

How to change Account Addresses



This guide will provide you with step-by-step instructions on how to change an account address in the TSSA Client Portal

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

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.

Existing Customers

Link to your TSSA account with:

- Invoice or inspection report or
- Valid authorization (licence/certificate)
- Account Access Key

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.

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 account first.
- Then proceed to linking to the owner/operator you wish to transact on behalf of.

2 Click the **TSSA account**. Details of the account will appear.

Home > Accounts

Hi Eric Lee!

Create Account Link Existing Account

Portal Manager ⓘ

Aby Shelby	Account Number: 003018036	0 Exams	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices
David Smith O/A Dell Enterprises	Account Number: 003018017	0 Inventory	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices
June Lee	Account Number: 003018003	0 Exams	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices
Karen Tremel O/A Auto Cars	Account Number: 003018042	0 Inventory	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices
Tesla O/A Auto Cars	Account Number: 003018016	0 Inventory	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices
ViewSonic O/A Viewsonic enterprises	Account Number: 003018009	0 Inventory	0 Authorizations	0 Work Orders In Progress	0 Unpaid Invoices

3 Click the **"Edit"** button.

Home Accounts Applications Invoices Profile Sign out BPV Owner BPV Insurer

Home > Accounts > Account Details

Karen Tremel O/A Auto Cars
Account Number: 003018042

Account Summary Edit

Account Type	Organization	Primary Address	Primary Contact
Account Name	Karen Tremel O/A Auto Cars	55 Mutual St Toronto, ON Canada M5B 2A9	karentremel@gmail.com 01 4376532567
Account Access Key	W8G3F1		Secondary Contact(s)
Third Party Account Purpose	Submitter		

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

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

Account Management

Account Number: 47274

Account Details

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

Account Type
Organization

Legal Name
COSTCO WHOLESALE CANADA LTD.

Other Name Type
N/A

Corporation Information

Corporation Number
ONT 001924764 / FED 8915342

Account Name
COSTCO WHOLESALE CANADA LTD.

Other Name

Corporation Jurisdiction
Ontario

Contact Details

Shipping Preferred Delivery Method
Mail

Primary Account Email Address
PERMITSCANADA@COSTCO.COM

Primary Phone Type
Business

Primary Phone Country Code
01

Primary Phone Number
.....

Billing Preferred Delivery Method
Email

Billing Email
treasurycanada@costco.com

Secondary Phone Type

Secondary Phone Country Code

Secondary Phone Number

Secondary Phone Extension

Edit

5 Scroll down and click the "**Change Address**" button

karentremel@gmail.com

Primary Phone Type
Business

Primary Phone Country Code
01

Primary Phone Number
4376532567

Primary Phone Number Extension

Secondary Phone Type

Secondary Phone Country Code

Secondary Phone Number

Secondary Phone Extension

My Addresses

Change Address

My Address: 55 Mutual St Toronto ON M5B 2A9 Canada

Address Type	Activity Type	Address	Email Address	Care Of	Attention To
		55 Mutual St, Toronto, ON, M5B 2A9, Canada			Edit
	Authorization	55 Mutual St, Toronto, ON, M5B 2A9, Canada			Edit
	Correspondence	55 Mutual St, Toronto, ON, M5B 2A9, Canada			Edit
	Inspection Report	55 Mutual St, Toronto, ON, M5B 2A9, Canada			Edit

6 Select your address from **"Select Existing Address"** dropdown menu.

Technical Standards Safety Authority

Home Accounts Applications Invoices Profile

BPV Owner BPV Ins

Home > Accounts > Account Details > Account Management > Customer Portal - Address Change

Change Address

Select Existing Address

55 Mutual St, Toronto, ON, M5B 2A9, Canada

Search or Enter New Address (Addresses can be searched and selected. Users also have the ability to edit the address directly on the fields.)

