



**Ontario's Integrated Vehicle Safety and Emissions
Inspection Program (IVSEIP)**

ONBOARDING USER MANUAL

Vehicle Inspection Centre Owners

Date: February 17, 2022

Version 1.0

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REVISION HISTORY

Revision Number	Revisions Made	Approved By	Release Date
1.0	Onboarding User Manual: VIC Owners	N/A	February 17, 2022

INTRODUCTION

Purpose of Document

The intended use of this document is for all Vehicle Inspection Centre Owners to understand the Ontario Integrated Vehicle Safety & Emission Inspection Program (IVSEIP) Program Portal and associated applications. The Onboarding Process requires a thorough understanding of these tools.

Overview

This manual outlines the Onboarding Process using the Program Portal, including the User Management Application (UMA), Inspection Centre Administration Application (ICAA), Inspection Centre Personnel Administration Application (ICPAA), and others.

The steps outlined in this manual are as follows:

- Registering as a Vehicle Inspection Centre Owner
- Registering a New Vehicle Inspection Centre
 - Registering and Assigning Delegates
 - Ordering Equipment
- Assigning and Removing Technicians

Definitions

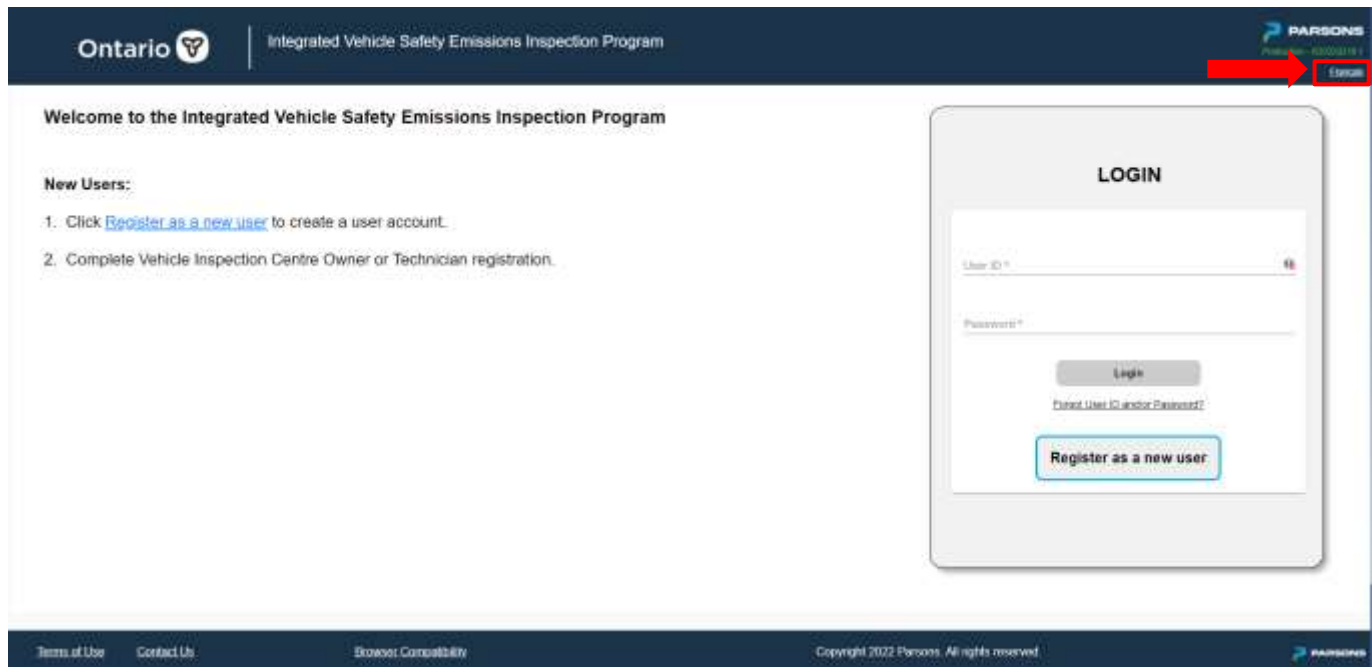
EPA	Equipment Purchase Application
EPMA	Equipment Purchase Maintenance Agreement
FCRA	Fee Collection and Reconciliation Application
ICAA	Inspection Centre Administration Application
ICPAA	Inspection Centre Personnel Administration Application
IVSEIP	Integrated Vehicle Safety and Emissions Inspection Program
PAD	Pre-Authorized Debit
UMA	User Management Application
VIC	Vehicle Inspection Centre

ACCESSING THE PROGRAM PORTAL

To access the Program Portal, go to: <https://www.driveonportal.com/>

You will automatically be directed to the “Welcome” screen which includes the ability to Login or to Register as a New User.

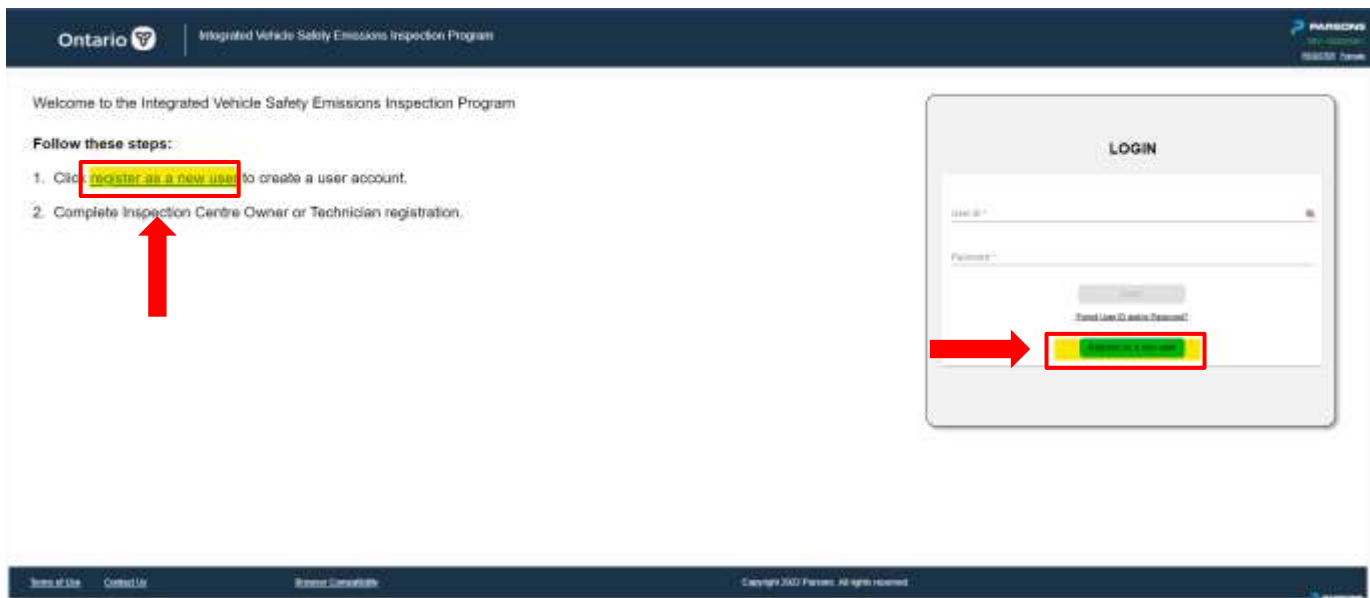
Note that in the upper right-hand corner of the screen, you will have the option to change the language of the Program Portal from English to French (Canadian) and vice-versa.



REGISTERING A VEHICLE INSPECTION CENTRE OWNER (UMA)

Prior to registering your Vehicle Inspection Centre (VIC) into the IVSEIP and going through the onboarding process, you must first create an account as a VIC Owner User. You can do this from any internet connected device, using one of the supported browsers. Please refer to "Browser Compatibility" link available on the Portal footer.

From the login screen, select the "Register as a new user" button on the right or click the blue underlined text.



When prompted to "Select User Type," choose Vehicle Inspection Centre Owner.



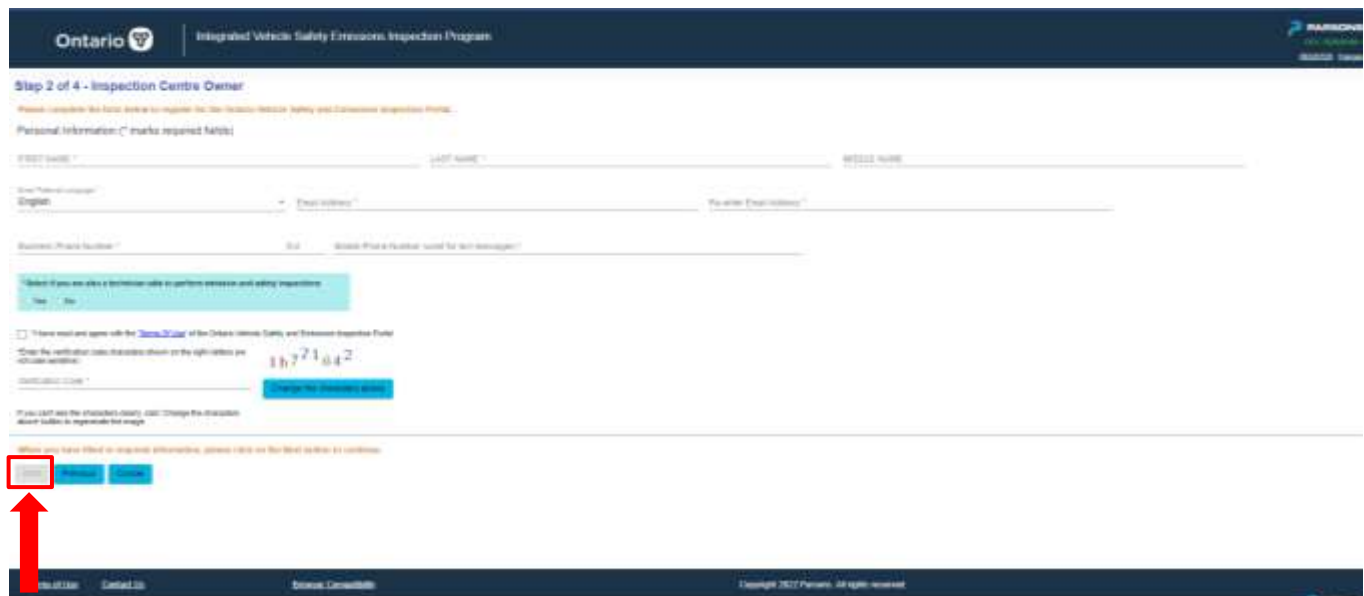
The screenshot displays the 'User Registration' interface for the 'Integrated Vehicle Safety Emissions Inspection Program'. The header includes the Ontario logo and the program name. The main content area is titled 'Step 1 of 4 - Select User Type' and presents two selectable options: 'Inspection Centre Owner' and 'Technician'. The 'Inspection Centre Owner' option, which features a building icon, is highlighted with a red rectangular box, and a red arrow points directly to it from below. The 'Technician' option features a person icon. The footer contains links for 'Terms of Use', 'Contact Us', and 'Browser Compatibility', along with a copyright notice for 2022 and the Parsons logo.

The following screen will prompt you to enter information about yourself as the VIC Owner. This will include fields such as:

- First, Middle, and Last Name
- Preferred Language
- Email Address
- Phone Number(s) – both Business and Mobile

Be sure to provide an accurate email and mobile phone number as the system will be sending you instructions for accessing the system and other important documentation. The program considers all information as Business Information, not private information. Please view the Term of Use document – Section 9.

At this point, you may indicate if you are a Technician capable of performing Inspections, by clicking “Yes” or “No” in the blue box.



After you have filled out the required information, read the Terms of Use and accept them by clicking the checkbox.

Correctly enter the randomized verification code. If you cannot read the characters clearly, you can click the “Change the characters above” button to the right of the prompt.

NOTE: The letters are not case sensitive

Click the "Next" button.

To confirm your registration, you will need to provide an additional layer of security by creating a security question and answer.



The screenshot shows the 'Step 3 of 4 - Confirm Registration and Security' page. It includes fields for 'User ID' (155555), 'Email' (Temporary password will be emailed to you), 'Security Question', and 'Security Answer'. Below these fields are three buttons: 'Register' (highlighted with a red box and a red arrow pointing to it), 'Previous', and 'Cancel'. The footer contains links for 'Terms of Use', 'Contact Us', and 'Privacy/Consent', along with a copyright notice for 2022 Parsons.

Once you have input your security question and answer, click the "Register" button. This will finish the registration process for the Vehicle Inspection Centre Owner.

On the confirmation screen, you will be assigned a User ID. A temporary password will be sent to the email you provided on Step 2 of 4.

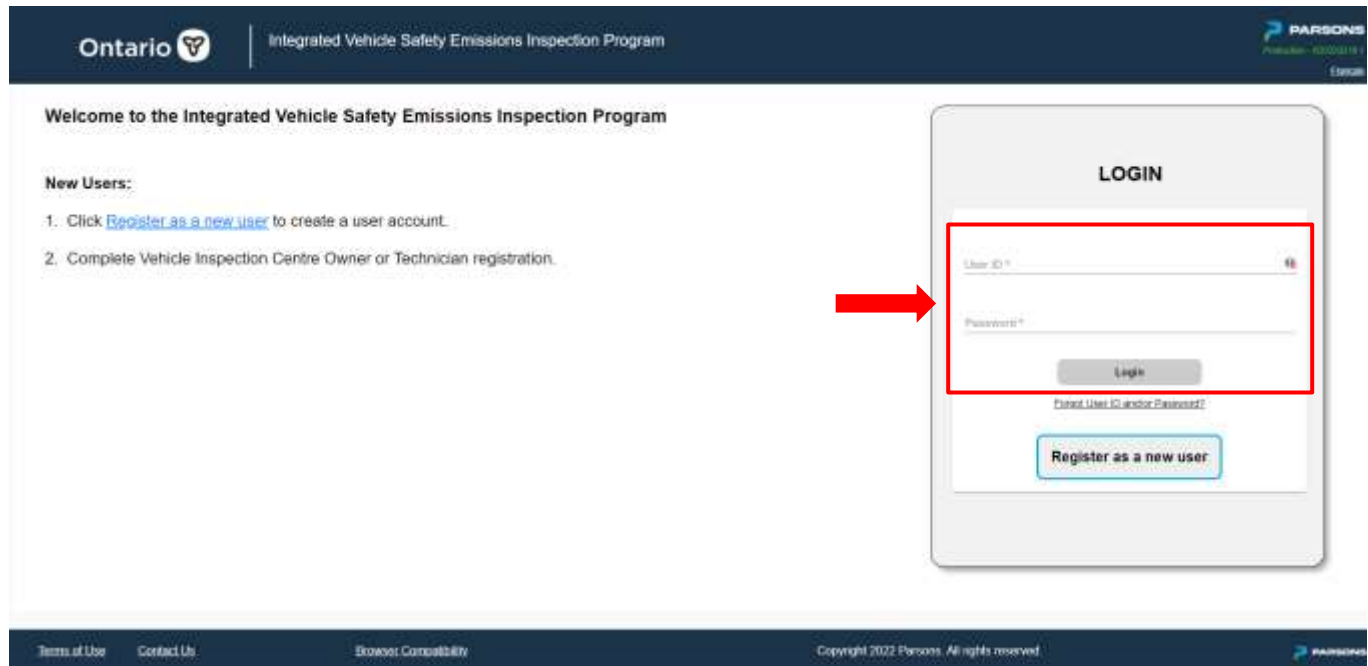


The screenshot shows the 'Step 4 of 4 - You are now a registered user' page. It displays the assigned 'User ID' (155555) and 'Email' (Temporary password has been emailed to you). It instructs the user to log into the 'Ontario IVSEIP Portal' within 15 minutes. At the bottom, there are two buttons: 'Register Another User' (highlighted with a red box and a red arrow pointing to it) and 'Login'. The footer is identical to the previous screen.

You can now "Register Another User" or return to the login screen by clicking the "Login" button.

REGISTERING A NEW VEHICLE INSPECTION CENTRE (ICAA)

Now that you have registered as a Vehicle Inspection Centre Owner, you can log in to the Program Portal. On the Login screen, use the User ID and temporary Password emailed to you.



Welcome to the Integrated Vehicle Safety Emissions Inspection Program

New Users:

1. Click [Register as a new user](#) to create a user account.
2. Complete Vehicle Inspection Centre Owner or Technician registration.

LOGIN

User ID *

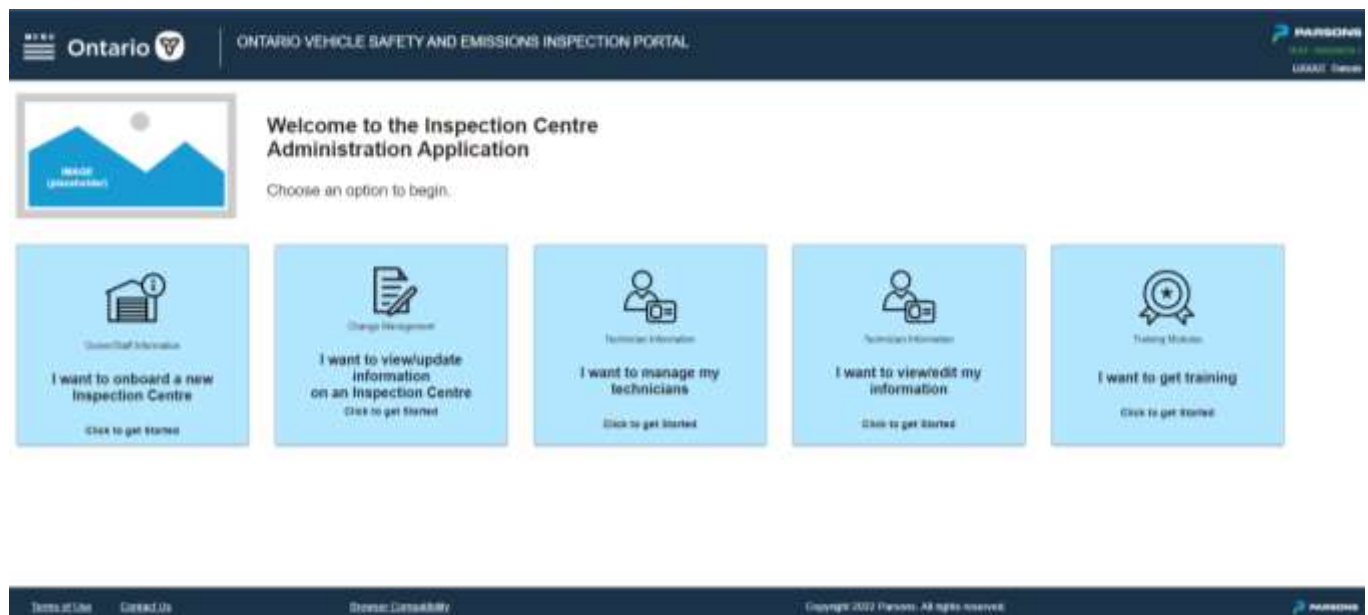
Password *

Login

[Forgot User ID or Password?](#)

[Register as a new user](#)

After you have successfully logged in for the first time, you will be prompted to update your password. Once logged in, you will automatically be transferred to the Inspection Centre Administration Application (ICAA). From here, you will be able to register a new VIC.



