# SUBMITTING DESIGN REGISTRATIONS – TSASK PORTAL

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## THE PROCESS FOR DESIGN REGISTRATION

## PART A.   REGISTER FOR A DESIGN PORTAL ACCOUNT

**1.** Complete the registration information required on the online application (See below screenshot).

2. Note: The password you entered will be used to log into your portal once your registration has been approved.

3. Once you have completed the application and click on **Register Account**, you will receive a pop-up message that your registration is complete.
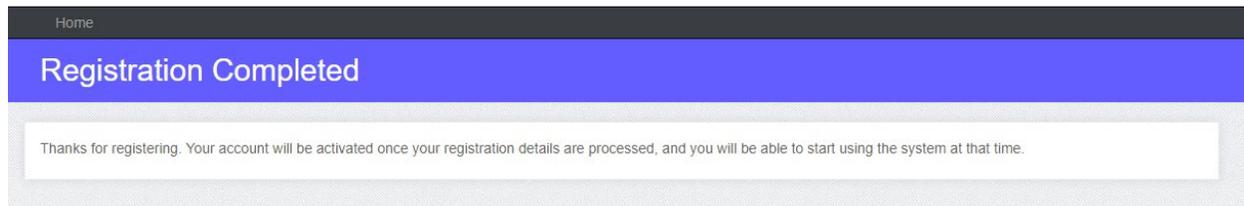


4. A verification email is sent to the email address you entered.

**Sample email**

## TSASK Design Email Confirmation

Thanks for registering with TSASK. Before we can activate your account we need to verify your email address. Click here to verify your email address.

Alternatively you may paste the following address into your browser to confirm your email address:
http://localhost:61144/Account/UserConfirmEmail?userId=ebd278aa-b03e-4c78-b057-07bb0f227d4e&code=726080aa-4133-4147-a6f7-c2eb28f0a09e

5. Once you have verified your email address, your registration will be pending for approval. Please note this could take up to 2 business days to activate.

6. When your registration is approved, you will receive an email to activate your account.
**Sample Email**

## TSASK Design Account Activation

Your account for the TSASK Design system has been activated.
Click Here To Login

## PART B:  LOG IN TO TSASK DESIGN PORTAL



## PART C.  SUBMITTING YOUR DESIGN

**1.** Click on the **New** then from the drop down menu, select on the appropriate Design submission.
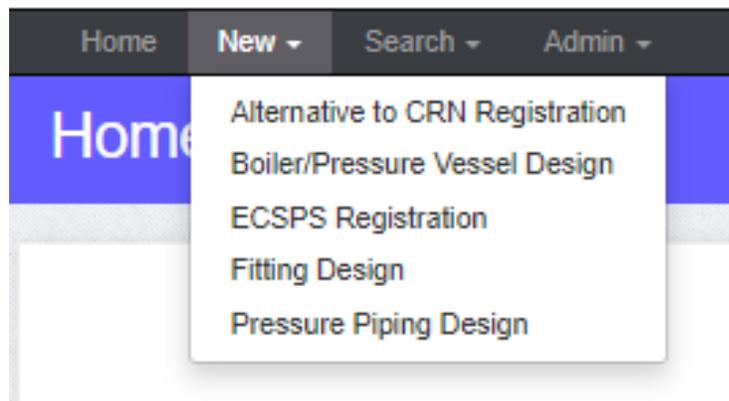
2. **Company Information:**
   a. **Applicant Information:** Auto-Populates with your information.
      i. You may edit the contact details
   b. **Manufacturer Information:**
      i. If the manufacturer is not the applicant, please cp,lete this section

| Applicant Information | Manufacturer Information (if not Applicant) |
|---|---|
| **Company Name**<br>test | **Company**<br>[ ▼ ]<br><br>☐ Create new company |
| **Address**<br>c/o TSASK, 2202-2nd Avenue<br>Regina<br>Canada<br>S4R 1K3 | **Contact Person**<br>[                    ] |
| **Contact Person**<br>maria Cowper | **Email**<br>[                    ] |
| **Email**<br>contacttsask@tsask.ca | **Phone Number**<br>[                    ] |
| **Phone Number**<br>13065017115 | |
| **Your Reference Number**<br>[                    ] | |

3. **Submission Information**
   a. Each type of Design submission requires different information:

      i. [Alternative to CRN](#)
      ii. [Boiler & Pressure Vessel](#)
      iii. [Fitting](#)
      iv. [Pressure Piping](#)
      v. [ECSPS Registration](#)

## ALTERNATIVE TO CRN

**Submission Information**

Submission Type

Is there a previous design referenced? If so, enter original TSASK reference #

Search

Main Drawing or Catalog Number(s)

☐ Is design currently registered under CRN?
(If yes, attach proof of registration)

Please attach completed TSK-1008 Statutory Declaration (Registration of Fittings) form when submitting this application.

