



Electronic Safety and Licensing Application User Guide



Electrical User Guide

This guide contains instructions on submitting Electrical information to the Department of Safety and Professional Services (DPS) using the new Electronic Safety and Licensing Application (eSLA).

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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 DPS Customer steps:

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Create a new account by selecting the DPS 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 DPS 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 in to 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, and 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.

Permit and Plan Review Only Application

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 + New Application on your "Dashboard."
4. Select Permits (or Plan Reviews) from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Permit and Plan Review Only from the "Permit Type/Plan Review" drop-down.
7. Select Permit to Operate from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select Save and Continue.
10. Update the "Personal Information" section as needed and select Save and Continue.
11. Under "Affiliation Information," select Add Individual to add affiliation and select Owner for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
12. Under "Project and Site," select Add Site and search for an existing site or add a new site.
13. Under "Building Information," select Add Building and search for existing building or add a new one.
14. Select Save and Continue.
15. Answer the "Questions" and select Save and Continue.
16. In the "Attachments" section, upload necessary attachments and select Save and Continue.
17. Complete the "Attestation" and select Submit.

Permit Only Application

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 + New Application on your "Dashboard."
4. Select Permits from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Permit Only from the "Permit Type/Plan Review" drop-down.
7. Select Permit to Operate from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down and select Save and Continue.
9. Update the "Personal Information" section as needed and select Save and Continue.
10. Under "Affiliation Information," select Add Individual to add affiliation and select Owner for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
11. Under "Project and Site," select Add Site and search for an existing site or add a new site.
12. Select Save and Continue.
13. Answer the "Questions" and select Save and Continue.
14. In the "Attachments" section, upload necessary attachments and select Save and Continue.
15. Complete the "Attestation" and select Submit.
16. Continue to make payment and return to the "Dashboard."

Plan Review Only Application

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 + New Application on your "Dashboard."
4. Select Plan Reviews from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Plan Review Only from the "Permit Type/Plan Review" drop-down.
7. Select Plan Review from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select Save and Continue.
10. Update the "Personal Information" section as needed and select Save and Continue.
11. Under "Affiliation Information," select Add Individual to add affiliation and select Owner for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
12. Under "Project and Site," select Add Site and search for an existing site or add a new site.
13. Under "Building Information," select Add Building and search for existing building or add a new one.
14. Select Save and Continue.
15. Answer the "Questions" and select Save and Continue.
16. In the "Attachments" section, upload necessary attachments and select Save and Continue.
17. Complete the "Attestation" and select Submit.

Submit Training Request

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 + New Application on your "Dashboard."
4. Select Permits (or Plan Reviews) from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Training Request from the "Permit Type/Plan Review" drop-down.
7. Select Service Request from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select Save and Continue.
10. Review the "Personal Information" and select Save and Continue.
11. Enter the "Type of Training Requested," "Proposed Training Dates," and "Location of Training."
12. Select Save and Continue.
13. Complete the "Attestation" and select Submit.

View Permits/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 My History from the "Dashboard." (Note: Permits/Plan Reviews can be viewed on your Dashboard by selecting the "Plan Review," "Permit," etc. tabs as applicable.)
4. From the "History Type" drop-down, select Permits/Plan Review.
5. View information on Permits and Plan Reviews submitted including the Permit #, Type, and Status.

Submit Miscellaneous Inspection Request

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 + New Application on your "Dashboard."
4. Select Permits (or Plan Reviews) from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Miscellaneous Inspection from the "Permit Type/Plan Review" drop-down.
7. Select Service Request from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select Save and Continue.
10. Review the "Personal Information" and select Save and Continue.
11. Under "Affiliation Information," select Add Individual to add affiliation and select Owner for "Type of Affiliation," entering details in the fields provided.
12. Under "Project and Site," select Add Site and search for an existing site or add a new site.
13. Under "Building Information," select Add Building and search for existing building or add a new one.
14. Select Save and Continue.
15. Answer the "Questions" and select Save and Continue.
16. In the "Attachments" section, upload necessary attachments and select Save and Continue.
17. Complete the "Attestation" and select Submit.

Submit Field Consultation Request

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 + New Application on your "Dashboard."
4. Select Permits (or Plan Reviews) from the "Area" drop-down list.
5. Select Electrical from the "Program Area" drop-down.
6. Select Field Consultation from the "Permit Type/Plan Review" drop-down.
7. Select Service Request from the "Application Type" drop-down.
8. Select the applicable Account from the "Account" drop-down.
9. Update the "Personal Information" section as needed and select Save and Continue.
10. Answer the "Questions" and select Save and Continue.
11. In the "Attachments" section, upload necessary attachments and select Save and Continue.
12. Complete the "Attestation" and select Submit.

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" by entering your email and password.
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. "Training Request," "Miscellaneous Inspection," "Field Consultation"), Status, and Submitted Date of the request.

View Payment 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 My History from the "Dashboard."
4. From the "History Type" drop-down, select Payments.
5. View information on past payments including the Fee Type, Credential/Permit Number attached to the payment, date paid, and a link to the payment receipt.