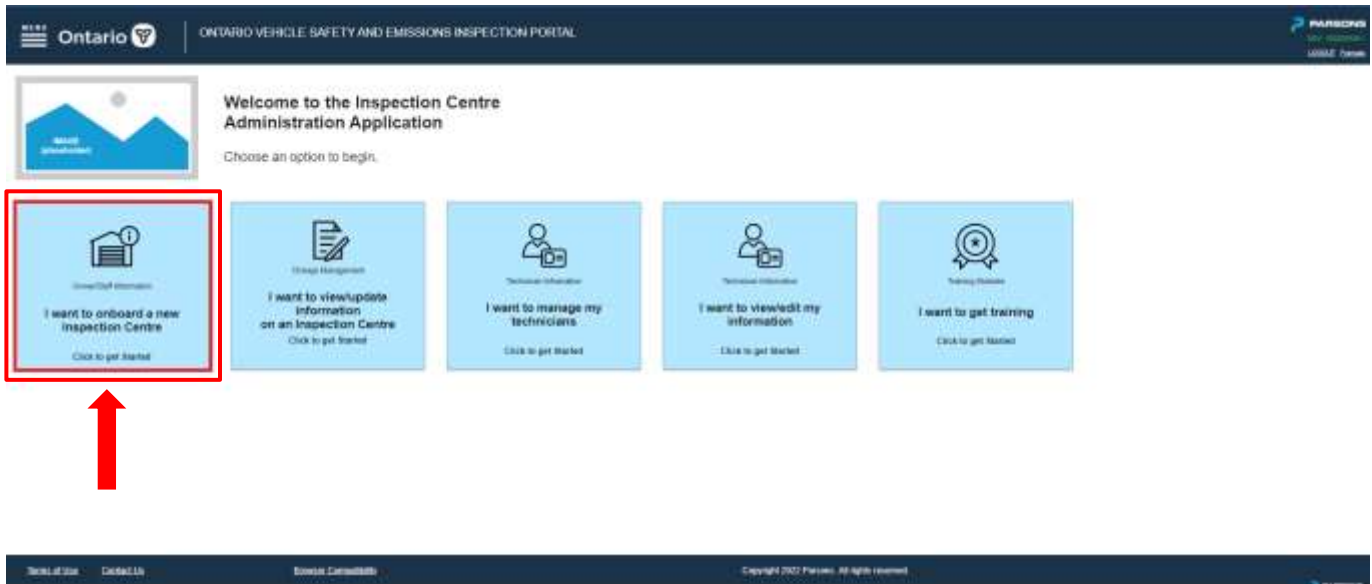
ONTARIO VEHICLE SAFETY AND EMISSIONS INSPECTION PORTAL

Welcome to the Inspection Centre Administration Application

Choose an option to begin:

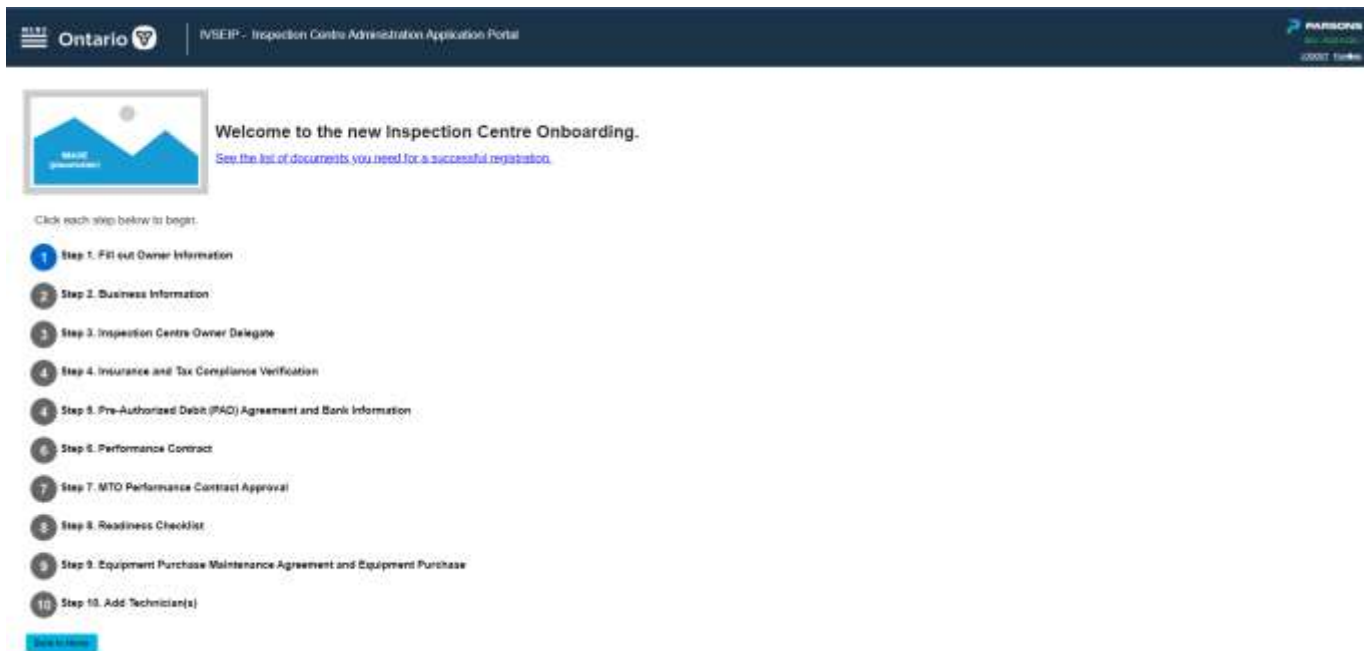
- Owner/Staff Information**
I want to onboard a new Inspection Centre
Click to get started
- Change Management**
I want to view/update information on an Inspection Centre
Click to get started
- Technician Information**
I want to manage my technicians
Click to get started
- Technician Information**
I want to view/edit my information
Click to get started
- Training Module**
I want to get training
Click to get started

Select the "I want to onboard a new Vehicle Inspection Centre" card to begin the VIC onboarding process.

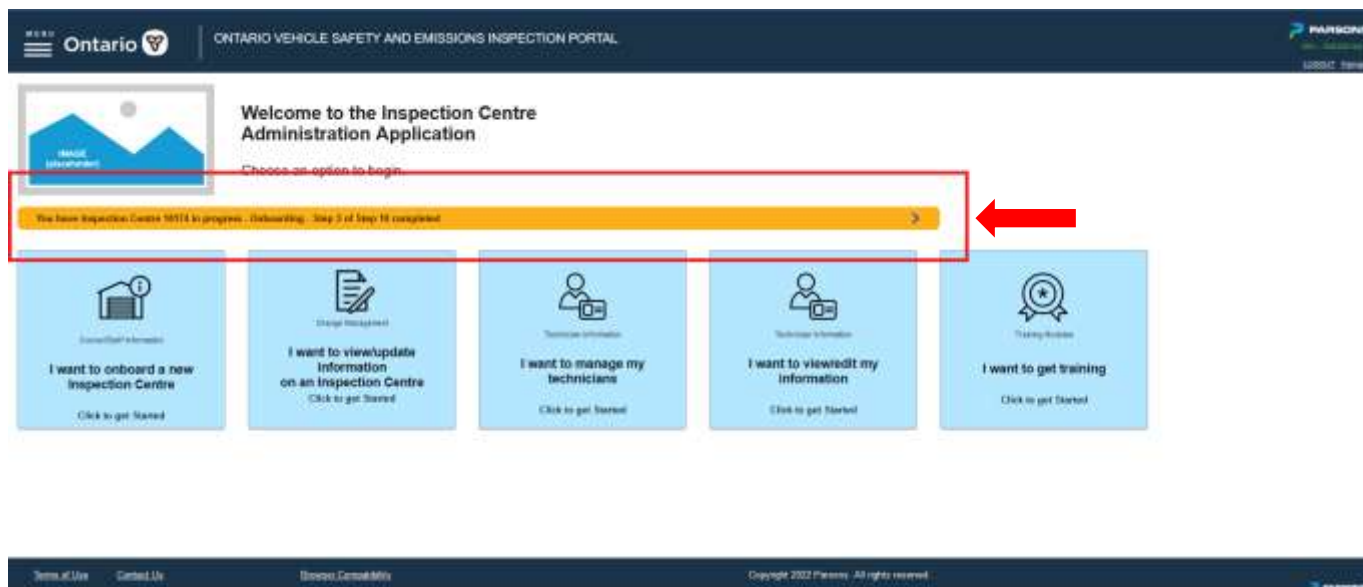


NOTE: The screenshots above reflect an Owner who is also a Technician, which is why the “I want to view/edit my information” and “I want to get training” cards are also displayed.

The following screen outlines the steps required for onboarding your VIC and illustrates your current progress. There is a link near the top of the screen that provides details on the documentation you will need for a successful registration. We recommend having these documents ready prior to beginning the onboarding process, as the system will be requesting information from these sources.



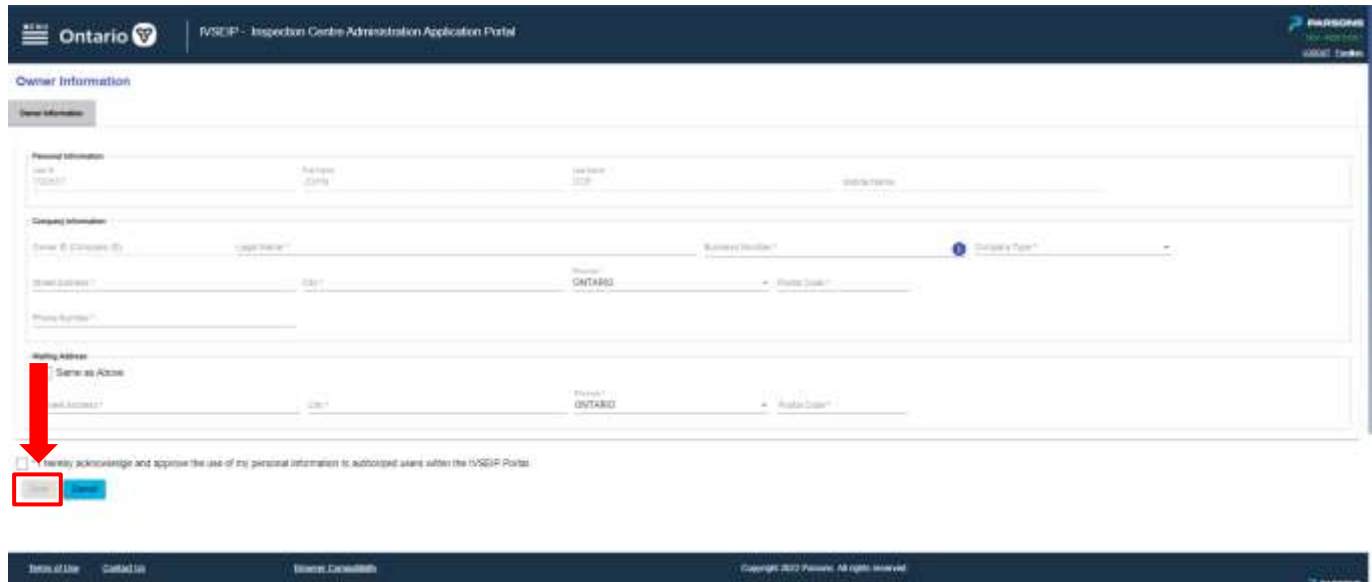
If at any point during the onboarding process, you logout of the system without completing all of the steps, there will be an orange indicator tab on the main ICAA screen the next time you login which will take you to your last completed step in the process when selected.



Fill Out Owner Information

In the first step, you will be required to provide personal information about the VIC Owner in addition to details about how the business is structured (eg. Corporation, Proprietorship, Partnership, Franchise).

Be prepared to provide your Legal Name of the company and 9-digit Business Number (BN9). You can find this information on the Ontario Ministry of Finance website in either the Master Business License or Provincial Registered Business Name Report.



The screenshot displays the 'Owner Information' form within the IVSEIP - Inspection Centre Administration Application Portal. The form includes sections for Personal Information, Company Information, and Mailing Address. At the bottom, there is a checkbox for 'I hereby acknowledge and approve the use of my personal information to authorized users within the IVSEIP Portal'. A red arrow points to this checkbox, which is currently unchecked. Below the checkbox are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

Once you have filled out all required information, you will need to acknowledge and approve the use of all of your personal information for use in the Portal.

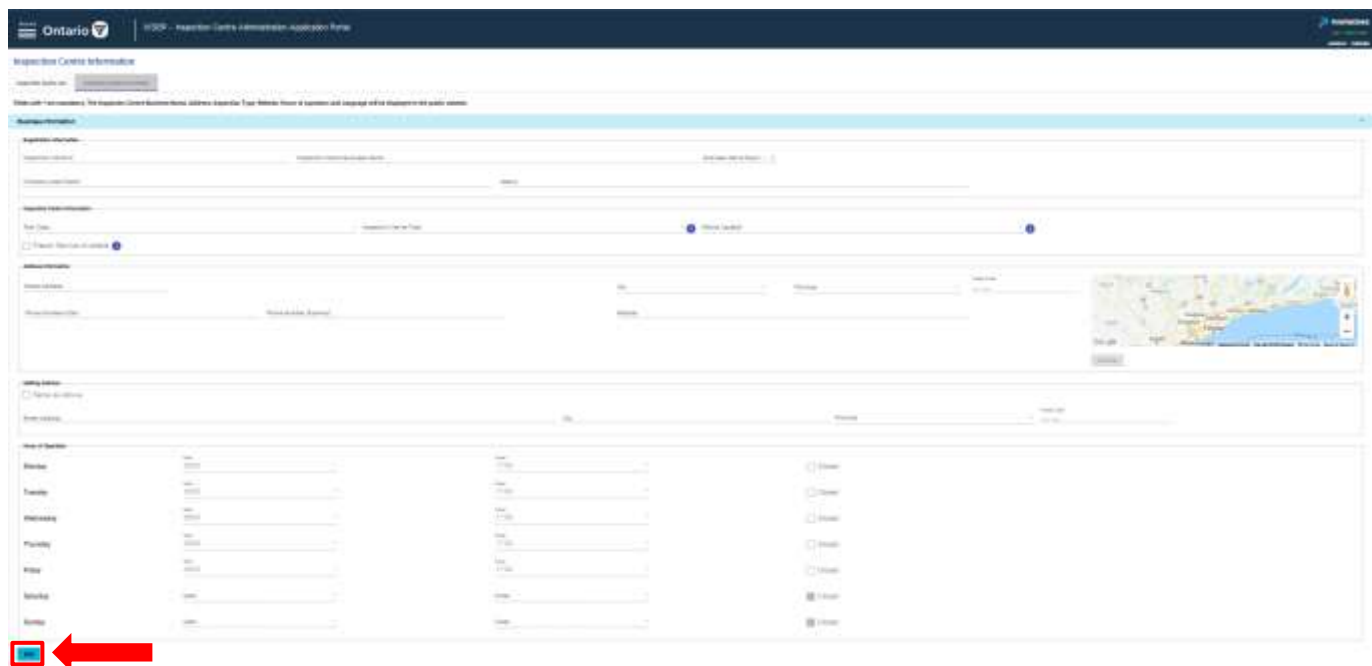
After checking the acknowledgement box, click the "Save" button.

Business Information

Next, you will fill out information on the Business itself. The Business Name you provide in this section refers to the name used in daily business operations.

For the Test Class selection, the "PUBLIC" option applies to most cases and is the default value. The "FLEET" option refers to private VICs that are dedicated to performing Inspections for specific types of vehicles.

If the Inspections will be performed at a single fixed location, choose "STATIONARY" for the Mobile Capable field. For Mobile Inspection Centres, select "MOBILE" and note that you will be required to provide additional information about your vehicle as well as the area you will be servicing in the "Insurance and Tax Compliance Verification" step of the onboarding process.



The screenshot shows the 'Inspection Centre Information' form. It includes fields for Business Name, Address, and Contact Information. There are also dropdown menus for Test Class and Mobile Capable. A red arrow points to the 'Save' button at the bottom left of the form.

NOTE: The details you provide for the business address and hours of operation will appear in the Public Website.

Click the "Save" button once you have filled out the required information.

Vehicle Inspection Centre Owner Delegate

On the Vehicle Inspection Centre Owner Delegate screen, you can specify a Delegate to perform the same duties that an Owner is responsible for. Delegates cannot register a new VIC, nor can they assign other Delegates to a VIC. Aside from these restrictions, they have the same access and permissions as Owners.



Click the "Add" button after filling out information on the VIC Delegate. Once you have assigned all Delegates to your VIC, click the "Save" button.

Delegate Registration

The system handles the account registration for Delegates. Once the Owner enters the email address for the intended Delegate, one of the following two scenarios occurs:

1. If the Delegate already has an account, the Owner will not need to key in all Delegate information. Once the email address is entered, the system populates the other fields. The Delegate will receive one email notification regarding the new assignment.
2. If the Delegate does not have an account, the Owner will need to key in all information, including email address, name, etc. The system then uses the entered information to create a new user account for the Delegate. Once the account is created, the Delegate will receive two notifications:
 - a. The Welcome email, including the temporary password to login and complete their registration.
 - b. The notification of their new assignment as the VIC Delegate.

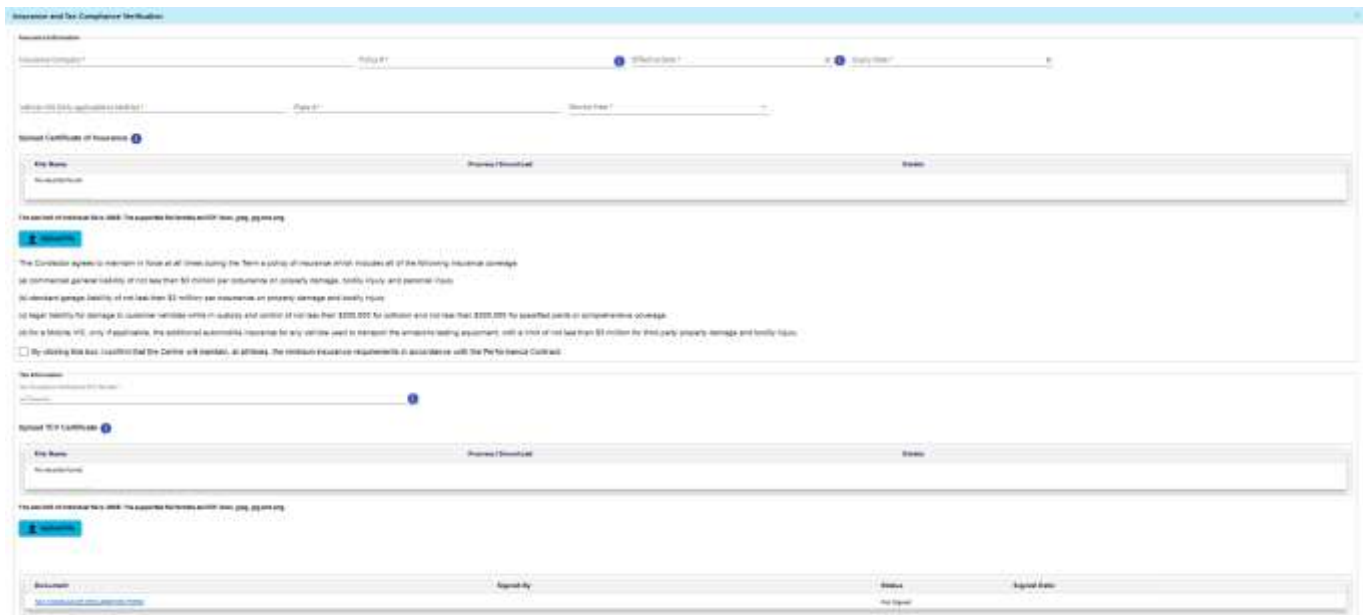
A VIC Delegate, upon registration, can continue the onboarding/enrolling process for a new VIC where the Owner left off and/or update the information and maintain the existing VIC.

NOTE: If the Delegate does not want to accept the responsibility of being a VIC Delegate, they will need to call the VIC Owner or the Call Centre to have the assignment removed.

Insurance and Tax Compliance Verification

If you indicated being a Mobile VIC in the Business Information section, you will be required to provide the VIN and license plate for the vehicle being used for transporting the emissions testing equipment. You will also need to indicate the primary area or region that you will be servicing within Ontario.

Whether or not you are registering a Mobile VIC, on this screen the VIC Owner or VIC Delegate will need to upload a copy of your Tax Compliance Certificate letter and provide your Tax Compliance Verification (TCV) number attained through the Ontario Ministry of Finance.



