TSS Platform – User Guide, Version 1

APPLICANTS

Individuals wishing to apply for (or renew) a Transportation Security Clearance (TSC) must do so using the new Transportation Security Services (TSS) platform. This guide is to assist users through the application process.

GETTING STARTED:

1. Applicants must be invited by their employer to apply for a TSC. In order to onboard you, your employer will require your:
   a. Given name
   b. Surname
   c. Email address (you can edit your email address once you create your account)
   d. Phone number
   e. Occupation (job description)
2. Once your employer has onboarded you, you will receive an email from TSS Modernization asking you to complete your account.

IMPORTANT NOTICE:

To protect your information, the platform requires two-factor authentication. This feature is not built into the platform. You will need use of an authenticator application on your mobile phone or desktop device. The choice is yours; we suggest Microsoft or Google authenticator *(you do not need to set up an account for these apps).*

It's very important that you complete your account within **96 hours** or your invitation code will expire. If your code has expired, you must contact your employer and request they resend you an invitation code.

Your invitation email will look as follows:

From: TSS Modernization / Modernisation SST TSSModernization-ModernisationSST@tc.gc.ca

Please sign-in to the Transportation Security Services (TSS) platform to complete your Transportation Security Clearance Application (TSCA).

To access your TSS account, you must complete 3 steps.

To get started, go to your TSS account

Step 1 - Sign in with GCKey or with a Sign-in partner: Watch the Sign-in with GCKey tutorial or watch the Sign-in partner tutorial

Step 2 - Choose and add your two-factor verification: Read the tutorial

Step 3 - Enter your invitation code: 20d1a5ae-886e-4c0c-80a3-fc6f0eacd223

You need to enter **your invitation code the first time you log in only.**

Please access your TSS account as soon as possible, since **your invitation code expires in (4 days).**

If you have questions, please contact your employer.

3. Click on the website link in your TSS Modernization email. Choose your language.
4. Click on "**Sign up with CGKey**"

IMPORTANT NOTICE: If you have GCKey with the Canada Revenue Agency (CRA), this will not work for this platform. You will need to create a new file.

Transport Canada

Sign in to view and manage your services and applications. If you already have an online account with the Government of Canada, you can use the same username and password to sign in.

Please choose an option to sign in:

♦ GCKey	🏛 Canadian banks
Sign in with your GCKey username and password.	Sign in with your Canadian online banking service.
[Sign in with GCKey]	[Sign in with Sign-In Partner]
▸ About GCKey	▸ About Sign-In Partners

Don't have a username or password?

[Sign up with GCKey]

Welcome to GCKey

Sign In

Username: **(required)**

[Username]

Password: **(required)**

[Password]

[Sign In] [Clear All]

Forgot your username? • Forgot your password?

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

[Sign Up]

Your GCKey can be used to access multiple Government of Canada online Enabled Services.

5. Follow the prompts on the website to sign up for GCKey. It is here you will link your authenticator app and create security questions.

GCKey Sign Up Complete

You have successfully created your GCKey.

Your Username is

Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.

[Continue]

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our Privacy Notice

Choose a method of two-factor authentication

Transportation Security Service (TSS) requires the use of two-factor authentication to secure your account. You will be asked to complete registration of a second factor in order to continue to access this service.

▶ What is two-factor authentication?

Need help? Please contact TSCModernization-ModernisationHST@tc.gc.ca for assistance.

Use your smartphone or tablet (recommended)	Use your desktop device
Set up your mobile device	Set up your desktop device

6. Follow the instructions online to set up your device and register your authenticator.
7. Once your device is registered, enter the invitation code from your email. Click **Register**.

