

Applicant Onboarding Process.

This guide is to help those who are being onboarded by a company at YYC International Airport.

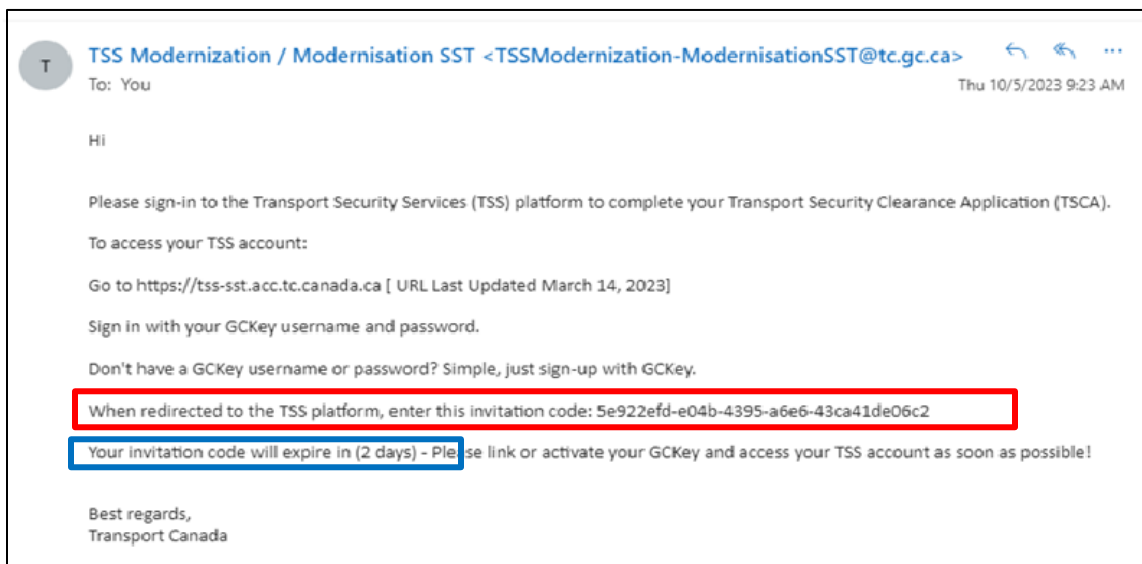
The TSS (Transportation Security Service) program, is the new Transport Canada Security Clearance Application process. Instead of going through DocuSign or paper applications, it is all done through one portal. You will be able to see the status of your application and to complete any requested modifications from the Pass Office and amendments sent from Transportation Canada, directly.

1. To get started, the ADMIN or SIGNING AUTHORITY of the company you are being onboarded with, must have the following information to start your file in the TSS program.

- a. Given name.
- b. Surname.
- c. Email address (You **MUST** have access to this email address).
- d. Phone number.

The ADMIN or SIGNING AUTHORITY is required to fill your Occupation with the company and to request access to preclearance area.

2. After they have submitted all this information in the TSS portal, you will receive an email from TSS MODERNIZATION, which asks you to sign in or create and account.



In **Red**, this is where the invitation code will be.

In **Blue**, this is where you will know when that invitation code will expire.

Email example LEFT.

It's very important to create your account within the window that is given to you. Transportation Canada has provided a 48-to-96-hour window to create your account. If you do not create an account within this time frame, you will need your ADMIN or SIGNING AUTHORITY to send you a new invitation code.

IMPORTANT NOTICE: You will need an authentication app on your phone/device to complete the next steps. It doesn't matter which type you use; we suggest using Microsoft or Google (You do not need an account to use this app) Authentication app.

3. Click on the website link in your TSS MODERNIZATION email.

4. Click on
"Sign up
with
GCKEY".

If you have a GCKEY with the CRA, this will not work for this system. You will need to create a new file, to use the TSS program.

Government of Canada / Gouvernement du Canada

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

Sign in with your GCKey username and password.

[Sign in with GCKey](#)

[About GCKey](#)

Canadian banks

Sign in with your Canadian online banking service.

[Sign in with Sign-In Partner](#)

[About Sign-In Partners](#)

Don't have a username or password?

[Sign up with GCKey](#)

Welcome to GCKey

You have been redirected from Sign In Canada - Acceptance Test to the Government of Canada's GCKey service.

Sign In

Username: (required)

Password: (required)

[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. Select
"Sign Up"


6. Follow the prompts that the website gives you to set up your account; this is where you will use the authentication apps and create security questions.

7. Once completed step 6, it will ask you for the invitation code. This is the long code you received in your onboarding email from TSS. For example:


Sign up with an 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




Use the 16-digit code listed in your TSS email

 The personal information enclosed in a Transportation Security Clearance Application is collected by or on behalf of Transport Canada and is only provided for the purpose of conducting all the necessary verifications or assessments for security clearances under the Transportation Security Clearance Program. This information is protected by the [Privacy Act](#) and shall not be used or disclosed for purposes other than those for which it was collected.

8. Once you are into your account, go to “MY DASHBOARD” from the top menu and select “MY TSC”

My dashboard

My TSC



9. This part of the application requires you to fill out everything you have done in the last 5 years. This includes employment, unemployment, schooling, where you have lived, travel over 90 days and more.

The screenshot shows the 'My TSC application' dashboard. At the top, a progress bar indicates the following steps: Complete application, Employer certification, Enrolment site review, Verification appointment, and Sent to TC. The 'Complete application' step is currently active. Below the progress bar, the title 'My TSC application' is displayed, followed by the application number '2023-10-05-1394'. Under the heading 'Your next steps:', there are three items: 'Complete your application', 'Upload all documents', and 'Give consent', each preceded by a yellow warning icon. A 'Cancel my application' button is located at the bottom left. A green box highlights a 'Complete Application' button with a document icon, which is part of the 'Upload all documents' step.

