How to Sign in as an Existing User



This guide will provide you with step-by-step instructions on how to sign in as an existing user in the TSSA Client Portal.

| 1 Visit the TSSA website at h | ttps://www.tssa.org/ |
|---|---|
| Click the " TSSA Portal " bu | tton on the top-right of the page. |
| Contact Us | About TSSA Careers Newsroom FR TSSA Portal |
| nsing & Training & Professional Legislation stration Certification Enforcement | & Engagement & Public Consumer nt Consultations Safety |
| ering safe safe tio | Latest updates Temporary Impact on Services & Response Times During Launch of New Portal Important Information: Fee Changes Effective May 1, 2024 TSSA President & CEO Named Among Canada's Top Women in Safety |

| 2 The TSSA Portals landing page | will be displayed. | | |
|---|--|--|--|
| Regulated Licensing & Training & Industries Registration Certificatio | Professional Legislation & Engagement & Public Consumer Q n Enforcement Consultations | | |
| time > TSSA Portels TSSAPortals | | | |
| Do business with T This page is the gateway to TSSA's online services. Click on the a Most transactions and services are available on the TSSA Client f Portal must be submitted by uploading PDF forms via the Prepay | SSA efficiently ppropriate tab to select the service you need. Partal Applications and services not available on the Client ment Portal. | | |
| TSSA Client Portal A one-stop shop for doing business with the TSSA Log in or sign up for TSSA Client Portal | Online applications available in the TSSA Client Portal Inspection Scheduling: | | |
| | | | |
| Click the "Log in or sign up for " | TSSA Client Portal" button. | | |
| TSSA Portals | | | |
| Do business with T | SSA efficiently | | |
| This page is the gateway to TSSA's online services. Click on the appropriate tab to select the service you need. Most transactions and services are available on the TSSA Client Portal. Applications and services not available on the Client Portal must be submitted by uploading PDF forms via the Prepayment Portal. | | | |
| TSSA Client Portal | | | |
| A one-stop shop for doing business with the TSSA Log in or sign up for TSSA Client Portal | Online applications available in the TSSA Client Portal Inspection Scheduling: • Request for Installation Inspection of a Bailer & Pressure Vessel (BPV) | | |
| through the TSSA Client Portal's automated self-service functions. Use the links below to find the services you need. First, sinu pais a new portal user to: | Request for BPV Inspections. New Manufacturing (Shop Fabrication). Repair. Alteration. Welder/Brazer Public Information: | | |





5 The Sign-in page will be displayed.

Enter your registered email address, password and click the "**Sign-in**" button.

| | - |
|---|---|
| Sign in | |
| Sign in with your email address | |
| davidsmitht <mark>ssa@gy</mark> nail.com | |
| | |
| Forgot your password? | |
| Sign in | |
| Don't have an account? <u>Sign up now</u> | |

Click on the "**Send verification code**" button. A notification will sent to your email.

| | User Details | |
|---|--|-----|
| | Verification is necessary. Please click Send button Email Address | |
| | d******@gmail.com | * |
| | Send verification co | ode |
| | Continue | |
| | | |
| / | | |
| | | |
| | | |

| 7 | 7 Go to your email account. Copy the verification code. | | | |
|---|--|--|--|--|
| 1 | ISSA account email verification code Inbox × | | | |
| | Microsoft on behalf of TSSA <msonlineservicesteam@microsoftonline.com> 3:28 PM (0 min to davidsmithtssa -</msonlineservicesteam@microsoftonline.com> | | | |
| | Verify your email address | | | |
| ł | Thanks for verifying your <u>davidsmithtssa@gmail.com</u> account! Your code is | | | |
| | Sincerely, TSSA | | | |
| | ← Reply ← Forward 😂 | | | |

Enter/paste the verification code and click the "**Verify Code**" button. The email address has been verified successfully.



| ✓ Cancel | | |
|---|-----|--|
| User Details | | |
| E-mail address verified. You can now continue. Email Address | | |
| d******@gmail.com | * | |
| Continue | • 1 | |

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Congratulations! You have successfully signed in as an existing user in the portal.

| Home Accounts Applications Invoices | BPV Owner BPV Insurer | | | | |
|---|---|--|--|--|--|
| Customer Portal | | | | | |
| | | | | | |
| Hi David | | | | | |
| Welcome to the TSSA portal, where, customers can view and manage | e account information, submit application requests, pay invoices and more. | | | | |
| New Customers | Existing Customers | | | | |
| Create an Individual account if you are applying for: | To validate your account, you will need an: | | | | |
| A personal certificate | Invoice or inspection report or Valid authorization (licence/certificate/registration, etc.) Connect to your TSSA account, Please click Link Existing Account | | | | |
| For all other requests create an Organization account | | | | | |
| We require the company's legal entity details, i.e., corporation number or business identification number. | | | | | |
| Please click Create Account | | | | | |
| Third Party Customers | | | | | |
| Third Party Property Management Companies | Third Party Submitters | | | | |
| Connect 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, please click Link Existing Account | Connect 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, please click Link Existing Account | | | | |

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