1001341

Show 10 entries Search:

| Contact Name | Contact Role | Email | Primary Phone | Starting Date |
|------------------------|-----------------------------------|----------------------------|---------------|-------------------|
| AARON LAWRENCE | Contact for | | 5197027731 | |
| Ada Shelby | Portal User for Account (Contact) | adashelbytssa@gmail.com | | February 29, 2024 |
| ADMINISTRATIVE CONTACT | Contact for | | 5193322264 | |
| ALEXANDRA BENGGAWAN | Contact for | ALEXANDRA BENGGAWAN@LIN... | 9053018768 | April 04, 2022 |
| ANDRE CHENIER | Contact for | | 9058035885 | |
| ANDREW ANDREW | Contact for | | 4162155746 | |
| ANTONIO ANTONIO | Contact for | | 9056683300 | |
| ANTONY PILEGGI | Employee of | | 9057964780 | |
| ASHLEY THIEU | Employee of | Ashley_Thieu@praxair.com | 9058031812 | |
| BELINDA CHAUHAN | Contact for | belinda.chauhan@linde.com | 9058031600 | |

Showing 1 to 10 of 138 entries Previous 1 2 3 4 5 ... 14 Next

14 Click **"View All Inventory"**.

Customer Portal > Accounts > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary

Edit

| | | | |
|----------------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdl_canap_exp@imgotek-inc.com 01 9058035942 |
| Secondary Contact(s) | | | |

View All Authorizations

View All Inspection Reports

View All Non-Compliances

View All Contacts


View All Inventory

View All Work Orders in Progress

View All Invoices

Learn
Training Documents
Training Videos

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.
1-800-387-5111

15 The "Inventory" page will appear.

Click the "Download Excel" button to download a list of Inventories.

Or enter the **Inventory Number** in the **Search** field to find an inventory.

Home Accounts Applications Invoices

Customer Portal > Accounts > Account Details > Inventory View

Inventory

Account Name : LINDE CANADA INC
Account Number : 1001341

Note: If inventory status is Active and the corresponding authorization is not in an Active status or is not displayed on the [Authorizations](#) view, please contact TSSA Customer Services.

Show 10 entries Search:

| Inventory Number | Status | Site Name | Site (Address) | Program | Asset Type |
|------------------|------------------|-------------------------|--|------------------------------|-----------------|
| 100000118 | Active (Insured) | JC TRAILER | 25975 WOODBINE AVE. KESWICK, ON, L4P 3E9, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000119 | Active (Insured) | Site | 97 WALKER DR, BRAMPTON, ON, L6T 4Z3, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000120 | Active (Insured) | Site | 97 WALKER DR, BRAMPTON, ON, L6T 4Z3, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000121 | Active (Insured) | Site | 97 WALKER DR, BRAMPTON, ON, L6T 4Z3, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000137 | Active (Insured) | TIGERCAT INDUSTRIES INC | 1556 INDUSTRIAL RD. CAMBRIDGE, ON, N3H 4W5, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000149 | Active (Insured) | TIGERCAT INDUSTRIES INC | 1556 INDUSTRIAL RD. CAMBRIDGE, ON, N3H 4W5, Canada | Boilers and Pressure Vessels | Pressure Vessel |
| 100000161 | Active (Insured) | Site | 500 VICTORIA ST W, WHITBY, ON, LIN 9G4, | Boilers and Pressure Vessels | Pressure Vessel |

16 Click "View All Work Orders in Progress" from "Account Details".

Customer Portal > Accounts > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary Edit

| | | | |
|---------------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdi_canop_exp@imgagetek-inc.com 01 9058035942 |
| | | | Secondary Contact(s) |

View All Authorizations

View All Contacts

View All Inspection Reports

View All Inventory

View All Invoices

View All Non-Compliances

View All Work Orders in Progress

Learn

Training Documents

Training Videos

Company

Company News

Need Help?

