



CRM  
Version 0.1



# Technical Standards and Safety Authority

*Insurer Portal Training Documentation*





# Insurer Portal Training Document

## Contents

<b>Overview .....</b>	<b>2</b>
Prerequisites.....	2
Step-by-step Instructions.....	2
<b>Signing into Portal.....</b>	<b>2</b>
<b>Profile Page .....</b>	<b>4</b>
<b>Home Page .....</b>	<b>5</b>
<b>Inventory Page .....</b>	<b>6</b>
Searching for Inventories.....	6
Downloading List of Inventories .....	7
View Details of Inventory.....	7
<b>Records of Inspection Page.....</b>	<b>8</b>
Searching Records of Inspections .....	9
View Records of inspection in different statuses.....	9
<b>Upload Records of Inspections.....</b>	<b>10</b>
Bulk upload Records of Inspections.....	11
Editing & Resubmitting Unvalidated Records.....	12
Single Form ROI.....	14
<b>Failed Inspections Page .....</b>	<b>16</b>
Submitting a Failed Inspection Form.....	16
<b>Cancellation of Insurer Page .....</b>	<b>19</b>
<b>Appendix .....</b>	<b>22</b>
<b>Frequently Asked Questions (FAQ) .....</b>	<b>23</b>



## Overview

This training document will help users navigate through the Insurer Portal App, and complete functionalities such as: Uploading ROI's, Failed Inspections form and cancellation of Insurer.

### Prerequisites:

- User has redeemed their code and completed their portal registration form.

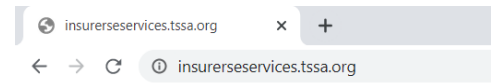


## Step-by-step Instructions

Step	Task	Screen
------	------	--------

### Signing into Portal

1. Open link to Insurer Portal App:  
“<https://insurerseservices.tssa.org>”



2. Click on Sign In button



Welcome to TSSA BPV COI Portal  
Click on Sign In Button to initiate services.



3. Click the “Sign up now” hyperlink

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

4. Enter the “Email Address” you want to use to register yourself and click the "Send Verification Code" button. You will receive a notification.

< Cancel

User Details

davidsmithtssa@gmail.com \*

Send verification code

New Password \*

Confirm New Password \*

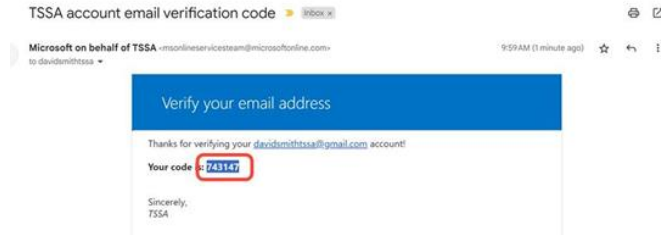
Given Name \*

Surname \*

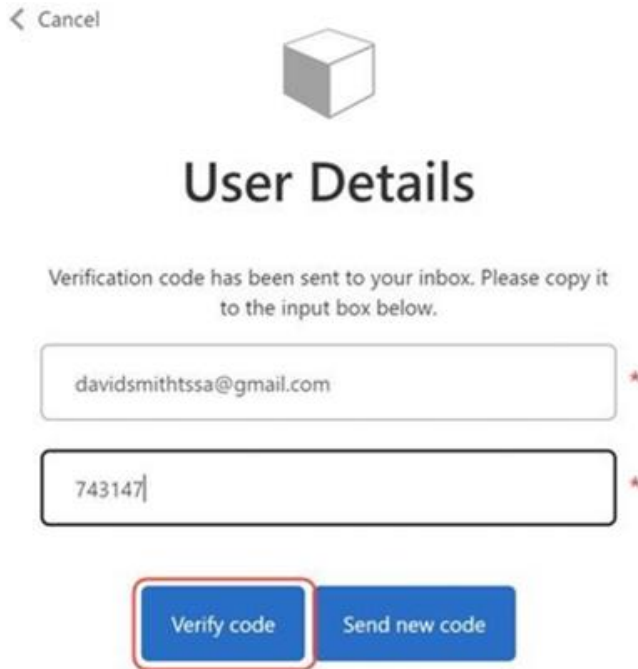
Create



5. Check your email for the verification code and copy it.



6. Enter or paste the "Verification Code" and click the "Verify Code" button. A new screen will appear to help you continue with the registration process.





