

*Protecting Ohio's Families*

Ohio Attorney General's

# 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



**MIKE DEWINE**  
— ★ OHIO ATTORNEY GENERAL ★ —

## **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@ohioattorneygeneral.gov](mailto:TSSA@ohioattorneygeneral.gov), or by calling (614) 466-8831 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., 14<sup>th</sup> Fl.  
Columbus, OH 43215**

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

**\* Certificates expire on the anniversary of the original issue date; therefore, a new application needs to be submitted along with ALL REQUESTED DOCUMENTS ATTACHED.**

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

**\*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:**

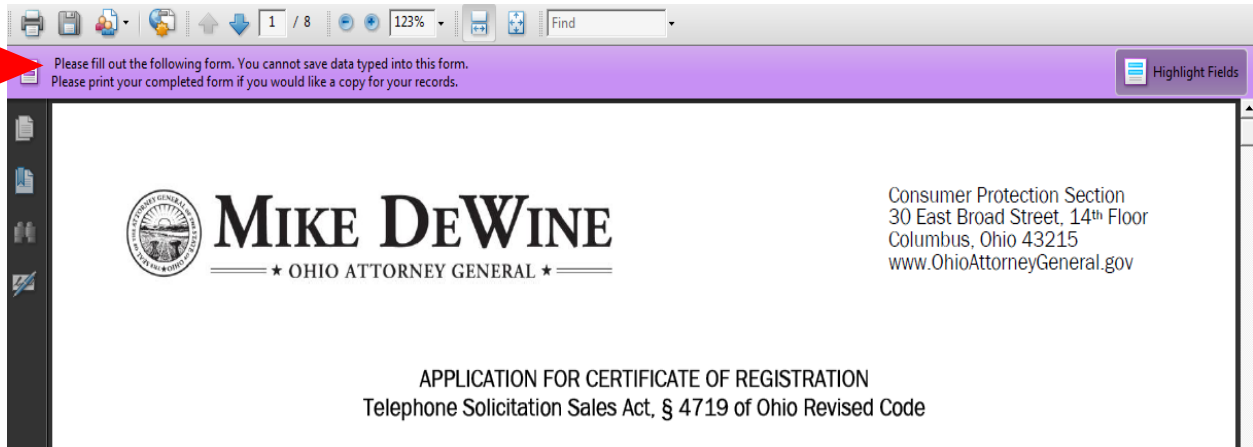
- 1. Complete the TSSA Application Upload form (All fields are required)**
- 2. Save and upload all required documentation to the TSSA form**
- 3. Click 'submit' only after all information is completed and uploaded documents have been attached.**

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. (Not all documents will apply to all applicants.)

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.

