

Overview

The current Fuel Safety Online portal leverages NS Online, which will no longer be available. As such, a new Fuel Safety Online portal has been developed, which requires a “My NS Account” user account to access.

This guide will help a user set up an applicant profile for the new Fuel Safety Online portal and add a licence. It is intended for people who have existing “My NS Account” users and are accessing the new Fuel Safety Online portal for the first time.

Once the applicant profile has been created and the licence has been added, the Fuel Safety Installation Registration/Permit application process is the same as it has been previously.

Before starting, please have the following information available:

- “My NS Account” user and password
 - “My NS account” credentials are used access the Fuel Safety Online portal through the link provided
- Fuel Safety Company Licence number

Instructions

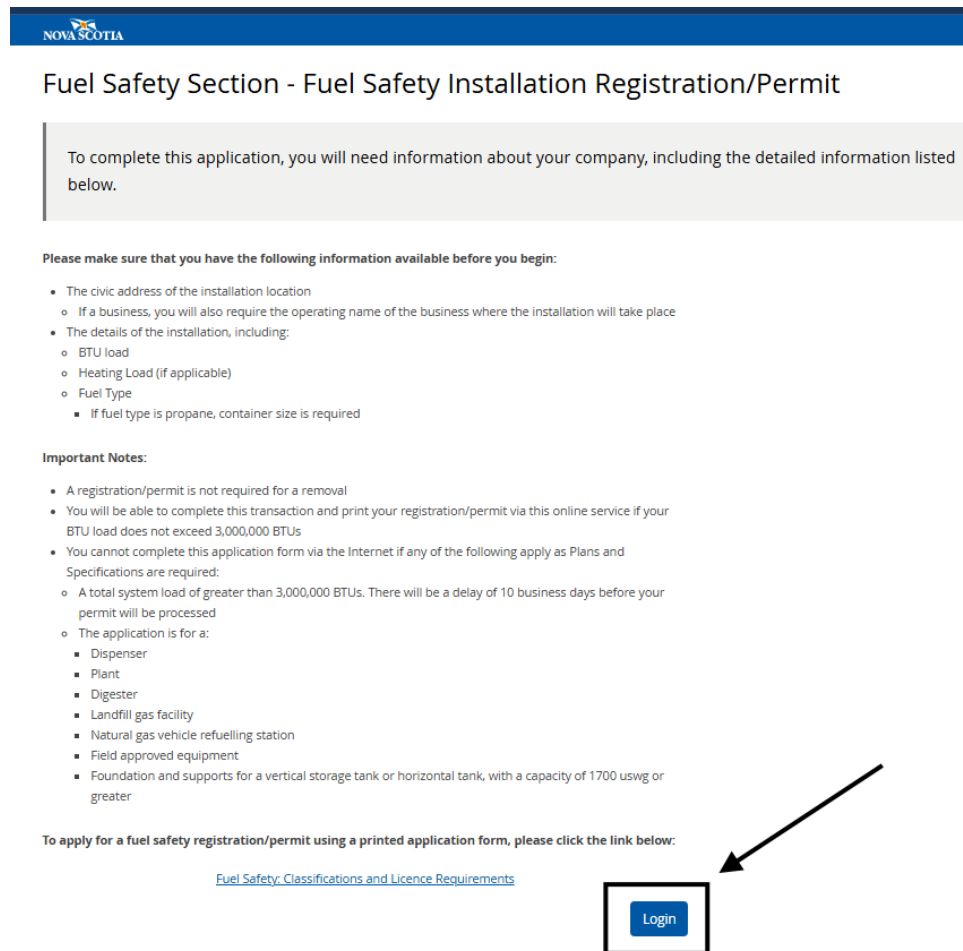
Access the New Fuel Safety Online Portal

1. Click on the **new** URL for the Fuel Safety Online portal.

https://acp.novascotia.ca/novascotia/site/fuelSafetyPortal/fs_landingpage

Tip: Add a bookmark with the new URL or update your existing bookmark.

2. Click **Login**.



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Fuel Safety Section - Fuel Safety Installation Registration/Permit

To complete this application, you will need information about your company, including the detailed information listed below.

Please make sure that you have the following information available before you begin:

- The civic address of the installation location
 - If a business, you will also require the operating name of the business where the installation will take place
- The details of the installation, including:
 - BTU load
 - Heating Load (if applicable)
 - Fuel Type
 - If fuel type is propane, container size is required

Important Notes:

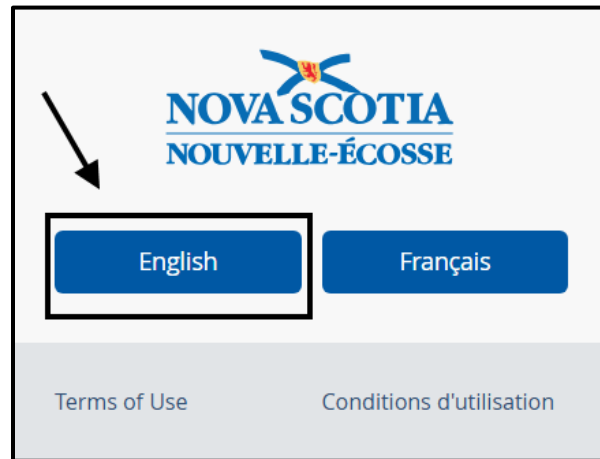
- A registration/permit is not required for a removal
- You will be able to complete this transaction and print your registration/permit via this online service if your BTU load does not exceed 3,000,000 BTUs
- You cannot complete this application form via the Internet if any of the following apply as Plans and Specifications are required:
 - A total system load of greater than 3,000,000 BTUs. There will be a delay of 10 business days before your permit will be processed
 - The application is for a:
 - Dispenser
 - Plant
 - Digester
 - Landfill gas facility
 - Natural gas vehicle refuelling station
 - Field approved equipment
 - Foundation and supports for a vertical storage tank or horizontal tank, with a capacity of 1700 uswg or greater

To apply for a fuel safety registration/permit using a printed application form, please click the link below:

[Fuel Safety Classifications and Licence Requirements](#)

Login

3. At the language selection page, select **English**.



4. In the “My NS Account” page, enter your username.

A screenshot of the "My NS Account" sign-in page. At the top is a blue header with the Nova Scotia logo and the text "NOVA SCOTIA". Below the header are four links: "About", "Terms of Use", "Privacy Notice", and "Contact Us". A blue banner contains the text "New! Enhance Your Security with Two-Step Verification (2SV)" and a paragraph explaining 2SV. Below the banner are three links: "Step-by-Step Guide", "Tutorial Video (web version)", and "Tutorial Video (mobile version)". A link "< Back to NSBR-Dev Civic Portals" is below the banner. The "My NS Account" logo is centered, with the text "Your one account to securely access multiple provincial services." below it. The "Sign in" section has a "Username" label above a text input field. A black arrow points to the input field from the right. Below the input field is a link "Forgot username?". At the bottom are two buttons: "Continue" and "Cancel". A link "Create account" is at the very bottom.

5. Click **Continue**.

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[About](#) [Terms of Use](#) [Privacy Notice](#) [Contact Us](#)

New! Enhance Your Security with Two-Step Verification (2SV)
Two-Step Verification (2SV) is coming soon to My NS Account! If a service you access requires it, you'll be prompted to enable 2SV for added protection. For more details, visit [About](#) or click on the links below:
• [Step-by-Step Guide](#)
• [Tutorial Video \(web version\)](#)
• [Tutorial Video \(mobile version\)](#)

[Back to NSBR-Dev Civic Portals](#)

MyNS Account
Your one account to securely access multiple provincial services.

Sign in

Username

maxine.portal.testing

[Forgot username?](#)

Continue [Cancel](#)

[Create account](#)

6. Enter your password.

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[About](#) [Terms of Use](#) [Privacy Notice](#) [Contact Us](#)

[Back](#)

MyNS Account
Your one account to securely access multiple provincial services.

Sign in

Username

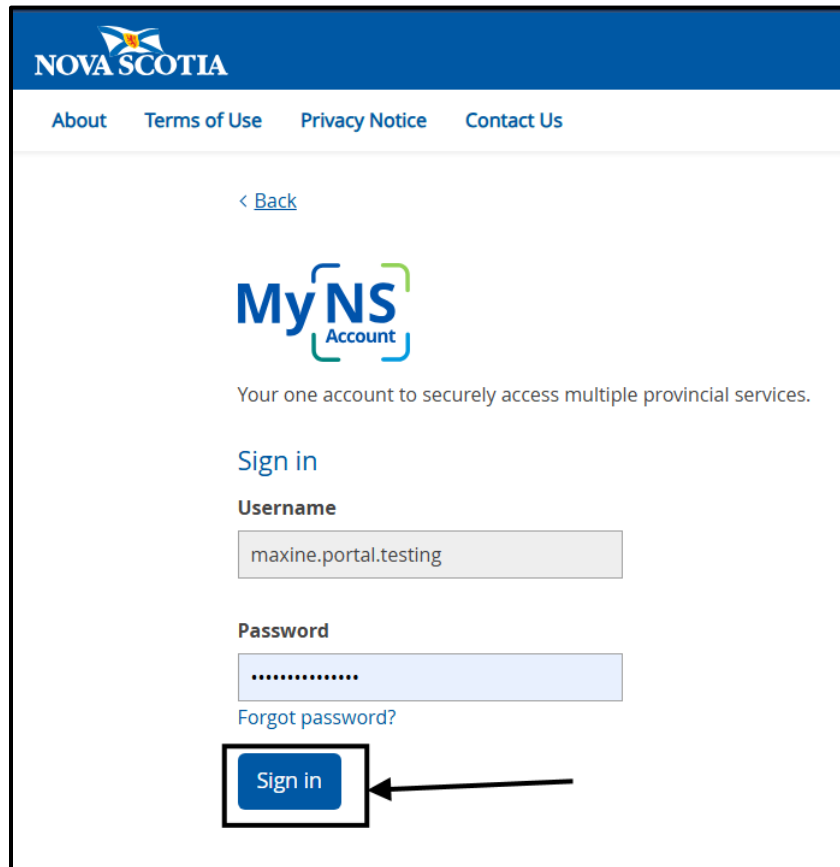
maxine.portal.testing

Password

[Forgot password?](#)

Sign in

7. Click **Sign in**.



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[About](#) [Terms of Use](#) [Privacy Notice](#) [Contact Us](#)

[< Back](#)

MyNS
Account

Your one account to securely access multiple provincial services.

