Applicant Onboarding Process (TSCA)

This guide is to assist those who are undergoing the onboarding or renewal process with a company at Toronto Pearson International Airport (YYZ)

The Transportation Security Service program (TSS) introduces a new streamlined process for obtaining a Transport Canada Security Clearance. This digital portal replaces previous methods involving DocuSign or paper submissions, offering applicants real-time updates on their application's progress and direct communication for any required adjustments or updates from the Pass Office or Transport Canada.

- **1.** For the initiation of your TSS program application, the authorized **Signing Authority** of the hiring company requires the following information to commence your profile setup:
 - A. Given name(s).
 - B. Surname.
 - C. Email address (A valid email address is required).
 - D. Phone/contact number.

The authorized **Signing Authority** is required to specify your role/occupation within the company and request access to the preclearance area.

- Upon successful submission of your details to the TSS portal, an email from "TSS MODERNIZATION" will be sent to you. This email will invite you to either sign-in or create a new account. An example of the email can be seen below.
 - The invitation code is in Green.

٠	The expiry date of the invitation code is in Red .

Hi,
Please sign-in to the Transport Security Services (TSS) platform to complete your Transport Security Clearance Application (TSCA).
To access your TSS account:
Go to https://tss-sst.acc.tc.canada.ca/en/
Sign in with your GCkey username and password.
Don't have a GCkey username or password? Simple, just sign-up with GCKey.
When redirected to the TSS platform, enter this invitation code: 6f782trd-e23d-1022-a1f2-78ca63bhk9a9
Your invitation doe will expire in (2 days) - Please link or activate your GCKey and access your TSS account as soon as possible!
Best regards, Transport Canada

It is critical to create an account within the provided window by Transport Canada. If an account is not made within the time frame, your authorized **Signing Authority** is required to send you a new invitation code. IMPORTANT: The completion of the next steps requires an authentication app installed on your device or SMS confirmation. We recommend using Microsoft Edge or Google Chrome.

	Government Gouvernement of Canada du Canada	3.
	Transportation Security Services (TSS)Services de sécurité des 	the "TS Mu em you lan
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 Follow and click the link in your "TSS MODERNIZATION" email and select your preferred language.

	Government Gouvernement of Canada du Canada					
	Transport Canada					
To use the TSS Program, a new GCKEY is required, noting that existing	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.					
other services like the CRA will not be	<pre></pre>	f Canadian banks				
	Sign in with your GCKey username and password. Sign in with GCKey	Sign in with your Canadian online banking service. Sign in with Sign-In Partner				
4. Click on "Sign up	► About GCKey	About Sign-In Partners				
with GCKey".	Don't have a us	n up with GCKey				

Government of Canada	Gouvernement du Canada			
Definitions	Frequently Asked Questions (F.	AQ)	Help	
Home → Sign In / Sign Up				
Welcome to GC	Key			
You have been redirected from Sign	In Canada - Acceptance Test to the Government of Canada's GC	Key service.		
Sign In		Simple Secure	Access	5.
Username: (required)		A simple way to securely a	ccess	Proceed to
Username		Government of Canada on	line services.	"Sign Up".
Password: (required)		One password.		
Password		Sign Up		
	Sign In Clear All	Your GCKey can be used t	o access multiple	
Forgot ye	ur username? • Forgot your password?	Government of Canada on Services.	line <u>Enabled</u>	

- 6. The site will guide you through the account creation. Follow the prompts including the authentication app/two-step verification and create your personalized security questions.
- 7. Upon finishing the setup, you'll be prompted to enter the invitation code provided in your onboarding email.
 Sign up with an invitation code invitation code, you must ask your employer to send you an invitation code to access your TSS account invitation code.
 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.
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- 8. Once completed, access "My Dashboard" on the portal, then select "My TSC" to progress with your application.

