# Electronic Safety and Licensing Application
## https://esla.wi.gov

# Fire Chief User Guide for 2% Fire Dues

This guide contains instructions on submitting 2% fire dues information to the Department of Safety and Professional Services (DSPS) using the new Electronic Safety and Licensing Application (eSLA).

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## First-Time eSLA User Account Setup

Follow instructions in the eSLA Account Setup User Guide.

## Submit Self-Certification

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 the "Fire/Municipality" tab on your Dashboard.
4. Go to the applicable Municipality to Fire Department Association record from the items listed.
5. Select Options and choose "Create/Edit Self-Certification" from the drop-down list.
6. On the Self-Certification Attestation, ensure "Fire Department" is selected.
7. Complete the Fire Account Information section.
8. Continue by completing the Questions for Fire Chief section.
9. Complete the Attestation section and select "Save for Fire Chief" to submit.

## Print Chief and/or Inspector Cards

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 your Dashboard and select "Manage Business/Organization."
4. Under the Current Fire Departments section, select the "Edit" icon.
5. Select "Print" and follow the prompts to print the card(s).

## Edit Fire Department Details

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 your Dashboard and select "Manage Business/Organization."
4. Under the Current Fire Departments section, select the "Edit" icon.
5. Update the Lead Inspector, Education Officer, and/or NFIRS Contact details, as applicable.
6. Select "Save" to complete the edits.

## Public Lookup

See the Public Look-Up User Guide for instructions and guidance.