

PROTECTING ★ THE ★ UNPROTECTED

Telephone Solicitation Sales Act Application

Upload Form Submission Instructions

This guide is intended to provide instructions to properly complete and upload the online TSSA Application along with all required documentation.

Telephone Solicitation Sales Act, § 4719 of the Ohio Revised Code



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Telephone Solicitation Sales Act (TSSA) Application Upload Form User Instructions

(The following instructions apply to the TSSA Application Upload Form and how to attach the required documentation before submitting your request.)

If you have any questions regarding the registration process, please feel free to contact our office by email, TSSA@OhioAGO.gov, or by calling (614) 466-2170 and requesting to speak with the TSSA Registration Unit Administrator.

Quick tips and things to be aware of before starting the TSSA application process:

***Make sure you have reviewed Chapter 4719 of the Ohio Revised Code.**

To view now, click on this link <http://codes.ohio.gov/orc/4719>.

***Make sure you read these instructions in their entirety before beginning the application form.**

***Please review and answer/reply to each question, even if the information appears in an answer to another question. You may use N/A if a question is not applicable.**

***If possible, please provide scripts in an Ohio only format so that statute specific issues can easily be defined.**

***The Attorney General's Office prefers that you submit all documentation through the online process. If you wish, you may print and mail your completed application, along with all required documentation, to the address below.**

***This application shall be accompanied by an application fee of \$250.00. Payment must be made by certified check or money order payable to "Ohio Attorney General".**

****The application fee is nonrefundable.**

Mailing address for fee payment and any other documentation:

**Ohio Attorney General's Office, Consumer Protection
Attn: TSSA Registration Unit
30 E. Broad St., 14th Fl.
Columbus, OH 43215**

*** Only fully completed applications will be processed.**

*** Certificates expire one year after the original issue date; therefore, a new application must be submitted annually along with ALL REQUESTED DOCUMENTS ATTACHED.**

Acceptable document types include:	
.doc	.docx
.wpd	.wps
.xls	.xlsx
.tif	.tiff
.ppt	.pptx
.jpg	.jpeg
.rtf	.txt
.pdf	.xps

***If you have a document type that is not accepted, you can do a 'save as' and change the document type or print the document; scan it into your computer and save it as one of the acceptable document types to be uploaded.**

In order to submit an online application, you must:

- 1. Complete the TSSA Application Upload form (All fields are required)**
- 2. Save and upload all required documentation to the TSSA form**
- 3. Click 'submit' only after all information is completed and uploaded documents have been attached.**

If a required field on the upload form is left blank, you will be unable to submit the form until the information is complete. Upload all required documents, including your application, before clicking the submit button. The following is a list of the required documents to be uploaded before submitting your application.

TSSA Application for Certification of Registration	Q11 B Articles Bylaws
Q1 Business Names	Q12 Related Responsible Entity
Q3 Name of Court	Q12 A Partnership
Q4 Business or Occupation Engaged	Q12 B Articles Bylaws
Q5 Employment Experience	Q13 Related Person
Q6 A B Felony and Court	Q14 Additional Management Responsibilities
Q6 C D Convicted or Plea	Q15 Addition to DBA
Q6 E Finding	Q16 Solicitors
Q6 F AVC Affiliate	Q17 Acts of Salespersons
Q6 G H AVC Applicant or Pending Litigation	Q18 Offerings
Q7 Telephone Numbers	Q18 A Received Offerings
Q8 Financial Banking	Q19 A Scripts
Q9 B Partnership	Q19 B Salesperson Information
Q9 C Articles Bylaws	Q19 C Transaction Documents Literature
Q10 Addresses	Q19 D Policies and Procedures
Q11 Related Entity	Q20 Surety Bond
Q11 A Partnership	

If you do not have the full version of Adobe or if the Telephone Solicitation Sales Act Application for Certification of Registration displays the following message:

'Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.' (See below.)



You will want to do the following after you have completed filling in all of the application fields.

