

### Everything you ever wanted to know about...



# Safety Service Fee Reporting in eSLA



### The hard part is over...

that is, doing the Annual Notice to Commence Operations.

Doing the Safety Service Fee payment is relatively straightforward.

Note: if you use your browser's back button / arrow, it will likely delete the information you have provided. Use the chevrons in the program to navigate back and forth.

Details

Questions

Attachments

Review+Submit

### First Step: log into eSLA.



The Department of Safety and Professional Services has moved the Trades Profession application process to our new, online, self-guided license application platform, LicensE. Starting January 8, 2024, trade professionals can apply at <u>LicensE</u>. For additional information, including Frequently Asked Questions, please see the <u>LicensE User Guides and Video</u> page on our website.

**CREDENTIAL NUMBER UPDATE** - A new credential number format is required for certain permit and plan review applications. Credential numbers now include a suffix based on the credential type. See the <u>Trades Credential Numbering Guide</u> for more information.

#### First Time eSLA User

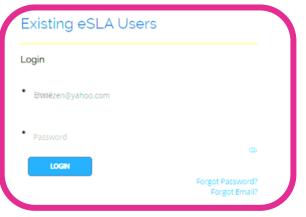
#### Create Account

If you have previously conducted business with the Department but are new to eSLA, please activate your eSLA login with the DSPS CUSTOMER button below.

#### DSPS CUSTOMER

If you have never conducted business with the Department, please create a new eSLA login with the NEW DSPS CUSTOMER button below.

#### NEW DSPS CUSTOMER



How to Use eSLA - To set up your eSLA account, complete the First Time eSLA User section above and then associate any business accounts(see the Help page). Once you complete the First Time eSLA User section above, log in as an existing user to the right of the eSLA Customer Portal page every time you return.

Visit our Help page for eSLA user guides and FAQs.

\*\*eSLA requires Google Chrome browser to work properly. Please download Google Chrome browser to continue. Click Here to download

CONTACT PRIVACY NOTICE WWW.WISCONSIN.GOV © 2025 State of Wisconsin.

Since you've already registered, use the right-hand side of the page.

### Second item: select the site



PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP

#### Welcome to your eSLA Dashboard



+ MY ITINERARIES

MY HISTORY

Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.

Are you trying to add a business or renew a cross connection control assembly? Click here to add a business or renew your assembly.

#### Your Permit

To renew, edit, or update your Permit, please click on the Options button. Applications for a Permit are also shown on the bottom of the dashboard page.

View and Search All Permits





Annual Notice to Begin Operation MS-042500142-PTOOP

PROJECT NAME Holmen Quarry

**STATUS** Active

**EXP DATE** 12/31/2025 OPTIONS V

#### **New Permit Applications**

To edit or withdraw an application, please click on the Options button.

View and Search all Applications



The permit application process is very simple. Instructions for each stage of the permit application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the permit application will indicate what stage you are currently in for the process. Once you have completed the permit application and submitted it, the appropriate Department will review your permit application.

Click the '+' icon of the Add a Permit box to the right to begin the application process. To see your existing permit, scroll down to the next section.

Here we have only one operation to report for, but the steps will be the saleven if you have multiple mine sites.

Click on Options.

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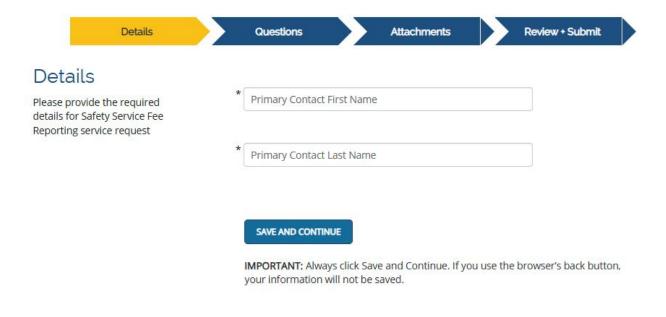
Click the '+' icon of the Add a Permit box to the right to begin the application process. To see your existing permit, scroll down to the next section.