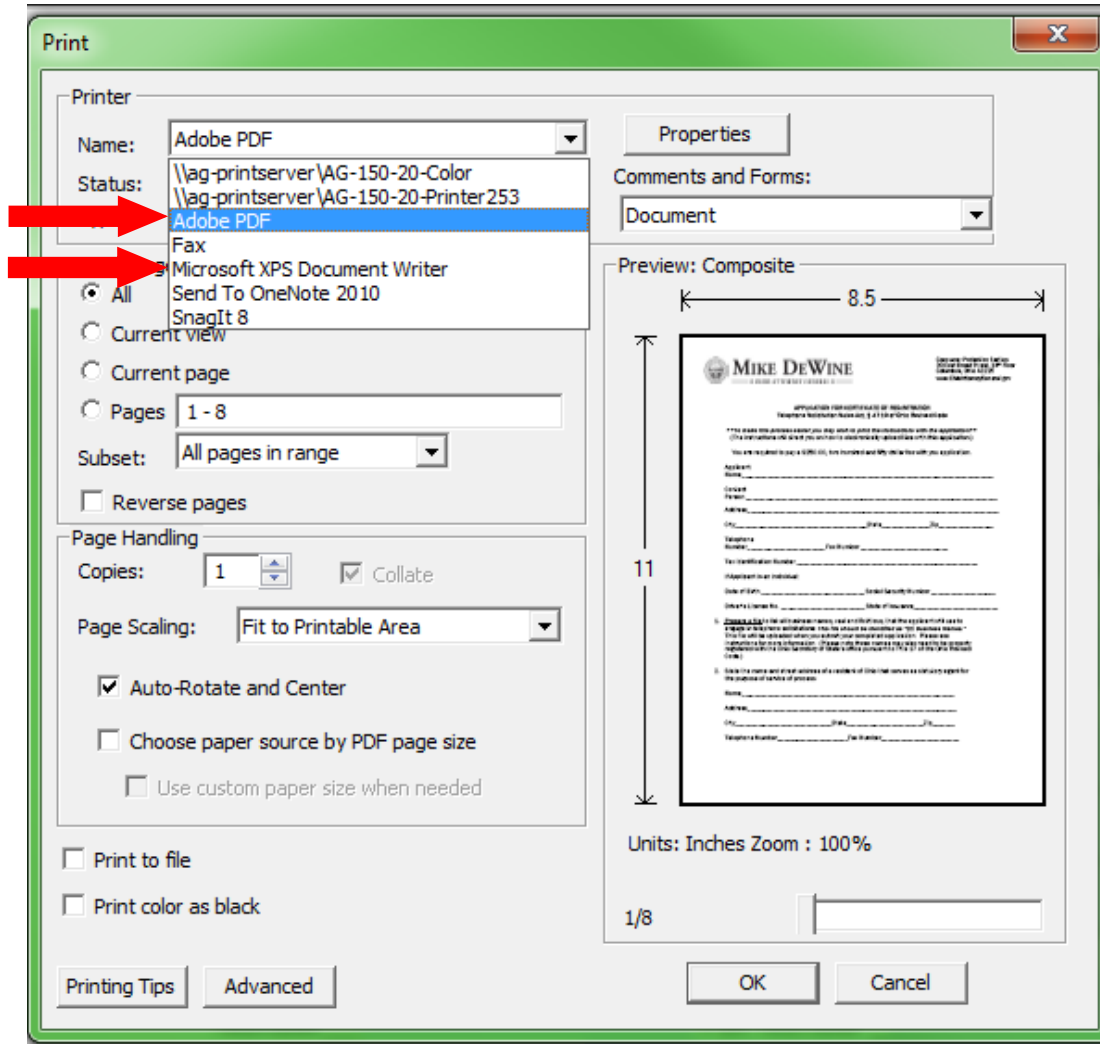
Complete all application fields.

Click on File.

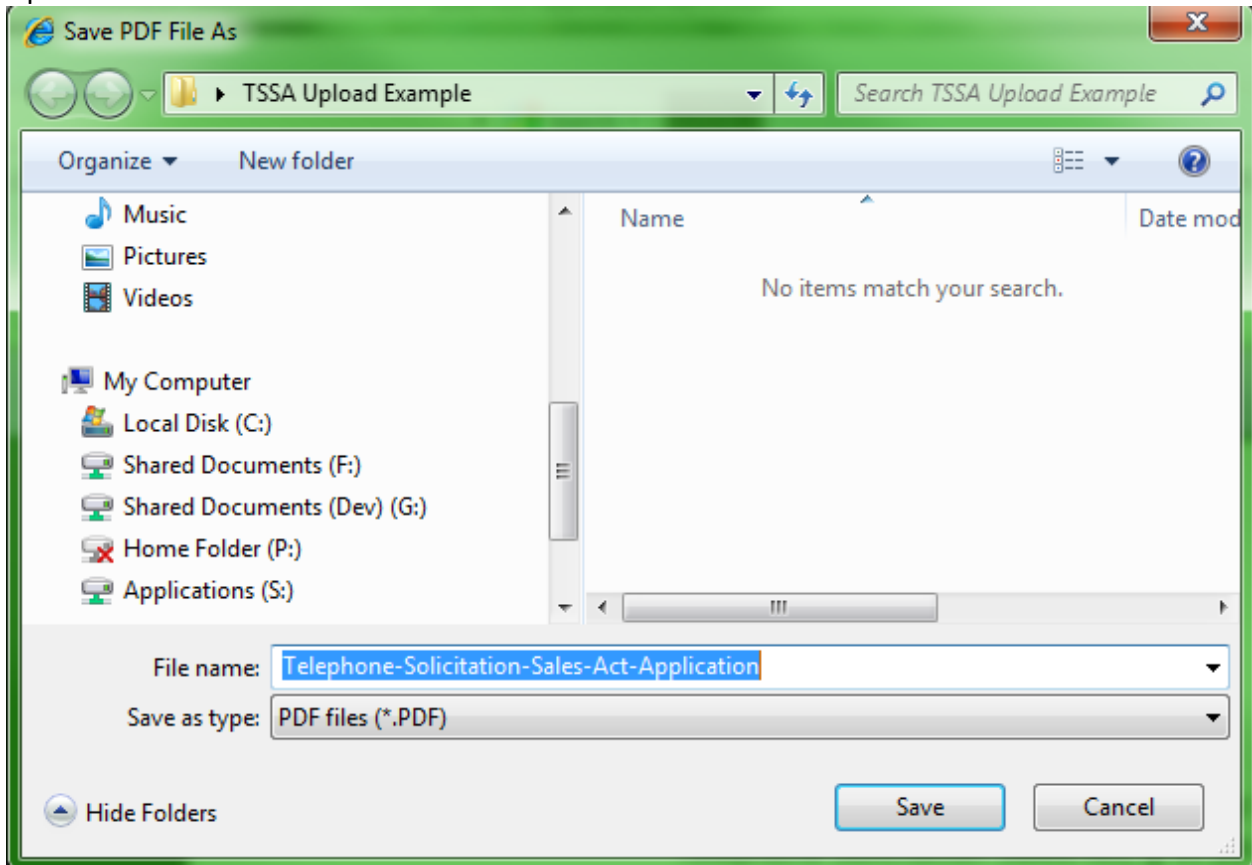
Select Print.