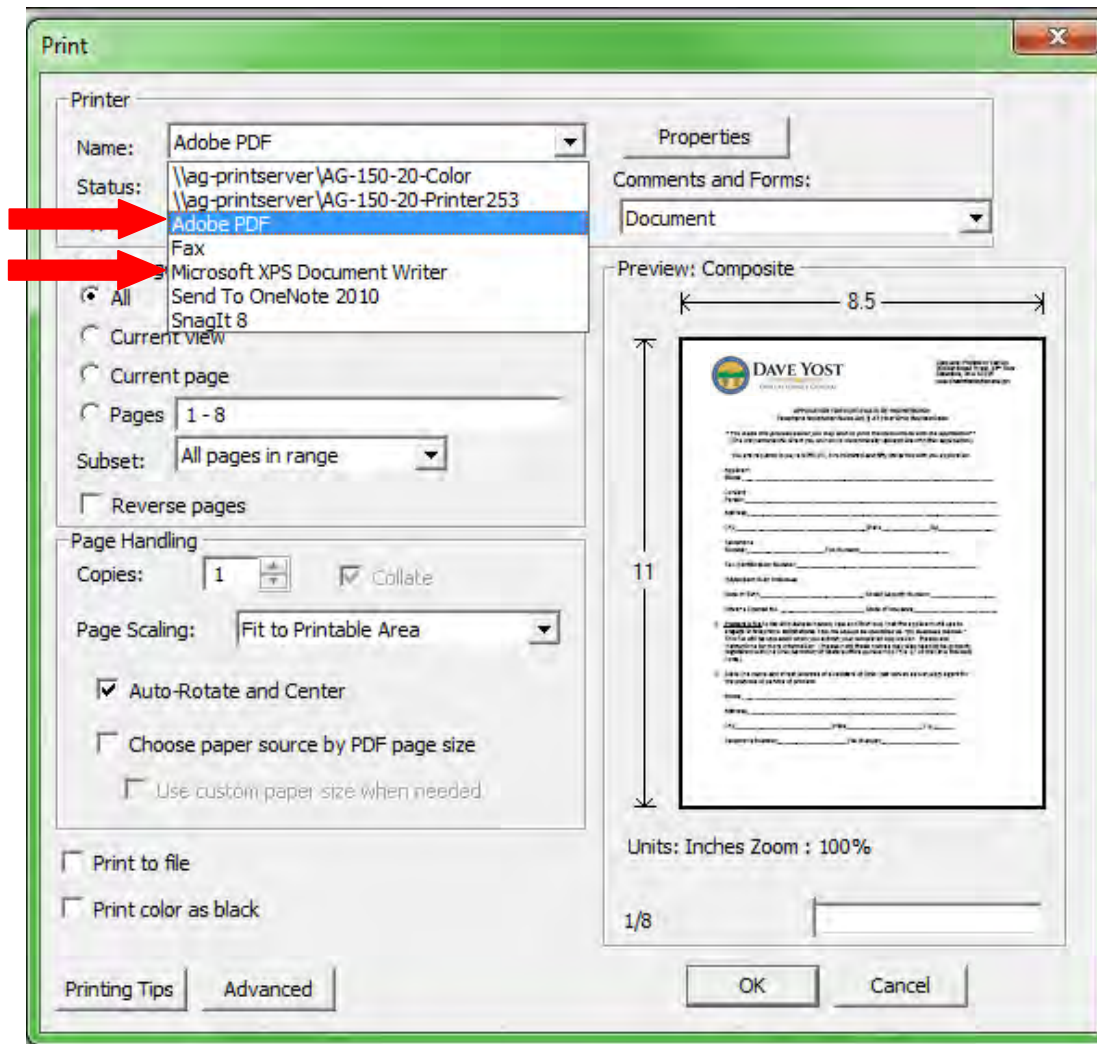
Complete all application fields.

Click on File.