From the drop-down menu, select Safety Service Fee Reporting (last item).

### Enter Primary contact info

### Safety Service Fee Reporting

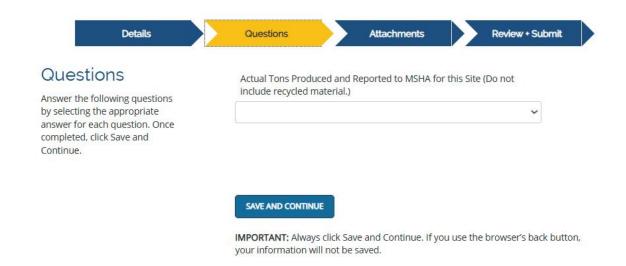
Annual Notice to Begin Operation



### Enter Tons Produced.

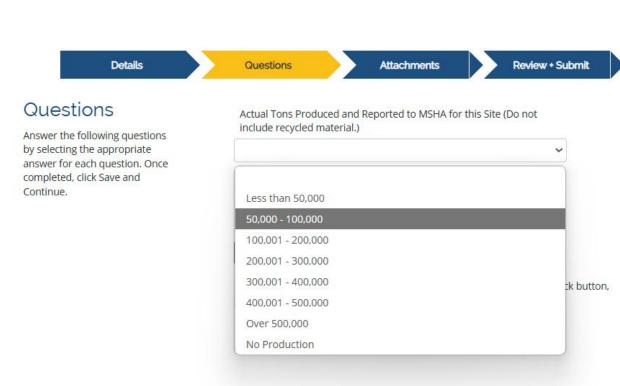
#### Safety Service Fee Reporting

Annual Notice to Begin Operation SR-25-10438



### Select the option that shows tons produced.

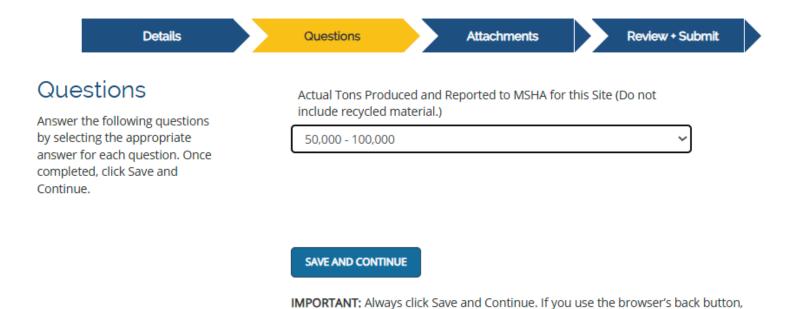
#### Safety Service Fee Reporting Annual Notice to Begin Operation SR-25-10438