7. Complete the following fields by entering a password and given names. All fields with an asterisk (\*) are mandatory. Click the "Create" button when you're done.

New Password \*

Confirm New Password \*

Given Name \*

Surname \*

Create



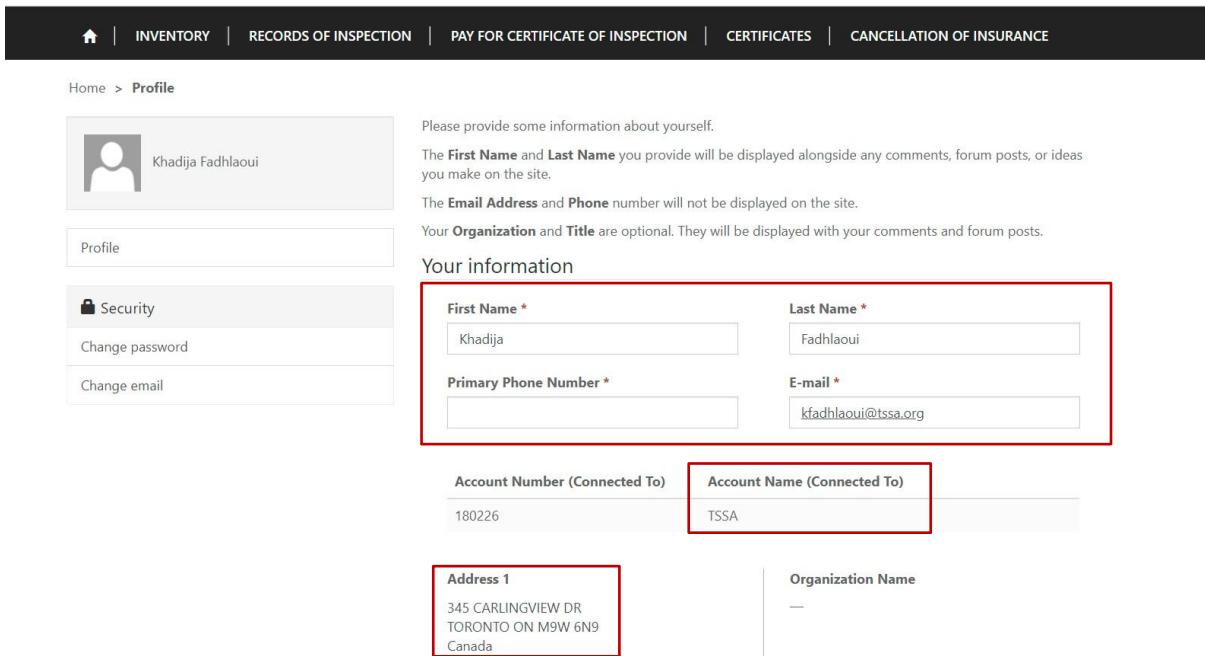
## Profile Page

8. Select the Profile option from your Username Menu in the top right corner.



9. To ensure TSSA has the correct information review your profile page and validate the following contact details.

- Name, Phone and Email address fields are editable. Changes to these fields will automatically update TSSA database.*





## Home Page

Home page will be displayed to users when clicking on the "Home" tab located at the top menu bar.

- > Home page displays quick links to other pages on portal.



The screenshot shows the TSSA BPV Portal interface. At the top left is the TSSA logo and the text "TSSA BPV Portal". At the top right, the user name "Amitesh Solanki" is displayed with "Profile" and "Sign out" buttons. A navigation menu includes "Home" (highlighted), "INVENTORY", "RECORDS OF INSPECTION", "UPLOAD ROI", "FAILED INSPECTIONS", and "CANCELLATION OF INSURANCE". The main content area features a welcome message for "ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA" with contact information: "SUITE 800 TORONTO ONTARIO M8B 1T8 Canada", "Email: KPolgar@Bentall.com", and "Phone: 1-(416) 360-0540 x221". Below this are five quick links: "Inventory" (with a boiler icon), "Records of Inspection" (with a document icon), "Cancellation of Insurance" (with a clipboard icon), "Failed Inspections" (with a red 'X' icon), and "Upload ROI" (with an upload icon). At the bottom, there are three boxes for "BPV Portal FAQs", "TSSA BPV legislation", and "Training Videos". The footer contains copyright information: "© 2017 Technical Standards and Safety Authority, 345 Carlingview Drive, Toronto, ON, M9W 6N9" and "Phone: 1-877-682-8772 Email: customerservices@tssa.org", along with "Helpful Links" for "Knowledge Articles" and "TSSA Website".