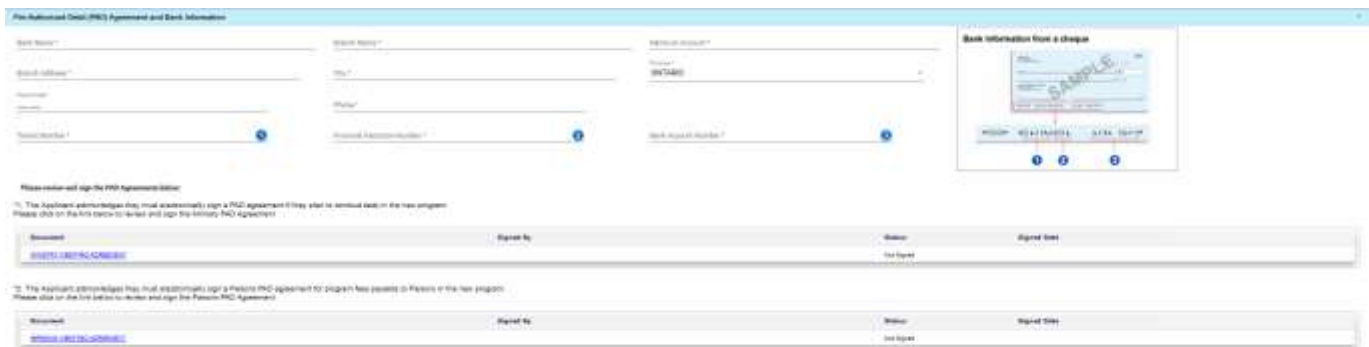
Click the "Save" button once you have filled out the required information.

Pre-Authorized Debit (PAD) Agreement and Bank Information

NOTE: For this next step, make sure to have a cheque or a Pre-Authorized Debit (PAD) instructions form handy so that you can provide the necessary banking information.

Fill out the Bank information, including the Bank Name, Branch Name, Name on the Account, Bank Address, and Phone. Using the information on the cheque, enter the Transit Number, Financial Institution Number, and Bank Account Number – there is a sample screen of the cheque to show you how to find this information.

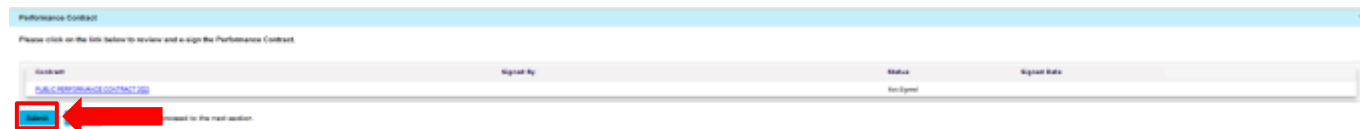
Next, you will be required to open and e-sign both the Ministry PAD Agreement as well as the Parsons PAD Agreement before you can proceed to the next section. To do this, select the blue hyperlinked text. A separate window will open with the PAD Agreement, which will have an e-signature block for you to sign. Once you have e-signed the PAD, you can close the window to return to this screen.



Click the "Save" button once you have filled out the required information and e-signed both PAD Agreements.

Performance Contract

Click on the link to open and e-sign the Performance Contract. Once you have signed the contract, click the "Submit" button.



Document	Signed By	Status	Signed Date
PUBLIC PERFORMANCE CONTRACT 2020		Not Signed	

Submit → proceed to the next section.

After submitting the signed contract, you must wait while your submission is evaluated by the Ministry. When the evaluation is completed, you will receive an email notification with further instructions.



MTO Performance Contract Approval

On this screen, you can view the status of your Performance Contract submission. You are not required to perform any actions. Once of your Performance Contract is approved, the next step in the process will automatically be enabled so that you can proceed with onboarding.

MTO Performance Contract Approval

MTO USE ONLY: Inspection Centre Application Under Review. Once approved, owner can proceed to Readiness Checklist.

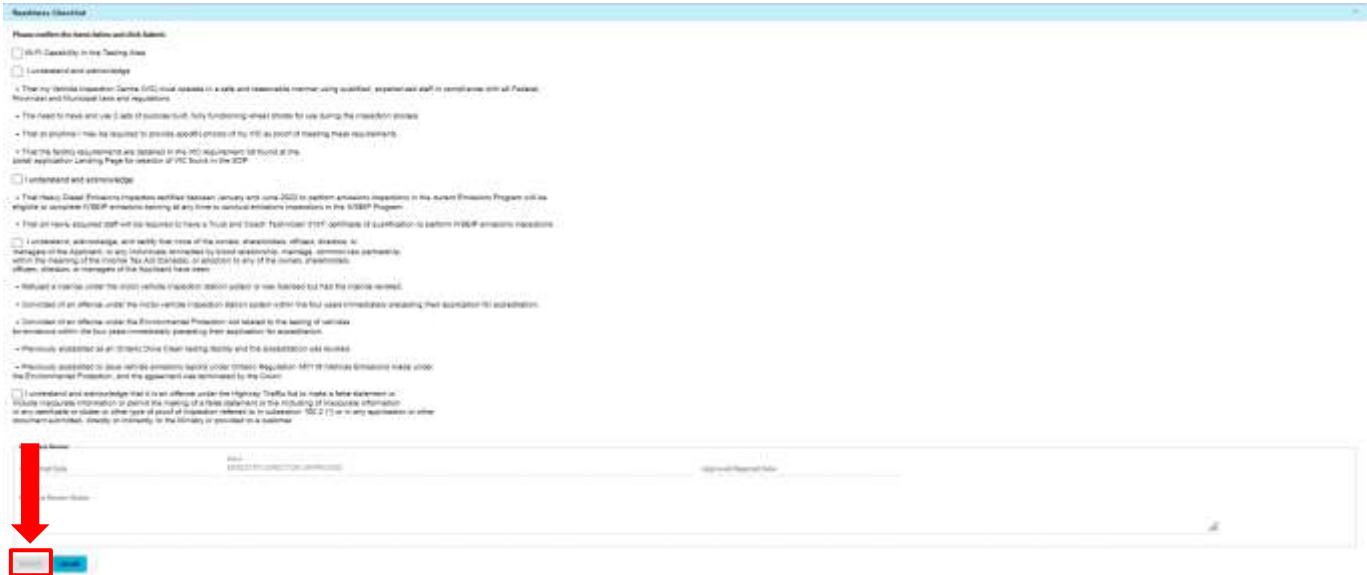
Date	Status	Owner	Notes
2020-07-21	Owner signed Performance Contract		

Contract	Signed By	Status	Signed Date
PUBLIC PERFORMANCE CONTRACT 2020		Not Signed	

Next

Readiness Check

Review and acknowledge each of the items on the Readiness Checklist. After checking each item, click the "Submit" button.



Readiness Checklist

Please confirm the items below are checked before submitting:

- ☐ **Shop Capability in the Testing Area**
 - The my Vehicle Inspection Service (VIS) must operate in a safe and reasonable manner using qualified, experienced staff in compliance with all Federal, Provincial and Municipal laws and regulations.
 - The shop to meet and use (3 sets of) fully functional wheel stands for use during the inspection process.
 - Prior to inspection, the shop must be required to provide proof of proof of its VIS as proof of meeting these requirements.
 - That the facility requirements are detailed in the VIS equipment list found at the online equipment Landing Page for selection of VIC based on the shop.
- ☐ **Understand and acknowledge**
 - That the Ontario Emissions Inspection system (January 2022) to perform emissions inspections in the current Emissions Program will be required to complete VISBP emissions testing at any time to conduct emissions inspections in the VISBP Program.
 - Prior to being required to test, the shop must have a valid and tested Technician (TIC) certificate of qualification to perform VISBP emissions inspections.
 - I understand, acknowledge, and verify that none of the names, addresses, offices, divisions, or managers of the Applicant, or any individuals connected by blood relationship, marriage, common-law partnership, within the meaning of the Income Tax Act (Canada), or affiliation to any of the parties, shareholders, officers, directors, or managers of the Applicant have been:
 - Rejected a license under the motor vehicle inspection system or have failed to meet the criteria required.
 - Convicted of an offence under the motor vehicle inspection system or have failed to meet the criteria required.
 - Convicted of an offence under the Environmental Protection and related to the testing of vehicles determined within the two years immediately preceding their application for accreditation.
 - Previously convicted of an offence under the testing facility and the accreditation was revoked.
 - Previously convicted of an offence under the testing facility and the accreditation was revoked.
- ☐ **I understand and acknowledge that it is an offence under the Highway Traffic Act to make a false statement or**
 - knowingly provide information or permit the making of a false statement or the inclusion of misleading information in any certificate or return or other type of report of inspection referred to in subsection 185(2) (7) or in any application or other document submitted, directly or indirectly, to the Ministry or provided to a customer.

Submit

After submitting your acknowledgement, you must wait for your submission to be approved.

Once approved, the remaining two onboarding steps are enabled which involve Ordering Equipment and Assigning a Technician.

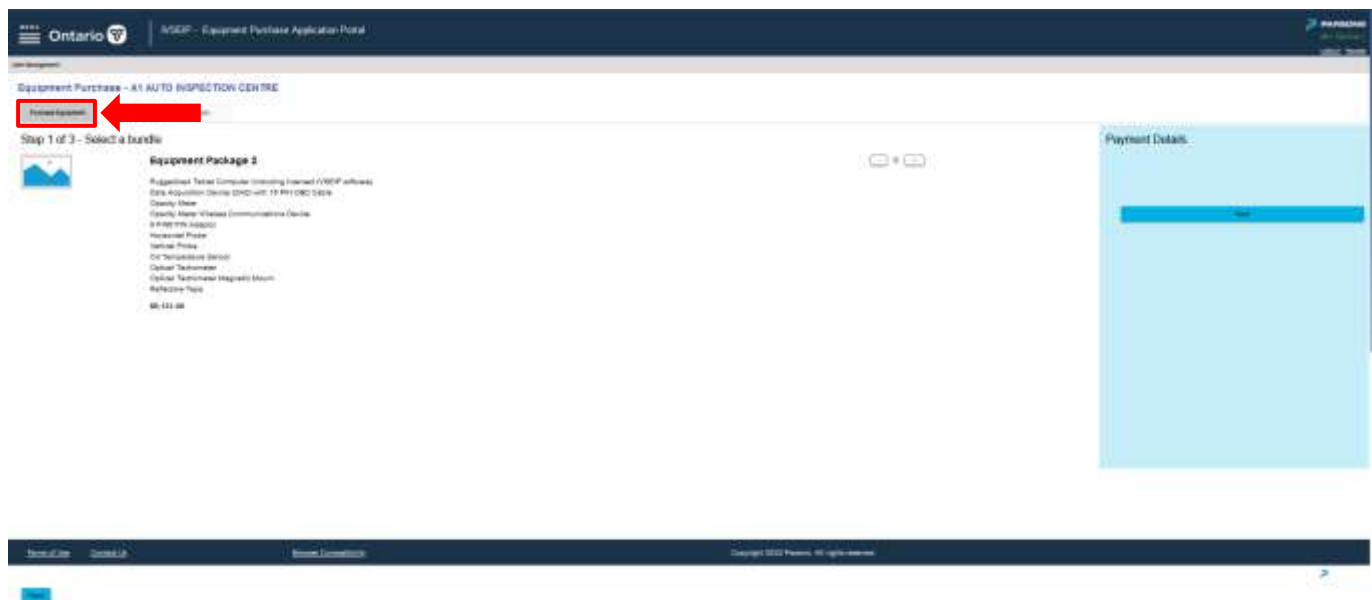
Equipment Purchase Maintenance Agreement and Equipment Purchase

Once your Readiness Checklist has been reviewed and approved, you will be able to order equipment.

However, before you can proceed with ordering the equipment, you must review and e-sign the Equipment Purchase Maintenance Agreement (EPMA). To do this, select the blue hyperlinked text. A separate window will open with the EPMA, which will have an e-signature block for you to sign. Once you have e-signed the EPMA, you can close the window to return to this screen.



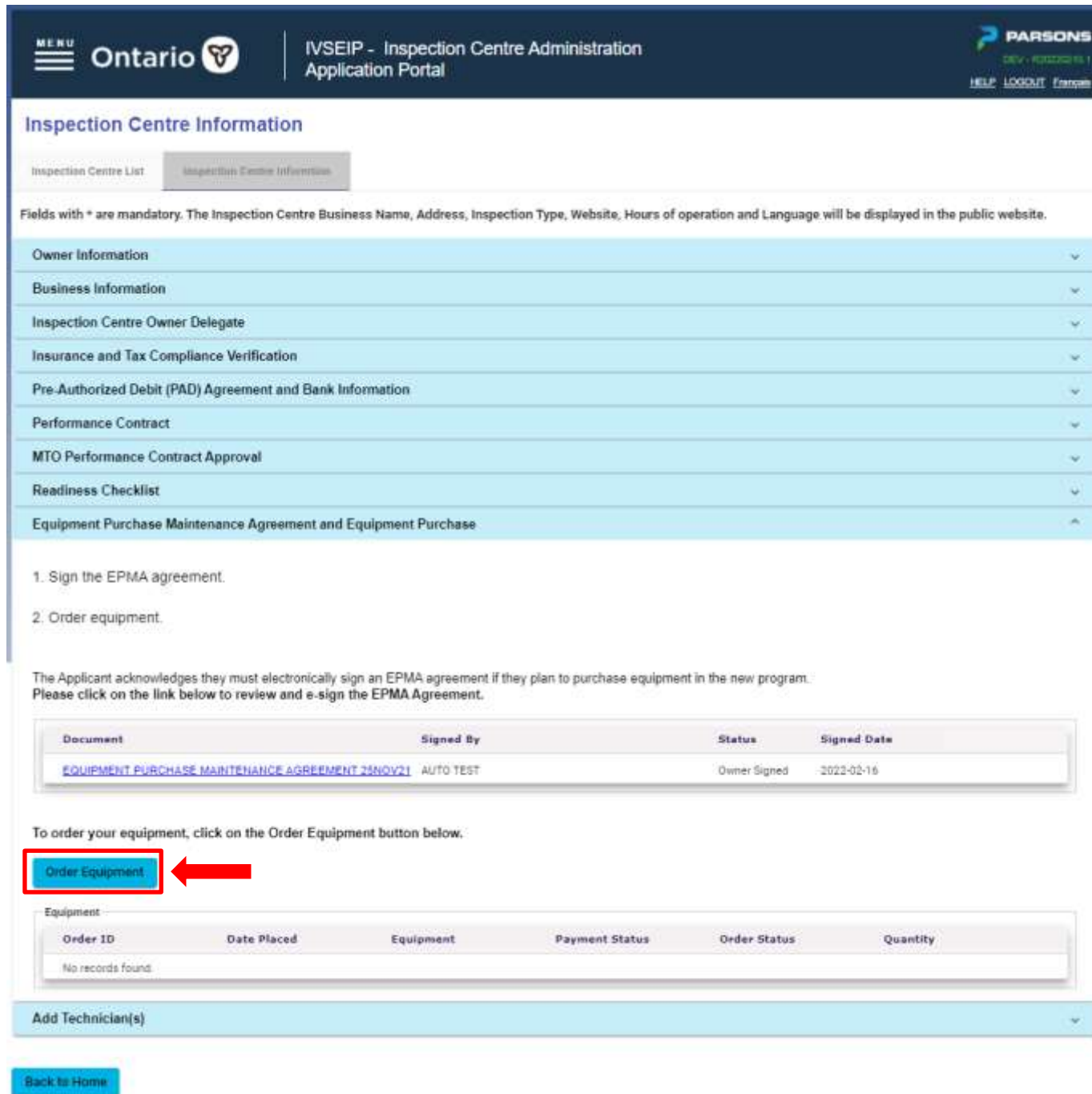
Clicking the "Order Equipment" button will automatically take you to the Equipment Purchase Application (EPA) where you can order the equipment.



After you have ordered the equipment in the EPA, you can click on a button to return back to the equipment screen in Inspection Centre Administration Application (ICAA).

How to Order Equipment

Once the Equipment Purchase Maintenance Agreement (EPMA) has been signed, the VIC Owner and/or Delegate can order equipment by clicking on the “Order Equipment” Button.



IVSEIP - Inspection Centre Administration Application Portal

Inspection Centre Information

Inspection Centre List | Inspection Centre Information

Fields with * are mandatory. The Inspection Centre Business Name, Address, Inspection Type, Website, Hours of operation and Language will be displayed in the public website.

- Owner Information
- Business Information
- Inspection Centre Owner Delegate
- Insurance and Tax Compliance Verification
- Pre-Authorized Debit (PAD) Agreement and Bank Information
- Performance Contract
- MTO Performance Contract Approval
- Readiness Checklist
- Equipment Purchase Maintenance Agreement and Equipment Purchase

1. Sign the EPMA agreement.
2. Order equipment.

The Applicant acknowledges they must electronically sign an EPMA agreement if they plan to purchase equipment in the new program. Please click on the link below to review and e-sign the EPMA Agreement.

Document	Signed By	Status	Signed Date
EQUIPMENT PURCHASE MAINTENANCE AGREEMENT 23NOV21	AUTO TEST	Owner Signed	2023-02-16

To order your equipment, click on the Order Equipment button below.

Order Equipment

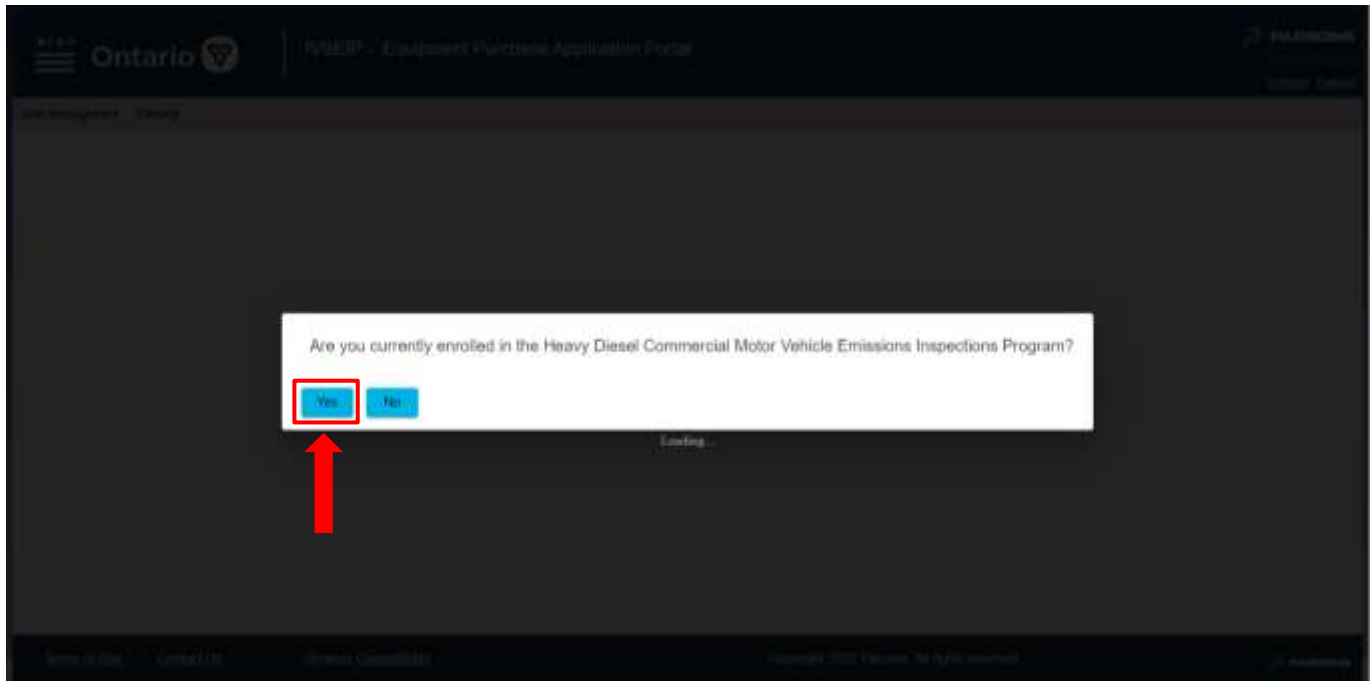
Equipment

Order ID	Date Placed	Equipment	Payment Status	Order Status	Quantity
No records found.					

