



How to Get a Boilers & Pressure Vessels Certificate of Inspection from TSSA

An Updated Process

(Click on the [blue links](#) below for more information)



Step 1: Insurance Company Submits Record of Inspection (ROI)

After the insurance company has completed an inspection, the inspector uploads the ROI to TSSA's Boilers & Pressure Vessels Certificate of Inspection (BPV COI) portal.

ACTION: If you are registered with the BPV COI portal, proceed to Step 2. If not, please [contact TSSA](#).



Step 2: Owner Approves ROI

TSSA emails owner when ROI is ready for review.

ACTION: Owner logs into [BPV COI Portal](#), verifies information and approves ROI. Have your inspection report and credit card ready when reviewing ROI.



Step 3: Owner Makes Payment

ACTION: Owner [pays for COI](#) by credit card or by requesting an invoice through the portal within 30 days from the date of ROI upload.

NOTE: *You must approve ROI and pay for COI in the same session in order to pay via the BPV COI portal. Payment via the BPV COI portal will not be available if you navigate away from the session; you will have to wait for the invoice and pay via the [TSSA Payment Portal](#).*



Step 4: Owner Downloads COI

ACTION: Owners can download COI through their accounts on the portal after payment has been processed in approximately seven business days.



ACTION: It is important to keep your information updated (such as [change of contact information](#), [ownership](#) and [devices](#)).

If your COI is not renewed before it expires, a TSSA inspector may visit your site and additional fees may apply.

Questions about the BPV COI Portal can be directed to TSSA's customer service:

Toll free: 1-877-682-8772

E-mail: customerservices@tssa.org