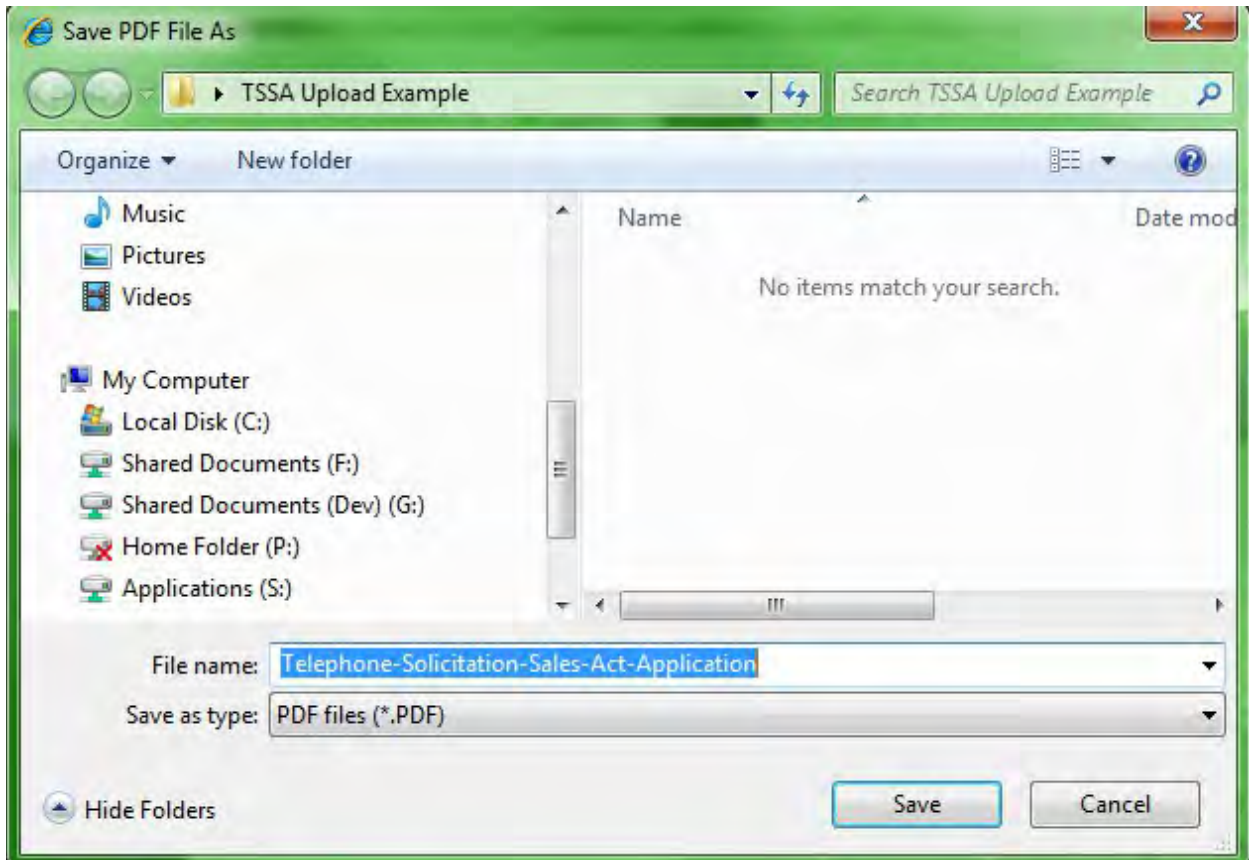
Select Print.

Select the dropdown next to printer name: Click Adobe PDF or Microsoft XPS Document Writer.

Click ok.