Anywhere you see an information icon i, please click it for more details.
If experiencing technical difficulties, please contact
TSSA's Customer Contact Centre.

17 The "Work Orders in Progress" page will appear.

Click the "**Download Excel**" button to download a list of Work Orders.

Or enter the **work order number** in the **Search** field to narrow your search.

Home Accounts Applications Invoices

Customer Portal > Accounts > Account Details > Work Orders In Progress

Work Orders In Progress Download Excel

Account Name: LINDE CANADA INC
Account Number: 1001341

Show entries Search:

| Work Order Number | Status i | Service Type | Service Item | Inventory Number | Site Address | Application Received Date | Application Number i |
|-------------------|---|---------------------------|-----------------------------|------------------|---|---------------------------|---|
| 8010277 | Open | Certificate of Inspection | COI - BPV | | 125 EDILCAN DR, CONCORD, ON, L4K 3S6, Canada | April 12, 2021 | N/A |
| 8010918 | Completed | Investigation | Incident Investigation | | | N/A | N/A |
| 8011648 | Open | Certificate of Inspection | COI - BPV | | 100 SAVAGE DR, CAMBRIDGE, ON, N1T 1S3, Canada | April 19, 2021 | N/A |
| 8051753 | Open | Certificate of Inspection | COI - BPV | | 1 HERSHEY DR, DIST. CTR. SMITHS FALLS, ON, K7A 4S9, Canada | November 05, 2021 | N/A |
| 8062308 | Open | Certificate of Inspection | COI - BPV | | 934 NIAGARA ST, WELLAND, ON, L3C 1M3, Canada | January 05, 2022 | N/A |
| 8062314 | Scheduled | First or Install | First or Install Inspection | | 934 NIAGARA ST, WELLAND, ON, L3C 1M3, Canada | January 05, 2022 | N/A |
| | | Certificate of | | | 275 WRIGHT BLVD, | | |

18 Click "View All Invoices" from "Account Details".

[Customer Portal](#) > [Accounts](#) > Account Details

LINDE CANADA INC
Account Number: 1001341

Account Summary

[Edit](#)

| | | | |
|--------------|------------------|--|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | LINDE CANADA INC | 5015 Spectrum Way Suite 500 Mississauga, ON Canada L4W 0E4 | pdl_canap_exp@imgetek-inc.com 01 9058035942 |
| | | | Secondary Contact(s) |

[View All Authorizations](#)

[View All Inspection Reports](#)

[View All Non-Compliances](#)

[View All Contacts](#)

[View All Inventory](#)


[View All Work Orders in Progress](#)

[View All Invoices](#)


Learn
Training Documents
Training Videos

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.
[1-800-387-5500](#) or [tssacustomer@tssasask.ca](#)



19 Click "Unpaid Invoices".

 Home Accounts Applications **Invoices**

[Customer Portal](#) > Invoices

Invoices

TSSA Account
LINDE CANADA INC - 1001341

Invoices [Unpaid Invoices](#) [Paid Invoices](#)

20 Click an **Unpaid Invoice Number** to download a copy of the **Unpaid Invoice**.

Select the "**Download Excel**" button to download a list of invoices.

Or enter the unpaid invoice number in the **Search** field to find unpaid invoices.

Unpaid Invoices Download Excel

Account Name :
Account Number :

Select specific invoices to be processed for payment or you may click on Select All for all invoices to be processed. Click on the Invoice Number to view the Invoice. PDF.