### Select Save and Continue

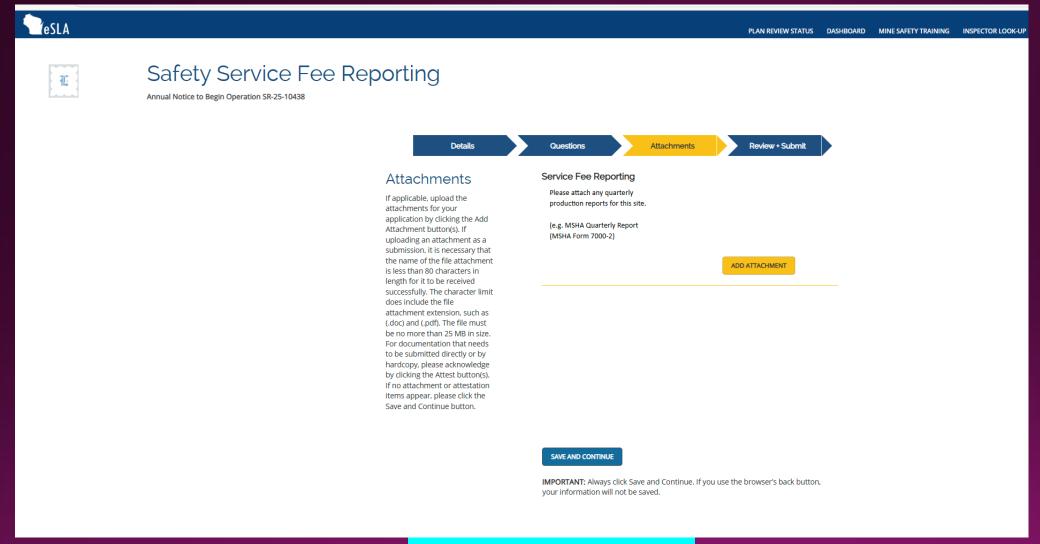
### Safety Service Fee Reporting

Annual Notice to Begin Operation SR-25-10438



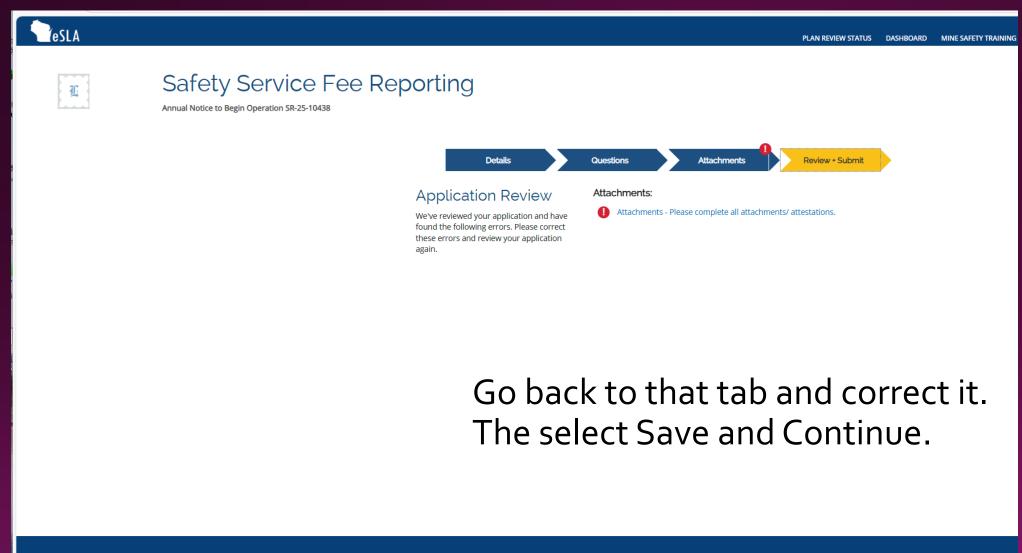
your information will not be saved.

### Attach a copy of you MSHA 7000-2 form.

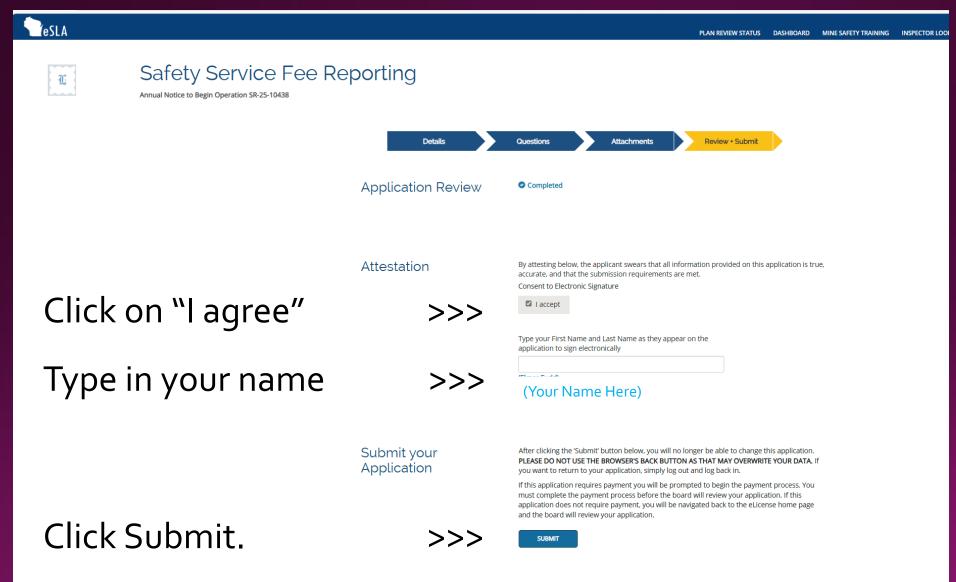


Then select Save and Continue.