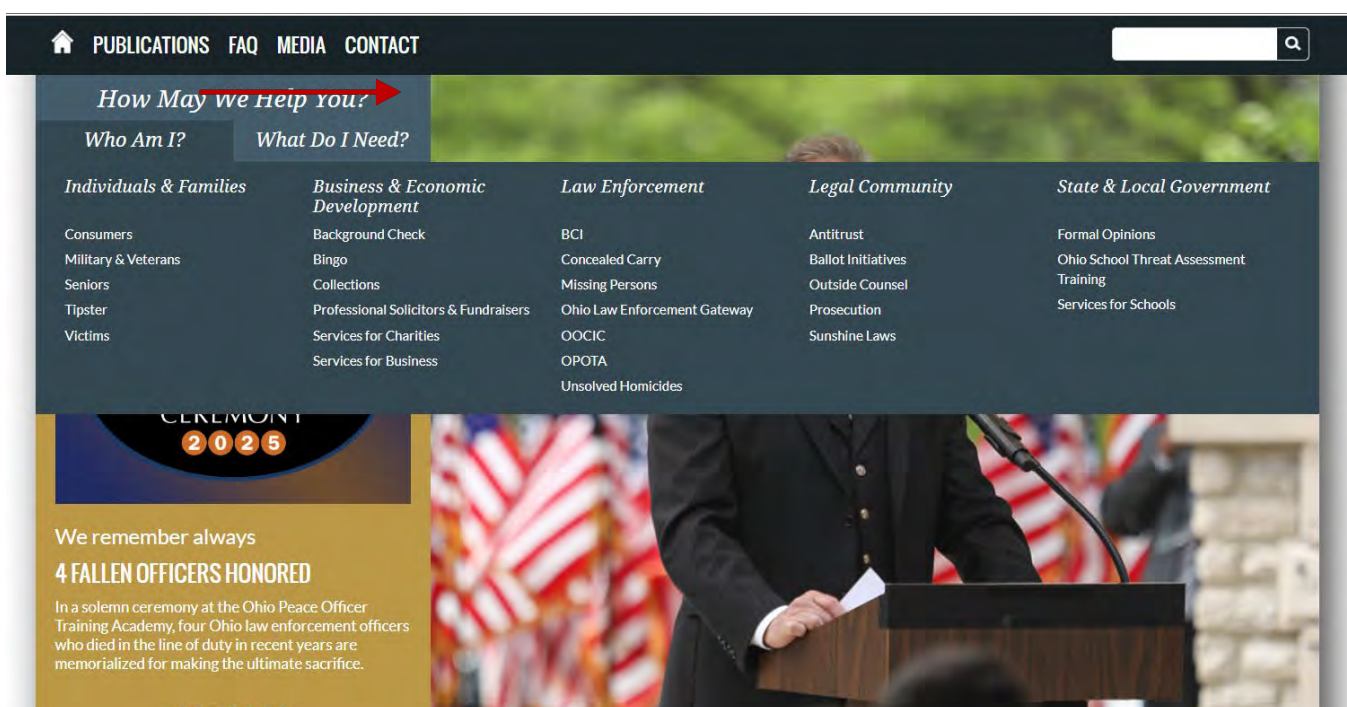
You will be prompted to save the file. Name and save the file to your desktop, local(C:) or network drive. This will be the application file that you will upload during the TSSA Application Upload.



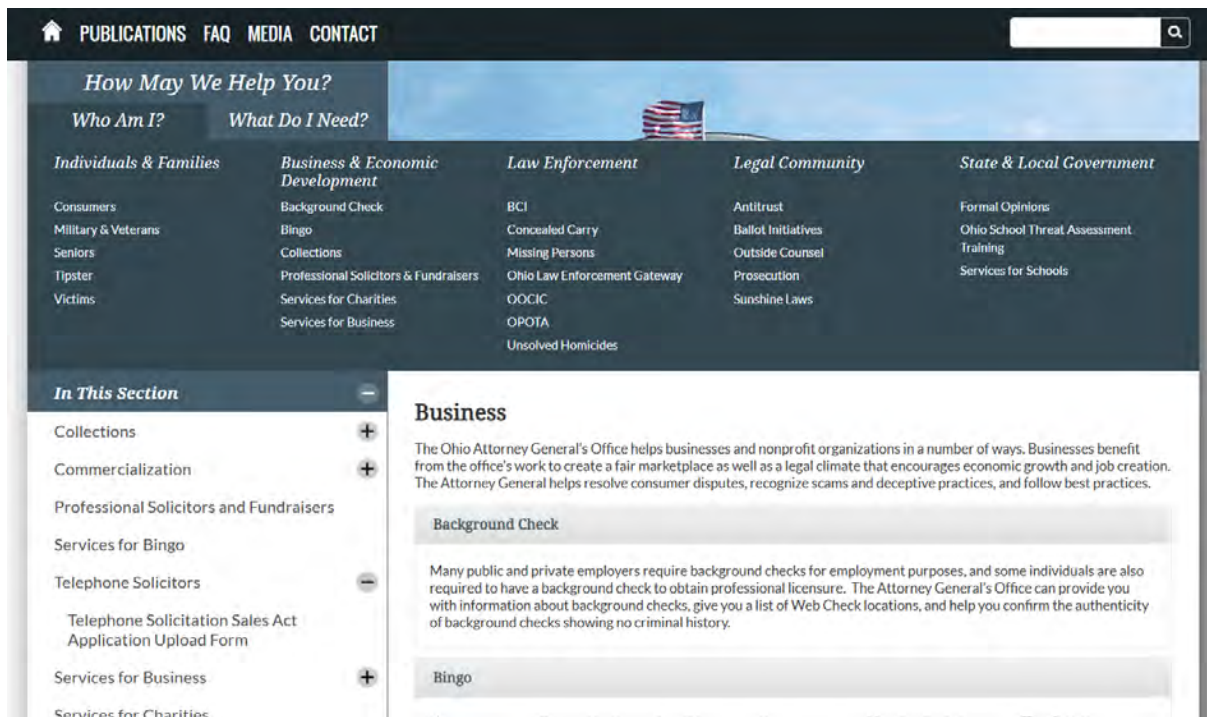
You can access the Ohio Attorney General TSSA Application page **here**:

<https://www.ohioattorneygeneral.gov/Business/Telephone-Solicitors/TSSA>

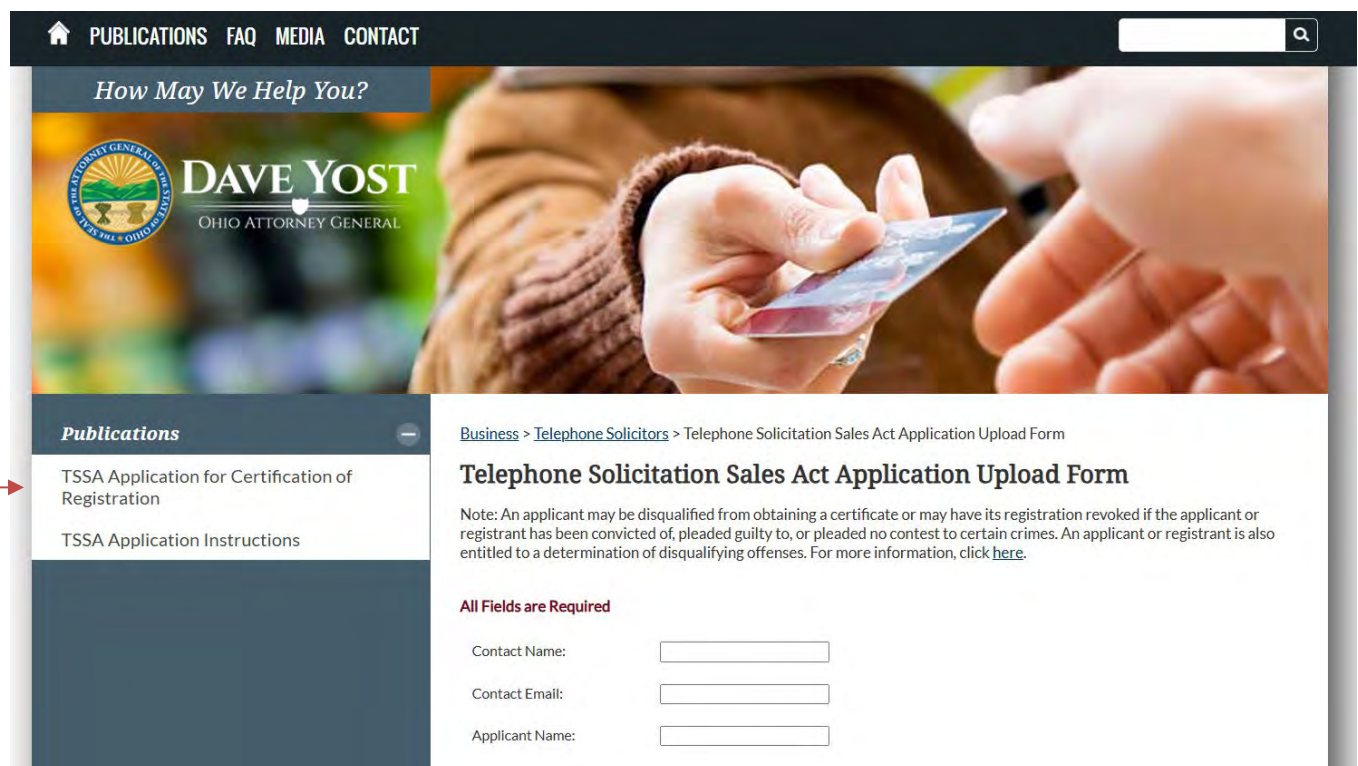
Alternatively, you can access the application from the AGO website by hovering over “How May We Help You?” then hovering over “Who Am I?” on the main page and clicking “Business & Economic Development.” Click on Forms, then select "Telephone Solicitation Sales Act Application for Certification of Registration." You can also access it under "How May We Help You?/Who Am I/Individuals and Families/Consumers" or "How May We Help You?/Who Am I?", click on Business then the "Services" tab, then "Telephone Solicitors".