Search:

| Select All | Invoice Number | Authorizatio Number | Consolidate Invoice Number | Work Order Number | Service Category | Service Item | Total Amount | Invoice Date | Due Date | Invoice Balance Due |
|--------------------------|--|------------------------|----------------------------------|-------------------------|---------------------|-----------------|-----------------|-------------------|-------------------|---------------------------|
| <input type="checkbox"/> | 9382778 | FS-LIC-50480 | | 8314556 | FS Authorization | FS Rene... | \$197.50 | May 01, 2023 | May 31, 2023 | \$197.50 |
| <input type="checkbox"/> | 9561629 | FS-LIC-50489 | | 14131344 | FS Authorization | FS Rene... | \$197.50 | October 14, 2023 | November 13, 2023 | \$197.50 |
| <input type="checkbox"/> | 9625490 | 000384401 | | 14171983 | FS Authorization | FS Rene... | \$197.50 | November 29, 2023 | December 29, 2023 | \$197.50 |
| <input type="checkbox"/> | 9625611 | 000384406 | | 14171869 | FS Authorization | FS Rene... | \$197.50 | November 29, 2023 | December 29, 2023 | \$197.50 |
| <input type="checkbox"/> | 9652596 | 000261510 | | 14192142 | FS Authorization | FS Rene... | \$197.50 | December 23, 2023 | January 22, 2024 | \$197.50 |

21 Click on "**Paid Invoices**" from **Invoices** section to view paid invoices.

Home Accounts Applications **Invoices**

[Customer Portal](#) > Invoices

Invoices

Select the TSSA Account


LINDE CANADA INC - 1001341

Invoices Unpaid Invoices Paid Invoices

Learn
Training Documents
Training Videos

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).
T 1-800-977-1000 (TSSA)



22 Click a **Paid Invoice Number** to download a copy of the **Paid Invoice**.

Select the "**Download Excel**" button to download a list of invoices.

Or enter the paid invoice number in the **Search** field to narrow your search.

Home Accounts Applications Invoices

Customer Portal > Invoices > Paid Invoices

Paid Invoices

Invoices paid on or after April 1 2022
Account Name : LINDE CANADA INC
Account Number : 1001341

Show 10 entries Search:

| Invoice Number | Authorization Number | Consolidated Invoice Number | Work Order Number | Service Category | Service Item | Invoice Settlement Date | Total Amount | Invoice Balance Due | Status |
|----------------|----------------------|-----------------------------|-------------------|------------------|-------------------------|-------------------------|--------------|---------------------|--------|
| 9008470 | | | 8010372 | Engineering | Piping(Conventional) | October 12, 2023 | \$404.54 | \$0.00 | Closed |
| 9010265 | | | 8013118 | Engineering | Piping(Conventional) | October 12, 2023 | \$505.68 | \$0.00 | Closed |
| 9025016 | CO11011039 | | 8027609 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |
| 9025017 | CO11011036 | | 8027605 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |
| 9025018 | CO11011038 | | 8027607 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |
| 9025019 | CO11011032 | | 8027601 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |
| 9025024 | CO11011033 | | 8027603 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |
| 9025025 | CO11011031 | | 8027602 | Authorization | COI for ROI - Triennial | October 12, 2023 | \$115.00 | \$0.00 | Closed |



Tip! After learning about Invoices, click on "Accounts" tab and select the same TSSA account to land on "Account Details" page.

23

Click **"Edit"** from **"Account Details"** to the edit your details.

TSSA | Profile | Sign out

Home | Accounts | Applications | Invoices | BPV Owner | BPV Insurer

Customer Portal > Accounts > Account Details

David Smith O/A Dell Enterprises
Account Number: 003018017

Account Summary

| | | | |
|--------------|----------------------------------|---|---|
| Account Type | Organization | Primary Address | Primary Contact |
| Account Name | David Smith O/A Dell Enterprises | 77 Mutual St Toronto, Ontario Canada M5B 0B9 | 1264 4375462432 Secondary Contact(s) |

Edit

View All Authorizations | View All Inspection Reports | View All Non-Compliances

View All Contacts | View All Inventory | View All Work Orders in Progress

View All Invoices

24 The "**Account Management**" page will appear.

Select the "Click here" option to learn about how to update the account legal name.

The "**Contact Us**" TSSA webpage will appear to update the following account details:

- Account Type
- Account Name
- Legal and Other Name
- Other Name Type
- Business Registry Information

Account Management

Account Number:

Account Details

(Please [click here](#) for process to update any information in this section.)