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

Click ok.



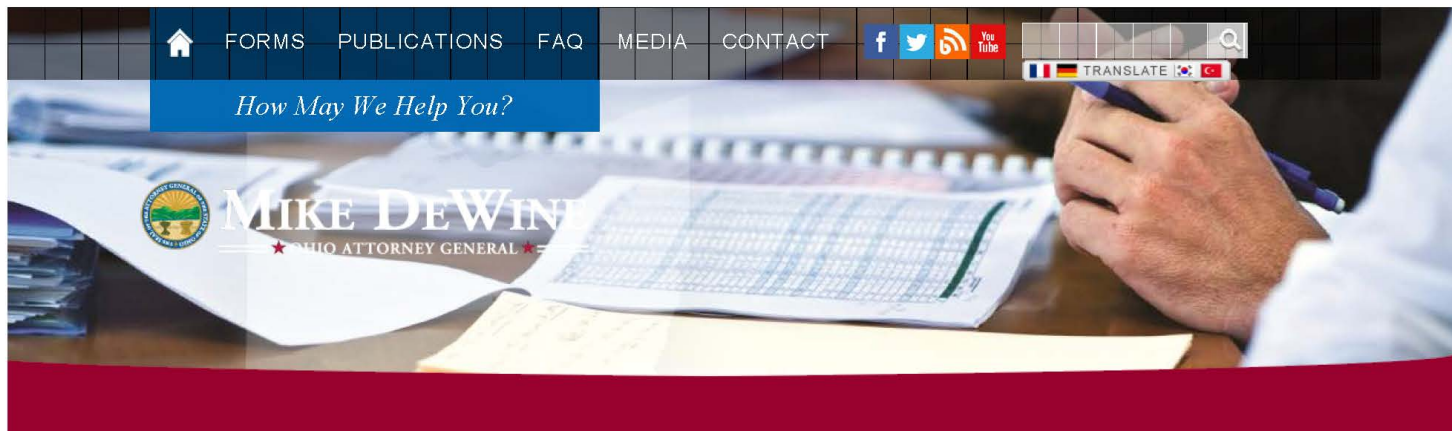
You will be prompted to save the file. Name and save the file to your desktop, local(C:) or network drive. This will be the application file that you will upload during the TSSA Application Upload.



From the website, you can access the Ohio Attorney General TSSA Application.

You can access the application from the Forms tab on the main page. 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".