Sign in

Username

maxine.portal.testing

Password

.....

[Forgot password?](#)

Sign in

Create a Fuel Safety Online Applicant Profile

8. In the “Create Applicant Profile” page, complete all mandatory fields, which are indicated with a red asterisk (*).

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Create Applicant Profile

First Name: Maxine

Middle Name:

Last Name: Testing II

Email Address: maxine.testing.portal@gmail.com

Phone Number: *

Civic Address

Street Address: *

City: *

Province: Nova Scotia

Country: Canada *

Postal Code: ANA NAN *

Mailing Address

☐ Mailing address same as Civic address

Address: *

City: *

Province: Nova Scotia

Country: Canada *

Postal Code: ANA NAN *

[Create Profile](#)

For the phone number, use your work-related phone number. For the Civic and Mailing addresses, use the company's addresses.

Tip: If the company's mailing address is the same as the civic address, click on the “Mailing address same as Civic address” checkbox, which can be found right below the Mailing Address header.

9. Click **Create Profile**. This will create an applicant profile, which represents the person applying on behalf of the company for a Fuel Safety Permit/Registration.

NOVA SCOTIA

Create Applicant Profile

First Name: Maxine

Middle Name:

Last Name: Testing II

Email Address: maxine.testing.portal@gmail.com

Phone Number: (902) 555-1234 *

Civic Address

Street Address: 123 Alphabet Street *

City: Halifax *

Province: Nova Scotia

Country: Canada *

Postal Code: B3H 0C1 *

Mailing Address

☒ Mailing address same as Civic address

Address: 123 Alphabet Street *

City: Halifax *

Province: Nova Scotia

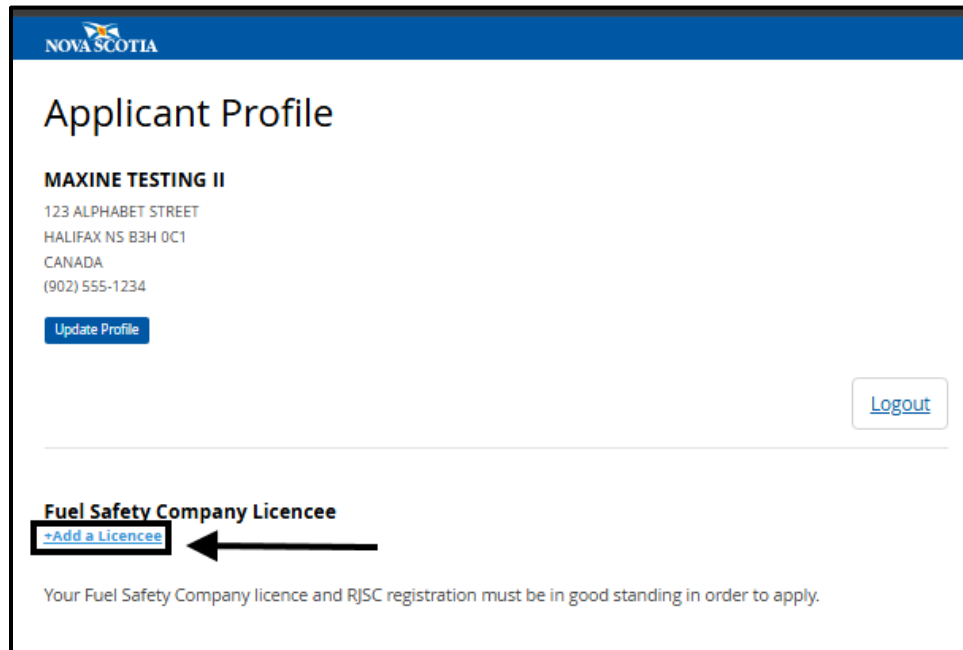
Country: Canada *

Postal Code: B3H 0C1 *

Create Profile

Add a Licence

10. In the “Applicant Profile” landing page, click **+Add a Licencee**.



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Applicant Profile

MAXINE TESTING II
123 ALPHABET STREET
HALIFAX NS B3H 0C1
CANADA
(902) 555-1234

[Update Profile](#)

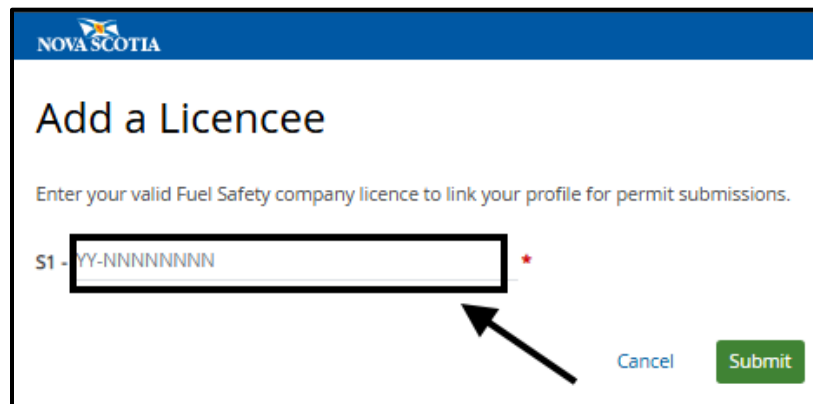
[Logout](#)

Fuel Safety Company Licencee

[+Add a Licencee](#)

Your Fuel Safety Company licence and RJSC registration must be in good standing in order to apply.