Comments

## BOILER PRESSURE VESSEL DESIGN

**Submission Information**

Submission Type

Is there a previous design referenced? If so, enter original TSASK reference #

Search

(For alterations, attach completed TSK-1009 Repair/Alteration Report form)

Main Drawing or Catalog Number(s)

☐ Is design currently registered under CRN?
(If yes, attach proof of registration)

Comments

## FITTING DESIGN

**Submission Information**

Submission Type

Is there a previous design referenced? If so, enter original TSASK reference #

Search

Main Drawing or Catalog Number(s)

☐ Is design currently registered under CRN?
(If yes, attach proof of registration)

Please attach completed TSK-1008 Statutory Declaration (Registration of Fittings) form when submitting this application.

Comments

## ECSPS REGISTRATION (SECTION II – SECTION IV)

### II. Registered Piping Material Specifications with TSASK

Pressure Piping Design Audit (Refer to IP-2015-07-01 – Pressure Piping Design Audit Reviews – QMS/QCP Holders Only)

Piping Material Specification Registration #

QC or QMS Registration #

NOTE: FOR QMS HOLDERS ONLY – For 3rd party designs, QMS holders shall provide a letter stating that the third party designer is either using the owner's piping material specifications or has verified their company's piping material specifications are in compliance with the QMS holder's registered piping material specifications. The letter shall be signed by the owner and the design company and be included as part of the pressure piping design review.

### III. Pressure Relief Path Stop Valve Control (PRP SVC) Program

If the piping design has stop valves in the pressure relief line (including process valves), the owner shall check one of the following and provide information required:

☐ PRP SVC Program

PRP SVC Program Registration #

☐ QMS Number if PRP SVC Program is included as part of the QMS manual

QMS #

Application requirements for a PRP SVC Program either alone or as part of an existing QMS program:

☐ Copy of TSK-1012 Application for the Registration of a PRP Stop Valve Control Program completed;

OR

☐ QMS application - done electronically

QMS Application Order Number or Name on Credit Card

### IV. Application Information

**General Information**

Construction Completion Date

yyyy-MM-dd

(Estimated)

**Type of Application**

☐ 1) A single submission pressure piping design registration application. There will be no additional pressure piping submission packages submitted in conjunction with this application. See IP-2016-07-02.

☐ 2) Multiple pressure piping design registration application submissions. More than one pressure piping design submission package will be submitted in conjunction with the system at this location. Complete Part V as well. See IP-2016-07-03.

☐ 3) Skid design submission. See IP-2016-07-04.

**Additional Submission Information**

☐ Attach a completed TSK-1003 General Engineering Requirements for the Design & Construction of Pressure Piping Systems with this Application.

## ECSPS REGISTRATION (SECTION V – SECTION VII)

### V. Multiple Submission Packages

When applying for Part IV(B)2, please indicate a tracking number for TSASK to use, number of submissions and a contact to ensure that all the packages are collected for the piping system at the this location.

Owner/Designate Tracking #

Number of Submissions

Person/Company Responsible for coordinating the registration of all the packages contact information. This person will receive confirmation of the registration.

Name

Company

Email

Phone Number

### VI. Location of Installation

Facility Name

Premise Type

▼

### VII. Previous Registration Number & Brief System Description

Is there a previous design referenced? If so, enter original TSASK reference #

Search  🔍

Previous Pressure Piping Registration Number (if applicable)

Description

Comments

## PRESSURE PIPING DESIGN (SECTION II – SECTION IV)

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Name

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Email

Phone Number

### VI. Location of Installation

Facility Name

Premise Type

### VII. Previous Registration Number & Brief System Description

Is there a previous design referenced? If so, enter original TSASK reference #

Search 🔍

Previous Pressure Piping Registration Number (if applicable)

Description

Comments

4. **Schedule of Fees**
    a. Type of Service:  Regular, Expedited A (10 business days), or Expedited B (3 business days).
    b. Purchase Order #
    c. Click **Save & Proceed**

Design Registration Schedule of Fees (minimum 2 hours of review)

Type of Service

Fee

Regular                                  $155.00/hr + applicable taxes                    Regular

* There will be an additional $50 fee for registration of design.
* Fees and taxes are subject to change. The fees and taxes in effect at the time of review completion will be charged.