Ohio Attorney General Mike DeWine - Forms



## Forms

### For Business

- [Business Counsel](#)
- [Required Mortgage Loan Disclosure Forms](#)
- [Business or Nonprofit Complaint Form \(PDF\)](#)
- [Collections Forms](#)
- [Environmental Background Investigation Unit Forms](#)
- [Telephone Solicitation Sales Act Application for Certification of Registration](#)
- [TSSA Application Instructions](#)
- [Upload TSSA Application](#)
- [Background Check Forms](#)
- [Tobacco Forms](#)

### For Government

- [Withdraw from the Partnership for Competitive Purchasing](#)
- [Enroll in the Partnership for Competitive Purchasing](#)
- [Compatibility of Public Offices or Positions Index](#)
- [Equal Employment Opportunity Plan](#)
- [Model Public Records Policy](#)

### For Legal

- [Request For Special Counsel Assignment](#)
- [Corporation Application for Sexually Oriented Businesses](#)

### For Consumers

- [Identity Theft Affidavit](#)
- [Charitable Giving Forms](#)
- [Identity Theft Notification](#)
- [Ohio Civil Service Application](#)
- [Request a Consumer or Small Business Workshop](#)
- [Request To Redact Personal Information](#)
- [Formulario de Queja del Consumidor](#)
- [Scheduling Request Form](#)
- [Self Help Identity Theft Notification](#)
- [Consumer Complaint Form \(PDF\)](#)

### For Law Enforcement

- [Law Enforcement Gateway Forms](#)
- [Memorial RSVP 2013](#)
- [Prosecuting Crime Forms](#)
- [Report Medicaid Fraud](#)
- [Report Patient Abuse and Neglect](#)
- [Request To Redact Safety Officer Address from Internet Records](#)
- [Law Enforcement Training Forms](#)
- [BCI Forms](#)
- [Crime and Violence Prevention Forms](#)

### For Victims

[http://www.ohioattorneygeneral.gov/Files/Forms\[1/28/2014 1:03:04 PM\]](http://www.ohioattorneygeneral.gov/Files/Forms[1/28/2014 1:03:04 PM])



How May We Help You?



MIKE DEWINE  
OHIO ATTORNEY GENERAL

Forms



Telephone Solicitation Sales Act  
Application for Certification of  
Registration

TSSA Application Instructions

Upload TSSA Application

Links



INDIVIDUALS AND FAMILIES > CONSUMERS > TELEPHONE SOLICITATION

## Telephone Solicitors

Updated 2/03/2014

### Companies Currently Registered as Telephone Solicitors Under Telephone Solicitation Sales Act

Company	Expiration Date	State
Adjustable Bed Enterprises, Inc.	04/24/14	Florida
Acquinity Interactive, LLC	05/21/14	Florida
Aegis USA, Inc.	12/26/14	Texas
Affinity Auto Programs, Inc.	12/20/14	California
Auto Protection Alliance, LLC	05/23/14	California
Diamond Resorts International	02/08/14	Nevada
Electron Energy Sales LLC	08/29/14	Texas
Energy Group Sales Inc.	08/05/14	New Jersey





# MIKE DEWINE

OHIO ATTORNEY GENERAL

## Business

## Services

Antitrust Business Review Program  
Background Check (WebCheck®)  
Collections  
Cut It Out Training  
File a Complaint About a Product or Service  
Licensed Bingo Manufacturers and Distributors  
Pay Online  
Professional Solicitor Registration  
Requests for Proposals and Qualifications  
Support for Small Business  
Telephone Solicitors  
Tobacco Directory Search  
WebCheck® Locations

## In This Section

Bingo

Services for Charities

Collections

BUSINESS

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number of us

1. Save a blank copy of the Telephone Solicitation Sales Act Application for Certification of Registration to your desktop to be completed later or complete the application in its entirety and save it to your desktop. (see page 4 and 5 for instructions on how to save your completed application)
2. Once your application has been completed and is ready to upload, click on "Upload TSSA Application". This will allow you to upload all additional documentation required to submit your application for Certification of Registration.