Account Type
Organization

Account Name

Legal Name

Other Name

Other Name Type
O/A

Business Registry Information

Business Identification Number Expiry Date
2024/Feb/29

Business Number
445566

Third Party Information

Third Party Account Purpose

Contact Details

Shipping Preferred Delivery Method
Email

Billing Preferred Delivery Method
Mail

Edit

Primary Account Email Address


Billing Email

25 Scroll down and click on **"Edit"** under **"Contact Details"** section.

Account Number: 003018017

| | | |
|---|--------------------------------------|--|
| Account Details <small>(Please click here for process to update any information in this section.)</small> | Account Type Organization | Account Name David Smith O/A Dell Enterprises |
| | Legal Name David Smith | Other Name Dell Enterprises |
| | Other Name Type O/A | |
| | Business Registry Information | Business Identification Number Expiry Date 2024/Jan/24 |
| | Business Number 33226655 | |

| | | |
|------------------------|---|--|
| Contact Details | Shipping Preferred Delivery Method Mail | Billing Preferred Delivery Method Mail |
| | Primary Account Email Address | Billing Email |
| | Primary Phone Type Business | Secondary Phone Type |
| | Primary Phone Country Code 1264 | Secondary Phone Country Code |
| | Primary Phone Number 4375462432 | Secondary Phone Number |
| | Primary Phone Number Extension | Secondary Phone Extension |



26 To change the account **Contact Details**, refer to "How to update Account Contact Details" guide.

Account Number: 003018017

Account Details
(Please click [here](#) for process to update any information in this section.)

Contact Details

Account Addresses ⓘ

Primary Address: 77 Mutual St Toronto Ontario M5B 0B6

| Address Type | Activity Type |
|--------------|---------------|
| Bill To | |

Update Contact Details X

Shipping Preferred Delivery Method
Mail

Primary Account Email Address

Billing Preferred Delivery Method
Mail

Billing Email

Primary Phone Type
Business

Primary Phone Country Code*
Anguilla

Primary Phone Number*
4375462432

Primary Phone Extension

Secondary Phone Type
Select

Secondary Phone Country Code

Close Update

Account Name: David Smith O/A Dell Enterprises

Other Name: Dell Enterprises

Business Identification Number Expiry Date: 2024/Jan/24

Billing Preferred Delivery Method Mail Edit

Billing Email

Secondary Phone Type

Secondary Phone Country Code

Secondary Phone Number

Secondary Phone Extension

Change Address

Attention To Edit

27

Click on **"Change Address"** from **"Account Management"**.

Account Addresses ⓘ



Primary Address: 77 Mutual St Toronto Ontario M5B 0B9 Canada

| Address Type | Activity Type | Address | Email Address | Care Of | Attention To | |
|--------------|-------------------|---|---------------|---------|--------------|------|
| Bill To | | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Authorization | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Correspondence | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Inspection Report | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |

Contact Connections ⓘ



| Contact Name | Contact Role ⓘ | Email | Primary Phone | Starting Date | Status | |
|--------------|--------------------------------------|-------------------------|---------------|---------------|--------|------------|
| David Smith | Portal Manager for Account (Contact) | davidsmithssa@gmail.com | | 2024/01/18 | Active | Inactivate |



Tip! To change the account address, please refer to "How to change account address in Portal" guide.