## Inventory Page

- Inventory page displays a list of Inventories that the portal user is associated to in TSSA Database.

Home > Inventory

Inventory Number ↑	Owner/Operator	Account Site	Site	Asset Class	Status	CRN Number	Equipment Tag	OIN	National Board Number	Serial Number
174598		CENTRAL UTILITIES PLANT	65 LANG WAY, GUELPH, ON, N1G 2W1, Canada	Boiler	Active (Uninsured)	D173.5	4	5.109705		62820
175564			872 TASHMOO AVE, SARNIA, ON, N7T 7M1, Canada	Pressure Vessel	Active (Insured)	SAN6157	Alteration CRN# SAN6157, Original CRN# E4638.5	5.353312		E751
175564			872 TASHMOO AVE, SARNIA, ON, N7T 7M1, Canada	Pressure Vessel	Active (Insured)	SAN6155	ITEM TT117 - Alteration CRN# SAN6155, Original CRN# E4966.5	5.353316		E752

## Searching for Inventories

Use the quick search bar located at the top right side to find inventories.

- Asterisk symbol (\*) is used as a wild card in Portal app. Use this to maximum your search in the database.

Home > Inventory

Search: 1745\* [Download]

Inventory Number ↑	Owner/Operator	Account Site	Site	Asset Class	Status	CRN Number	Equipment Tag	OIN	National Board Number	Serial Number
17459	GUELPH	CENTRAL UTILITIES PLANT	65 LANG WAY,	Boiler	Active	D173.5	4	5.109705		62820

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Phone: 1-877-682-6772 Email: customerservices@tssa.org

Helpful Links  
Knowledge Articles TSSA Website



## Downloading List of Inventories

- To view a full list of your inventories, click on the Download button located on far right side of the screen.
  - > System will download excel list of inventories.
  - User can use the excel file to filter by site or owner/operator name

12.

The screenshot shows the TSSA BPV Portal interface. The user is logged in as Amitesh Solanki. The navigation menu includes Home, INVENTORY (highlighted), RECORDS OF INSPECTION, UPLOAD ROI, FAILED INSPECTIONS, and CANCELLATION OF INSURANCE. Below the navigation, there is a search bar and a Download button (highlighted with a red box). The main content area displays a table of inventory items.

Inventory Number ↑	Owner/Operator	Account Site	Site	Asset Class	Status	CRN Number	Equipment Tag	OIN	National Board Number	Serial Number
174598	[Redacted]	CENTRAL UTILITIES PLANT	65 LANG WAY, GUELPH, ON, N1G 2W1, Canada	Boiler	Active (Uninsured)	D173.5	4	5.109705		62820

## View Details of Inventory

- Click on the inventory Number (TSSA UID) to see additional technical information of the device.
  - > Portal will direct user to details information page

The screenshot shows the details page for inventory item 174598. The user is logged in as Amitesh Solanki. The navigation menu is the same as in the previous screenshot. The main content area displays a table with three rows of inventory items. The first row, corresponding to item 174598, is highlighted with a red box.

Inventory Number ↑	Owner/Operator	Account Site	Site	Asset Class	Status	CRN Number	Equipment Tag	OIN	National Board Number	Serial Number
174598	[Redacted]	CENTRAL UTILITIES PLANT	65 LANG WAY, GUELPH, ON, N1G 2W1, Canada	Boiler	Active (Uninsured)	D173.5	4	5.109705		62820
175564	[Redacted]		872 TASHMOO AVE, SARNIA, ON, N7T 7M1, Canada	Pressure Vessel	Active (Insured)	5AN6157	Alteration CRN# 5AN6157, Original CRN# E4638.5	5.353312		E751
175564	[Redacted]		872 TASHMOO AVE, SARNIA, ON, N7T 7M1, Canada	Pressure Vessel	Active (Insured)	5AN6155	ITEM TT117 - Alteration CRN# 5AN6155, Original CRN# E4966.5	5.353316		E752