Add Technician(s)

[Back to Home](#)

The User will be presented with the question "Are you currently enrolled in the Heavy Diesel Commercial Motor Vehicle Emissions Inspection Program?"



NOTE: If you answer to above question is "Yes," and you plan to use your existing DX270 opacity meter, you will have the opportunity to enroll in an optional warranty for your existing equipment. If you plan on selecting the warranty, it would be handy to note down the serial number of your existing DX270 Opacity meter before you start the Equipment Ordering process.

Use the following link on How to Find the Serial Number on your DX270 Opacity Meter:

https://parsonsvic.zendesk.com/knowledge/articles/4420706085655/en-us?brand_id=1500002135822

If you are an existing VIC currently enrolled in the Program and are actively performing Inspections then you should click "Yes." If you are currently not enrolled in the Heavy Diesel Commercial Motor Vehicle Emissions Inspection Program, then click "No."

Based on the selection made on the previous screen, you will be shown Equipment Package and Optional items.

Click the "Purchase Equipment" tab, and you will be guided through a series of steps:

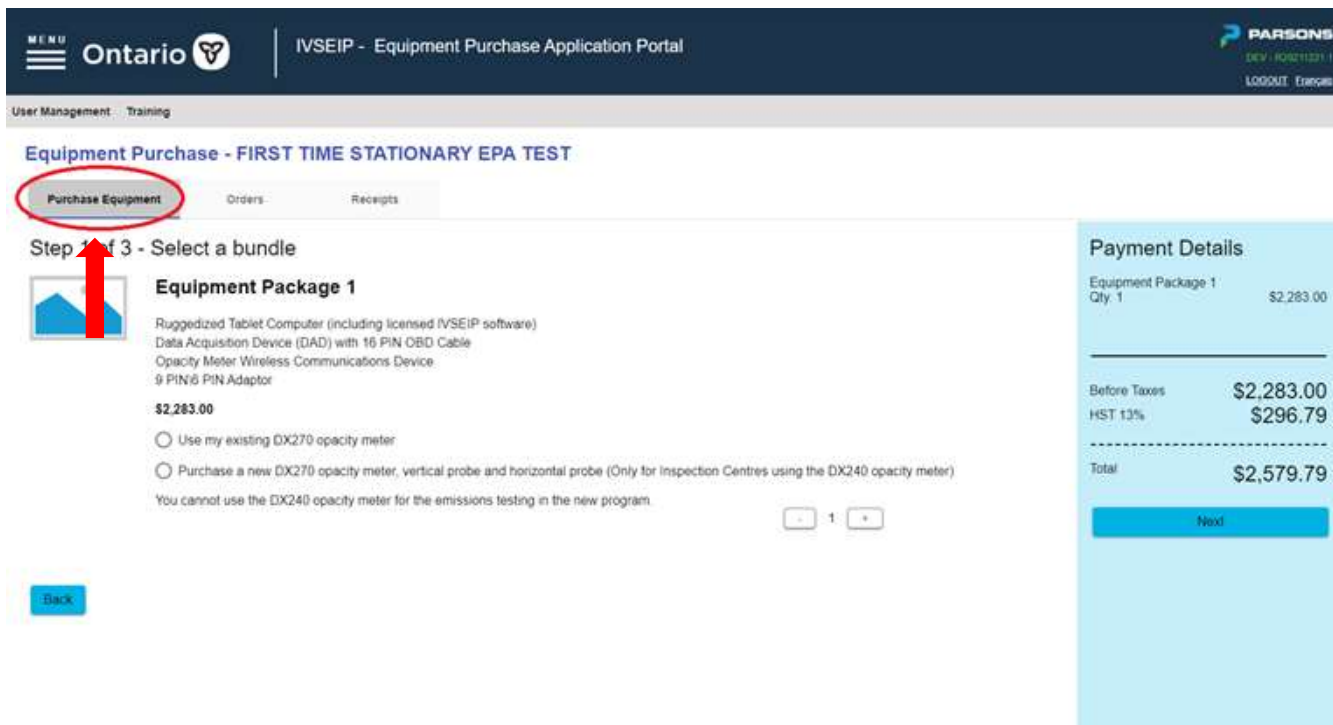
Step 1 of 3 Select a bundle

Step 2 of 3 Choose add-on

Step 3 of 3 Review items before completing purchase

STEP 1 OF 3 SELECT A BUNDLE

If you clicked "YES," you will be shown Equipment Package 1.



Equipment Purchase - FIRST TIME STATIONARY EPA TEST

Purchase Equipment | Orders | Receipts

Step 1 of 3 - Select a bundle

Equipment Package 1

Ruggedized Tablet Computer (including licensed IVSEIP software)
Data Acquisition Device (DAD) with 16 PIN OBD Cable
Opacity Meter Wireless Communications Device
9 PIN/6 PIN Adaptor
\$2,283.00

☐ Use my existing DX270 opacity meter

☐ Purchase a new DX270 opacity meter, vertical probe and horizontal probe (Only for Inspection Centres using the DX240 opacity meter)

You cannot use the DX240 opacity meter for the emissions testing in the new program.

1

Payment Details

Equipment Package 1 Qty: 1	\$2,283.00
Before Taxes	\$2,283.00
HST 13%	\$296.79
Total	\$2,579.79

[Next](#)

You can see what's included by reading the package details.

For the first order, the System will automatically select the required Equipment Package for you.

You can change the quantity based on your needs.

You will be given two options from which you must select:

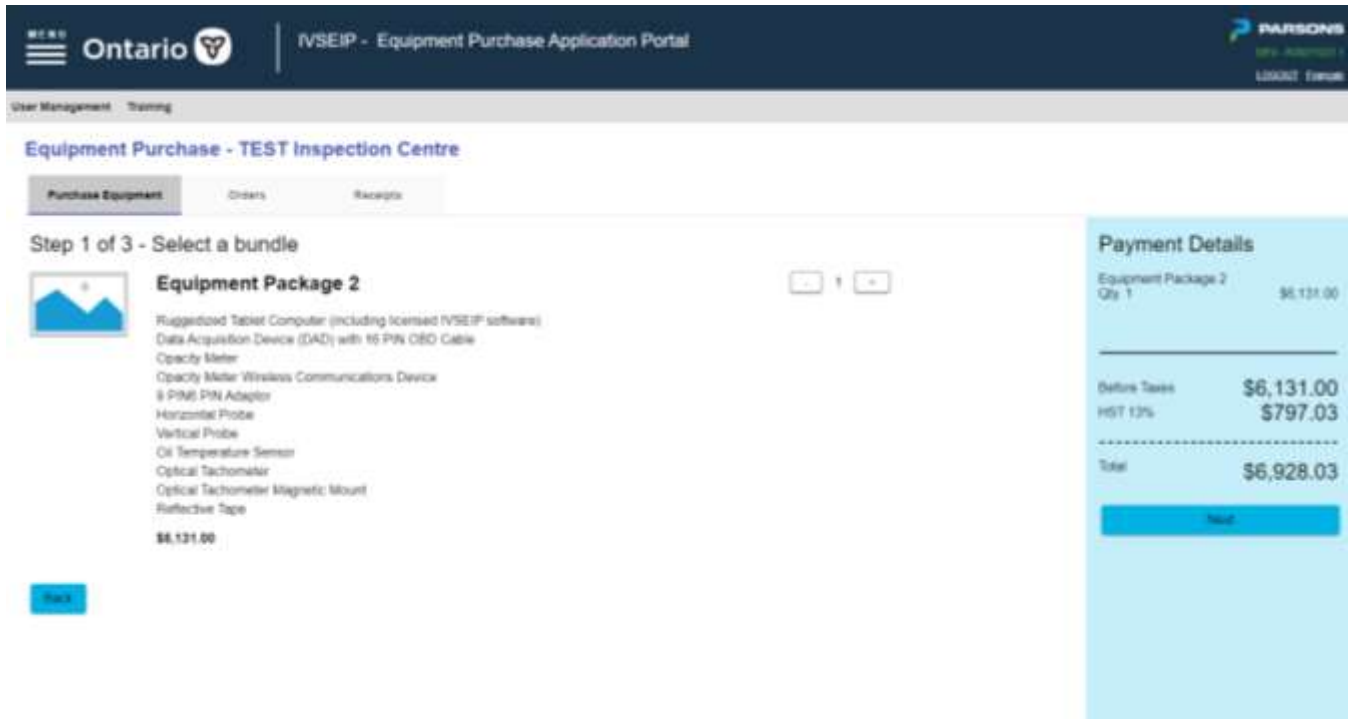
- Use my existing DX270 opacity meter
- Purchase a new DX270 opacity meter, vertical probe, and horizontal probe - only for VICs currently using the DX240 opacity meter

If you choose to go with "Use my existing DX270 opacity meter," then you will enter your DX270 Opacity meter information in next step.

If you choose to go with "Purchase a new DX270 opacity meter," then the System will automatically select DX270 opacity meter, vertical probe, and horizontal probe for you.

You will be able to see the exact amount in the payment total for the items that have been selected or you have selected based on equipment quantity.

If your answer to the above question is “NO,” you will be shown Equipment Package 2.



Ontario | IVSEIP - Equipment Purchase Application Portal

User Management Training

Equipment Purchase - TEST Inspection Centre

Purchase Equipment Orders Receipts

Step 1 of 3 - Select a bundle



Equipment Package 2

Ruggedized Tablet Computer (including licensed IVSEIP software)
Data Acquisition Device (DAD) with 16 PIN OBD Cable
Opacity Meter
Opacity Meter Wireless Communications Device
8 PIN/16 PIN Adapter
Horizontal Probe
Vertical Probe
Oil Temperature Sensor
Optical Tachometer
Optical Tachometer Magnetic Mount
Reflective Tape

\$6,131.00

1

Payment Details

Equipment Package 2
Qty 1 \$6,131.00

Before Taxes	\$6,131.00
HST 13%	\$797.03
Total	\$6,928.03

Next

Back

You can see what's included by reading the package details.

For the first order, the System will automatically select the required Equipment Package for you.

You can change the quantity based on your needs.

Once you have selected the appropriate equipment for your VIC needs, click the “Next” button in the Payment Details section located at the right-hand side of the screen.

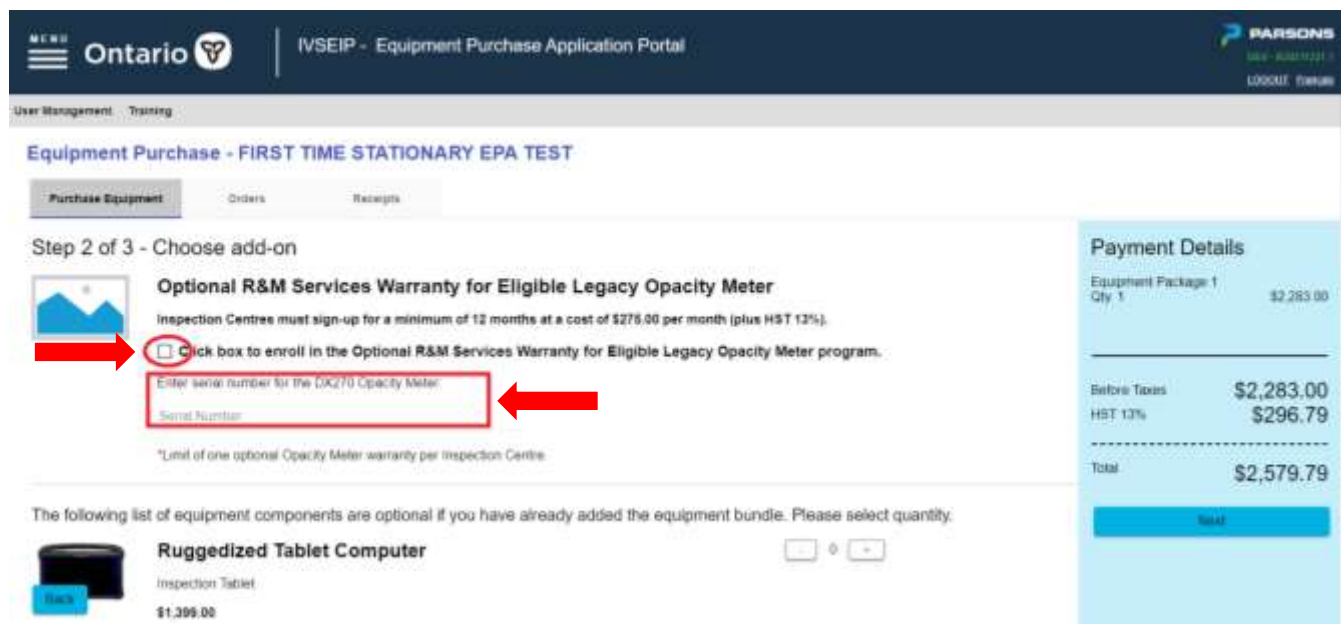
STEP 2 OF 3 - CHOOSE ADD-ON

If you answered "Yes" to "Are you currently enrolled in the Heavy Diesel Commercial Motor Vehicle Emissions Inspections Program?" and selected the radio button to "Use my existing DX270 opacity meter" on the Step 1 screen, then you will be given an option to enroll in "Optional R&M Services Warranty for Eligible Legacy Opacity Meter."

NOTE: The VIC can only enroll in the warranty program during your first order.

If you opt in for the warranty, then you will need to select the checkbox and enter the serial number for the DX270 Opacity Meter.

NOTE: There is a Limit of one optional Opacity Meter warranty per VIC.



Equipment Purchase - FIRST TIME STATIONARY EPA TEST

Step 2 of 3 - Choose add-on

Optional R&M Services Warranty for Eligible Legacy Opacity Meter
Inspection Centree must sign-up for a minimum of 12 months at a cost of \$275.00 per month (plus HST 13%).

☐ Click box to enroll in the Optional R&M Services Warranty for Eligible Legacy Opacity Meter program.

Enter serial number for the DX270 Opacity Meter:
Serial Number

*Limit of one optional Opacity Meter warranty per Inspection Centree.

The following list of equipment components are optional if you have already added the equipment bundle. Please select quantity.

Ruggedized Tablet Computer
Inspection Tablet
\$1,399.00

Payment Details

Equipment Package 1	
Qty: 1	\$2,283.00
Before Taxes	\$2,283.00
HST 13%	\$296.79
Total	\$2,579.79

[Next](#)

If selected, the warranty for the existing DX270 Opacity Meter will be billed monthly \$275.00 (plus HST 13%) starting on July 1st, 2022.

After the optional warranty, you will see a list of other optional components which you can add to your Equipment Purchase, if desired.

Once you have selected all optional equipment components, please click the "Next" button.

How to Find the Serial Number on your DX270 Opacity Meter

To find the serial number on your DX270 Opacity Meter, follow these steps:

1. Get your DX270 Opacity Meter.
2. You will need to open the DX270 Opacity Meter as the serial number is located on the inside rear of the device.
3. To open the DX270 Opacity Meter, face the back side of the device toward you.
4. Remove the screw and the end cap.
5. The serial number is located on the sticker.

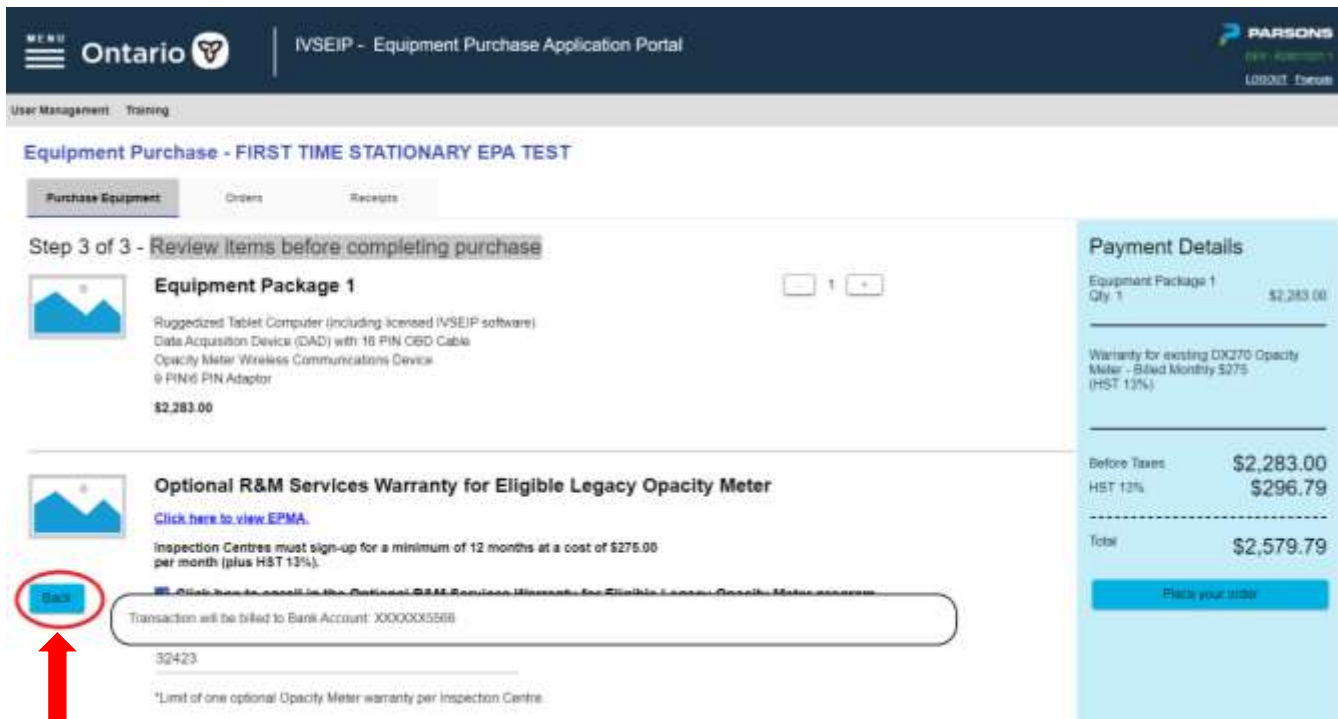


STEP 3 OF 3 REVIEW ITEMS BEFORE COMPLETING PURCHASE

On this screen, you will review your Equipment Package and Optional Warranty/Components selection and quantity.

NOTE: You will not be able to remove the System-selected mandatory equipment package. However, you can change the quantity of any item if you have selected more than one quantity.

If you want to go back to a previous step, can click on the "Back" button located in the left bottom corner of the screen.



Equipment Purchase - FIRST TIME STATIONARY EPA TEST

Step 3 of 3 - Review items before completing purchase

Equipment Package 1

Ruggedized Tablet Computer (including licensed IVSEIP software)
Data Acquisition Device (DAD) with 16 PIN CBD Cable
Opacity Meter Wireless Communications Device
9 PIN6 PIN Adaptor
\$2,283.00

Optional R&M Services Warranty for Eligible Legacy Opacity Meter

[Click here to view EPMA.](#)
Inspection Centres must sign-up for a minimum of 12 months at a cost of \$275.00 per month (plus HST 13%).