11. In the “Add a Licencee” page, enter the Fuel Safety Company licence number.



NOVA SCOTIA

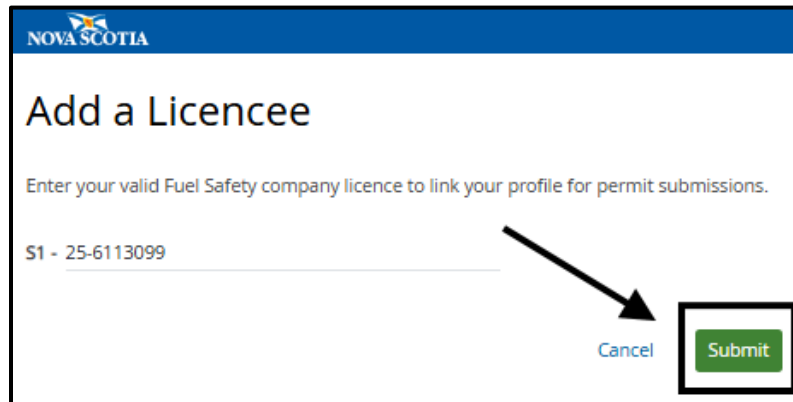
Add a Licencee

Enter your valid Fuel Safety company licence to link your profile for permit submissions.

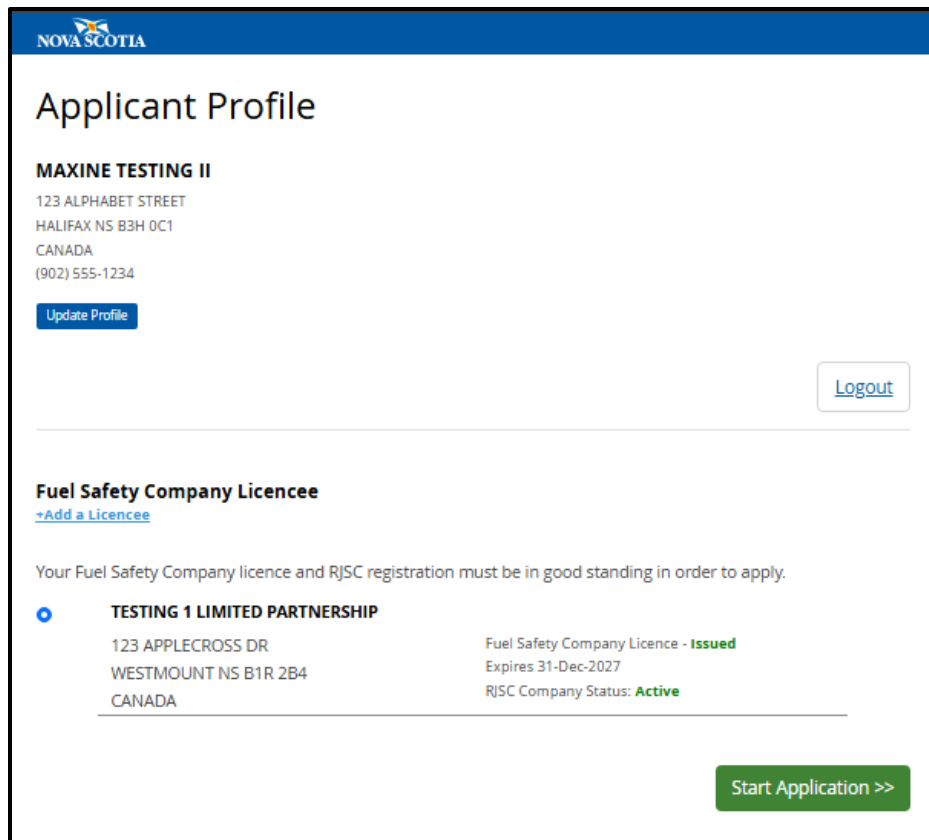
S1 - *

[Cancel](#) [Submit](#)

12. Click **Submit**.



13. If the Fuel Safety Company licence and RJSC registration are both in good standing, the licence will be added to the “Applicant Profile” landing page.



TESTING 1 LIMITED PARTNERSHIP	
123 APPECROSS DR WESTMOUNT NS B1R 2B4 CANADA	Fuel Safety Company Licence - Issued Expires 31-Dec-2027 RJSC Company Status: Active

Note: Adding the licence also includes important details about the licence. The status of the Fuel Safety Company Licence is “Issued”. Right below, the expiry date is also listed, along with the RJSC Company status.