Sign up with an invitation code

ℹ If you don't have an invitation code, you must ask your employer to send you an invitation code to access your TSS account

* Invitation code 20d1a5ae-886e-4c0c-80a

Register

8. You are now signed in. Here you can complete your TSC application.

Home

My TSC application

My TSC application

Application number: 2024-03-13-5376

Your next steps:

⚠ Complete your application
⚠ Upload all documents
⚠ Share for review (Optional)
⚠ Give consent

Cancel my application

⚠ Start application

IMPORTANT NOTICE: If you wish to complete your application at a later time, simply sign out. Your application will remain in your account. <u>Do not</u> cancel your application.

BEFORE YOU BEGIN YOU APPLICATION:

When you begin your application, you will be required to enter information for the past **5 years** including:

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- Citizenship (you will need your birth certificate and passport (if applicable/valid)
- Residential (addresses for the last 5 years)
- Employment / unemployment (for the last 5 years)
- Education (for the last 5 years)
- Spousal / marital information (date of birth and birth certificate, for the last 5 years)
- Details from out of country travel lasting more than 90 days

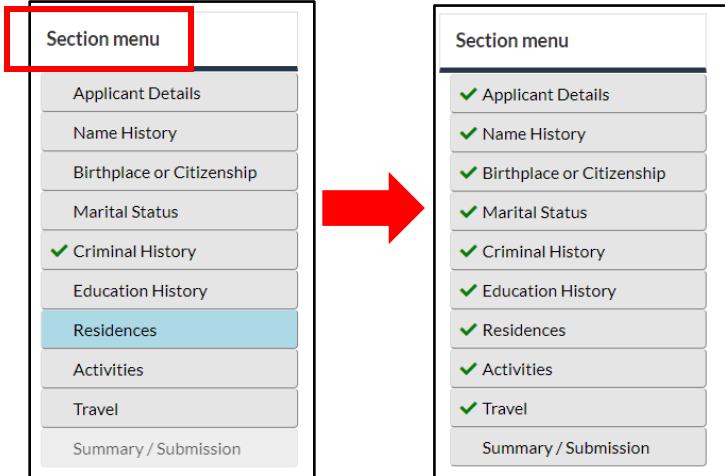You may wish to collect this information before you complete your application.

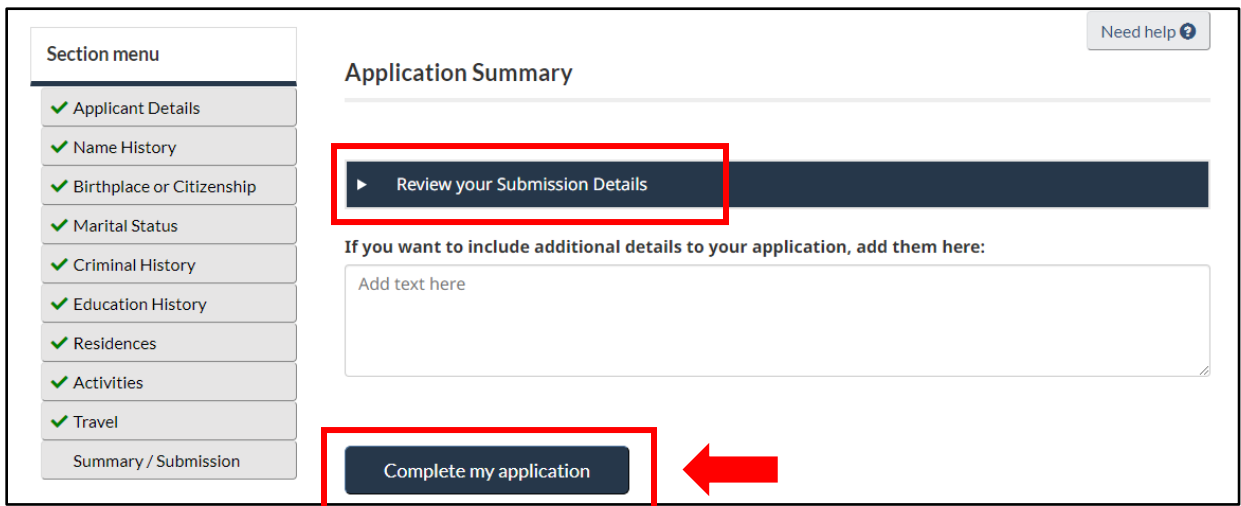9. Enter your details in the required fields. Use the **Need Help** button for more information. Select **Next** to continue.