Back

Transaction will be billed to Bank Account: XXXXXX5568

32423

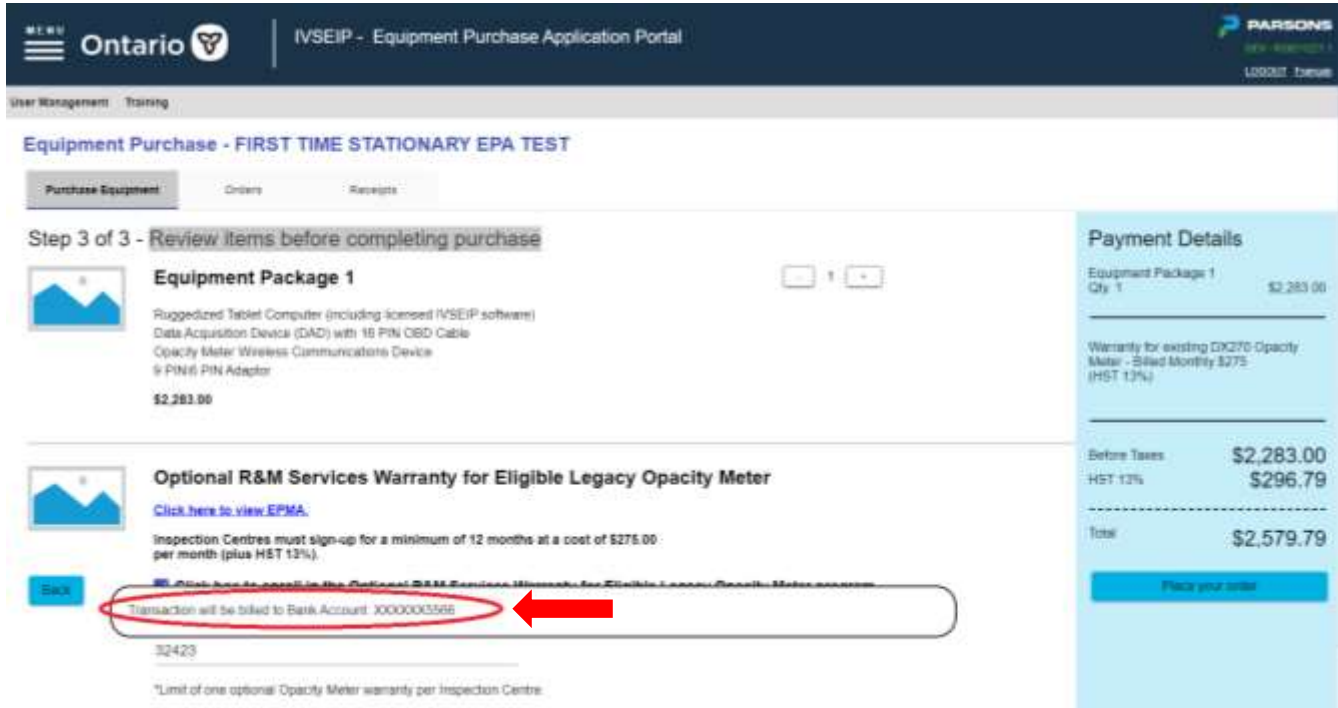
*Limit of one optional Opacity Meter warranty per Inspection Centre.

Payment Details

Equipment Package 1 Qty 1	\$2,283.00
Warranty for existing DX270 Opacity Meter - Billed Monthly \$275 (HST 13%)	
Before Taxes	\$2,283.00
HST 13%	\$296.79
Total	\$2,579.79

Place your order

Before proceeding to place your order, you will see the last 4 digits of bank account to make sure it is the correct bank account number. If the account number has changed, or is incorrect, then you will need to go to the Inspection Centre Administration Application (ICAA) and update your Banking Information before placing your Equipment order. This will reduce any delays in order processing.



Equipment Purchase - FIRST TIME STATIONARY EPA TEST

Step 3 of 3 - Review Items before completing purchase

Equipment Package 1

Ruggedized Tablet Computer (including licensed IVSEIP software)
Data Acquisition Device (DAD) with 16 PIN OBD Cable
Opacity Meter Wireless Communications Device
9 PIN/6 PIN Adaptor
\$2,283.00

Optional R&M Services Warranty for Eligible Legacy Opacity Meter

Click here to view EPMA.

Inspection Centres must sign-up for a minimum of 12 months at a cost of \$275.00 per month (plus HST 13%).

Transaction will be billed to Bank Account: XXXXXX3566

32423

*Limit of one optional Opacity Meter warranty per Inspection Centre.

Payment Details

Equipment Package 1
Qty 1 \$2,283.00

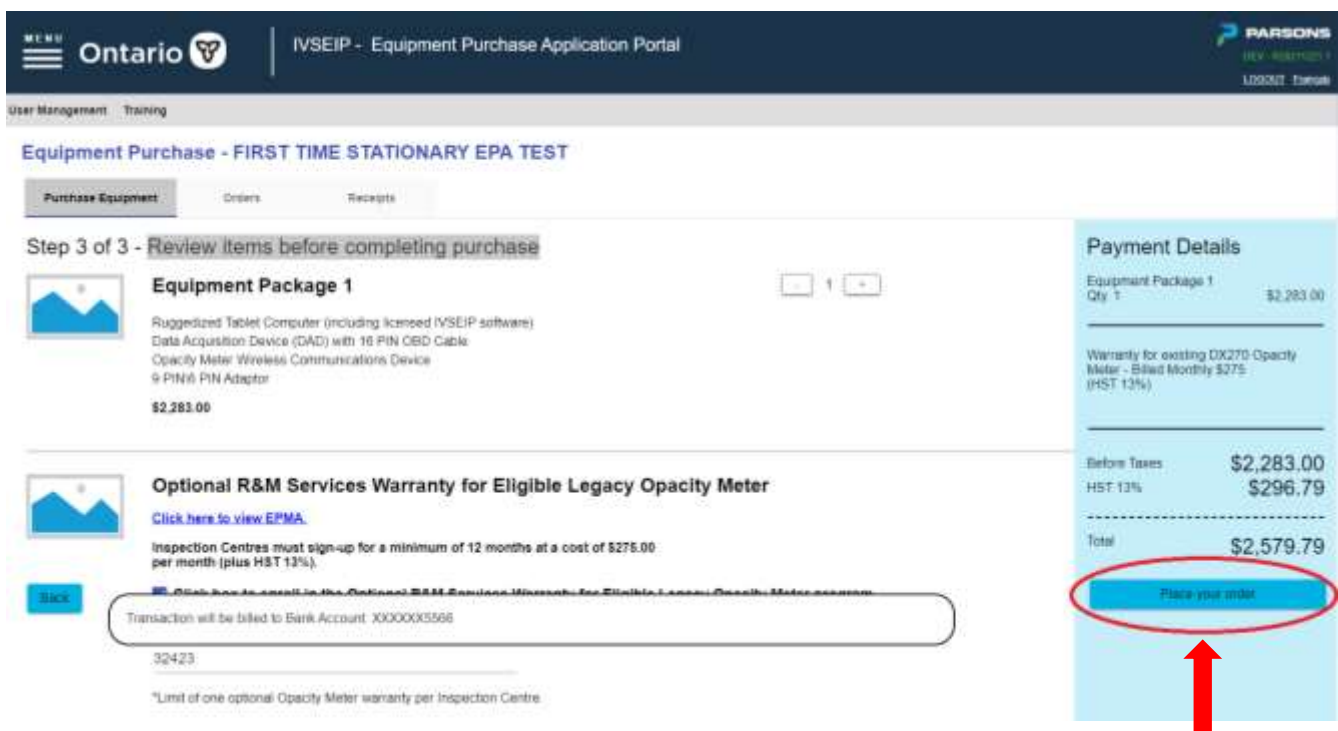
Warranty for existing DX270 Opacity Meter - Billed Monthly \$275 (HST 13%)

Before Taxes \$2,283.00
HST 13% \$296.79

Total \$2,579.79

Place your order

If everything is correct, then click on the “Place your order” button.



Equipment Purchase - FIRST TIME STATIONARY EPA TEST

Step 3 of 3 - Review Items before completing purchase

Equipment Package 1

Ruggedized Tablet Computer (including licensed IVSEIP software)
Data Acquisition Device (DAD) with 16 PIN OBD Cable
Opacity Meter Wireless Communications Device
9 PIN/6 PIN Adaptor
\$2,283.00

Optional R&M Services Warranty for Eligible Legacy Opacity Meter

Click here to view EPMA.

Inspection Centres must sign-up for a minimum of 12 months at a cost of \$275.00 per month (plus HST 13%).

Transaction will be billed to Bank Account: XXXXXX3566

32423

*Limit of one optional Opacity Meter warranty per Inspection Centre.

Payment Details

Equipment Package 1
Qty 1 \$2,283.00

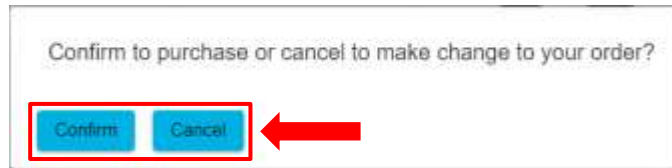
Warranty for existing DX270 Opacity Meter - Billed Monthly \$275 (HST 13%)

Before Taxes \$2,283.00
HST 13% \$296.79

Total \$2,579.79

Place your order

You will be asked to confirm your order one more time before the order is placed.



If you want to make a change to your order, then click on the "Cancel" button to go back and make the desired change.

If there are no changes, then click on the "Confirm" button. This will submit your order.

Once the order is placed, you will be provided with an Order ID which you can note down. An Order Confirmation email will be sent to the VIC Owner / Delegate (if assigned) email address.

Purchase complete!

Your order ID is 100396

An email with order details will be sent to

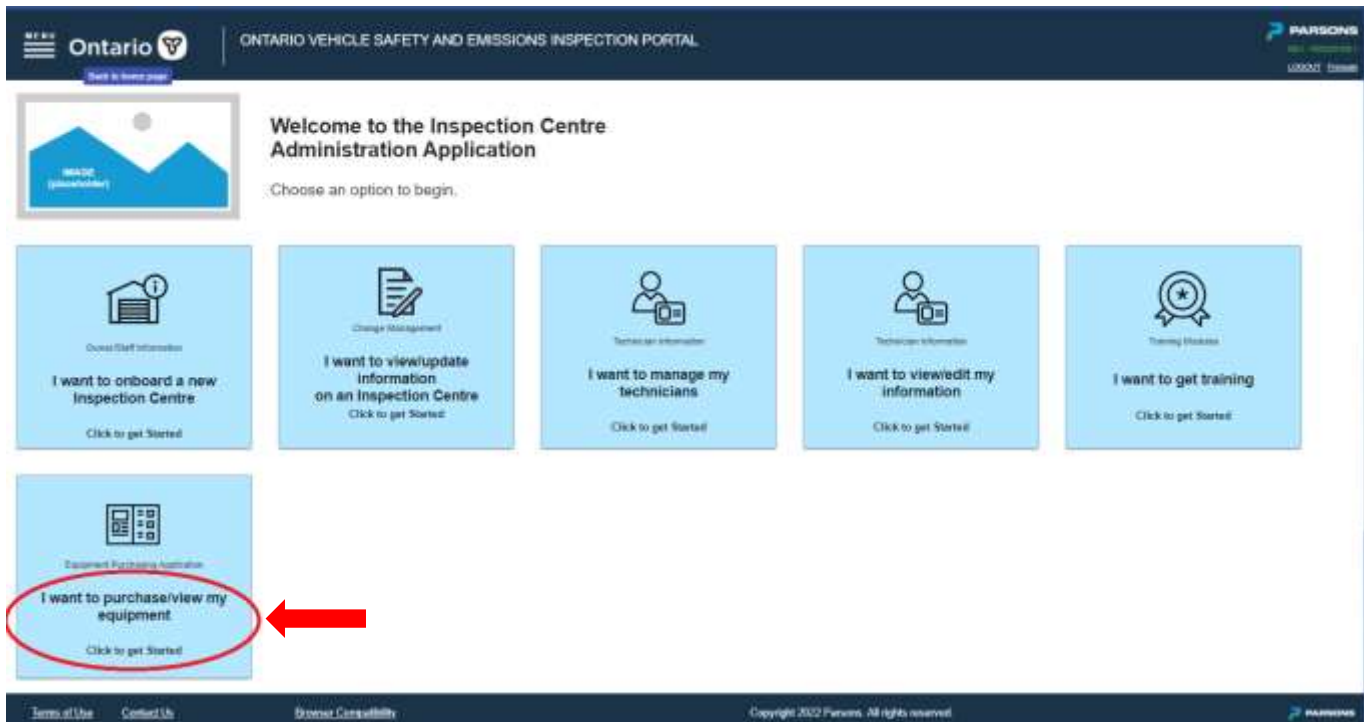
InspectionCentreowner@email.com,
delegate@email.com



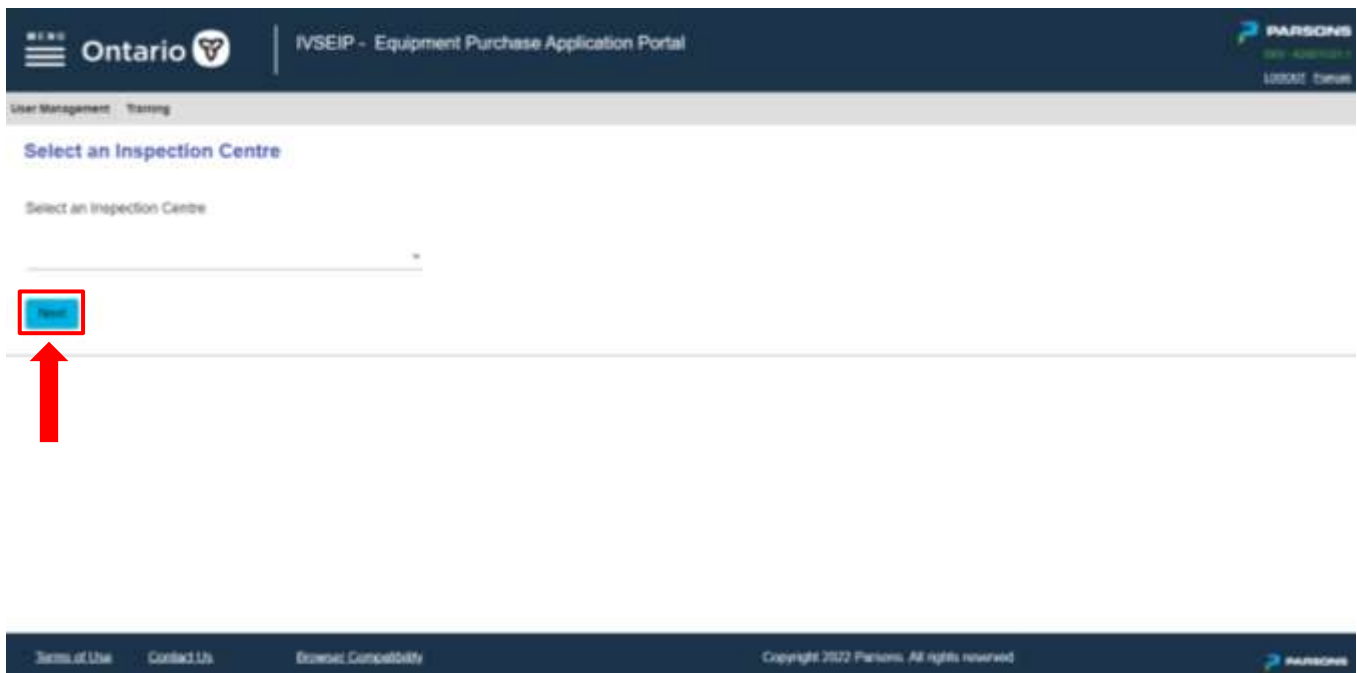
This completes the order process. Click on the "OK" button to be taken to the "Orders" tab where you can see the order details.

How to View Orders & Order Status

To view your Equipment Order Status, login to the Program Portal. Click on the “I want to purchase/view my equipment” card.

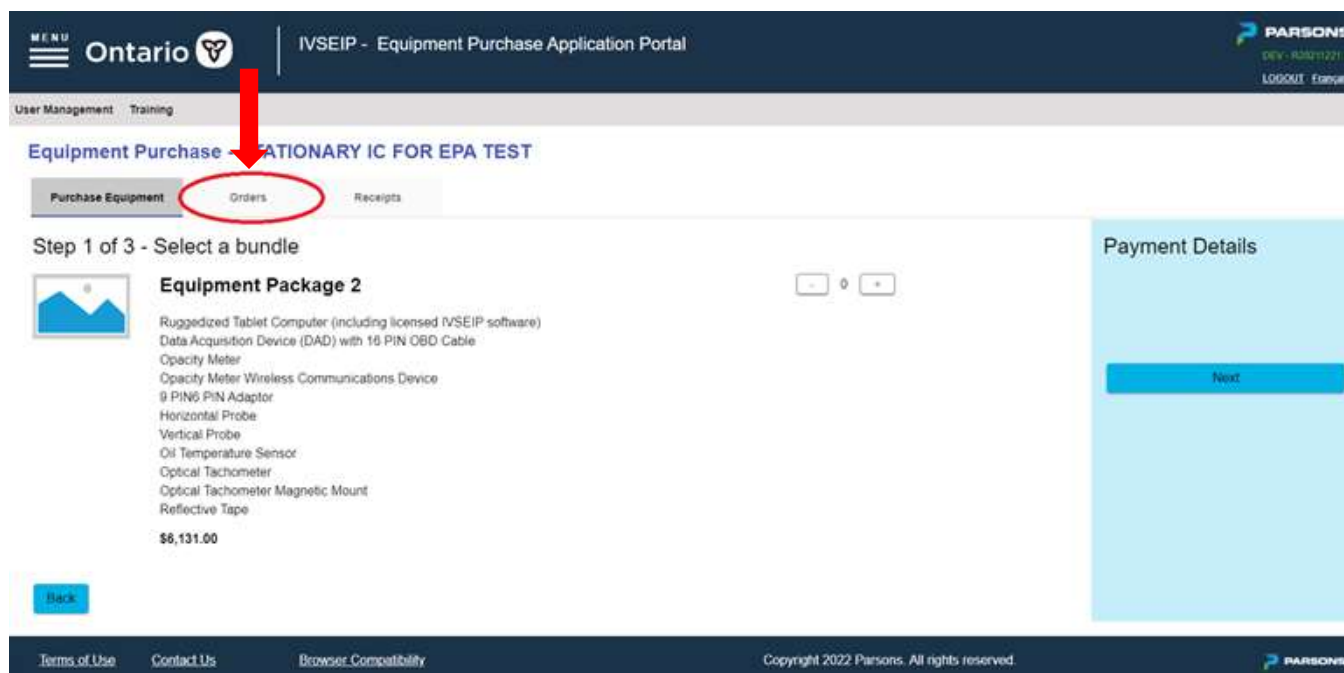


Select a VIC from the drop-down list and click "Next."



This will bring you to the “Purchase Equipment” tab.

Click on the "Orders" tab to see your order.



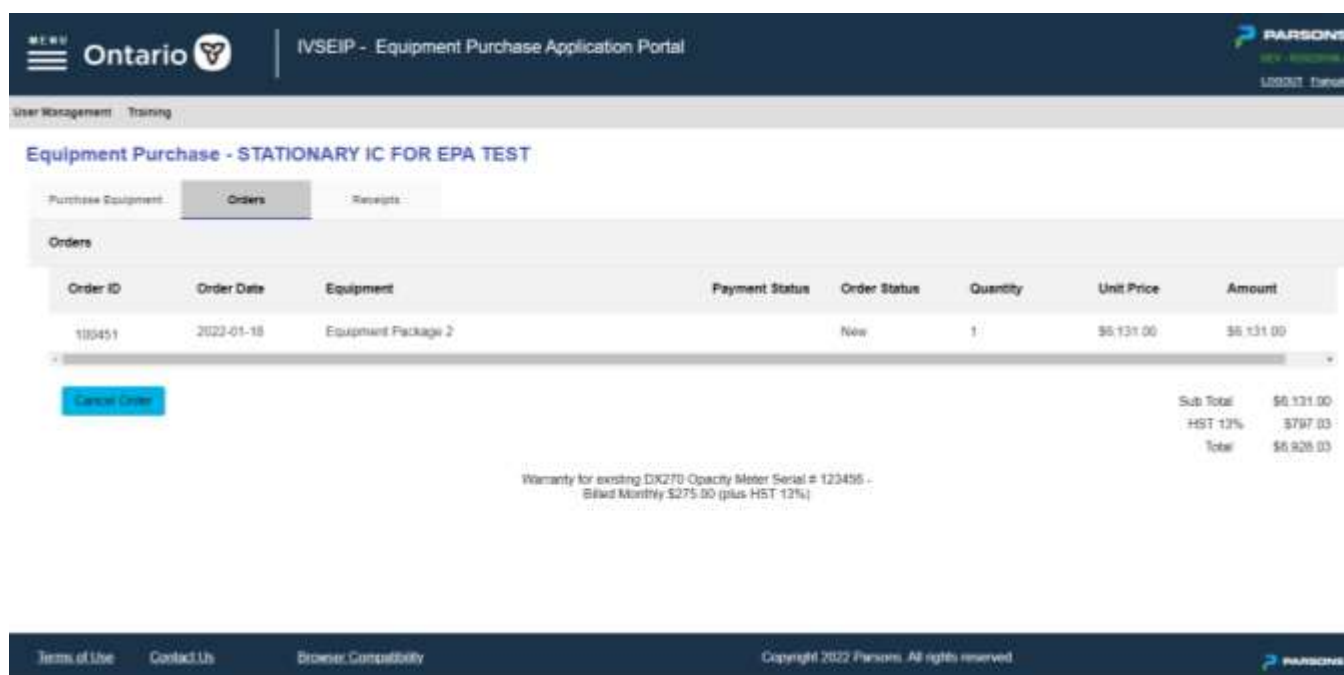
The screenshot shows the 'IVSEIP - Equipment Purchase Application Portal' with the 'Orders' tab selected. A red arrow points to the 'Orders' tab. The page displays 'Step 1 of 3 - Select a bundle' for 'Equipment Package 2'. The package includes a Ruggedized Tablet Computer, Data Acquisition Device (DAD), Opacity Meter, and various sensors. The price is \$6,131.00. A 'Next' button is visible in the 'Payment Details' section.