14. Review details of Inventory.


View details

### Summary

<b>GENERAL</b>	<b>Serial Number</b>
TSSA ID 174598	62820
<b>Owner/ Operator *</b> GUELPH	<b>Manufacturer's Name</b> BWXT CANADA LTD
<b>CRN Number</b> D173.5	<b>Shell MAWP</b> —
<b>Installation Address</b> 65 LANG WAY,	<b>Year Built</b> 1967
<b>Equipment Tag Number</b> 4	
<b>Device Type *</b> Boiler	
<b>Inspection Cycle Months</b> 12 Months	

## Records of Inspection Page

15. To view records inspections previously submitted click on Records of Inspection tab.  
> System will display records in “submitted by insurer” status on default page

 TSSA BPV Portal Amitesh Solanki  
[Profile](#) [Sign out](#)

[Home](#) | [INVENTORY](#) | **[RECORDS OF INSPECTION](#)** | [UPLOAD ROI](#) | [FAILED INSPECTIONS](#) | [CANCELLATION OF INSURANCE](#)

Home > Records of Inspection

ROI(s) - Submitted by Insurer

ROI Number	Inventory Number	Equipment Type	Account Name (Owner/Operator)	Site Address	ROI Status	ROI Submission Date
53076	6466			84 SMELTER RD, CONISTON, ON, POM 1M0, Canada	Submitted by Insurer	2/24/2021 1:54 PM
50670	4507			250 LAURIER BLVD, BROCKVILLE, ON, K6V 5V7, Canada	Submitted by Insurer	2/24/2021 1:54 PM
42243	179:			3 UNIROYAL RD, PO BOX 430, LINDSAY, ON, K9V 4S5, Canada	Submitted by Insurer	2/24/2021 1:54 PM



## Searching Records of Inspections

16. Use the quick search bar located at the top right side to find ROI's.
- Asterisk symbol (\*) is used as a wild card in Portal app. Use this to maximum your search in the database.

The screenshot shows the TSSA BPV Portal interface. At the top, there is a navigation bar with the TSSA logo and the text 'TSSA BPV Portal'. On the right, the user's name 'Amitesh Solanki' is displayed with 'Profile' and 'Sign out' buttons. Below the navigation bar, there are links for 'Home', 'INVENTORY', 'RECORDS OF INSPECTION', 'UPLOAD ROI', 'FAILED INSPECTIONS', and 'CANCELLATION OF INSURANCE'. The main content area shows a breadcrumb trail 'Home > Records of Inspection' and a search bar containing '53076'. Below the search bar, there is a table with the following data:

ROI Number	Inventory Number	Equipment Type	Account Name (Owner/Operator)	Site Address	ROI Status ↑	ROI Submission Date
53076	646672			84 SMELTER RD, CONISTON, ON, POM 1M0, Canada	Submitted by Insurer	2/24/2021 1:54 PM

At the bottom of the page, there is a footer with copyright information: '© 2017 Technical Standards and Safety Authority, 345 Carlingview Drive, Toronto, ON, M9W 6N9' and 'Phone: 1-877-682-8772. Email: customerservices@tssa.org'. There are also 'Helpful Links' for 'Knowledge Articles' and 'TSSA Website'.

## View Records of inspection in different status's

17. To view different status's of ROI's click on the drop down arrow next to Submitted by Insurer and select value from the list of values.

The screenshot shows the TSSA BPV Portal interface. At the top, there is a navigation bar with the TSSA logo and the text 'TSSA BPV Portal'. On the right, the user's name 'Amitesh Solanki' is displayed with 'Profile' and 'Sign out' buttons. Below the navigation bar, there are links for 'Home', 'INVENTORY', 'RECORDS OF INSPECTION', 'UPLOAD ROI', 'FAILED INSPECTIONS', and 'CANCELLATION OF INSURANCE'. The main content area shows a breadcrumb trail 'Home > Records of Inspection' and a search bar. Below the search bar, there is a dropdown menu for 'ROI(s) - Submitted by Insurer' which is open, showing the following options:

- ROI(s) - Submitted by Insurer
- ROI(s) - Validated
- ROI(s) - Rejected
- ROI(s) - Pending Payments
- ROI(s) - Paid

Below the dropdown menu, there is a table with the following data:

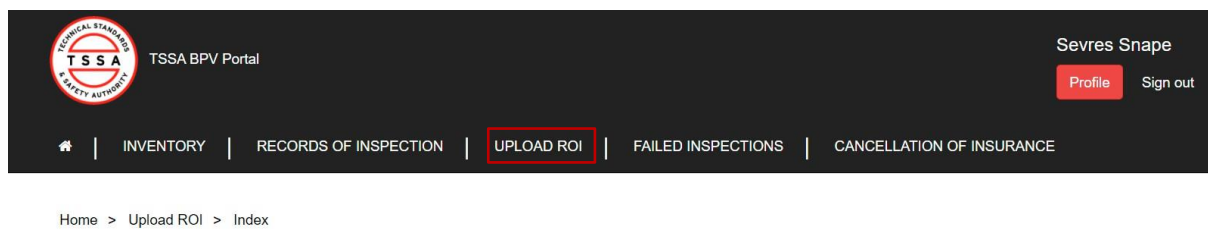
ROI Number	Inventory Number	Equipment Type	Account Name (Owner/Operator)	Site Address	ROI Status ↑	ROI Submission Date
				84 SMELTER RD, CONISTON, ON, POM 1M0, Canada	Submitted by Insurer	2/24/2021 1:54 PM



## Upload Records of Inspections

The Upload ROI page is where you can upload either your bulk or complete a single form record of ROI's.

- *Bulk upload template can be downloaded when user clicks on "here" icon located at the bottom of the Upload xls button.*



### Records of Inspection

**Bulk upload multiple ROIs (Excel File)**  
*Upload ROIs from Microsoft Excel file(.xls or .xlsx only).*

**Upload xls**

Click [here](#) to download Records of Inspection excel Template

**Single ROI**  
*Add(Create) a Single ROI.*

**ADD ROI**



## Bulk upload Records of Inspections

18. Click on **Upload xls** button on the Upload ROI page

Bulk upload multiple ROIs (Excel File)

Upload ROIs from Microsoft Excel file(.xls or .xlsx only).



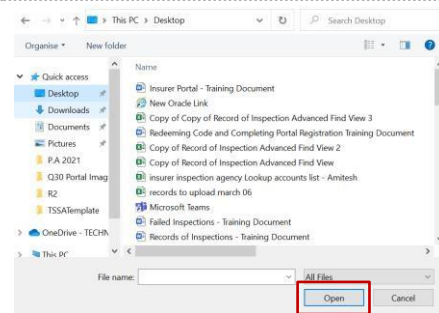
19. Select **Choose File** button

Bulk upload multiple ROIs (Excel File)

Upload ROIs from Microsoft Excel file(.xls or .xlsx only).



20. Find & Select file to upload. Click on Open button displayed in the dialog box.  
> System will direct users to the ROI Validation page (image below)



### Excel File Details

File Name	Created On	Created By	
Bulk ROI Upload_Demo to Insurers_March 4 2021.xlsx	3/4/2021 4:43:15 PM	Sevres Snape	<a href="#">Details</a>   <a href="#">Delete</a>

Insurers are expected to review all unvalidated ROIs and work with TSSA to resolve the error messages. Please email [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) for assistance.

### Unvalidated Records

TSSAID	Owner/Operator	Failure Reason	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Serial Number Mismatch   Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

### Validated Records

TSSAID	Owner/Operator	Action
--------	----------------	--------



## Editing & Resubmitting Unvalidated Records

21. ROI's that fail validation will be displayed under unvalidated records section. Reason for failure is displayed adjacent to the record.

*Insurers are expected to review all unvalidated ROIs and work with TSSA to resolve the error messages. Please email [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) for assistance.*

### Unvalidated Records

TSSAID	Owner/Operator	Failure Reason	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Serial Number Mismatch   Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

22. Click on Edit button to modify the record

*Insurers are expected to review all unvalidated ROIs and work with TSSA to resolve the error messages. Please email [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) for assistance.*

### Unvalidated Records

TSSAID	Owner/Operator	Failure Reason	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Serial Number Mismatch   Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>



23. Modify fields on the form that require corrections. Click on Re-submit button.

Home > Upload ROI > Index

EDIT

Insurer Does NOT Exist | Not a Valid Inspector |

### Customer Information

Owner/Operator Name*	Contact Phone Number
HOGWARTS OIA SCHOOL OF MAGIC	416-734-3453
	Contact Name*
	MICHELLE WILLIAMSON
	Contact Email Address
	MWILLIAMSON@TSSA.ORG