10. Complete each section of the application. A **green** check mark will appear next to each section once it is complete.
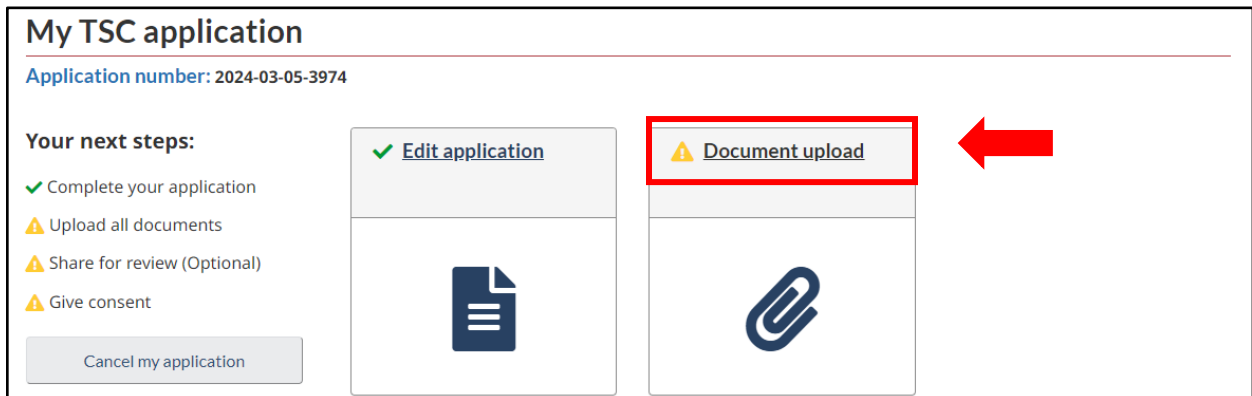
IMPORTANT NOTICE: If you have completed the required fields and the **Next** button is not functioning, return to the first section (page) of the application by selecting **Previous** or by selecting it from the menu. Review and continue to the next page next until each section is showing complete with a **green** check mark.

Section menu		Section menu
Applicant Details		✔ Applicant Details
Name History		✔ Name History
Birthplace or Citizenship		✔ Birthplace or Citizenship
Marital Status		✔ Marital Status
✔ Criminal History		✔ Criminal History
Education History		✔ Education History
Residences		✔ Residences
Activities		✔ Activities
Travel		✔ Travel
Summary / Submission		Summary / Submission

11. Once you have completed all sections, you may review and complete your application.

Section menu

✔ Applicant Details
✔ Name History
✔ Birthplace or Citizenship
✔ Marital Status
✔ Criminal History
✔ Education History
✔ Residences
✔ Activities
✔ Travel
Summary / Submission

Need help ❓

Application Summary

▶ **Review your Submission Details**

If you want to include additional details to your application, add them here:

Add text here

Complete my application

12. Next, you will be asked to upload your supporting documentation.

My TSC application

Application number: 2024-03-05-3974

Your next steps:

✔ Complete your application
⚠ Upload all documents
⚠ Share for review (Optional)
⚠ Give consent

Cancel my application

✔ **Edit application**

⚠ **Document upload**

13. Upload your documents seperately as indictated. Next, complete your upload.

14. Once your documents have been uploaded, you have the option to share your application for review.

IMPORTANT NOTICE: We **do not** recommend sharing your application for review as your personal details will be visible to all signing authorities within your coampny. We recommend **skipping** this step by selecting **I want to skip this step**.

15. Next, you must finalize your application by selecting **Give Consent**.

16. Your application will open. Select **Start** to review your application details.

Applicant Consent

ℹ Review your application details. If you see errors, go **back** and edit your application.
To sign your application please click the Start button.