Submit an Application

14. Click **Start Application** to start filling in the application form.

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Applicant Profile

MAXINE TESTING II
123 ALPHABET STREET
HALIFAX NS B3H 0C1
CANADA
(902) 555-1234

[Update Profile](#)

[Logout](#)

Fuel Safety Company Licencee
[+Add a Licencee](#)

Your Fuel Safety Company licence and RJSC registration must be in good standing in order to apply.


- ☒ **TESTING 1 LIMITED PARTNERSHIP**
123 APPLECROSS DR
WESTMOUNT NS B1R 2B4
CANADA

Fuel Safety Company Licence - **Issued**
Expires 31-Dec-2027
RJSC Company Status: **Active**

[Start Application >>](#)

Note: No changes have been made to the application form.

15. In the first page, complete all relevant fields and click **Next**.



Application Page 1

Page 1

Page 2

Page 3

Summary

Please provide the information requested below.

1. Location of Installation

Street Number

Street Name Street Type

Apt/Suite/Unit/Lot

City/Town/County

Postal Code

2. Name of Building (If multiple tenants)

3. Customer Name

Customer Telephone Ext

Installation Information

4. Type of Installation

Type of Application (check all applicable for this permit):

5. Heating ☒ No ☐ Yes

6. Laundry ☒ No ☐ Yes

7. Industrial ☒ No ☐ Yes

8. Water Heating ☒ No ☐ Yes

9. Cooking ☒ No ☐ Yes

10. Other (Specify)

BTU Load

11. New or Existing Load (BTUs)

12. Addition to/Deletion from Existing Load: (+/-) (BTUs)

13. Total System Load on Completion: (BTUs)

14. Total Heating Load (BTUs)

Previous

Next

* Indicates a mandatory field

16. In the second page, complete all relevant fields and click **Next**.

Application Page 2

Page 1 **Page 2** Page 3 Summary

15. Fuel Type
[Dropdown] *

16. Install Piping Only
[Dropdown] *

Propane Storage (if applicable):

Cylinders

17. Propane Cylinder Storage Location
☒ No ☐ Yes

18. Quantity: (Cylinders)
[Text]

19. Volume: (lbs)
[Text]

20. Total Cylinder Aggregate Storage Capacity: (lbs)
[Text]

21. Metered:
☒ No ☐ Yes

Tanks

22. Quantity: (Tanks)
[Text]

23. Volume: (uswg)
[Text]

24. Total Tank Aggregate Storage Capacity: (uswg)
[Text]

25. Vertical Storage Tanks
[Dropdown]

26. Vaporizer:
[Dropdown]


27. Metered:
[Dropdown]

28. Scope of Work:
[Text] *

* indicates a mandatory field.

Previous **Next**

17. In the third page, complete all relevant fields and click **Next**.



Application Page 3

[Page 1](#) [Page 2](#) **Page 3** [Summary](#)

29. Contact Information

First Name

*

Last Name

*

Telephone

*

Ext

Facsimile

E-mail

*

Date

2025/11/20

[Previous](#) [Next](#)

18. In the “Summary” page, verify the details of your application and click **Next**.

Summary

[Page 1](#) [Page 2](#) [Page 3](#) **Summary**

Fuel Safety Section - Fuel Safety Installation Registration/Permit Summary

Please confirm the details

Installation Details

Street Number	455
Street Name	Willow
Street Type	ST.
Apt/Suite/Unit/Lot	
City/Town/County	Halifax
Postal	B3H 0C1
Customer Name	Paul Smith
Name of Building (if multiple tenants)	
Telephone	(902) 555-2345
Extension	
Type of Installation	New
Heating	Yes
Laundry	No
Industrial	No
Water Heating	No
Cooking	No
Other (Specify)	
New or Existing Load: (BTUs)	100000
Addition to/Deletion from Existing Load: (+/-) (BTUs)	
Total System Load on Completion: (BTUs)	100000
If applicable: Total Heating Load (BTUs):	100000

Back

Equipment Details

Fuel Type	Propane
Install Piping Only	Yes
Propane Cylinder Storage Location	No
Quantity: (Cylinders)	
Volume: (lbs)	
Total Cylinder Aggregate Storage Capacity: (lbs)	
Metered:	
Quantity: (Tanks)	
Volume: (uswg)	
Total Tank Aggregate Storage Capacity: (uswg)	
Vertical Storage Tanks:	
Vaporizer:	
Metered:	
Scope of Work:	Scope of work

Back

Contact Information

First Name	Maxine
Last Name	Testing II
Telephone	(902) 555-1234
Extension	
Facsimile	
E-Mail	maxine.testingii@fakex.com
Date	2025/11/09

Back

Next

19. In the “Fee Confirmation” page:

- To proceed with your application and pay the application fee, click **Submit**.
- To make any changes to your application, click **Back To Summary**.
- To cancel your application, click **Cancel Application**.

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Fee Confirmation

Fee Payment

[Fuel Safety Section - Fuel Safety Installation Registration/Permit](#)

Information to process your Application has been collected. Before your transaction can be completed, payment must be finalized.