### Inspection Information

Insurer Name*	Inspector Name*
HOGSMEADE INSURANCE	
Inspection Agency Name	TSSA Issued Inspector Certificate Number (COC) *
GTT ONSET	
Inspection Date*	Inspection Type
2021-03-01	External
Inspection Status*	NB Code Violation Category Text
Pass	

### Inventory Information

TSSA ID*	CRN#
17475793	D6858.5
Serial Number	Installed Address
10020	8 ALFRED ST, COLBORNE, ON, K0K 1S0
NB	Year Built
OIN	MAWP (psi)
5.167545	150.00
Maximum Inspection Frequency	Manufacturer Name
Equipment Tag Number	Device Type
CH-82	
<b>Re-Submit</b>	

[Back to List](#)





24. System will re-process the record and validate the information modified. When record passes validation it will be displayed under the Validated Records section. Click on Submit to TSSA button.

- > System will send the information to TSSA data base and create an ROI record.

Excel File Details

File Name	Created On	Created By	
Bulk ROI Upload_Demo to Insurers_March 4 2021.xlsx	3/4/2021 4:43:15 PM	Sevres Snape	<a href="#">Details</a>   <a href="#">Delete</a>

Insurers are expected to review all unvalidated ROIs and work with TSSA to resolve the error messages. Please email [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) for assistance.

Unvalidated Records

TSSAID	Owner/Operator	Failure Reason	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Serial Number Mismatch   Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

Validated Records

TSSAID	Owner/Operator	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

I have reviewed the ROIs submitted and attest to their completeness and accuracy.

[Submit To TSSA](#)

## Single Form ROI

25. Click on Add ROI

### Single ROI

Add(Create) a Single ROI.

[ADD ROI](#)

26. Complete Fields on Form. Mandatory fields are marked in red astrix symbol (\*).

- System will autopopulate Inventory technical information also the owner/operator name of the device.
- System will auto populate COC number value when inspector name is selected & vise versa.



### ROI Submission

#### Inventory Information

TSSA ID*	CRN#
Serial Number	Installed Address
NB	Year Built
OIN	MAWP (psi)
Maximum Inspection Frequency	Manufacturer Name
Equipment Tag Number	Device Type

#### Customer Information

One of Contact Phone Number or Contact Email Address Should be populated!

Owner/Operator Name*	Contact Name*
Contact Phone Number	Contact Email Address

#### Inspection Information

Insurer Name*	Inspector Name*
Inspection Agency Name	TSSA Issued Inspector Certificate Number (COC) *
Inspection Date* yyyy-mm-dd	Inspection Type
Inspection Status* Pass	NB Code Violation Category Text

Create

27. Click on Create button located at the bottom of form to process.
  - > Information provided on form will be pushed through validation process. User will be directed to the Unvalidated Triage page.



[Back to List](#)

28. Information that passes validation will be displayed under Validated Records section. If the record Failed, it will be displayed under the Unvalidated Records section. User will have the ability to edit and resubmit the form for processing.

Click on **Submit to TSSA** button for records displayed under Validated Records section.

- See section "Editing & Resubmitting Records of Inspection" for detailed steps.



29.

Excel File Details

File Name	Created On	Created By	
Bulk ROI Upload_Demo to Insurers_March 4 2021.xlsx	3/4/2021 4:43:15 PM	Sevres Snape	<a href="#">Details</a>   <a href="#">Delete</a>

*Insurers are expected to review all unvalidated ROIs and work with TSSA to resolve the error messages. Please email [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org) for assistance.*

Unvalidated Records

TSSAID	Owner/Operator	Failure Reason	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	Serial Number Mismatch   Insurer Does NOT Exist   Not a Valid Inspector	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

Validated Records

TSSAID	Owner/Operator	Action
17475793	HOGWARTS O/A SCHOOL OF MAGIC	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

*I have reviewed the ROIs submitted and attest to their completeness and accuracy.*

[Submit To TSSA](#)

## Failed Inspections Page

30. Click on Failed inspection Tab
  - > System will open the Failed Inspection page
  - > System will display any previously submitted Failed Inspections forms in the table on this page

## Submitting a Failed Inspection Form

31. Click on "Create Failed Inspection" button located on the far right side of the page
  - > System will open failed Inspection form



TSSA BPV Portal Sevres Snape  
Profile Sign out

Home | INVENTORY | RECORDS OF INSPECTION | UPLOAD ROI | FAILED INSPECTIONS | CANCELLATION OF INSURANCE

Home > FAILED INSPECTIONS

Failed Inspections - Submitted

Search

ROI Number    Inventory Number    Equipment Type    Account Name (Owner/Operator)    Site Address    ROI Status ↑    ROI Submission Date

32. Click on the magnifying glass icon next to the field name “Inventory number”

ROI Detail

Inventory Number \*

33. Using the Search bar, insert the inventory number. This will help narrow down the search in the data base. Once record is found a check mark icon will be displayed on the left side, this means the system has selected the record. Click on the Select button located at the bottom of the window.