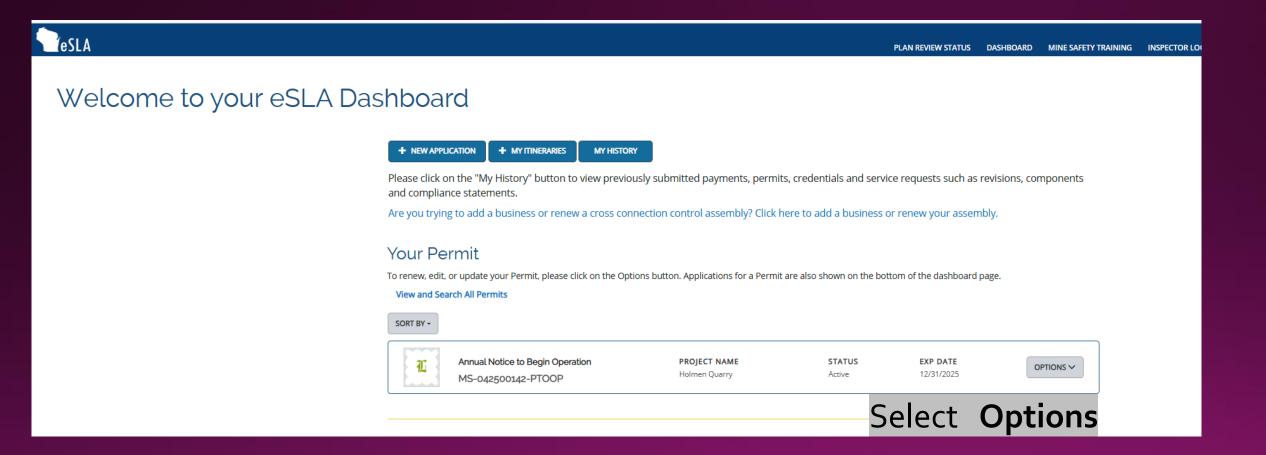
### If any fields are blank, an error appears.