Start

🍁	Transport Canada Transports Canada		PROTECTED "A" (WHEN COMPLETED) PROTÉGÉ "A" (LORSQUE REMPLI)	
	APPLICATION FOR TRANSPORTATION SECURITY CLEARANCE		DEMANDE D'HABILITATION DE SÉCURITÉ EN MATIÈRE DE TRANSPORT	
	TSCA - DHSMT#: **725A2E71-FADA-EE11-904D-6045BD5DB616**			
Type of application - Type de demande **Renewal / Renouvellement**	Transportation facility / Enrolment site - Installation de transport / Point d'inscription **Billy Bishop Toronto City Airport**		Applicant's Pass ID / Numéro d'identification de la passe du demandeur	File No. - N° de référence

17. Review your application.

IMPORTANT NOTICE: If you have not changed addresses or employers within the last five years, your application details will default to five years from the date you are applying.

If you need to **edit** your application, return to the **top of the page** and select **back** in the blue popup.

s? Adresses de tous les lieux où vous avez résidé au cours des cinq (5) dernières années?

City, Province, Country Ville, Province, Pays	Postal code Code postal	From - De Y-A M	To - À Y-A M
Ancaster, Ontario, CANADA	L9G 0A5	**2019**	Present

ployment, etc.   Qu'avez-vous fait au cours des cinq dernières années? - école, emploi, chômage, etc.

Street address Rue et numéro	City, Province, Country Ville, Province, Pays	From - De Y-A M	To - À Y-A M
1 Island Airport	Toronto, Ontario, CANADA	**2019** 3	Present

Applicant Consent

ℹ Review your application details. If you see errors, go **back** and edit your application.
To sign your application please click the Start button.

IMPORTANT NOTICE: If you go back to edit your application or have been sent modifciations, you may be required to review each section in order to consent and submit your application again. Refer to step 10.

18. Initial and sign your application as indicated.

PART - PARTIE E – CONSENT AND CERTIFICATION (continued) - CONSENTEMENT ET CERTIFICATION (suite)

For applicants who have resided outside Canada during the last five (5) years or for those who have travelled outside of Canada and the United States for more than 90 days (excluding travel for government business) during the last five (5) years.

Have you resided outside of Canada or travelled outside of Canada or the United States for 90 consecutive days or more during the last five (5) years?

Les demandeurs qui ont résidé à l'étranger pendant les cinq (5) dernières années ou ceux qui ont voyagé à l'extérieur du Canada et des États-Unis (sauf les voyages effectués pour affaires gouvernementales) au cours des cinq (5) dernières années.

Avez-vous résidé à l'étranger ou voyagé à l'extérieur du Canada ou des États-Unis pendant 90 jours consécutifs ou plus au cours des cinq (5) dernières années?

○ Yes - Oui ● No - Non   ✎ Initials – Initials; **Initials**

Sign

____ ___ ___
✎ Date Y-A / M / D-J

✎ Applicant's signature – Signature du demandeur

19. Once you have finished signing your application, select **Consent & Submit** at the bottom of the page. Your application will be sent to your employer for certification.

Once your employer certifies your application, it will be sent to the airport pass control office. You will receive a notification from **TSS Modernization** to log in to your account. Log in to view details about the **status of your application**.

If your employer has **certified** your application and/or you receive a notification to book your **verification appointment**, you may book your verification appointment.

20. Book your **verification appointment** by visiting the Billy Bishop Toronto City Airport pass control office webpage Pass Control Office.

IMPORTANT NOTICE: You must bring all documents used in your application to your appointment. They must be originals and certified true documents. This includes valid photo-ID. Failure to bring your docuements will result in a **fee** for an *unprepared* appointment. Fees are outlined on our webiste.

If you have any questions about your application, please contact Transport Canada Security Screening Program at 613-990-5532 or e-mail TC.SecurityScreeningPrograms- Programmes filtragesecurite.TC @tc.gc.ca