> System will return the user to the failed inspection form

Lookup records

Search

Inventory Number	Status Reason Code	Account	Site	Program	Asset Class	Asset Type
<input checked="" type="checkbox"/> 1386590	Active (Insured)	Hogwarts O/A School of Magic	6 ADAMS ST, PARIS, ON, N3L 3Y4, Canada	Boilers and Pressure Vessels	Boiler	
<input type="checkbox"/> 17463462	Active (Insured)	Hogwarts O/A School of Magic	8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada	Boilers and Pressure Vessels	Boiler	

34. The system displays the inventory record selected and auto-populated the following fields on the form:



ROI Detail

Inventory Number \*

Asset Class \*  
Boiler

CRN Number  
H7268.5

Customer Information

Owner/Operator

Insurer \*

35. Complete the remaining fields on the form  
Click on the Submit button upon completion



**Insurer \***  
Hogsmeade Insurance A Div Of All-wizarding Insurance [x] [Q]

**Inspector Name**

**Inspection Date \*** [Calendar icon]

**Inspection Type \*** [Dropdown arrow]

**Contact Name**

**Contact Email Address**

**Contact Phone Number**

**Description for Failure & History of Equipment**

**Submit**

36. System will return to Failed Inspection page and display the submitted record on screen.

Home > FAILED INSPECTIONS

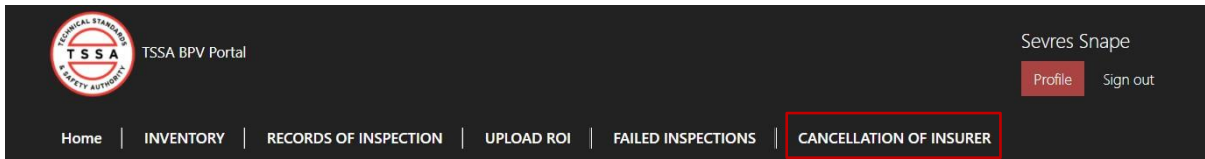
Failed Inspections - Submitted [Search] [Create Failed Inspection]

ROI Number	Inventory Number	Equipment Type	Account Name (Owner/Operator)	Site Address	ROI Status ↑	ROI Submission Date
ROI-1061	17475793		Hogwarts O/A School of Magic	8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada	Submitted by Insurer	3/4/2021 12:03 PM



## Cancellation of Insurer Page

37. Click on Cancellation of Insurer Tab located on the top menu bar.



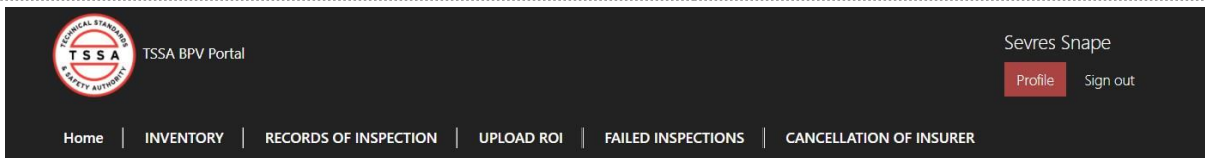
Home > Cancellation of Insurer

Change of insurance - Submitted

Search

Cancellation/Update # ↑	Inventory	Effective Date of Cancellation	Owner/Operator Name	Previous Insurer Name	New Insurer Name	Created On
-------------------------	-----------	--------------------------------	---------------------	-----------------------	------------------	------------

38. Select on Create button located on the far-left side.  
> System will trigger the Cancellation form



Home > Cancellation of Insurer

Change of insurance - Submitted

Search

39. Click on the magnifying glass located on inventory field.  
> System will display a window with a list of inventories that are associated with the user