Note: To ensure that privacy and security of your information is maintained, this server uses secure server technology.

Total Fee \$31.20


[Back To Summary](#)


[Submit](#)


[Cancel Application](#)

Click "Cancel Application" if you would like to cancel the transaction. You will not be charged any fee.

20. In the payment page, enter the Card Number, Expiry Date, and Security Code. Then click **Pay Now**.



 This component was updated in TEST on Oct 20, 2025

 This is a test system. This is not a production system.

Fuel Safety Installation – Registration or Permit





Where should we email your receipt?

Total Fee: **CAD \$31.20**


Email:

Enter your card information:

Card Number:




Expiry Date: Month: Year:

Security Code : 


Pay Now

[Cancel](#)

 Notice: Interac Online was discontinued on October 29, 2023. Click [here](#) for more information.

21. In the “Registration Confirmation” page:

- To generate the registration, click on **Generate Registration**.
- To go back to the Fuel Safety Online portal, click **click here**.



Registration Confirmation

Nova Scotia Business Registry - Fuel Safety Installation Registration/Permit

Your application and payment have been submitted. Any supplementary information necessary to accompany this application should be received within 5 business days and should quote the Registration Number and Payment Transaction Number listed below.

If you have questions about this transaction, or if you would like to offer comment about the Nova Scotia Business Registry online service, please use the contact information below.

You may access the subscriber Welcome Package online - [click here](#)

Thank you for using the NSBR online service! Scroll down to review the details of your payment information and use your browser's print function to print a copy of the page for your records.

Registration Number: 25 6113122 52
Payment Transaction Number: 33322639

Should you wish to contact us in regards to this application, please include the Payment Transaction Number on any correspondence.

Merchant ID:	00000001
Transaction ID:	00012649
Transaction:	Purchase
Account:	VISA
Amount:	CSD \$11.38
Card Number:	88991111
Expiry Date:	00/00/00
Date/Time:	26/05/13/26 17:12:04
Authorization ID:	Q510KH

Your Fuel Safety Installation Registration/Permit is available as a PostScript file at the link below. If you have any difficulties printing this document please contact us at the contact information below.

Generate Registration

*Please note: This form is in Portable Document Format (PDF), which can be read and printed using the Adobe Acrobat Reader. If you do not have Acrobat Reader, you can [download the program](#) free of charge.



Please click on the button below if you would like us to mail you a printed copy of your document and payment information.

Request Printed Copies

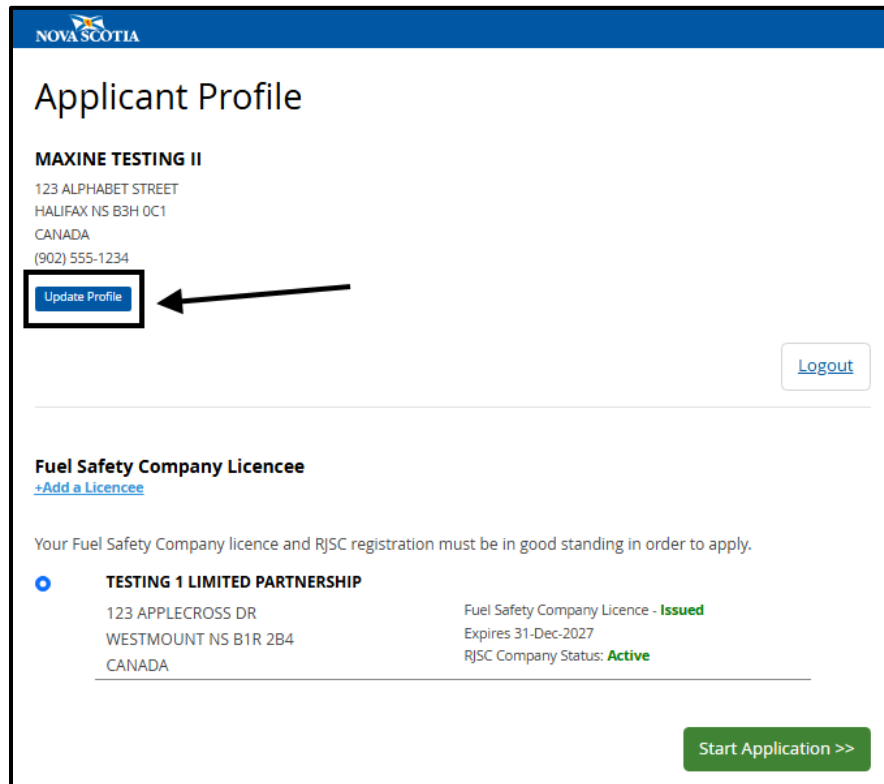
You can [click here](#) to create another Fuel Safety Installation Registration/Permit.

Contact Information
Nova Scotia Business Registry
PO Box 1529
Halifax NS B3J 2Y4
NSBR@novascotia.ca
902-424-5200 / 1-800-670-4357

We value your feedback and ask that you please take a moment to answer a few brief questions about this service by completing our online survey [\(click here to start the survey\)](#).