Purchase Order #

Save & Proceed >

5. **Upload Files**

File Attachments
0 Attachment(s)

Select files...                                                          Drop files here to upload

Maximum allowed file size: 50 MB
Most of the common document and image formats are accepted for uploading.

| File Name | Date Uploaded ↓ | Comments | |
|-----------|-----------------|----------|---|
| |◄ ◄ **0** ► ►| 10 items per page | | No items to display ↻ |

Attach all files (10 files max at time to upload)

6. **Submit for Review – once you click submit, you will see a message pop up**

Save as Draft    Submit for Review

✓ Design submitted for review successfully!

## PART C: DESIGN REVIEW IS COMPLETE

1.  Once the review has been completed, ana notification email is sent that your design review has been completed.  Click on the link to view the invoice and complete payment.
    **Sample Email:**

## Design #100031 Completed

We have completed our review of design #100031. It is ready for payment.

Click Here To View #100031

## PART D: PAYMENT

Once payment is received, the client logs into TSASK Design Portal and retrieves the completed registration letter and other documents (if applicable).

## Design #100031 Documents Available

The documents for design #100031 are now available for download.

Click Here To View #100031

## FREQUENTLY ASKED QUESTIONS

**CHANGE SERVICE TYPE: HOW DO I CHANGE MY SUBMISSION FROM REGULAR SERVICE TO EXPEDITED SERVICE?**

You may update the *Type of Service* or the *Purchase Order #* at any time by going to section **Design Registration Schedule of Fees**.

Here you can request a change [Request Service Level Change] to your service

or clicking [Update Purchase Order #] to update your purchase order #.

Design Registration Schedule of Fees (minimum 2 hours of review)

Type of Service
Expedited A

Fee
$232.50/hr + applicable taxes                Review within 10 working days

[Request Service Level Change]

\* There will be an additional $50 fee for registration of design.
\* Fees and taxes are subject to change. The fees and taxes in effect at the time of review completion will be charged.

Purchase Order #

[Update Purchase Order #]

**ADD USERS: HOW DO I ADD USERS TO MY COMPANY PROFILE?**

1. Once you are logged in, click on **Admin** and select **Security.**

Admin ▾

Company Profile
Security
Account Management
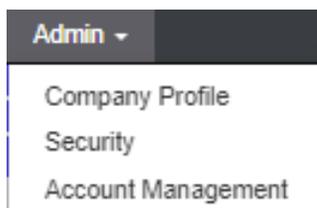
2. Click on **Add New User**

Company Users

+ Add New User

| | User Name | First Name | Last Name | Is Admin | Email Verified | Account Enabled |
|---|---|---|---|---|---|---|
| ⚙ | Company@abc.com | John | Wick | ✔ | Yes | ✔ |

3. Enter the new user information: email address, name, and level of access you want this user to have.

   a. **Normal User** will be able to submit designs, pay for the service, download design documents, and change their own password.

   b. **Administrator** will have the same ability as the normal user plus can add and delete users, change all passwords.

   c. **Password** Create a password for user to login

   d. **Add User** click on    Add User

---

Add New User     ×

☑ Account Enabled

Email

Company2@abc.com

First Name               Last Name

Jane                      Smith

User Type

Normal User       ▼

Normal User

Administrator

Password

••••••••••••

Confirm Password

Close    Add User

4.  New User is added.

## Manage Company Security

**Company Users**

**+ Add New User**

| | User Name | First Name | Last Name | Is Admin | Email Verified | Account Enabled |
|---|---|---|---|---|---|---|
| ⚙ | company@abc.com | John | Wick | ✔ | Yes | ✔ |
| ⚙ | company2@abc.com | Jane | Smith | | No ✉ | ✔ |