



**Electronic Safety and Licensing Application
User Guide**



eSLA Commercial Buildings Portal User Guide

WI Department of Safety and Professional Services

First-Time eSLA User Account Setup

Watch the [eSLA Customer Portal Log In video](#) for a quick walkthrough or complete the steps below.

If you have previously done business with the Department, follow the DSPS Customer steps:

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Create a new account by selecting the DSPS Customer button.
3. Select Obtain Security Code and either select Email or Social Security Number (SSN) to link your existing data from the old system to eSLA.
4. Once you enter your email address or SSN, select Submit.
5. Select Continue Registration to complete the Existing User Registration page once you receive your security code and select Submit.

If you have never done business with the Department, select New DSPS Customer and enter your information to create a new account.

Adding a Business Account

Watch the [Add a Business in eSLA](#) video for a walkthrough or complete the following steps:

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Log into the right of the page under "Existing eSLA Users" by entering your email and password.
3. Hover over your name in the top right corner of the "Dashboard" page, select Manage Business/Organization.
4. Add an existing business that has been registered with DSPS previously by selecting the down arrow to expand the "Add Existing Business/Organization" section.
5. Select Obtain Security Code, then select Email or FEIN to enter the email/FEIN for the business and have the security code sent to the business' email address on file.
6. Once you receive the security code, enter it in the Security Code field of the "Add Existing Business/Organization" section and select Submit.
7. On the prompts that appear, select Continue to proceed with the process, select Submit to begin the user upgrade, and select Return to Dashboard once finished.
8. Navigate to the Manage Business/Organization page to view the business account(s) added in a "Current Business(es)" table at the top of the page.
9. Add a new business not previously registered with DSPS by selecting the down arrow to expand the "Add New Business/Account/Organization" section.
10. Enter the business' details in the fields provided and select Submit to create the business account.

Submitting a Plan Review: Commercial Building Only



Submit an Application

1. Login to the eSLA Customer Portal: <https://esla.wi.gov/PortalCommunityLogin>
2. On your eSLA dashboard Click **+New Application**
3. Select **Plan Reviews** from the **Select Area** dropdown
4. Select **Commercial Buildings** from the **Select Program Area** dropdown
5. Select the required option from the **Permit Type/Plan Review** dropdown.
6. Select **Plan Review** from the **Select Application Type** dropdown
7. Select the applicable **Business Account** from the **Please select an Account** dropdown
8. Select the required **County** from the dropdown
9. Select the required **Municipality** from the dropdown
10. Enter the required **Municipality Name** in the field
11. Click the radio buttons to answer any questions in the **Eligibility** section.
12. Click **SAVE AND CONTINUE**
13. The **Plan Review Search** screen displays. If linking the application to an existing Plan Review, enter the number in the **Plan Review Number/ eSLA Number (DIS# or CB#)** field. Enter the previous plan review number (DIS# or CB#) and hit search if this is a follow up application or hit continue if this is a standalone submittal. *Note if this is a follow up submittal to a project that was approved with a regulated object transaction ID number hit continue and enter the transaction ID number in the comments section of the application.*
14. The **New Application** screen displays. Review the **Business Information** section
 - a. Verify the mailing address. If existing address is correct click the check box to the left of the existing address. If a new address is required, please follow the steps below.
 - i. Add a new mailing address by clicking + add address.
 - ii. Enter address information in the required fields
 - iii. Click **Save**
 - b. Verify the public address. If existing address is correct click the check box to the left of the existing address. If a new address is required, please follow the steps below.
 - i. Add a new public address by clicking + add address.
 - ii. Enter address information in the required fields
 - iii. Click **Save**
 - c. Click **SAVE AND CONTINUE**
 - d. Click **SAVE AND CONTINUE**
15. Review the **Questions** section
 - a. Select the correct option for **Is this submittal in response to orders addressing construction without conditionally approved plans?**