Equipment Package 2

- Ruggedized Tablet Computer (including licensed IVSEIP software)
- Data Acquisition Device (DAD) with 16 PIN OBD Cable
- Opacity Meter
- Opacity Meter Wireless Communications Device
- 9 PIN6 PIN Adaptor
- Horizontal Probe
- Vertical Probe
- Oil Temperature Sensor
- Optical Tachometer
- Optical Tachometer Magnetic Mount
- Reflective Tape

\$6,131.00

[Next](#)



The screenshot shows the 'IVSEIP - Equipment Purchase Application Portal' with the 'Orders' tab selected. The page displays a table of orders with columns: Order ID, Order Date, Equipment, Payment Status, Order Status, Quantity, Unit Price, and Amount. The table shows one order: Order ID 110451, Order Date 2022-01-18, Equipment Package 2, Payment Status New, Order Status New, Quantity 1, Unit Price \$6,131.00, and Amount \$6,131.00. Below the table, there is a 'Cancel Order' button and a summary of the order total: Sub Total \$6,131.00, HST 13% \$797.03, and Total \$6,928.03. A warranty notice for the existing DXZ70 Opacity Meter is also displayed.

Order ID	Order Date	Equipment	Payment Status	Order Status	Quantity	Unit Price	Amount
110451	2022-01-18	Equipment Package 2	New	New	1	\$6,131.00	\$6,131.00

[Cancel Order](#)

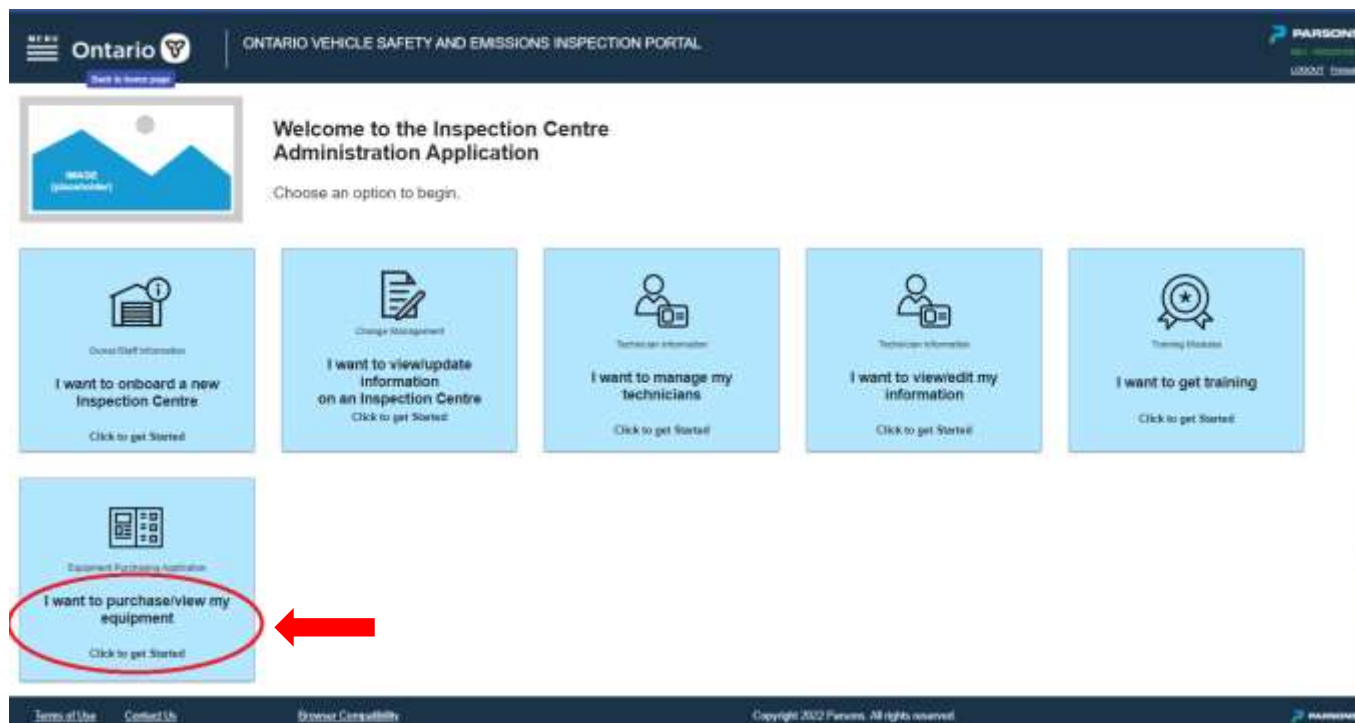
Sub Total \$6,131.00
HST 13% \$797.03
Total \$6,928.03

Warranty for existing DXZ70 Opacity Meter Serial # 123456 -
Billed Monthly \$275.00 (plus HST 13%)

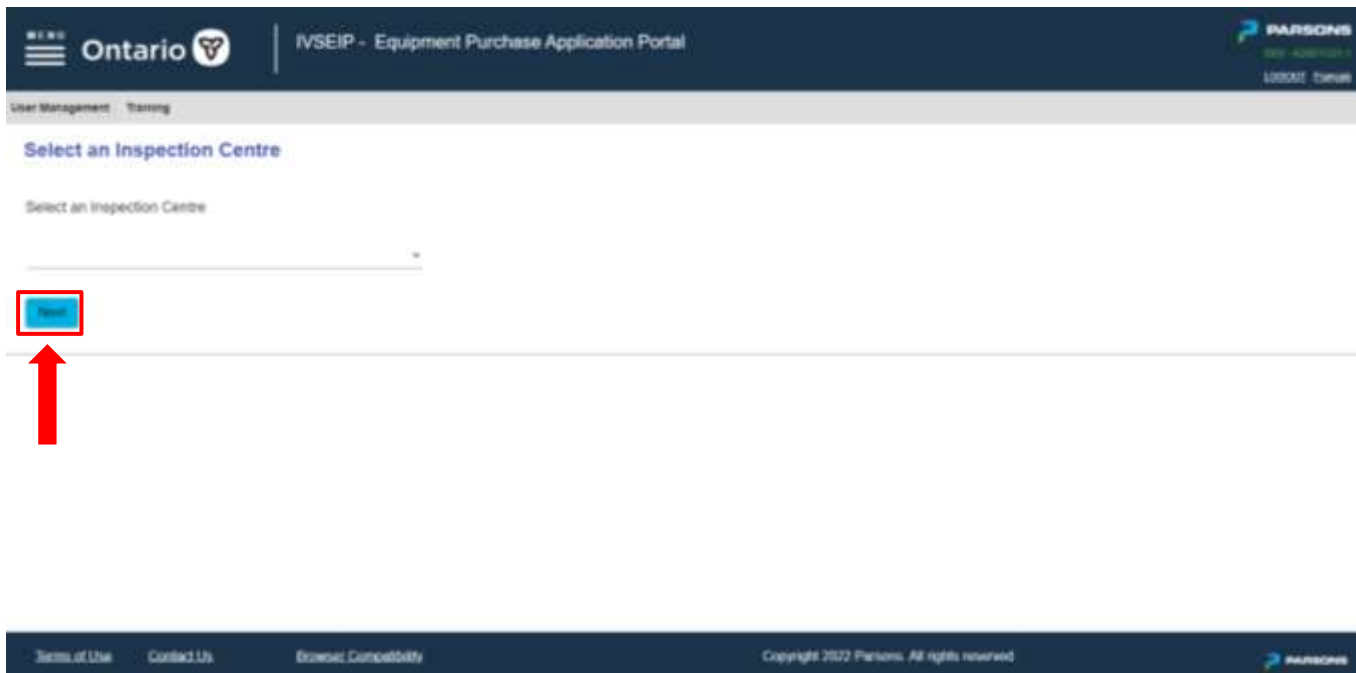
How to Cancel an Equipment Order

The VIC Owner or Delegate can cancel an order on the same day the order is placed before 11:59PM. Please note that payment will not be processed for a cancelled order.

To view your Equipment Order Receipt, login to the Program Portal. Click on the “I want to purchase/view my equipment” card.



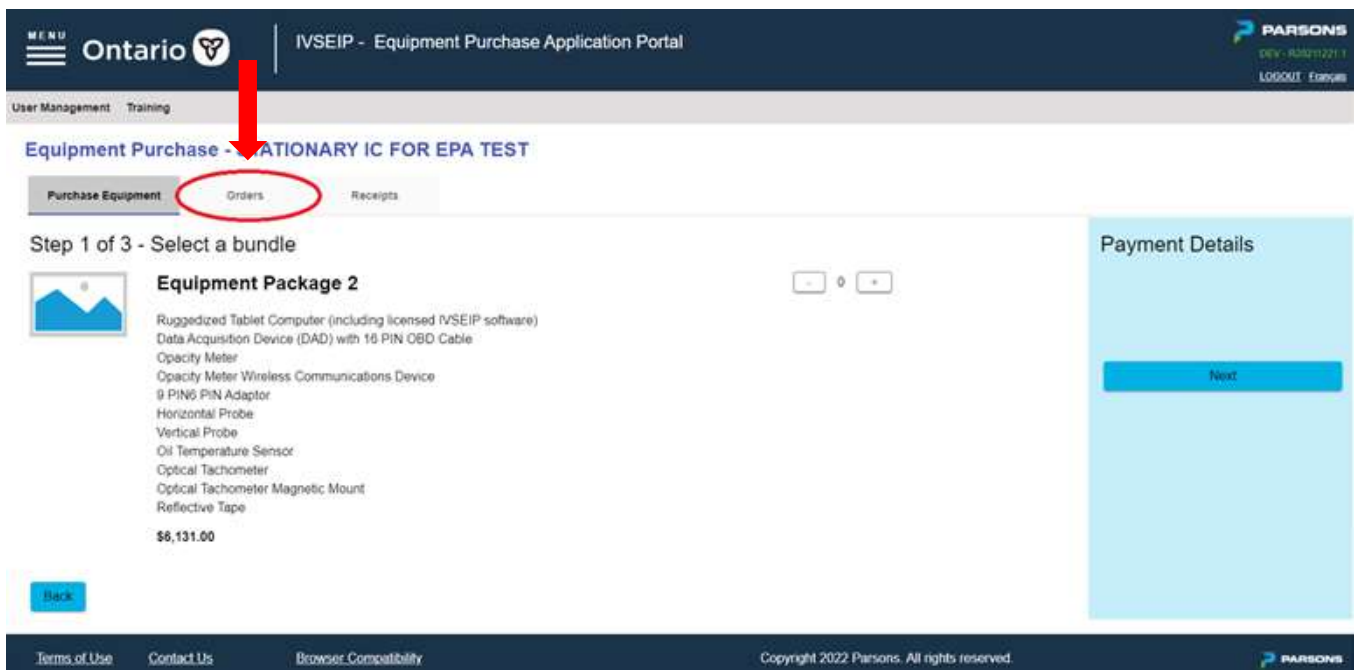
Select a VIC from the drop-down list and click "Next."



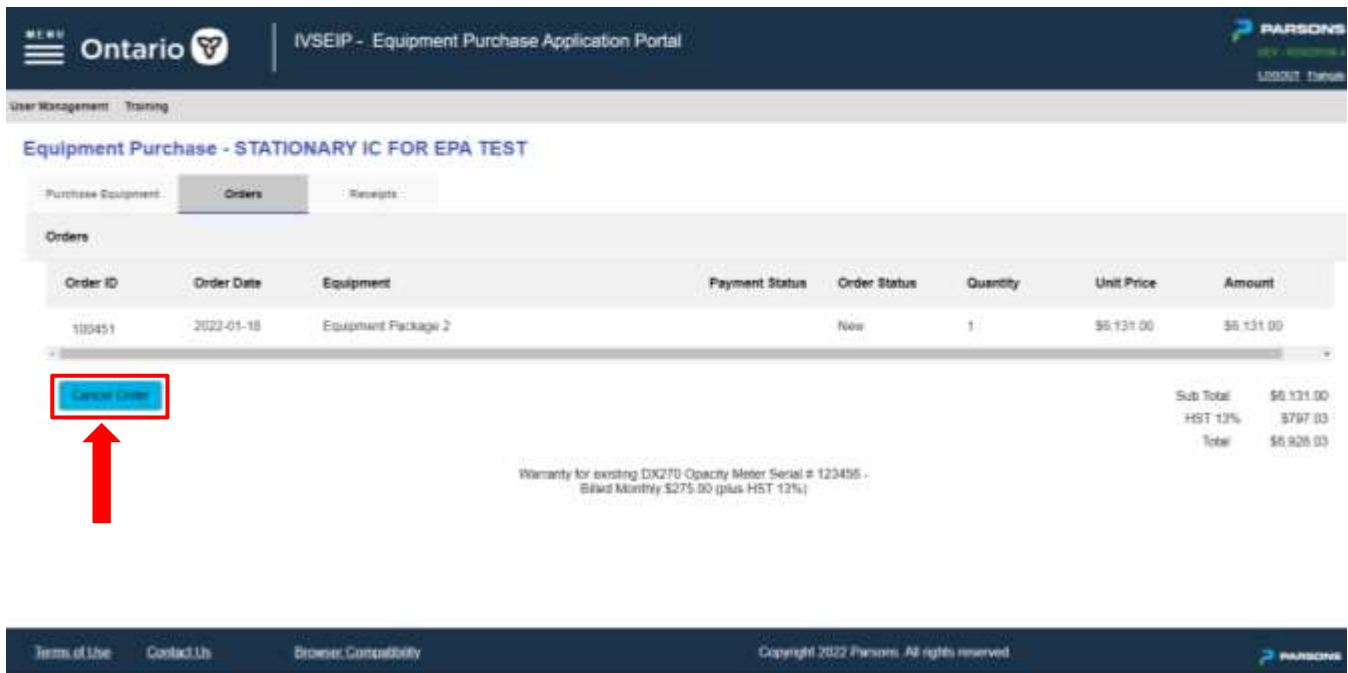
This will bring you to the "Purchase Equipment" tab.

Click on "Orders" tab to see your order.

Click on the "Orders" tab to see your order.



You will need to click on the "Cancel Order" button to cancel the order.



Equipment Purchase - STATIONARY IC FOR EPA TEST

Purchase Equipment Orders Receipts

Orders

Order ID	Order Date	Equipment	Payment Status	Order Status	Quantity	Unit Price	Amount
100451	2022-01-18	Equipment Package 2		New	1	\$5,131.00	\$5,131.00

Sub Total \$5,131.00
HST 13% \$797.03
Total \$5,928.03

Warranty for existing DK270 Opacity Meter Serial # 123456 -
Billed Monthly \$275.00 (plus HST 13%)

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Once the order is cancelled, you will see the following message on your screen confirming the order has been cancelled. The VIC Owner and/or Delegate (if any) will receive an email confirming that the order was cancelled.

Your order has been cancelled.

Order ID is 100451

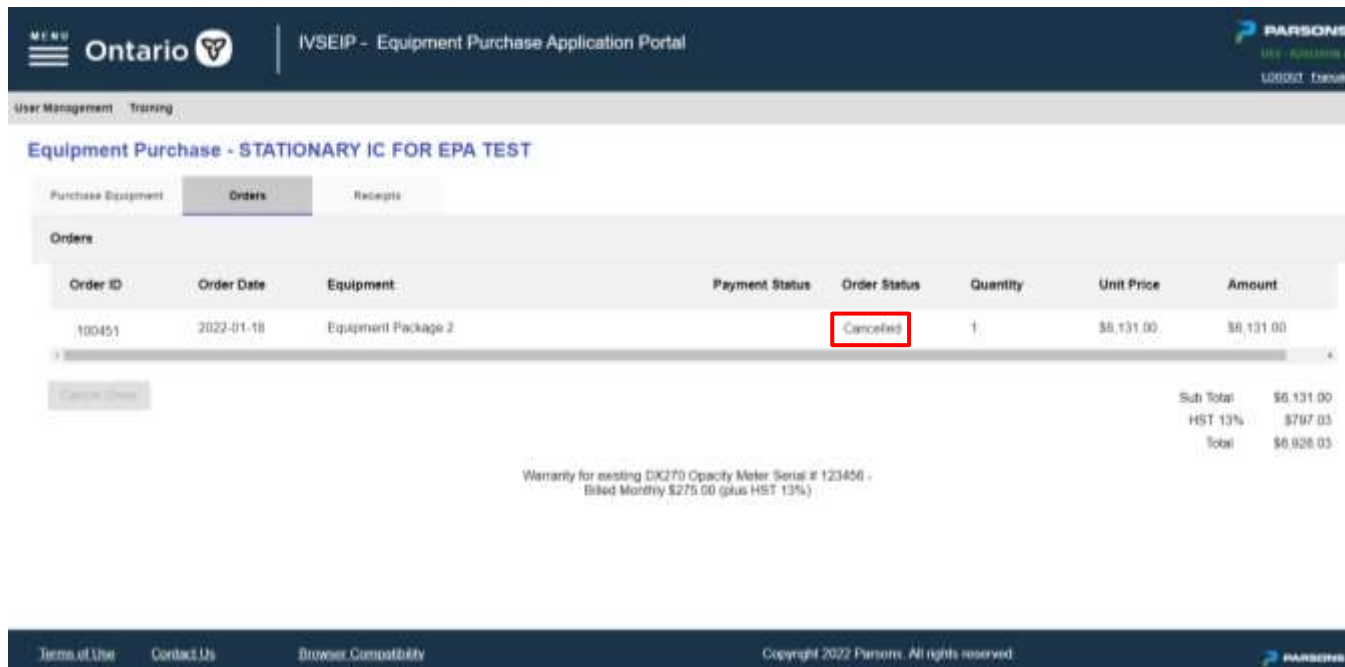
An email with order details will be sent to

InspectionCentreowner@email.com,
delegate@email.com

OK

Click the "OK" button to return to the previous screen.

Once the order has been cancelled, the "Cancel" button will be greyed out and Order Status change to "Cancelled."



The screenshot displays the 'IVSEIP - Equipment Purchase Application Portal' interface. The header includes the Ontario logo and the Parsons logo. The main content area is titled 'Equipment Purchase - STATIONARY IC FOR EPA TEST'. Below this, there are three tabs: 'Purchase Equipment', 'Orders', and 'Receipts'. The 'Orders' tab is active, showing a table with one order. The order's status is 'Cancelled', which is highlighted with a red box. Below the table, there is a 'Cancel Order' button that is greyed out. To the right, a summary table shows the Sub Total, HST 13%, and Total. At the bottom, there is a warranty notice for a testing device.