# Once any errors are corrected, the last page appears.

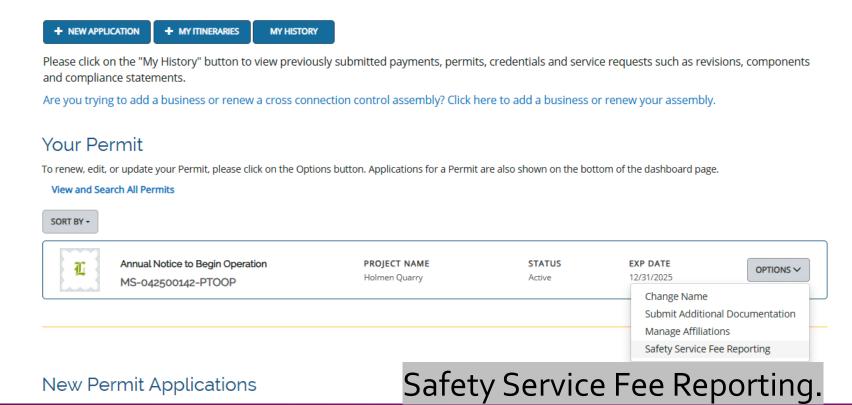


# Paying the Safety Service Fee Go to your eSLA Dashboard



## ...from Options, select the last item,

#### Welcome to your eSLA Dashboard



### Details page

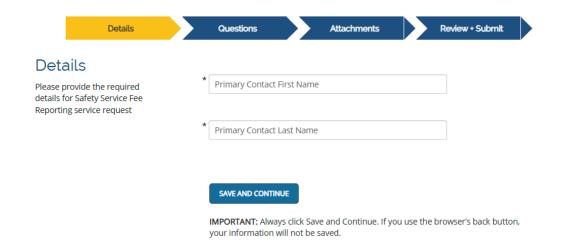


PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP



#### Safety Service Fee Reporting

Annual Notice to Begin Operation

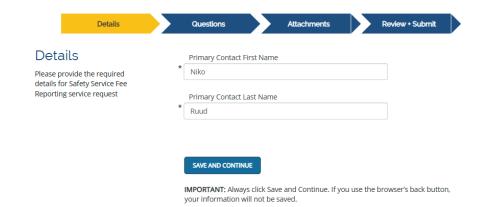


 This is where you verify the Primary Contact (that is the person who gets the bill).

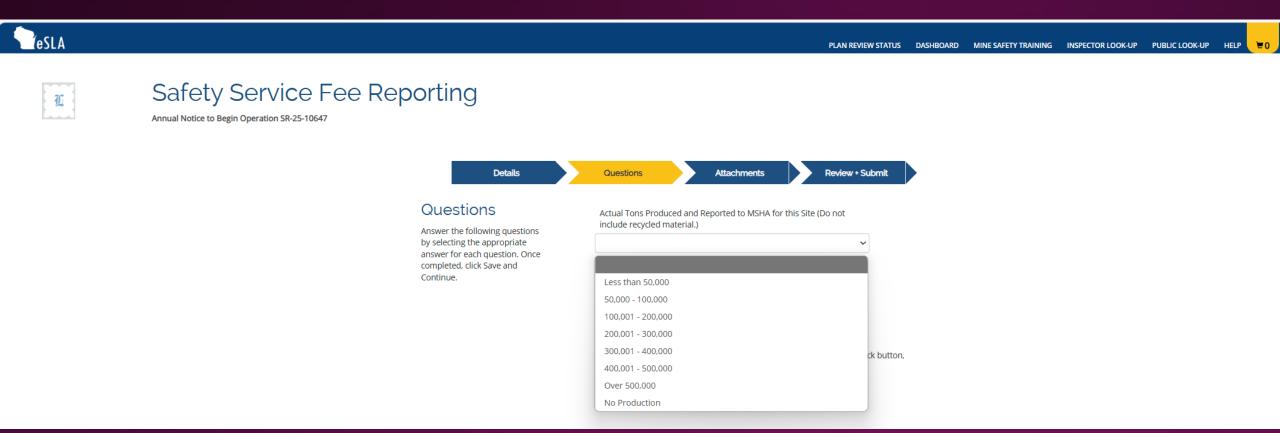


#### Safety Service Fee Reporting

Annual Notice to Begin Operation



### Actual Tons Produced



For this example, we'll use the same amount as estimated.

After the amount is entered, select Save and Continue (which is below the drop-down menu at this moment).

### Attach MSHA Quarterly report form 7000-2



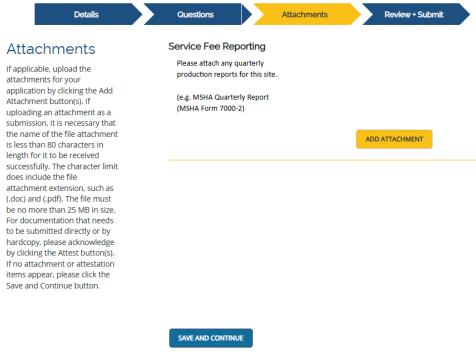
PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP





#### Safety Service Fee Reporting

Annual Notice to Begin Operation SR-25-10649



IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

### After the 7000-2 is attached, it will be listed.



PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP



#### Safety Service Fee Reporting

Annual Notice to Begin Operation SR-25-10649

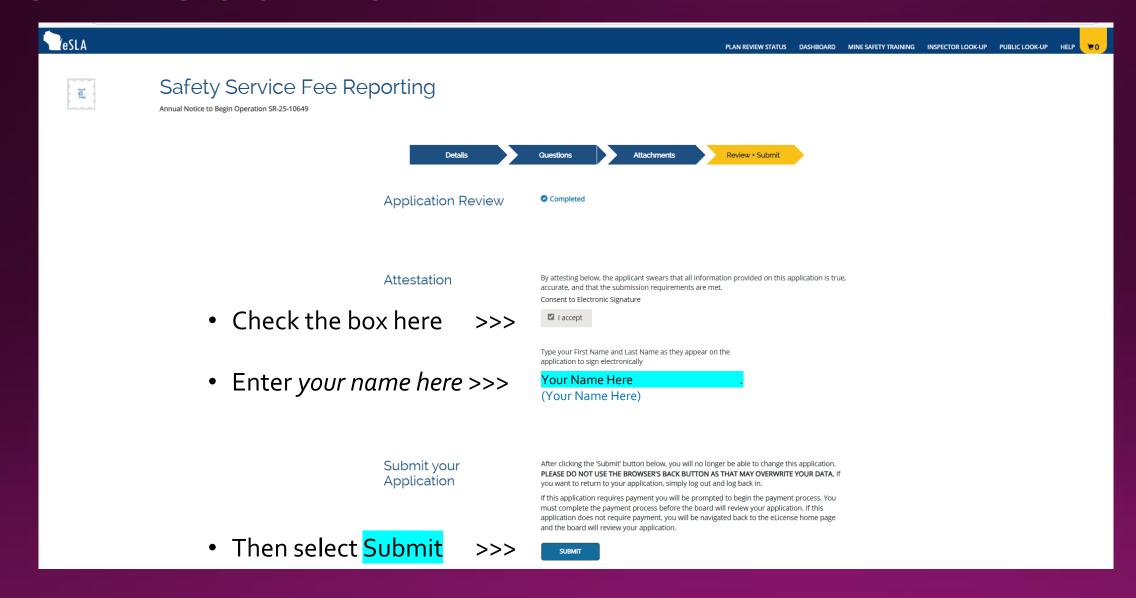
**Attachments** Review + Submit **Details** Questions Service Fee Reporting Attachments Please attach any quarterly If applicable, upload the production reports for this site. attachments for your application by clicking the Add (e.g. MSHA Quarterly Report Attachment button(s). If (MSHA Form 7000-2) uploading an attachment as a submission, it is necessary that 2025 Sample 7000-2.pdf the name of the file attachment ADD ATTACHMENT is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Select Save and Continue to proceed

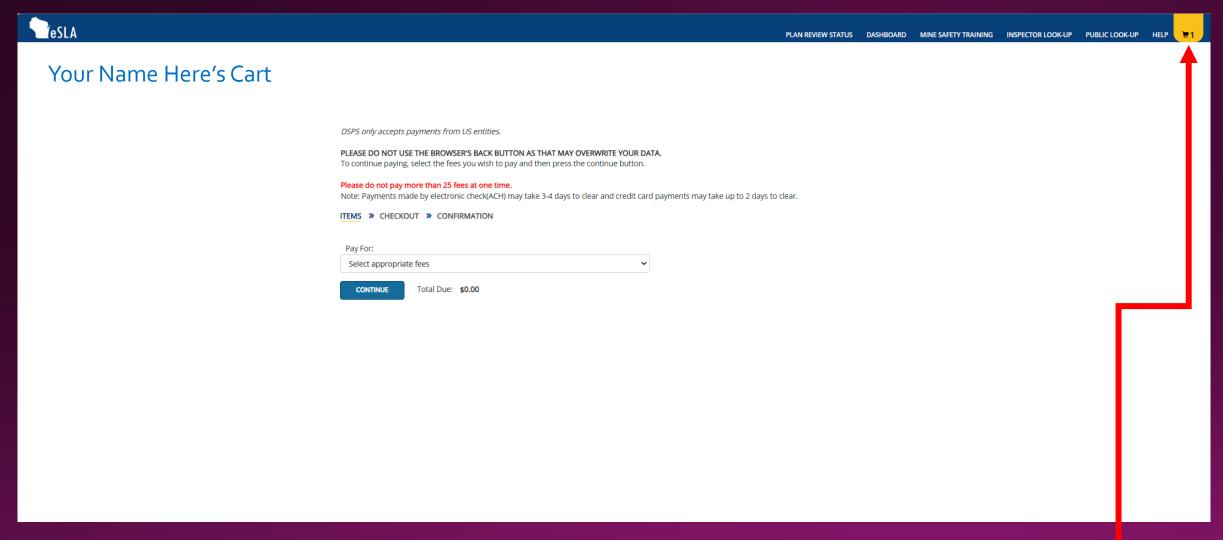
SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