Equipment Information  
Inventory \*



40. Use the search bar to find the inventory in our database.  
> The system will display a checkmark next to the selected Inventory.  
Click on the Select button located at the bottom of the window

Lookup records x

🔍

	(Insured)	O/A	PARIS, ON,	and	
<input type="checkbox"/>	17463462	Active (Insured)	Hogwarts School of Magic	8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada	Boilers and Pressure Vessels
<input type="checkbox"/>	17464838	Active (Insured)	Hogwarts School of Magic	8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada	Boilers and Pressure Vessels
<input type="checkbox"/>	17466536	Active (Insured)	Hogwarts School of Magic	8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada	Boilers and Pressure Vessels

< **1** 2 >

SelectCancelRemove value

41. The system auto-displays the Site Address and Owner/Operator of the device.

**Equipment Information**

**Inventory \***

17464838✕ 🔍

**Site**

8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada

**Customer Information**

**Owner/Operator Name \***

Hogwarts O/A School of Magic🔍

**Effective Date of Cancellation \***

📅

Submit



42. Complete the Effective Date of Cancellation Field.

Effective Date of Cancellation \*

43. Click on Submit button located at the bottom of the form

### Equipment Information

**Inventory \***

**Site**

8 ALFRED ST, COLBORNE, ON, K0K 1S0, Canada

### Customer Information

**Owner/Operator Name \***

**Effective Date of Cancellation \***



44. System will display the submitted record on Cancellation of Insurer Page

TSSA BPV Portal
Sevres Snape  
Profile Sign out

Home | INVENTORY | RECORDS OF INSPECTION | UPLOAD ROI | FAILED INSPECTIONS | CANCELLATION OF INSURER

Home > Cancellation of Insurer

Change of insurance - Submitted ▾

Cancellation/Update # ↑	Inventory	Effective Date of Cancellation	Owner/Operator Name	Previous Insurer Name	New Insurer Name	Created On
CAN-1008	17475793	3/31/2021	Hogwarts O/A School of Magic	Hogsmeade Insurance A Div Of All-wizarding Insurance		3/4/2021 11:52 AM
CAN-1009	17464838	3/3/2021	Hogwarts O/A School of Magic	Hogsmeade Insurance A Div Of All-wizarding Insurance		3/9/2021 7:20 PM





## Appendix

ROI Status	Definition
Submitted by Insurer	Records of Inspections submitted by Insurer and pending validation from Owners/Operators
Validated	Records of Inspection submitted and validated by Owner/Operators
Pending Payment	Records of Inspections Validated by Owner/Operators and pending Payment for COI's
Paid	Records of Inspection validated, and the Certificate has been paid for by the owner
Rejected	Records of Inspection Submitted by Insurer and Owner/Operator has rejected the ROI due to Incorrect Information.

ROI Error Message	Definition
TSSA UID Length is less than 8 digits	The inventory number noted on ROI is less than the mandatory length of 8 digits or greater.
TSSA UID is not found in the database	The inventory number noted on ROI doesn't exist in our database.
TSSA UID is Exempt	The inventory number noted on ROI is exempt as per regulations.
CRN Format is not Valid. Please edit or contact TSSA BPV Technical Services to Confirm CRN registration"	The CRN number noted on the ROI' contains " FITG or 0H" these are exempt. Please contact BPV technical services to confirm the CRN registered for that device.
Owner/Operator Name does not Match existing records.	The Owner/Operator name noted on the ROI does not match the information in the TSSA database.
Contact Name Incorrect Format	Contact Name noted on ROI contains a numeric or character ex. \$%&
Contact Phone Number Incorrect Format	The contact Phone number noted on ROI contains a non-numeric value ex. \$%&
Contact Email Address Incorrect Format	The contact Email address noted on ROI has no domain



Duplicate Detection

Another ROI with the inspection date and inspection type has already been submitted.

## Frequently Asked Questions (FAQ)

1. **Q. I didn't receive an email to register for the Portal.**
  - A. Please send an email to [customerservices@tssa.org](mailto:customerservices@tssa.org) or call 416.734.3400.
2. **Q. My list of inventories is missing devices.**
  - A. Please send an email to [customerservices@tssa.org](mailto:customerservices@tssa.org)
3. **Q. The inventory details information presented in the portal is not correct, who can I contact?**
  - A. Please contact our BPV technical team at [bpvcustomerservice@tssa.org](mailto:bpvcustomerservice@tssa.org)