- b. Select the correct option for **Is this a change of occupancy classification.**
 - c. Select the correct option for **Was the design professional's last submission more than two years ago or is the design professional from out of state?**
 - d. Enter the correct option in the **How many non identical (unique) buildings are included with this submittal?**
 - e. Select the correct option for **Are you including a petition for variance with this submittal?**
 - f. Add any appropriate comments for DSPS staff in the last text box.
 - g. Click **SAVE AND CONTINUE**
16. Review the **Project and Site** section
- a. Click **ADD INDIVIDUAL** in the **Affiliation Information** section. **A designer and owner are the required affiliations. If the building contains over 50,000 cubic feet, a Supervising Professional affiliation is required for all FS/FA reviews.**
 - i. Click the **Create an Affiliation without searching for email** checkbox if an existing email is not registered within our system. Otherwise search by email to find the existing affiliation.
 - ii. Select appropriate **Type of Affiliation** from dropdown
 - iii. Enter the appropriate information in the required fields
 - iv. Click **SAVE**
Note: *Owner will be brought forward if this is a follow up to a previously approved building submittal.*
Note: *Add additional affiliates by clicking **Add Individual***
 - b. Click **Add Site** in the **Project and Site** section
 - i. Click the **Create a New Site** checkbox, or if this is an existing site use the search function to find an existing site.
 - ii. Enter the project and site information in the required fields if a new site is being created.
 - iii. Click **SAVE**
Note: *Site will be brought forward if this is a follow up to a previously approved building submittal.*
 - c. Click **Add Unique Building** in the **Building Details** section
 - i. The **Unique Buildings** screen displays. Click **Add New Building** if this is a standalone submittal. Click **Edit** if this is a follow up submittal.
 - ii. The **Add Unique Building** screen displays. Review the **Plan Review Details** section
 - iii. Click **SAVE AND CONTINUE**
 - iv. Click **ADD BUILDING** if this is a standalone submittal, click **Save and Continue** if this is a follow up submittal.
 - 1. Click the **Create a New Building** checkbox to add a new building or use the **Search for Building by Name** field to search for an existing building.
 - v. Enter the building information in the required fields
 - vi. Click **Save**

Note: Building details will be brought forward if this is a follow up to a previously approved building submittal.

Note: If applicable, add additional identical buildings by clicking **Add Identical Building**

- vii. Click **Save and Continue**
 - viii. Enter the required information in the **Questions** section
 - ix. Click **Save and Continue**
 - x. Click **Submit**
 - xi. The **Unique Buildings** screen displays. Click **RETURN TO THE PLAN REVIEW APPLICATION** if there are no other unique buildings to be submitted with this application.
- d. The **New Application** screen displays. Click **Save and Continue**
Note: The system may return the user to the **Business Information** section. Click **SAVE AND CONTINUE** to advance to the correct section. If you do not want to review previous information click on the attachment chevron at the top of the application to advance to uploading plans/documents.
17. The **Attachments** section displays. Click **Add Attachment**
18. The File Explorer pop-up box displays. Click the required document and click **Open**
Note: Repeat steps 17 to add additional attachments. **You may only upload one attachment per Add Attachment section. Please combine your files into one plan set and one supporting document set.**
Note: Signature page with Supervising Professional signature is only required for standalone submittals with buildings over 50,000 cubic feet.
19. Click **SAVE AND CONTINUE**
20. The **Review + Submit** section displays
21. Click the **I accept** checkbox under **Consent to Electronic Signature**
22. Type the applicant's name in the **Type your First Name and Last Name as they appear on the application to sign electronically** field
23. Click **SUBMIT** to navigate to cart for payment

Submitting a Plan Review: Fire Suppression/ Fire Alarm



Submit an Application

1. Login to the eSLA Customer Portal: <https://esla.wi.gov/PortalCommunityLogin>
2. On your eSLA Dashboard Click **+New Application**
3. Select **Plan Reviews** from the **Select Area** dropdown
4. Select **Commercial Buildings** from the **Select Program Area** dropdown
5. Select the required option from the **Permit Type/Plan Review** dropdown. Please select Fire Alarm only, Fire Suppression only or Fire Suppression and Fire Alarm as applicable.
6. Select **Plan Review** from the **Select Application Type** dropdown
7. Select the applicable **Business Account** from the **Please select an Account** dropdown
8. Select the required **County** from the dropdown
9. Select the required **Municipality** from the dropdown
10. Enter the required **Municipality Name** in the field
11. Click the radio buttons to answer all questions in the **Eligibility** section.
12. Click **SAVE AND CONTINUE**
13. The **Plan Review Search** screen displays. If linking the application to an existing Plan Review, enter the number in the **Plan Review Number/ eSLA Number (DIS# or CB#)** field. Enter the previous plan review number (DIS# or CB#) and hit search if this is a follow up application or hit continue if this is a standalone submittal.
14. The **New Application** screen displays. Review the **Business Information** section
 - a. Verify the mailing address. If existing address is correct, click the check box to the left of the existing address. If a new address is required, please follow the steps below.
 - i. Add a new mailing address by clicking + Add Address.
 - ii. Enter address information in the required fields
 - iii. Click **Save**
 - b. Verify the public address. If existing address is correct click the check box to the left of the existing address. If a new address is required, please follow the steps below.
 - i. Add a new public address by clicking + Add Address.
 - ii. Enter address information in the required fields
 - iii. Click **Save**
 - c. Click **SAVE AND CONTINUE**
15. Review the **Questions** section
 - a. Select the correct option for **Is this submittal in response to orders addressing construction without conditionally approved plans?**
 - b. Select the correct option for **Is this a change of occupancy classification?**
 - c. Select the correct option for **Was the design professional's last submission more than two years ago or is the design professional from out of state?**