Order ID	Order Date	Equipment	Payment Status	Order Status	Quantity	Unit Price	Amount
100451	2022-01-18	Equipment Package 2		Cancelled	1	\$6,131.00	\$6,131.00

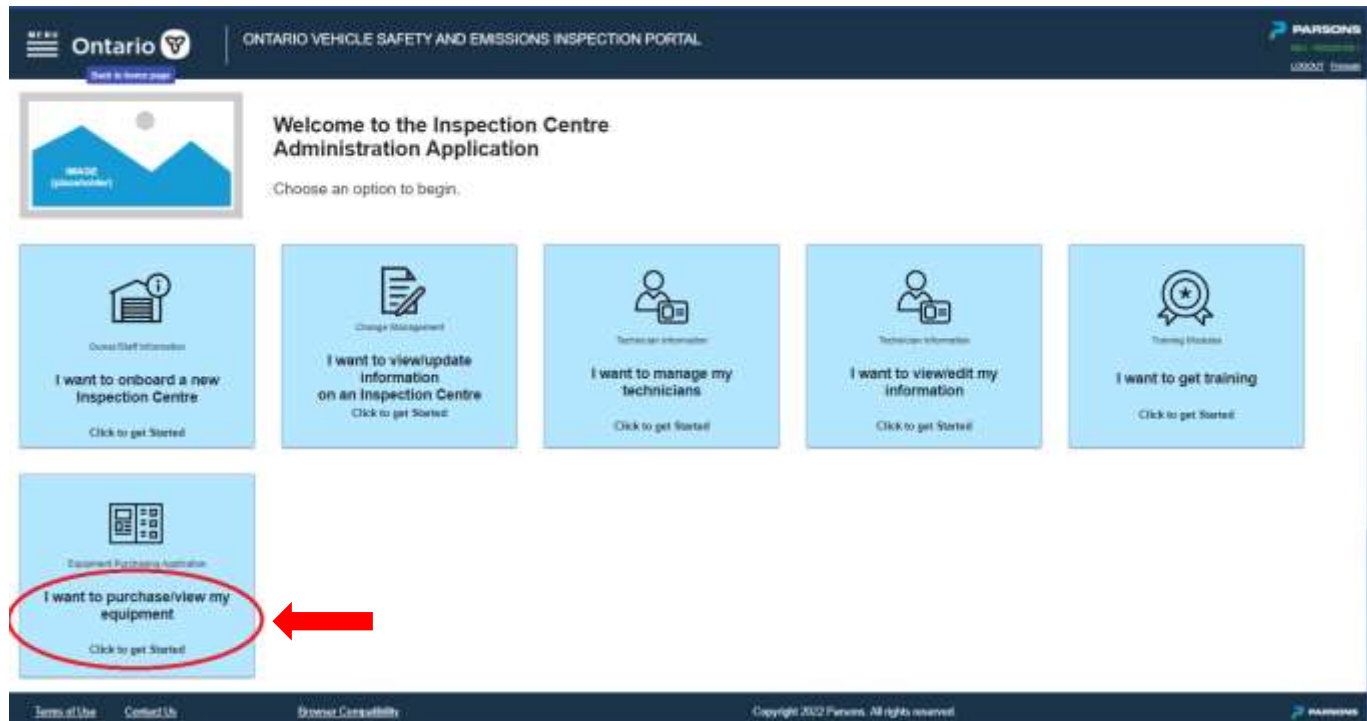
Sub Total	\$6,131.00
HST 13%	\$797.03
Total	\$6,928.03

Warranty for testing DK270 Opacity Meter (Serial # 123456) -
Billed Monthly \$275.00 (plus HST 13%)

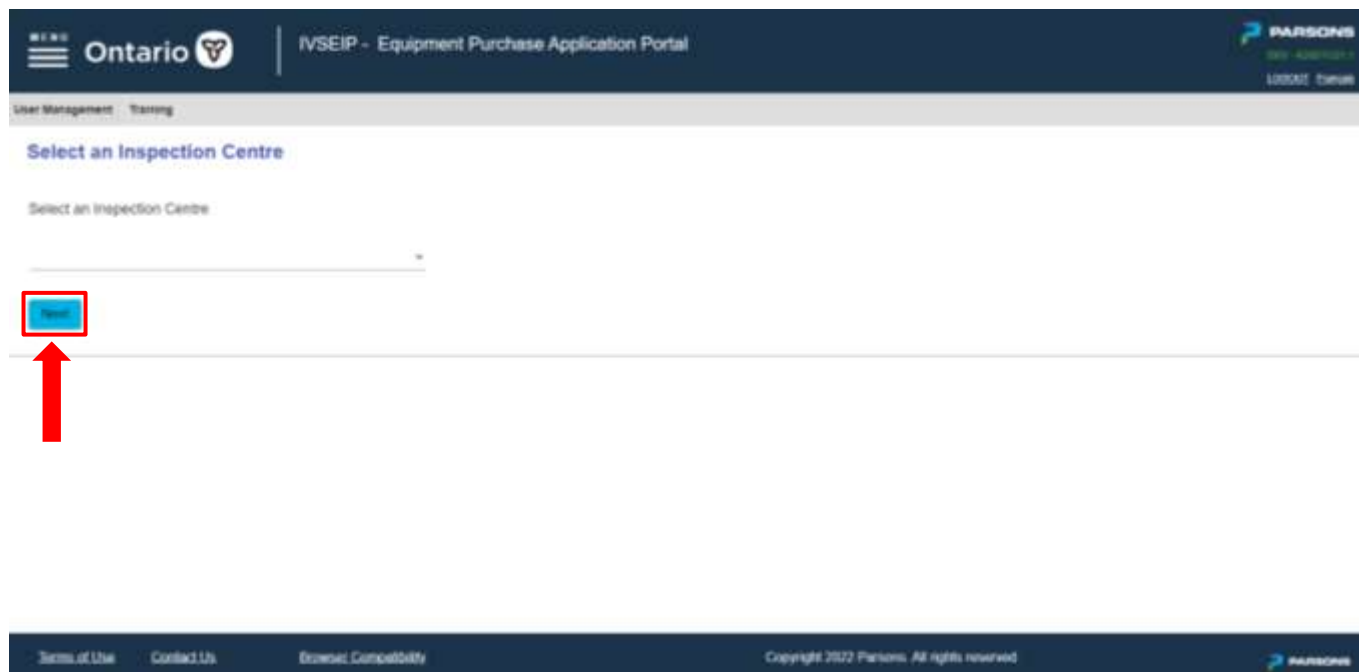
How to View Order Receipt

NOTE: An Order Receipt is generated once the payment has cleared.

To view your Equipment Order Receipt, login to the Program Portal. Click on the “I want to purchase/view my equipment” card.

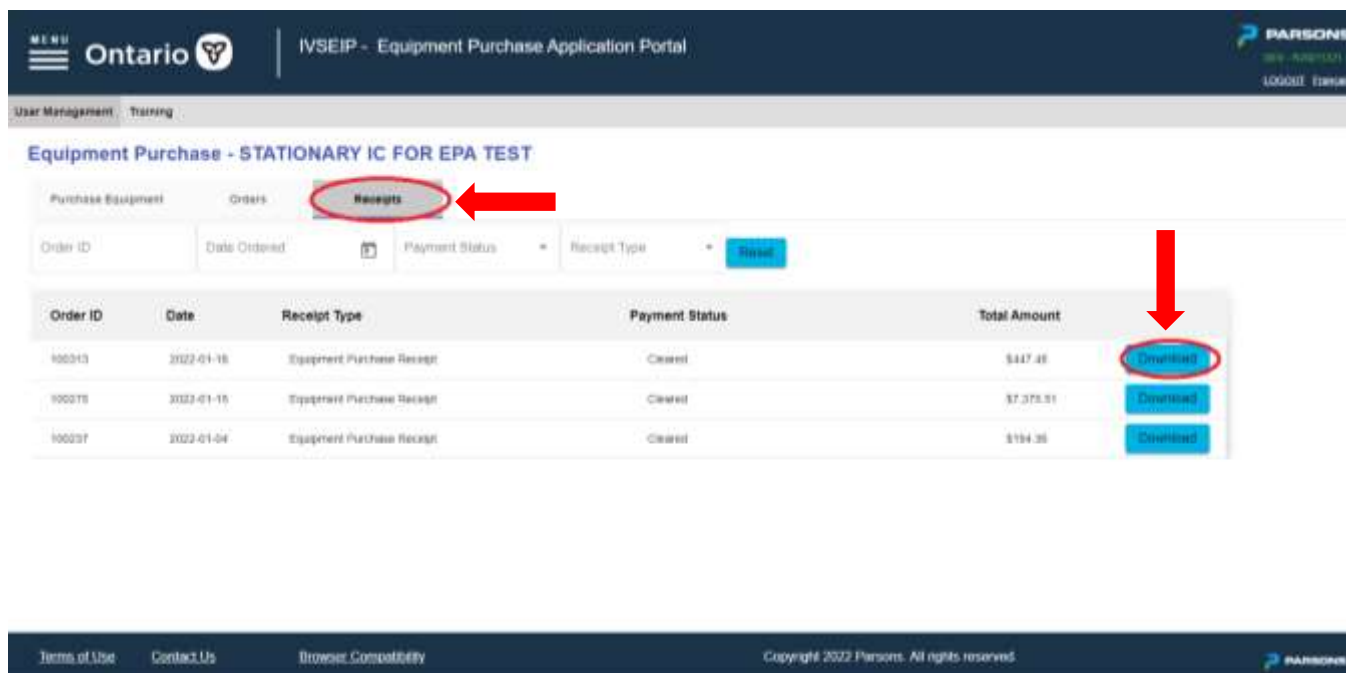


Select a VIC from the drop-down list and click "Next."



This will bring you to the “Purchase Equipment” tab.

Click on the "Receipts" Tab and download the pdf copy of the receipt by clicking the "Download" button.

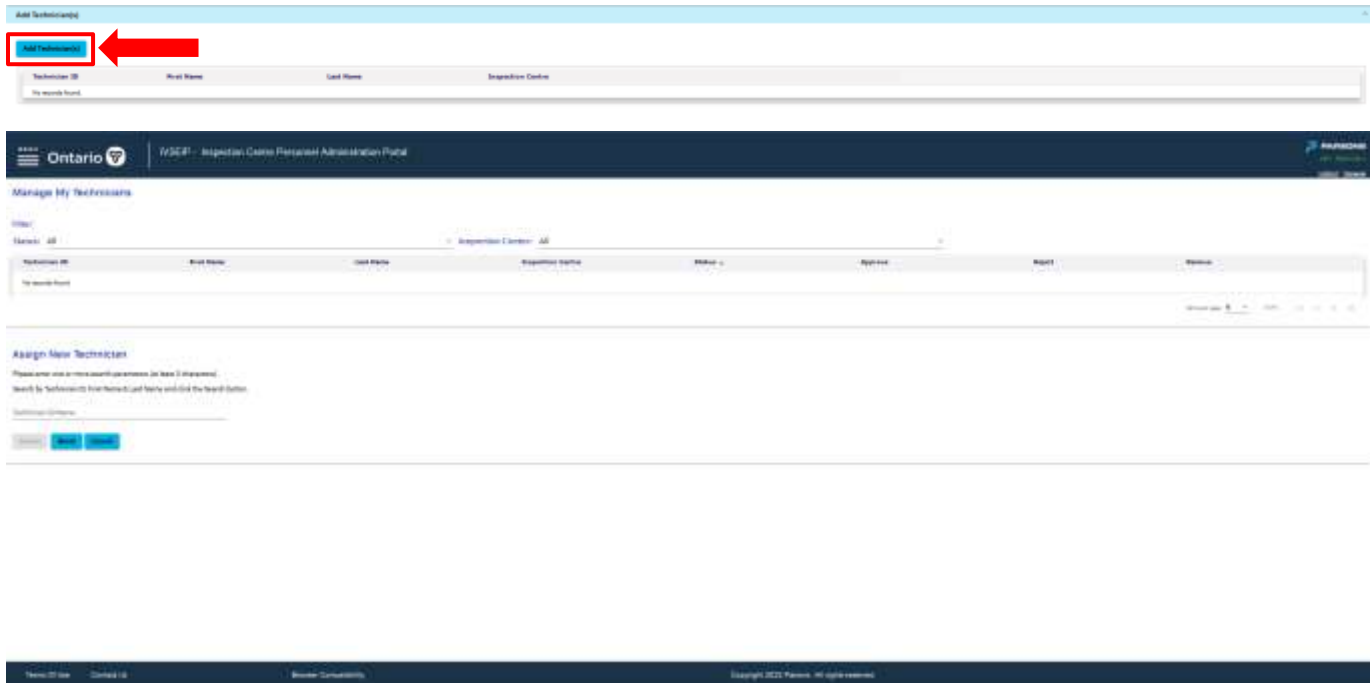


The screenshot displays the IVSEIP - Equipment Purchase Application Portal. The top navigation bar includes the Ontario logo, the portal title, and the Parsons logo. Below the navigation bar, there are tabs for "Purchase Equipment", "Orders", and "Receipts". The "Receipts" tab is selected and highlighted with a red circle and a red arrow. Below the tabs, there is a search filter section with fields for "Order ID", "Date Ordered", "Payment Status", and "Receipt Type", along with a "Show" button. Below the search filters, there is a table with the following columns: "Order ID", "Date", "Receipt Type", "Payment Status", "Total Amount", and "Download". The table contains three rows of data, each with a "Download" button. The first "Download" button is circled in red, and a red arrow points to it.

Order ID	Date	Receipt Type	Payment Status	Total Amount	Download
100013	2022-01-18	Equipment Purchase Receipt	Cleared	\$447.48	Download
100015	2022-01-18	Equipment Purchase Receipt	Cleared	\$7,375.31	Download
100017	2022-01-04	Equipment Purchase Receipt	Cleared	\$154.35	Download

Add Technician(s)

At least one Technician must be assigned to a VIC before it can start performing Inspections. Clicking the "Add Technician(s)" button will take you to the Inspection Centre Personnel Administration Application (ICPAA) where you can perform the assignments.



NOTE: for a step-by-step walkthrough on how to assign a Technician, please see the guide in the next section.

Once you have completed this final step, you will be registered as a new Vehicle Inspection Center.

ASSIGNING AND REMOVING TECHNICIANS (ICPAA)

At least one Technician must be assigned to a Vehicle Inspection Centre before it can start performing Inspections. As the Owner or Delegate, you can assign Technicians to your VICs, but only once they have completed their training.

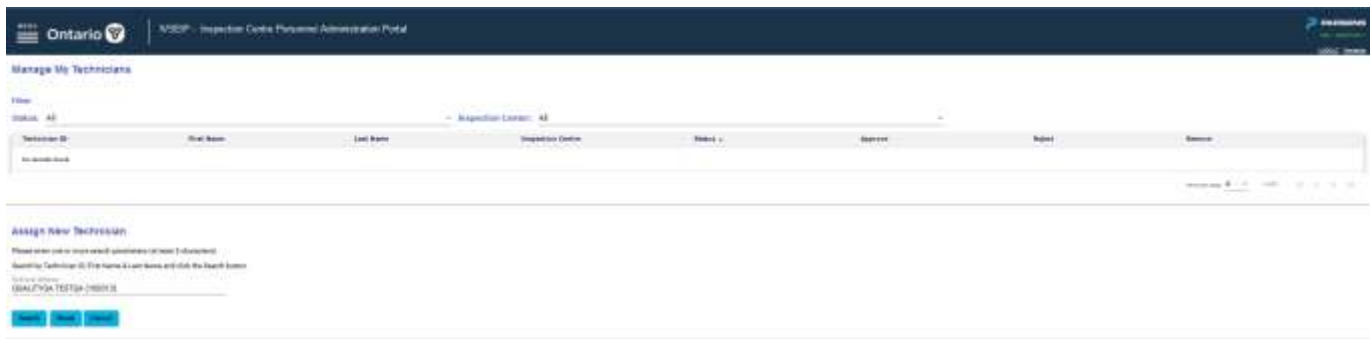
Assigning Technicians to VIC

To assign a Technician to your VIC, login to the ICPAA application from the Program Portal. From the landing page, select the "I want to manage my technicians" card.



This will display the "Manage My Technicians" screen.

Search for the Technician that you wish to assign to your VIC by typing in either their Technician ID or Name.



Manage My Technicians

Filter: Status: All Inspection Centre: All

Technician ID	First Name	Last Name	Inspection Centre	Status	Select
1000000000					

Assign New Technician

Please enter your name or email address (at least 3 characters)

Search for Technician ID, First Name, Last Name and click the Search button

Technician ID: QUALITY TESTER (ID: 1000000000)

Search Search

A side bar will appear showing the details of the Technician found. Check the "Select" box after the information on the right and then click "Save" to assign the Technician.



Assign New Technician

Please enter your name or email address (at least 3 characters)

Search for Technician ID, First Name, Last Name and click the Search button

Technician ID: QUALITY TESTER (ID: 1000000000)

Search Search

Assign New Technician

Please enter your name or email address (at least 3 characters)

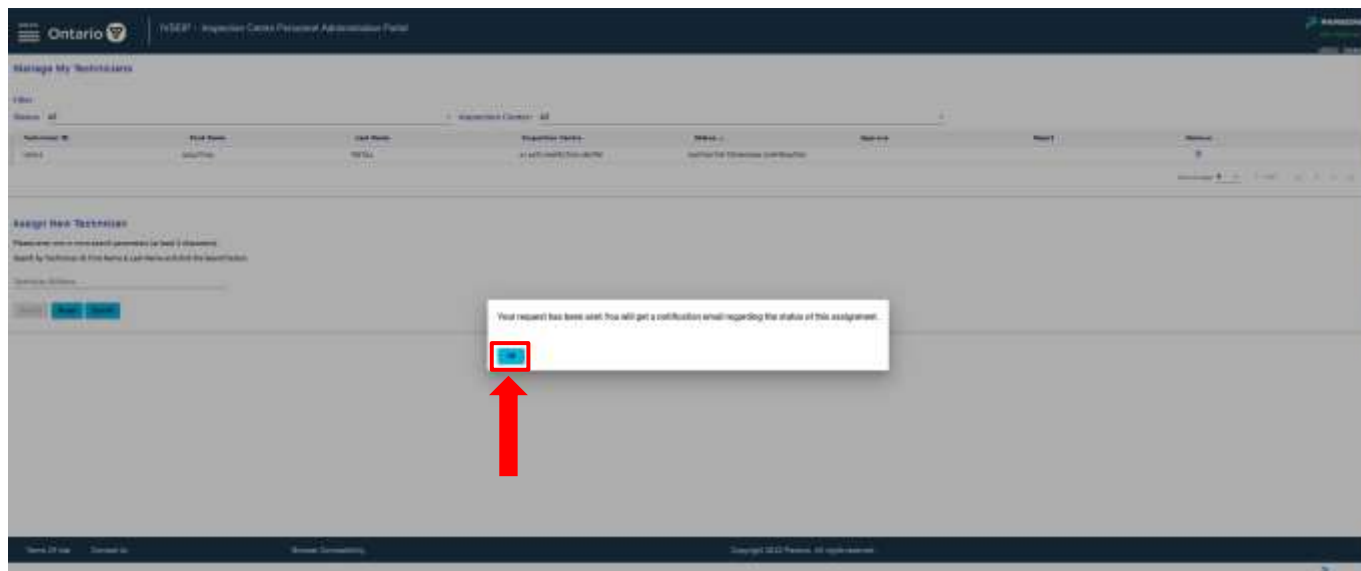
Search for Technician ID, First Name, Last Name and click the Search button

Technician ID: QUALITY TESTER (ID: 1000000000)

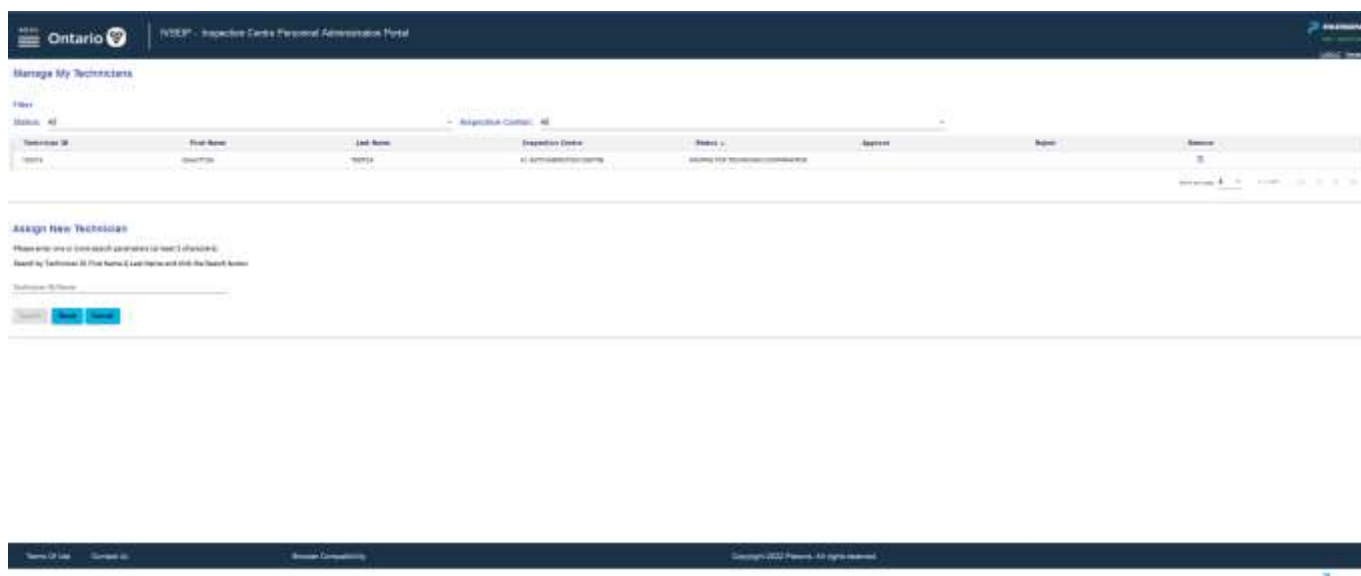
Search Search

Technician ID	First Name	Last Name	Inspection Centre	Status	Select
1000000000					☐

The Technician will receive an email notification of your request and you will need to wait for the Technician's approval. A pop up will appear informing you that the notification has been sent.