From here, on the left hand side of the page and next to “Telephone Solicitors,” you can click the “+” button to expand the menu. Click on “Telephone Solicitations Sales Act Application Upload Form.”



From here, on the left hand side of the page, click on “TSSA Application for Certification of Registration” to download a blank copy of the application. Save the application to your desktop for completion. (see Page 4 and 5 for instructions on how to save your completed application)



1. Once your application has been completed and is ready to upload, navigate back to the “Telephone Solicitation Sales Act Application Upload Form” page. This will allow you to upload all additional documentation required to submit your application for Certification of Registration.
2. **IMPORTANT:** For successful completion of the **TSSA Application Upload Form (this page)**, **ALL FIELDS MUST BE COMPLETED.**

Acceptable document types include: .doc, .docx, .xps, .wpd, .wps, .xls, .xlsx, .rtf, .tif, .tiff, .jpg, .jpeg, .ppt, .pptx, .pdf, and .txt. See message below.

Publications

- TSSA Application for Certification of Registration
- TSSA Application Instructions

Business > Telephone Solicitors > Telephone Solicitation Sales Act Application Upload Form

Telephone Solicitation Sales Act Application Upload Form

Note: An applicant may be disqualified from obtaining a certificate or may have its registration revoked if the applicant or registrant has been convicted of, pleaded guilty to, or pleaded no contest to certain crimes. An applicant or registrant is also entitled to a determination of disqualifying offenses. For more information, click [here](#).

All Fields are Required

Contact Name:

Contact Email:

Applicant Name:

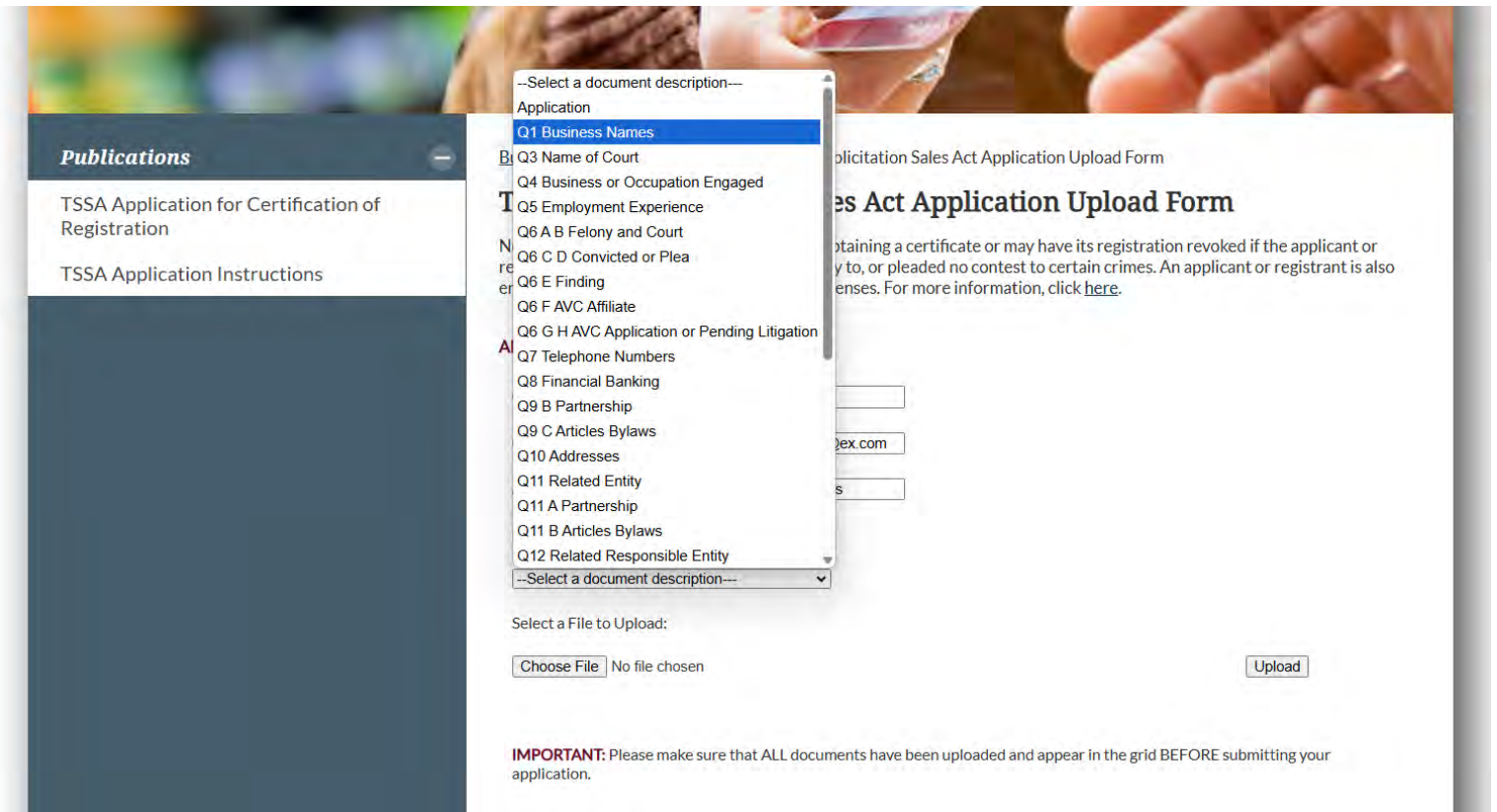
Document Description:

Select a File to Upload:
 No file chosen

IMPORTANT: Please make sure that ALL documents have been uploaded and appear in the grid BEFORE submitting your application.

By submitting the information indicated above, I acknowledge that the information may contain personally identifiable data and I have the right to submit it. Further, I also understand that this information will be used in the course of the approval process by the

3. After completing the Online TSSA Application Upload Form fields, select a document description from the dropdown list then click the Browse button to attach each required document. All Documents must be uploaded and attached before you click submit.



IMPORTANT: AT LEAST ONE FILE MUST BE UPLOADED.

Each applicant must upload their application. Most, if not all applicants, will have several other files to upload. Please remember that multiple files may be uploaded and the entire application with attachments (uploads) may be submitted at once.

To upload a document:

1. Select the related document description from the dropdown (example: Q7 Telephone Numbers)
2. After you have selected the correct document description, click “Choose File”. A dialog window will open for you to navigate to the desired document.
3. Next navigate to your desktop or the place where your documents are located and select the desired document.
4. Click 'Open'.
 - 4a. The document file path will appear in the box next to the Browse button.
5. Click 'Upload' to attach your document to the form.

If you find that you have uploaded an unnecessary document or a duplicate, you can also click 'Remove' to delete a document from the upload form.

It is important to upload all required documents to avoid delays or a response indicating your application is deficient.

After all information has been completed and all necessary documents have been uploaded and attached to the form, you can then click the 'submit' button.

Once your **TSSA Application** has been successfully submitted, a confirmation will appear on the screen. Be sure to print this confirmation page for your records.