The screenshot shows the 'Applicant Details' form. On the left is a 'Section menu' with the following options: Applicant Details (selected), Name History, Birthplace or Citizenship, Marital Status, Criminal History, Education History, Residences, Activities, Travel, and Summary / Submission. The main form area contains the following fields: 'Date of Birth' (mm/dd/yyyy), 'Gender' (radio buttons for Male, Female, Other gender), 'Height and Weight' (fields for Centimeters and Kilograms), 'Hair colour' (dropdown menu), and 'Eye colour' (dropdown menu). There are also 'Units' buttons for Imperial and Metric.

10. In this part of the application process, you must include all documents that you have used on your TSCA. If you have out of country documents, they will be requested here as well. **DO NOT** include documents that are not listed here, as you will be asked to remove them from your application.

The screenshot shows a progress bar at the top with five steps: 'Complete application' (active), 'Employer certification', 'Enrolment site review', 'Verification appointment', and 'Sent to TC'. Below the progress bar, the title 'My TSC application' is followed by the 'Application number: 2023-10-05-1394'. Under 'Your next steps:', there are three items: 'Complete your application' (checked), 'Upload all documents' (warning icon), and 'Give consent' (warning icon). A 'Cancel my application' button is at the bottom left. Two document upload cards are shown: 'Edit application' (with a document icon) and 'Document upload' (with a paperclip icon). The 'Document upload' card is highlighted with a blue box. A large blue arrow points from this box down to the next screen.

The screenshot shows the 'Application file upload' page for 'CALGARY INTERNATIONAL AIRPORT'. It lists two required documents: 'Canadian birth certificate - Front Side' and 'Canadian birth certificate - Back Side'. Both entries specify that only JPG, PNG, TIFF, BMP, and PDF formats are accepted, with a maximum size of 10 Mb. Each entry has an 'Upload' button with a paperclip icon. At the bottom, there are three buttons: 'Cancel', 'Add supplement document', and 'Complete upload'.

11. In this section, you must “sign” each location the form directs you to. There will be no signature shown, just a number. This is how Transportation Canada confirms that you have used your account to sign the form. Once everything has been signed, you have the option to submit your application to be reviewed or you can submit it to be verified by your SIGNING AUTHORITY.

Complete application

Employer certification

Enrolment site review

Verification appointment

Sent to TC

My TSC application


Application number: 2023-10-05-1394

Your next steps:


- ✓ Complete your application
- ✓ Upload all documents
- ⚠ Give consent

Cancel my application


✓ Edit application



✓ Document upload



⚠ Give consent



28. Do you possess a valid passport? - Possédez-vous un passeport valide?

No / Non

If Yes - Si oui

29. Country of Issue - Pays de délivrance

30. Passport No. - N° de passeport

31. Date of Expiry - Date d'expiration

Note: Bring original of your Birth Certificate / Immigration / Citizenship Documents / Passeport

Note: Apportez l'original de votre Certificat de naissance / Document d'immigration / Citoyenneté / Passeport

32. Outside of the last 5 years, did you ever attend a post secondary institution? - En dehors de la période des cinq dernières années, avez-vous déjà fréquenté un établissement post secondaire?

No / Non

Sign

If Yes - Si oui

33. Name and address of institution(s) - Nom et l'adresse de/des établissement(s)

From - De

To - À

34a. Have you ever been convicted in Canada or elsewhere of an offence for which you have not been granted a pardon? - Avez-vous déjà été condamné d'une infraction criminelle au Canada ou ailleurs pour laquelle vous n'avez pas été gracié(e)?

No / Non

34b. If you have been convicted of an offence for which you have not been granted a pardon, please indicate the country - Si vous avez déjà été condamné(e) d'une infraction pour laquelle vous n'avez pas été gracié(e), veuillez indiquer le pays

34c. Have you ever been charged in Canada or elsewhere of an offence which remains outstanding, and has not yet been dealt with by the courts? - Avez-vous déjà été accusé au Canada ou ailleurs d'une infraction qui demeure en suspens et n'a pas été traitée par les tribunaux?

No / Non

34d. If you have outstanding charges against you, for which a final disposition has not yet been rendered by the courts, please indicate the country - Si vous faites l'objet d'une accusation en instance pour laquelle une décision n'a pas été rendue par les tribunaux, veuillez indiquer le pays

Sign

12. Your signing authority must verify that you need Transport Canada Clearance. Once this has been completed, your application is sent to the Pass Office for Review.

For applicants who are under the age of 18 (Alberta), your application will be sent to your parent/guardian to be approved, before it is sent to your ADMIN or SIGNING AUTHORITY.

13. Once the Pass Office has reviewed your application, you may need to make modifications to your uploaded documents or TSCA, or you may receive a message from TSS saying that you can book a Verification Appointment.

Requested Modifications must be made first; if you have not received a “**Book Verification Appointment**” after you have made modifications, do not book an appointment with the Pass Office. You must receive this notification before you book.

If you have not received a modification request, and have received a “**Book Verification Appointment**”, book an appointment with the Pass Office through our online portal. You must bring all Forms, Documents, and IDS (*Everything used on your TSCA*) to your appointment or we will not be able to process your application.

A Verification Appointment doesn’t always mean your application is good to go. It means that your application appears to be good, but the information must be verified at the Pass Office.