

New Amusement Ride Registration Coin Op Example

2-25-2022

1. Log into eSLA
2. Click “NEW APPLICATION” button
3. Make appropriate selections from dropdowns – SAVE AND CONTINUE

Select Area

Select Program Area

Select Permit Type/Plan Review

Select Application Type

Please select an Account [\(Create new account\)](#)

4. Personal Information review – please work with me if you need any changes
5. Select Mailing Address, or add a new address
6. Select Public Address, or add new address – SAVE AND CONTINUE
7. Add one Affiliation – click ADD INDIVIDUAL
 - First time through, check “Create an Affiliation without searching by email”
 - Select Type of Affiliation (owner)
 - Fill in remaining required fields – SAVE
8. Project and Site -- click ADD SITE
 - Enter this text into “Search for Site by Id...” field – use: **sit-74244**
(Sit-74244 is a dummy site used to assist in portable ride registrations. The site will be removed during the application review process—please do not create a new site for each application) – SAVE
 - SAVE AND CONTINUE

9. Answer questions – SAVE AND CONTINUE

What is the ride name?

Killer Bee

What is the name of the manufacturer?

Amusement Matter Inc

What is the ride class?

Coin-Op (C)

The ride location type is?

Portable

Is the ride original or modified?

Original

Ride Serial #

123456

Do you have open orders from previous year?

No

Does your ride require non-destructive testing?

Yes No

Does my company require a PO?

Yes No

10. Attach copy of current and complete Certificate of Liability Insurance (COI)

- Click ADD ATTACHMENT – locate PDF of COI and upload – SAVE AND CONTINUE

11. If Complete, Attest to Application

- Check box next to “I accept”
- “Sign” name as it appears beneath the empty field – SUBMIT

12. Pay fees when all Applications are submitted – click Dashboard to start next Application without paying – pay after submitting the last Application

13. Enter in one itinerary for each location

Registrations are processed in the order they are received.