**IMPORTANT:** For successful completion of the **TSSA Application Upload Form (this page)**, **ALL FIELDS MUST BE COMPLETED.**

*How May We Help You?*



**Forms** -

- Telephone Solicitation Sales Act Application for Certification of Registration
- TSSA Application Instructions
- Upload TSSA Application

**Links** +

INDIVIDUALS AND FAMILIES > CONSUMERS > TELEPHONE SOLICITATION

## *Telephone Solicitation Sales Act Application Upload Form*

*Upload Your TSSA Application*

**All Fields are Required**

Contact Name:

Contact Email:

Applicant Name:

Document Description:

--Select a document description--

**IMPORTANT:** Please make sure that ALL documents have been uploaded and appear in the list of documents when submitting your application.

**By submitting the information indicated above, I acknowledge that the information contains personally identifiable data and I have the right to submit it. Furthermore, I understand that this information will be used in the course of the approval process by the State of Ohio.**



# *Telephone Solicitation Sales Act Application Upload Form*

## *Upload Your TSSA Application*

### All Fields are Required

Contact Name:

Contact Email:

Applicant Name:

Document Description: *You must select a document description below to upload*

--Select a document description--

Browse...

Upload



**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 Ohio Attorney General's Office and its' employees.**

Submit



*Law Enforcement   Legal Community   State & Local  
Government*

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.

Note: You may find it easier to save all documents to your desktop before you begin uploading.

**Forms**



Telephone Solicitation Sales Act  
Application for Certification of  
Registration

TSSA Application Instructions

Upload TSSA Application

**Links**



# Telephone Solicitation Sales Act Application Upload Form

*Upload Your TSSA Application*

**All Fields are Required**

Contact Name:

Contact Email:

Applicant Name:

Document Description: *You must select a document  
description below to upload*

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

**By submitting the information indicated above, I acknowledge that the information  
contain personally identifiable data and I have the right to submit it. Furthermore,  
that this information will be used in the course of the approval process by the  
General's Office and its' employees.**

**Submit**

Note: You may find it easier to save all documents to your desktop before you begin uploading.



## Forms

Telephone Solicitation Sales Act  
Application for Certification of  
Registration

TSSA Application Instructions

Upload TSSA Application

## Links

--Select a document description--

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

--Select a document description--

**IMPORTANT:** Please make sure that ALL documents have been uploaded and appear before submitting your application.

**By submitting the information indicated above, I acknowledge that the information contains personally identifiable data and I have the right to submit it. Further, I acknowledge that this information will be used in the course of the approval process by the General's Office and its' employees.**

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 once.

Note: You may find it easier to save all documents to your desktop before you begin uploading.





Contact Name:

Contact Email:

Applicant Name:

Document Description:



File	Document Description	
TelephoneNumbers2014.doc	Q7 Telephone Numbers	<a href="#">Remove</a>
BusinessNames2014.doc	Q1 Business Names	<a href="#">Remove</a>
EmploymentExperience2014.doc	Q5 Employment Experience	<a href="#">Remove</a>

**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 Ohio Attorney General's Office and its' employees.**



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 'Browse'. 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.

## All Fields are Required

Contact Name:

Contact Email:

Applicant Name:

Document Description:



File	Document Description	
TelephoneNumbers2014.doc	Q7 Telephone Numbers	<a href="#">Remove</a>
BusinessNames2014.doc	Q1 Business Names	<a href="#">Remove</a>
EmploymentExperience2014.doc	Q5 Employment Experience	<a href="#">Remove</a>

**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 Ohio Attorney General's Office and its' employees.**



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.



INDIVIDUALS AND FAMILIES > CONSUMERS > TELEPHONE SOLICITORS

## *Telephone Solicitation Sales Act Application Upload Form*

### *Upload Your TSSA Application*

**Confirmation#33**

Dear Example Contact,

Thank you for your recent submission of the application on behalf of Example Applicant pursuant to the Ohio Telephone Solicitation Sales Act.

Please send your filing fee in the amount of \$250 to our office:

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

Please understand that this fee is non-refundable. Please send via certified check or money order made payable to "Ohio Attorney General".

Upon receipt, our office will begin reviewing this application. Your application is important and our office will review it as quickly as we can. We will contact you if we should need further information during this process.

Should you have any questions or concerns in the interim, please feel free to contact our office by email, [TSSA@OhioAttorneyGeneral.gov](mailto:TSSA@OhioAttorneyGeneral.gov) or by calling (614) 466-8831 and requesting to speak with the TSSA Registration Unit Administrator.