28

After updating **"Account Address"** scroll down to **"Contact Connections"**

Primary Address: 5015 Spectrum Way Suite 500 Mississauga ON L4W 0E4 Canada

| Address Type | Activity Type | Address | Email Address | Care Of | Attention To | |
|--------------|-------------------|--|-------------------------------|---------|--------------|------|
| Bill To | | 165 BISCAYNE CRES, BRAMPTON, ON, L6W 4R3, Canada | | | | Edit |
| Bill To | | 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada | pdh_corap_exp@magetek-inc.com | | | Edit |
| Bill To | | 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada | | | | Edit |
| Ship To | Authorization | 165 BISCAYNE CRES, BRAMPTON, ON, L6W 4R3, Canada | | | | Edit |
| Ship To | Authorization | 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada | | | | Edit |
| Ship To | Authorization | 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada | | | | Edit |
| Ship To | Correspondence | 3840 53 AVE NW, EDMONTON, AB, T6B 3N7, Canada | | | | Edit |
| Ship To | Correspondence | 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada | | | | Edit |
| Ship To | Correspondence | 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada | | | | Edit |
| Ship To | Inspection Report | 5015 Spectrum Way, Suite 500, Mississauga, ON, L4W 0E4, Canada | | | | Edit |
| Ship To | Inspection Report | 750 BARMAC DR, TORONTO, ON, M9L 2X8, Canada | | | | Edit |

Contact Connections ⓘ

| Contact Name | Contact Role ⓘ | Email | Primary Phone | Starting Date | Status |
|------------------------|-----------------------------------|-------------------------------|---------------|---------------|--------|
| AARON LAWRENCE | Contact for | | 597027731 | | Active |
| Ada Shelby | Portal User for Account (Contact) | adashelbytssa@gmail.com | | 2024/02/29 | Active |
| ADMINISTRATIVE CONTACT | Contact for | | 593322264 | | Active |
| ALEXANDRA BENGGAWAN | Contact for | ALEXANDRA.BENGGAWAN@LINDE.COM | 9053018768 | 2022/04/04 | Active |
| ANDRE CHENER | Contact for | | 9058035885 | | Active |
| ANDREW ANDREW | Contact for | | 4162155746 | | Active |
| ANTONIO ANTONIO | Contact for | | 9056683300 | | Active |
| ANTONIO ANTONIO | Contact for | | 9056683300 | | Active |

29

Click the "Add" button on "Contact Connections".

Account Addresses ⓘ

Change Address

Primary Address: 77 Mutual St Toronto Ontario M5B 0B9 Canada

| Address Type | Activity Type | Address | Email Address | Care Of | Attention To | |
|--------------|-------------------|---|---------------|---------|--------------|------|
| Bill To | | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Authorization | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Correspondence | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |
| Ship To | Inspection Report | 77 Mutual St, Toronto, Ontario, M5B 0B9, Canada | | | | Edit |

Contact Connections ⓘ

Add

| Contact Name | Contact Role ⓘ | Email | Primary Phone | Starting Date | Status | |
|--------------|--------------------------------------|-------------------------|---------------|---------------|--------|------------|
| David Smith | Portal Manager for Account (Contact) | davidsmithtso@gmail.com | | 2024/01/18 | Active | Inactivate |

Account to Account Connections

| Account Name | Account Number | Connection Role | Starting Date | Status |
|--------------|----------------|-----------------|---------------|--------|
|--------------|----------------|-----------------|---------------|--------|

30

Enter the following under **Add Connection Details**:

- First Name
- Last Name
- Email address
- Phone type
- Country code
- Primary Phone number

Add Connection Details [X]

First Name*
Emily

Last Name*
Rose

Email*
emilyrose@gmail.com

Phone Type
Mobile

Contact Phone Country Code
Canada

Primary Phone*
(647) 918-0892

Contact Connection Role*
Select

Close Update

31

Select the **"Contact Connection Role"** and click **"Portal Manager/Portal User"** from the dropdown list.

Click the **"Update"** button.

The screenshot shows a contact form with the following fields: Last Name* (Rose), Email* (emilyrose@gmail.com), Phone Type (Mobile), Contact Phone Country Code (Canada), and Primary Phone* ((647) 918-0892). The 'Contact Connection Role*' dropdown menu is open, showing options: Select, Portal Manager, and Portal User. The 'Portal User' option is highlighted. Below the form are 'Close' and 'Update' buttons. The background shows a table with columns for Contact Name, Contact Role, Email, Primary Phone, Starting Date, and Status. A TSSA logo is visible in the bottom right corner.