Street Number/Name* Unit/Suite

Floor Number PO Box ⓘ

Country* Province/State*

City* Postal/Zip Code*

7 Click the **"Search or Enter New Address"** field and search for the address. The following fields will be automatically filled:

- Street number
- Country
- Province
- City
- Zip code

Or Enter the address manually in the mandatory fields with an asterisk (*).

Change Address

Select Existing Address

55 Mutual St, Toronto, ON, M5B 2A9, Canada

Search or Enter New Address (Addresses can be searched and selected. Users also have the ability to edit the address directly on the fields.)

100 Lawrence Ave, Richmond Hill Ontario L4C 1Z3

Street Number/Name* Unit/Suite

100 Lawrence Ave

Floor Number PO Box ⓘ

Country* Province/State*

Canada Ontario

City* Postal/Zip Code*

Richmond Hill L4C 1Z3

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Scroll down and **un-check** the addresses which are not applicable for this address change.

55 Mutual St. Toronto, ON, M5B 2A9, Canada | 100 Lawrence Ave. Richmond Hill, Ontario L4C 1Z3

Street Number/Name*
100 Lawrence Ave

Unit/Suite

Floor Number | PO Box ⓘ

Country*
Canada

Province/State*
Ontario

City*
Richmond Hill

Postal/Zip Code*
L4C 1Z3

Please un-check any address types which are not applicable for update

Select Address	Address Type	Activity Type	Address
<input checked="" type="checkbox"/>	Bill To		55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Primary		55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Authorization	55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Inspection Report	55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Correspondence	55 Mutual St. Toronto, ON, M5B 2A9, Canada

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Click on **"Update"** button.

Please un-check any address types which are not applicable for update

Select Address	Address Type	Activity Type	Address
<input type="checkbox"/>	Bill To		55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input type="checkbox"/>	Primary		55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Authorization	55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Inspection Report	55 Mutual St. Toronto, ON, M5B 2A9, Canada
<input checked="" type="checkbox"/>	Ship To	Correspondence	55 Mutual St. Toronto, ON, M5B 2A9, Canada

It may take upto 15 minutes to process the address change

Cancel

Update

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)

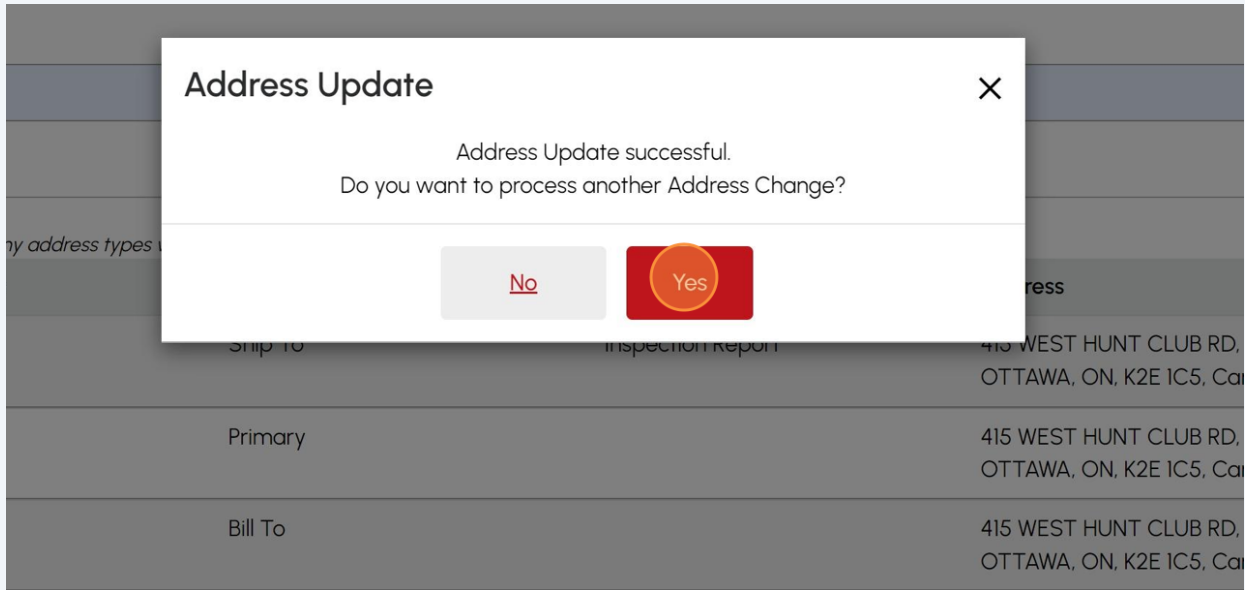
Email:

customerservices@tssa.org



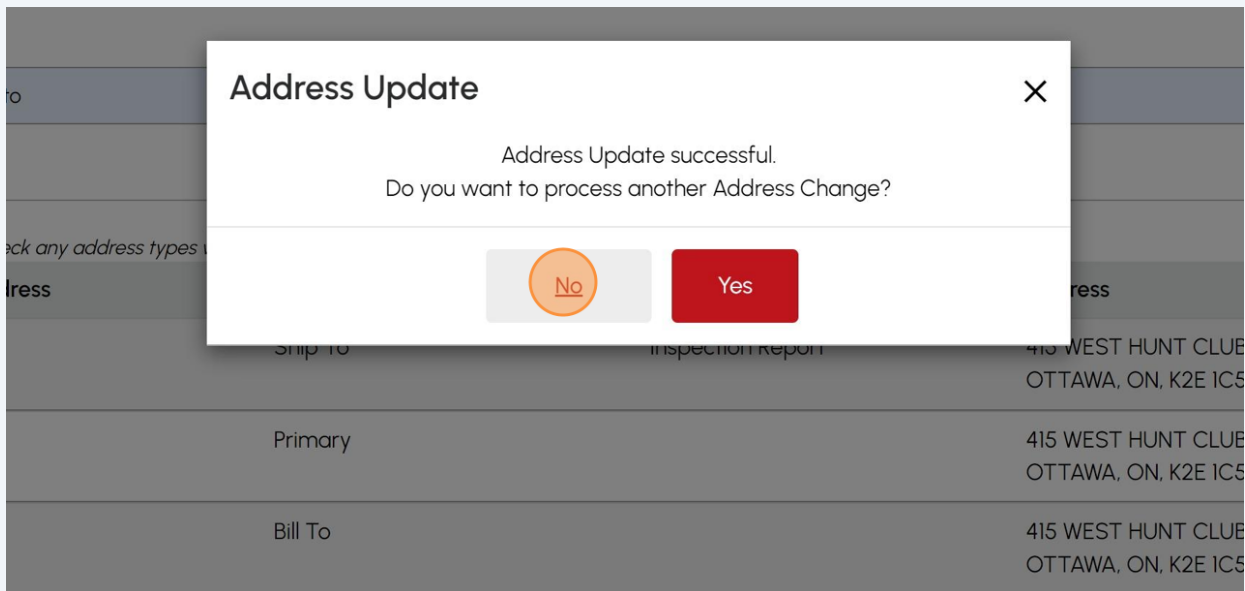
10

The address update is successful. Click **"Yes"** if you want to continue updating addresses.



11

Click **"No"** if you are not changing any other address.



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Once the request has been processed, you will see the updated address in the "Account Addresses" section.

Account Addresses ⓘ

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

Address Type	Activity Type	Address	Email Address	Care Of
Bill To		55 Mutual St, Toronto, ON, M5B 2A9, Canada		
Ship To	Authorization	100 Lawrence Ave, Richmond Hill, ON, L4C 1Z3, Canada		
Ship To	Correspondence	100 Lawrence Ave, Richmond Hill, ON, L4C 1Z3, Canada		
Ship To	Inspection Report	100 Lawrence Ave, Richmond Hill, ON, L4C 1Z3, Canada		

Contact Connections ⓘ



Alert! The updated account address may take up to 15 minutes to reflect.



Congratulations! You have successfully changed the Address in the TSSA Client Portal.

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