- d. Enter the correct option in the **How many non identical (unique) buildings are included with this submittal?**
 - e. Select the correct option for **Are you including a petition for variance with this submittal?**
 - f. Add any appropriate comments for DSPS staff in the last text box.
 - g. Click **SAVE AND CONTINUE**
16. Review the **Project and Site** section
- a. Click **ADD INDIVIDUAL** in the **Affiliation Information** section. **A designer and owner are the required affiliations. If the building contains over 50,000 cubic feet, a Supervising Professional affiliation is required for all FS/FA reviews.**
 - i. Click the **Create an Affiliation without searching for email** checkbox if an existing email is not registered within our system. Otherwise search by email to find the existing affiliation.
 - ii. Select appropriate **Type of Affiliation** from dropdown.
 - iii. Enter the appropriate information in the required fields.
 - iv. Click **SAVE**
Note: Owner will be brought forward if this is a follow up to a previously approved building submittal.
*Note: Add additional affiliates by clicking **Add Individual***
 - b. Click **Add Site** in the **Project and Site** section
 - i. Click the **Create a New Site** checkbox, or if this is an existing site use the search function to find an existing site.
 - ii. Enter the project and site information in the required fields if a new site is being created.
 - iii. Click **SAVE**
Note: Site will be brought forward if this is a follow up to a previously approved building submittal.
 - c. Click **Add Unique Building** in the **Building Details** section
 - i. The **Unique Buildings** screen displays. Click **Add New Building** if this is a standalone submittal. Click **Edit** if this is a follow up submittal.
 - ii. The **Add Unique Building** screen displays. Review the **Plan Review Details** section.
 - iii. Click **SAVE AND CONTINUE**
 - iv. Click **ADD BUILDING** if this is a standalone submittal, click **Save and Continue** if this is a follow up submittal.
 - 1. Click the **Create a New Building** checkbox to add a new building or use the **Search for Building by Name** field to search for an existing building.
 - v. Enter the building information in the required fields.
 - vi. Click **Save**
Note: Building details will be brought forward if this is a follow up to a previously approved building submittal.
*Note: If applicable, add additional identical buildings by clicking **Add Identical Building***

- vii. Click **Save and Continue**
 - viii. Enter the required information in the **Questions** section. **Note:** *If FS/FA plan review is a standalone review and one or more buildings will exceed 50,000 cubic feet in total volume, the applicable Supervising Professional credential number and expiration date is required. Provide Design Professional credential information as required.*
 - ix. Click **Save and Continue**
 - x. Click **Submit**
 - xi. The **Unique Buildings** screen displays. Click **RETURN TO THE PLAN REVIEW APPLICATION**
- d. The **New Application** screen displays. Click **Save and Continue**
Note: *The system may return the user to the **Business Information** section. Click **SAVE AND CONTINUE** to advance to the correct section. If you do not want to review previous information, click on the attachment chevron at the top of the application to advance to uploading plans/documents.*
17. The **Attachments** section displays. Click **Add Attachment**
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Note: *Repeat steps 17 to add additional attachments. You may only upload one attachment per Add Attachment section. Please combine your files into one plan set and one supporting document set.*
Note: *Signature page with Supervising Professional signature is only required for standalone submittals with buildings over 50,000 cubic feet.*
19. Click **Save and Continue**
20. The **Review + Submit** section displays
21. Click the **I accept** checkbox under **Consent to Electronic Signature**
22. Type the applicant's name in the **Type your First Name and Last Name as they appear on the application to sign electronically** field
23. Click **SUBMIT** to navigate to cart for payment

View Plan Reviews History

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Log in to the right of the page under "Existing eSLA Users" by entering your email and password.
3. Select View and Search all Plan Reviews from the "Dashboard." (Note: Approved plans will appear under the "View and Search all Plan Reviews" link. Plans not yet approved would appear under the "View and Search all applications" link)
4. From the View all page you can sort or search to find the project you are looking for.
5. View information on Plan Reviews submitted including the Plan Review #, Type, and Status.

View Service Request History

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Log in to the right of the page under "Existing eSLA Users"
3. Select My History from the "Dashboard."
4. From the "History Type" drop-down, select Service Request.
5. View information on Service Requests submitted including the Type (e.g. "Component", "Revision", "Compliance Statement", "Extension") Status, and Submitted Date of the request.