<u>My TSC</u>	
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9. This section of the application necessitates a comprehensive account of your activities over the past 5 years, encompassing employment, periods of unemployment, education, residential history of where you have lived, travels exceeding 90 days, your physical and personal information, and more.

	O Complete application	O Employer certification	O Enrolment site review	O Verification appointment	O Sent to TC
1	My TSC application	on			
	Application number: 2024-02	2-01-5993			
	Your next steps: Complete your application Upload all documents Give consent Cancel my application	Complete Ap	plication		
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application > E	dit Application				
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10. This stage demands the inclusion of all relevant documents referenced in your Transportation Security Clearance application (TSCA). If your application requires the submission of out of country documents, they will be requested as well. Only submit requested documents that are listed as seen below.

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Complete application	Employer certification	Enrolment site review	Verification appointment	Sent to TC
My TSC applicati	on			
Application number: 2024-0	2 01-5993			
Your next steps:	- 4 Editory Baston			
 Complete your application 			ument upload	
▲ Upload all documents				
▲ Give consent				
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Cancel my application				
TORONTO PEARSON INTERN	ATIONAL AIRPORT			
Application file	eupload			
The second second		_		
Only JPG, PNG, TIFF, BMP a	rate - Front Side and PDF formats are accepted. Max siz	e of 10 Mb.	L Upload	
Canadian birth certifu	rate - Back Side			
Only JPG, PNG, TIFF, BMP a	ind PDF formats are accepted. Max siz	e of 10 Mb.	L Upload	
Cancel Add supple	ment document	nload		
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11. You'll be directed to digitally "sign" at designated points within the application, marked not by a visible signature but by a sequence of numbers. This is how Transport Canada ensures and acknowledges your personal submission. Once all designated areas are signed, you will be given the option to submit your application for review or to be verified by your designated Signing Authority.