Update Applicant Profile

22. To make changes to the applicant profile, such as an address or phone number change, on the Applicant Profile landing page, click **Update Profile**.



NOVA SCOTIA

Applicant Profile

MAXINE TESTING II
123 ALPHABET STREET
HALIFAX NS B3H 0C1
CANADA
(902) 555-1234

[Update Profile](#)

[Logout](#)

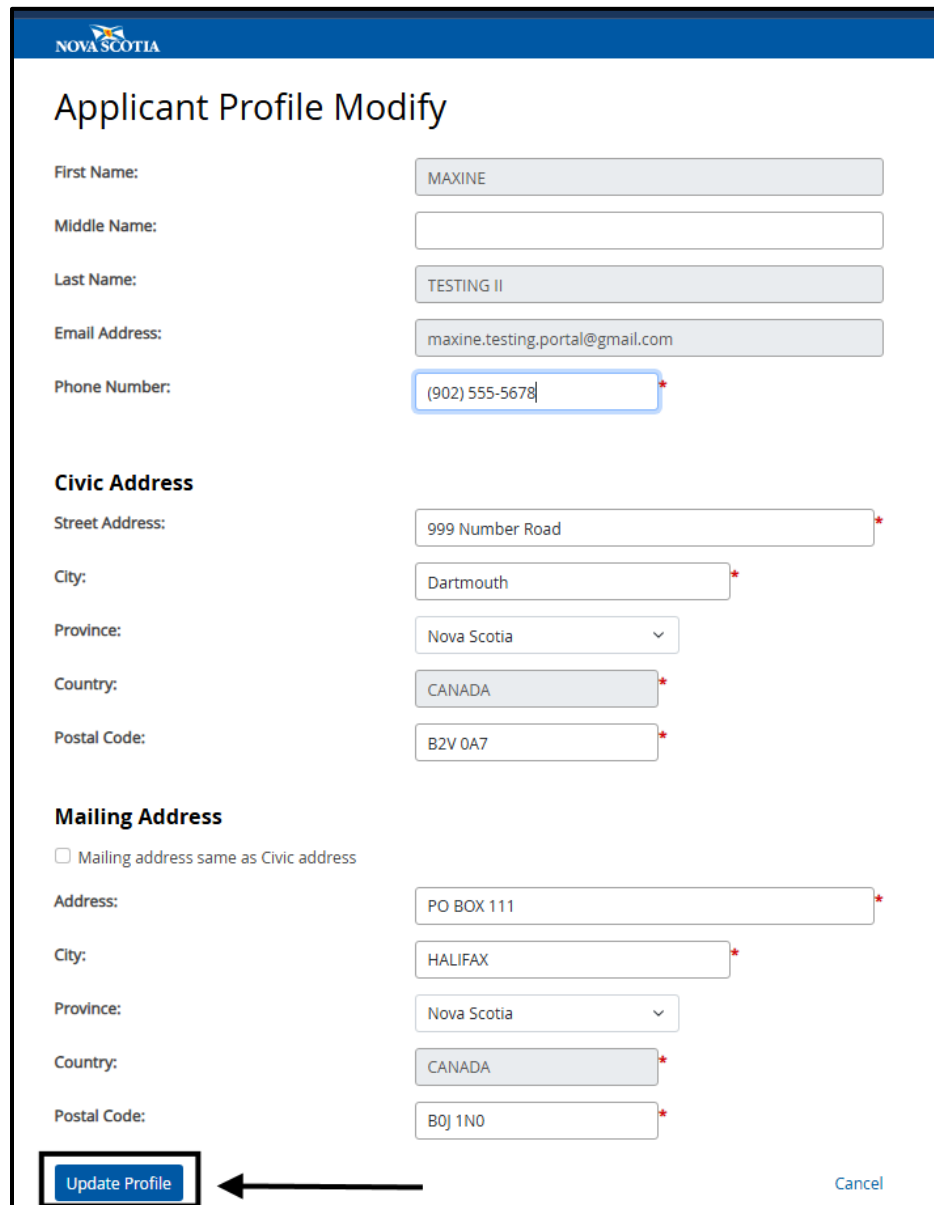
Fuel Safety Company Licencee
[+Add a Licencee](#)

Your Fuel Safety Company licence and RJSC registration must be in good standing in order to apply.

TESTING 1 LIMITED PARTNERSHIP	Fuel Safety Company Licence - Issued
123 APPLECROSS DR	Expires 31-Dec-2027
WESTMOUNT NS B1R 2B4	RJSC Company Status: Active
CANADA	

[Start Application >>](#)

23. In the “Applicant Profile Modify” page, change the necessary fields and click **Update Profile**.



The screenshot shows the 'Applicant Profile Modify' page with the following fields and values:

- First Name:** MAXINE
- Middle Name:** (empty)
- Last Name:** TESTING II
- Email Address:** maxine.testing.portal@gmail.com
- Phone Number:** (902) 555-5678

Civic Address

- Street Address:** 999 Number Road
- City:** Dartmouth
- Province:** Nova Scotia
- Country:** CANADA
- Postal Code:** B2V 0A7

Mailing Address

☐ Mailing address same as Civic address

- Address:** PO BOX 111
- City:** HALIFAX
- Province:** Nova Scotia
- Country:** CANADA
- Postal Code:** B0J 1N0

The **Update Profile** button is highlighted with a red box, and a black arrow points to it from the right. A **Cancel** link is visible in the bottom right corner.