Click "OK" to return to the "Manage My Technicians" screen.





After the Technician has approved the assignment, the Owner and/or Delegate will receive an email notification and the status will change accordingly.

Ontario

IVSEIP - Inspection Centre Personnel Administration Portal

Account

Manage My Technicians

Filter: All

Inspection Location: All

Technician ID	First Name	Last Name	Inspection Station	Status	Department	Region	Remove
10010	JOHN	PTER	AT ACT INSPECTION CENTRE	Completed			

Assign New Technician

Please enter more search parameters (at least 3 characters)

Assigning Technician ID: First Name & Last Name will add the Search button

Technician ID Name

Cancel Search Submit

Home

Contact Us

Website

Complaints

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Removing Technicians from VIC

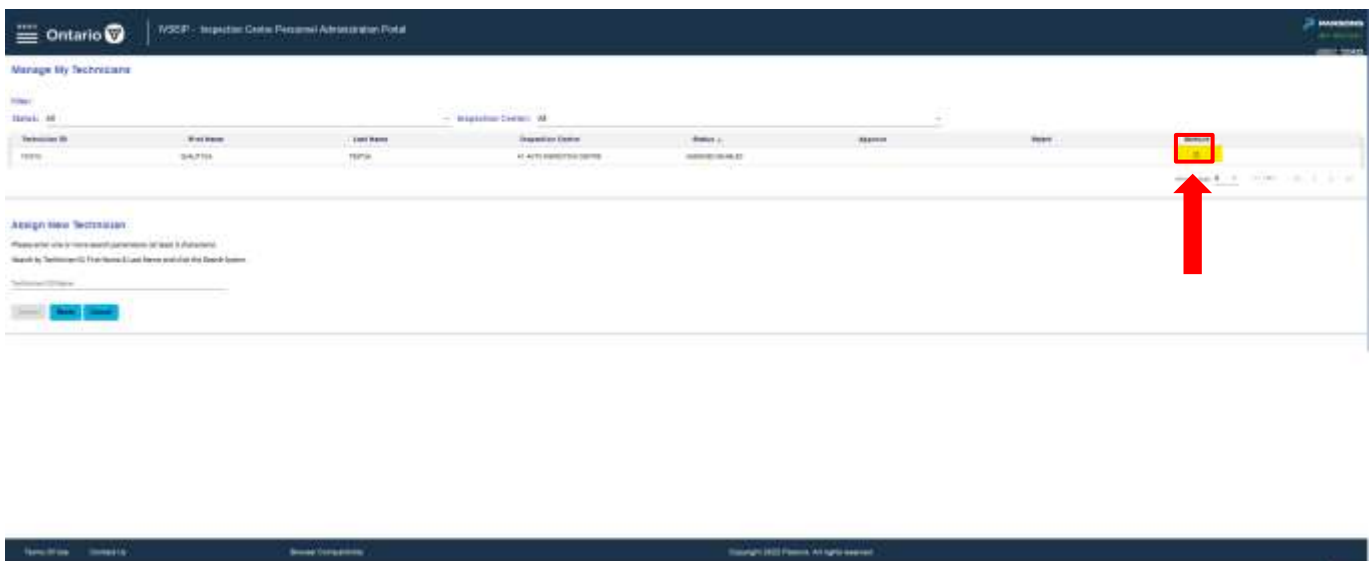
From the landing page after logging in to the Program Portal, select the "I want to manage my technicians" card.



This will display the "Manage My Technicians" screen.

Locate the Technician to be removed and click on the corresponding trash can icon under the "Remove" column to the right.

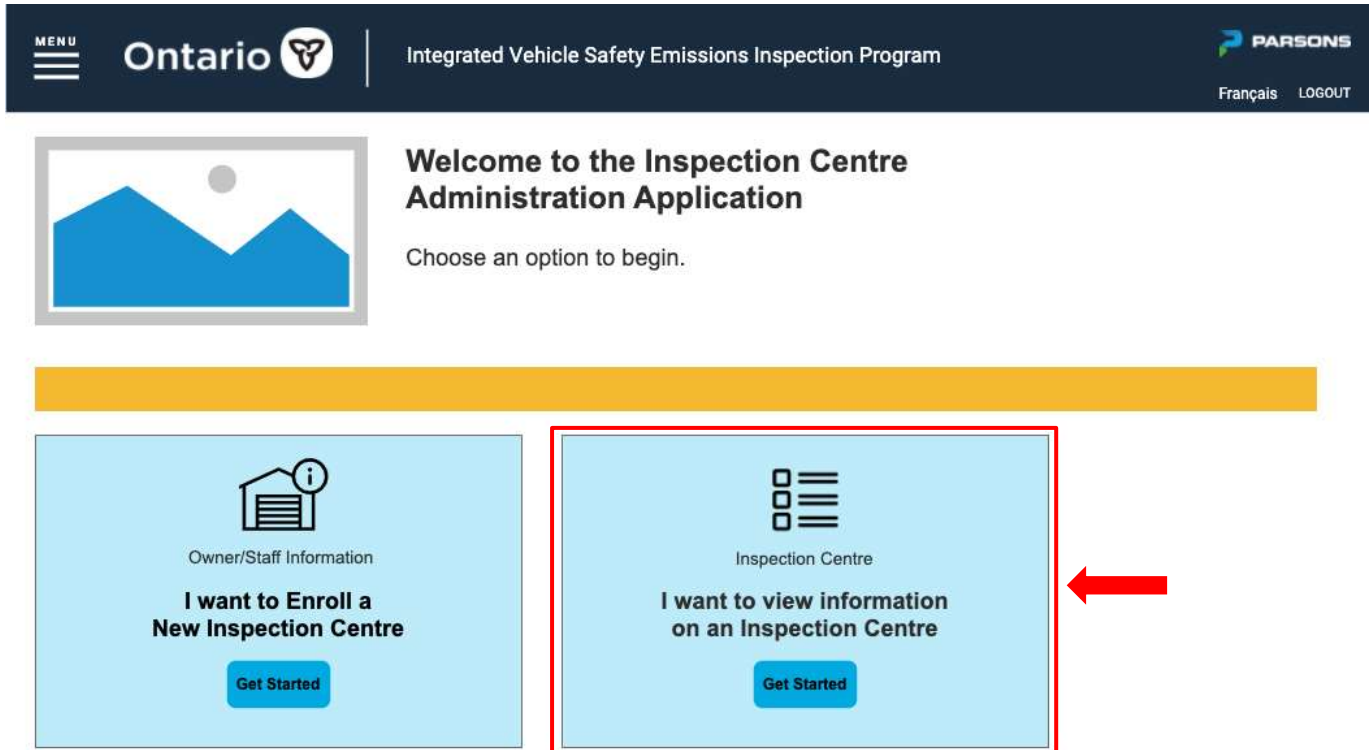
The system will verify whether you want to remove the Technician. The Technician will be removed once you have confirmed the removal.



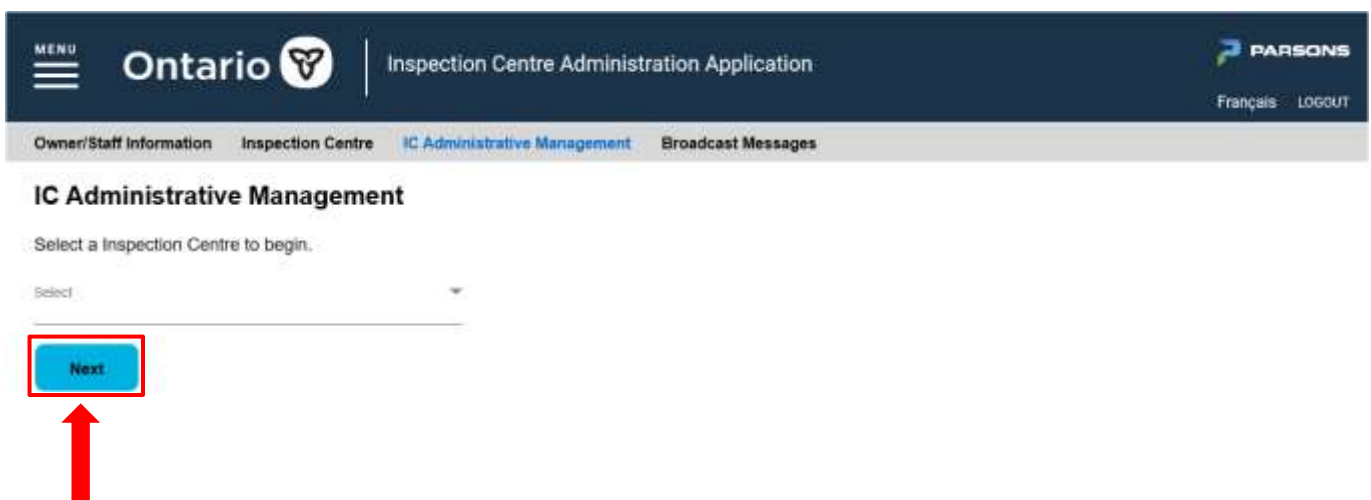
PERFORMING INSPECTIONS AND REVIEWING REPORTS

After your VIC is fully onboarded, your Technicians will be able to perform inspections.

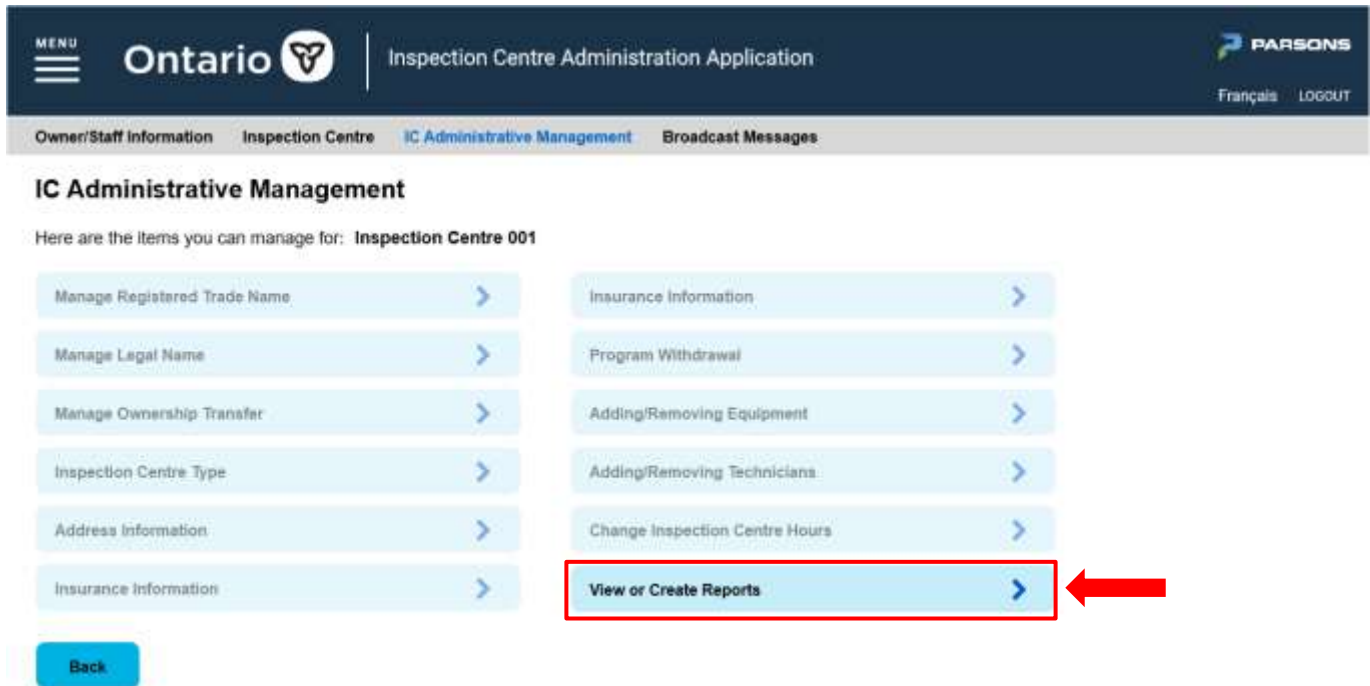
To view the “Vehicle Inspection Centre Transaction Report,” click “Get Started” on the “I want to view information on a Vehicle Inspection Centre” card.



You will be redirected to the VIC Administrative Management Page and can select a VIC from the drop-down menu to begin followed by clicking the “Next” button.



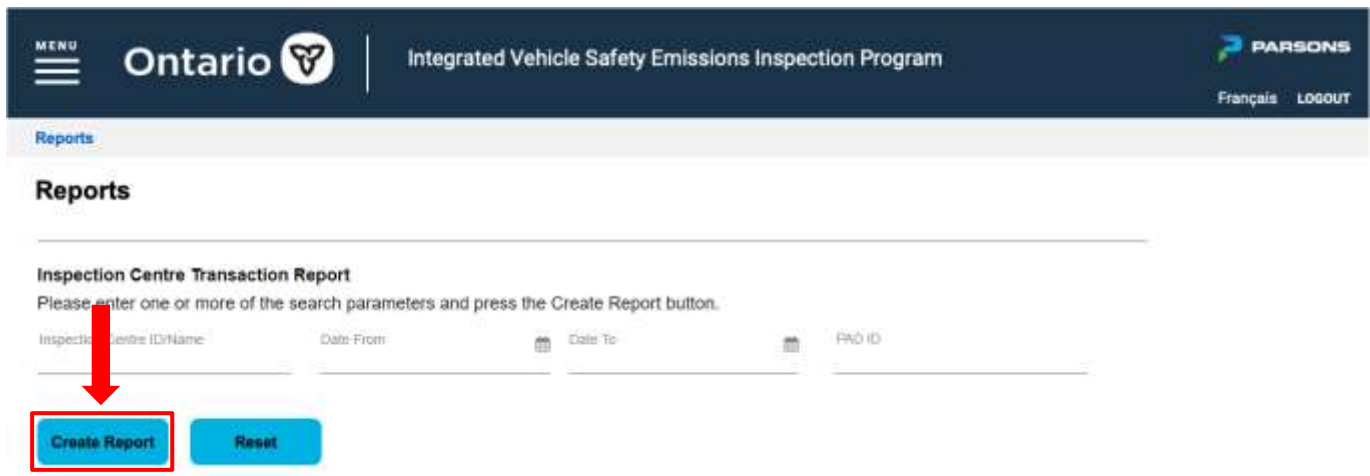
The VIC Administrative Management Page for the selected Vehicle Inspection Centre will display and you can click on “View or Create Reports” button to further see the Fee Collection and Reconciliation Application(FCRA) report(s).



You can now enter one or more of the following search parameters:

- **Vehicle Inspection Centre ID/Name** – if there are multiple VICs, you will be able to select all Vehicle Inspection Centres, or you can choose the specific ones you want to view the report for
- **Date From** – Starting date of collection period
- **Date To** – Ending date of collection period
- **PAD ID** – Pre-Authorized Debit (PAD) ID for the transaction

Click the "Create Report" button to see the results.



The results for the search will be presented under the Report List section.

MENU

Ontario

Integrated Vehicle Safety Emissions Inspection Program

PARSONS

Français LOGOUT

Reports

Inspection Centre Transaction Report

Please enter one or more of the search parameters and press the Create Report button.

Inspection Centre ID/Name

Date From

Date To

PAD ID

Create Report

Reset

Report list

Inspection Centre ID	Inspection Centre Name	Collection Period	PAD ID	Transaction ID	Transaction Date	Transaction Amount
00012	Test Inspection Centre	2021-09-01 to 2021-09-07	001	1075330	2021-09-21	\$150.00

Download Report

Items per page: 10 1 of 1

You can click on any row in the Report list to review transaction level details of the billable transactions.

Menu

Ontario

Integrated Vehicle Safety Emissions Inspection Program

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[Français](#)
[Logout](#)

Reports

Inspection Centre Details - 00012

Inspection Date/Time	Vehicle Identification Number	Vehicle Inspection ID	Technician Name	Technician ID	Inspection Type	Inspection Result	Fee Codes	Inspection Fee	Test ID
2021-08-15 12:30:00 AM	1GC1KYE81CF500029	100910380	Technician 1	1	EMI	Pass	EMI	\$10.00	*****
2021-08-15 11:00:00 AM	1GC1KYE81CF500030	100910381	Technician 2	2	EMI	Pass	EMI	\$10.00	*****
2021-08-16 10:00:00 AM	1GC1KYE81CF500031	100910382	Technician 3	3	EMI	Pass	EMI	\$10.00	*****
2021-08-16 09:00:00 AM	1GC1KYE81CF500032	100910383	Technician 4	4	EMI	Pass	EMI	\$10.00	*****
2021-08-17 08:00:00 AM	1GC1KYE81CF500033	100910384	Technician 5	5	EMI	Pass	EMI	\$10.00	*****
2021-08-17 07:00:00 AM	1GC1KYE81CF500034	100910385	Technician 6	6	EMI	Pass	EMI	\$10.00	*****
2021-08-17 06:00:00 AM	1GC1KYE81CF500035	100910386	Technician 7	7	EMI	Pass	EMI	\$10.00	*****
2021-08-17 05:35:00 AM	1GC1KYE81CF500036	100910387	Technician 8	8	EMI	Pass	EMI	\$10.00	*****
2021-08-17 05:23:00 AM	1GC1KYE81CF500037	100910388	Technician 9	9	EMI	Pass	EMI	\$10.00	*****
2021-08-17 05:15:00 AM	1GC1KYE81CF500038	100910389	Technician 10	10	EMI	Pass	EMI	\$10.00	*****

Back to Search Results

Download Report

Items per page: 10
1 of 10

Click on the “Download Report” button to download the report as an Excel file.

Clicking on the “Back to Search Results” will take you to the previous screen.

Onboarding User Manual: Vehicle Inspection Centre Owners



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