	Complete application Employe	O O O O O O O O O O O O O O O O O O O	W Verification appoint	ment Sent to TC		
	My TSC application				_	
	Application number: 2024-02-01-5993					
	Your next steps: ✓ Complete your application ✓ Upload all documents ▲ Give consent Cancel my application	Edit application	Document upload	▲ Give consent		
		PART - PARTIE C - APPLICANT (co	ontinued) - DEMANDEUR (suite)		,	
		28. Do you possess a valid passport	r - rossedez-vous un passeport val		~	
Examples of designated s	ignature areas.	29. Country of Issue - Pays de déliv	Tance 30. Passport No N° d	e passeport 31. Date of	Expiry - Date d'expiration	
		Note: Bring original of your Birth C Citizenship Documents / Passport	Certificate / Immigration /	Nota: Apportez l'original de votre (Document d'immigration / Citoyen	Certificat de naissance / neté / Passeport	
PART - PARTIE E - CONSENT AND CERTIFICATION - CONSENTEMENT ET CE	ERTIFICATION	32. Did you ever attend a post secon secondaire?	ndary institution? - Avez-vous déjà	fréquenté un établissement post	✓ Initials - Initiales Sign	
Providing mideading or false information on this application may result in a refusal or cancellation of the security clearance.	sents faux ou trompeurs sur cette demande peut entraîner le refus ou l'annulation de é.	If Yes - Si oui			<u>×</u>	
Initials - Initials : Initials - Initials : Consent may only be given by an infividual who has reacted the age of majority. Where an generation of taken is a monot, the signature of a purent, guardian or taker is mandatory. (See last page for information on take of a majority.	ut före donod que par une personne ayout atteint Fäge dr la majorité. Dans les cus où le mineur, la ajurature d'un parent, d'un intalaire ou da tutter est colligatoire (convuler la mi d'avattage de consegmentents i popor de Fåge de la majorité).	33. Name and address	of institution(s) - Nom et l'adress	e de/des établissement(s)	From - De To - À Y-A M Y-A M	
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Inthe numbrics any and all Casadian or forcings in we enforcement agency — such as may causalian at frequency police incore. — en any points or exploration, who holdes policity. — The second	que tout expanience d'application de la loi canadien un êtranger — la lant corps de police, e un inter promote, suit equationes public, parapolite, privé en guerrementendi, velier de de la	34c. Have you ever been charged in not yet been dealt with by the courts qui demeure en suspens et n'a pas ét	Canada or elsewhere of an offence ? - 34c. Avez-vous déjà été accusé té traitée par les tribunaux ?	e which remains outstanding, and ha au Canada ou ailleurs d'une infract	s ion	
This consent is given solely for security clearance purposes. Unless withdrawn by me with bathfication in writing to Transport Canada, this consent shall remain valid for conducting all weififications, less essences et investigations specified above, and any mise i joar subsidgement.	Jonné qu'aux fins de l'habilitation de sécurité. À moins que je le retire et que Transports par écrit, non consentement restera valide le traps que soient réalisées toutes les tions ou les enquêtes nécessaires précisées précéderment, y compris toute vérification ou s.					
nanopearo resolucionani or spekte. Le confirme gala machine de la porte in filis application for a society cleanace, ncheding any supporting documentation, is true and contect to the basi of my knowledge and Sign	ear de ma commissance et de ma croyance (nu les renarignements que j'ai doonés dans tion de sécurité, y compris tous les documents fournis à l'appui, sont véridiques et exacts.	PART - PARTIE E - COHSENT AND For applicants who have resided outside Canada dazing traveled ocesile of Canada and the United Stars for an government buildensish and gut hat the (System.	CERTIFICATION (continued) - COI (the last five (5) years or for those who have ure than 90 days (excluding travel for	NSENTEMENT ET CERTIFICATION Les demandeurs qui on résidé à l'étranger pendant le à l'extérieur du Canada et des Éans-Unis (sauf les vo cours des cinq (5) dernières années.	(SUÌTE) s cinq (5) demières années ou ceux qui out voyagé ages effectués pour affaires gouvernementales) au	
Applicant's signature - Signature du demandeur	Signature Date - Date de signature Y-A / M / D-J		O Yes - Oui O No - Non	Initials - Initiales :	1	
Telephone - Téléphone Mork telephone - Téléphone travail	el Language of preference - Langue de préférence	Consent to allow Transport Canada to disclose personal I, the undersigned, do authorize Transport Canada to di T have cresided are traveled during the past five (5) years, application and the resulting from the checks and verif information that concerns me.	information to government of foreign states, sclose to the government of foreign states where the personal information I have provided in this ications for the purpose of verifying the	Consentement à permettre à Transports Canada de dis gouvernements des étuit étrangers. Je, sonssigné(e), autorise Transports Canada à divulg tréide ou voyagé au cours des cuit (e) d'artifices anné dans la présente demande et eux recueillis lons de vé renseignements qui ne concement.	ulguer des renseignernents personnels aux er aux gouvernements des états étrangers où j'ai es, les tronsoignements personnels que j'ai fournis ifications, dans le but de vérifier les	
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12. Your designated **Signing Authority** is required to confirm your eligibility for Transport Canada Clearance. Following this verification, your application will be forwarded to the Pass Office for review.

For applicants below 18 years of age, the application will be sent to a parent or legal guardian for consent before proceeding to the **Signing Authority** for the clearance request.

13. Once assessed by Pass Office, you might be prompted to adjust your document submissions or TSCA. A notification to schedule a "**Verification Appointment**" will be sent if no modifications are needed or if any applicable revisions have been completed successfully.

Ensure all requested changes are made before attempting to book an appointment with Pass Office.

Only with a **"Book Verification Appointment"** notification should you arrange an appointment through our online portal, bringing all necessary forms, supporting documents and original IDs for verification.

A Verification Appointment does not automatically indicate your application is approved. It signifies that your application seems to be in order but necessitates further validation at the Pass Office.