In the example above, the phone number, civic address, and mailing address have changed.

NOVA SCOTIA

Applicant Profile

MAXINE TESTING II
999 NUMBER ROAD
DARTMOUTH NS B2V 0A7
CANADA
(902) 555-5678

Update Profile

Logout

Fuel Safety Company Licencee
[+Add a Licencee](#)

Your Fuel Safety Company licence and RJSC registration must be in good standing in order to apply.

•

TESTING 1 LIMITED PARTNERSHIP
123 APPLECROSS DR
WESTMOUNT NS B1R 2B4
CANADA

Fuel Safety Company Licence - **Issued**
Expires 31-Dec-2027
RJSC Company Status: **Active**

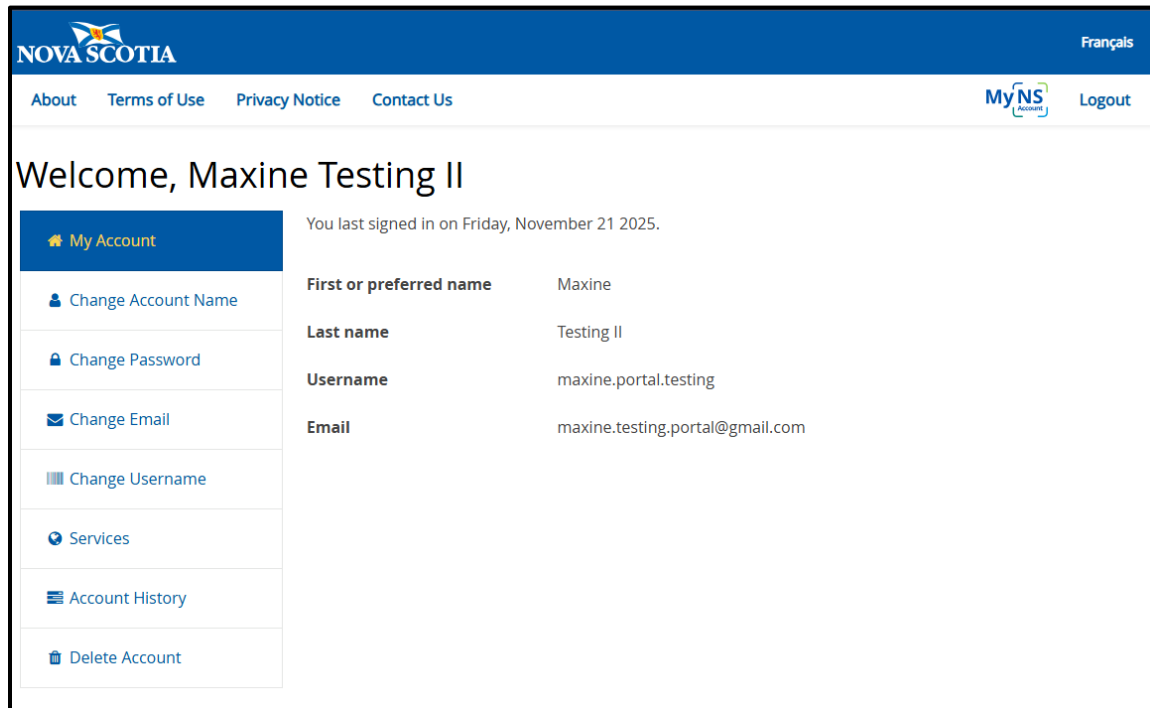
Start Application >>

In the “Applicant Profile” landing page, the civic address and phone number have been updated.

Troubleshooting

Issue – Create Fuel Safety Online Applicant Profile not available

After logging in, only this screen is visible. There is no option to create a Fuel Safety Online Applicant Profile as shown in the instructions.




Resolution

The reason why this screen is visible is because this is the My NS Account page. You must go to the new Fuel Safety Online portal's URL by copying and pasting the link below in your browser or by using your bookmark.

https://acp.novascotia.ca/novascotia/site/fuelSafetyPortal/fs_landingpage

This will display the Fuel Safety Online user portal login page. Click **Login**, which will redirect the page to the Create Applicant Profile page.



Fuel Safety Section - Fuel Safety Installation Registration/Permit

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- The details of the installation, including:
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 - Heating Load (if applicable)
 - Fuel Type
 - If fuel type is propane, container size is required

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- You cannot complete this application form via the Internet if any of the following apply as Plans and Specifications are required:
 - A total system load of greater than 3,000,000 BTUs. There will be a delay of 10 business days before your permit will be processed
 - The application is for a:
 - Dispenser
 - Plant
 - Digester
 - Landfill gas facility
 - Natural gas vehicle refuelling station
 - Field approved equipment
 - Foundation and supports for a vertical storage tank or horizontal tank, with a capacity of 1700 uswg or greater

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[Fuel Safety: Classifications and Licence Requirements](#)