32

The added account will appear under **"Contact Connections"**.

The screenshot shows a table titled 'Contact Connections' with an 'Add' button in the top right. The table has the following columns: Contact Name, Contact Role, Email, Primary Phone, Starting Date, and Status. The first row, 'Emily Rose', is circled in orange. The table contains the following data:

| Contact Name | Contact Role | Email | Primary Phone | Starting Date | Status |
|--------------|--------------------------------------|--------------------------|----------------|---------------|--------|
| Emily Rose | Portal User for Account (Contact) | emilyrose@gmail.com | (437) 456-7356 | 2024/02/01 | Active |
| Eric Lee | Portal Manager for Account (Contact) | davidsmithtssa@gmail.com | | 2024/01/18 | Active |
| Eric Press | Portal User for Account (Contact) | ericpress@gmail.com | (437) 654-8532 | 2024/01/19 | Active |
| June Lee | Portal User for Account (Contact) | June.lee@gmail.com | (437) 546-2864 | 2024/01/24 | Active |
| Leo Brown | Portal User for Account (Contact) | Leobrown@gmail.com | (437) 453-7893 | 2024/01/25 | Active |

33

To update the contact connection details, you will first need to click the **"Inactivate"** button to inactivate it.

Contact Connections ⓘ

Add

| Contact Name | Contact Role ⓘ | Email | Primary Phone | Starting Date | Status | |
|--------------|--------------------------------------|--------------------------|----------------|---------------|--------|------------|
| Emily Rose | Portal User for Account (Contact) | emilyrose@gmail.com | (437) 456-7356 | 2024/02/01 | Active | Inactivate |
| Eric Lee | Portal Manager for Account (Contact) | davidsmithtssa@gmail.com | | 2024/01/18 | Active | Inactivate |
| Eric Press | Portal User for Account (Contact) | ericpress@gmail.com | (437) 654-8532 | 2024/01/19 | Active | Inactivate |
| June Lee | Portal User for Account (Contact) | June.lee@gmail.com | (437) 546-2864 | 2024/01/24 | Active | Inactivate |
| Leo Brown | Portal User for Account (Contact) | Leobrown@gmail.com | (437) 453-7893 | 2024/01/25 | Active | Inactivate |

34

Select **"Add"** and follow step 31 to create a new contact.

Contact Connections ⓘ

Add

| Contact Name | Contact Role ⓘ | Email | Primary Phone | Starting Date | Status | |
|--------------|--------------------------------------|--------------------------|----------------|---------------|--------|------------|
| Emily Rose | Portal User for Account (Contact) | emilyrose@gmail.com | (437) 456-7356 | 2024/02/01 | Active | Inactivate |
| Eric Lee | Portal Manager for Account (Contact) | davidsmithtssa@gmail.com | | 2024/01/18 | Active | Inactivate |
| Eric Press | Portal User for Account (Contact) | ericpress@gmail.com | (437) 654-8532 | 2024/01/19 | Active | Inactivate |
| June Lee | Portal User for Account (Contact) | June.lee@gmail.com | (437) 546-2864 | 2024/01/24 | Active | Inactivate |
| Leo Brown | Portal User for Account (Contact) | Leobrown@gmail.com | (437) 453-7893 | 2024/01/25 | Active | Inactivate |

35

Click **"Inactivate"** under **"Account to Account Connections"** to inactivate any **account to account connections**.

Account to Account Connections

| Account Name | Connection Role | Starting Date | Status |
|----------------------------------|--|---------------|--------|
| TORONTO STANDARD CONDO CORP 2594 | Property Management Company For (Service Provider) | 2024/02/22 | Active |



Learn


Training Documents

Training Videos

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).

Toll-Free: 1-877-682-TSSA (8772)

Email: customerservices@tssa.org



Contact us

Privacy and cookies

Terms of use

TSSA Website



Congratulations! You have successfully navigated, viewed details, and updated a TSSA account as a Portal Manager & Property Management Company.

36

Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.