### Review + Submit

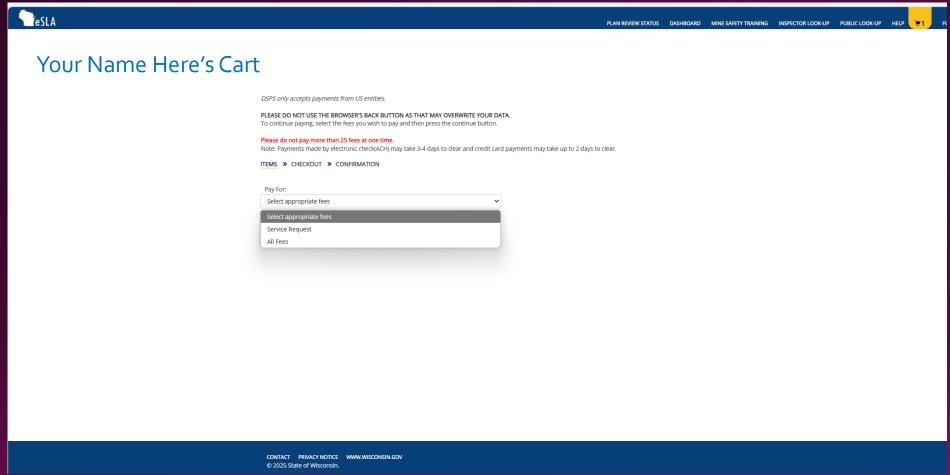


### Once completed, your Cart will appear.



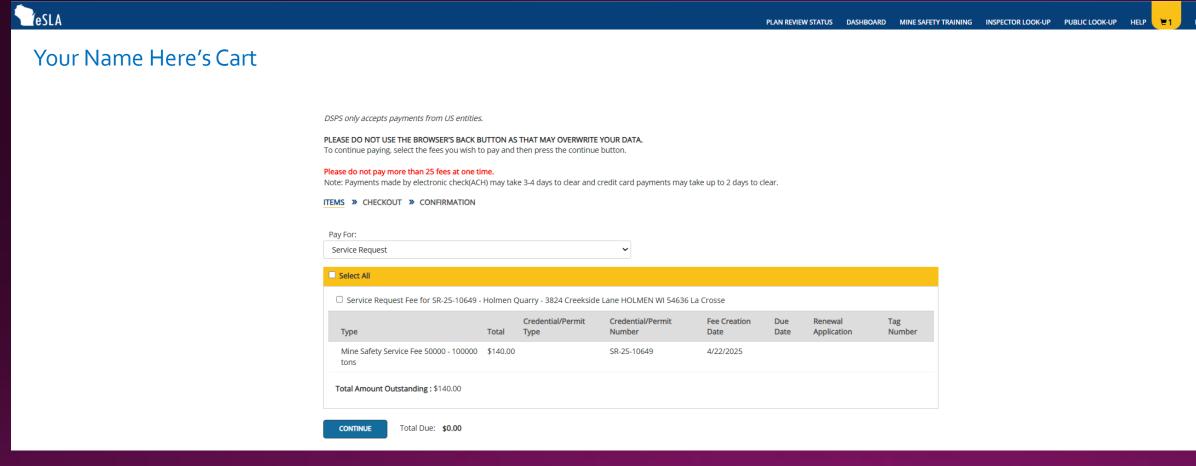
The Dashboard top-line menu will also show a number next to the cart

# What to pay



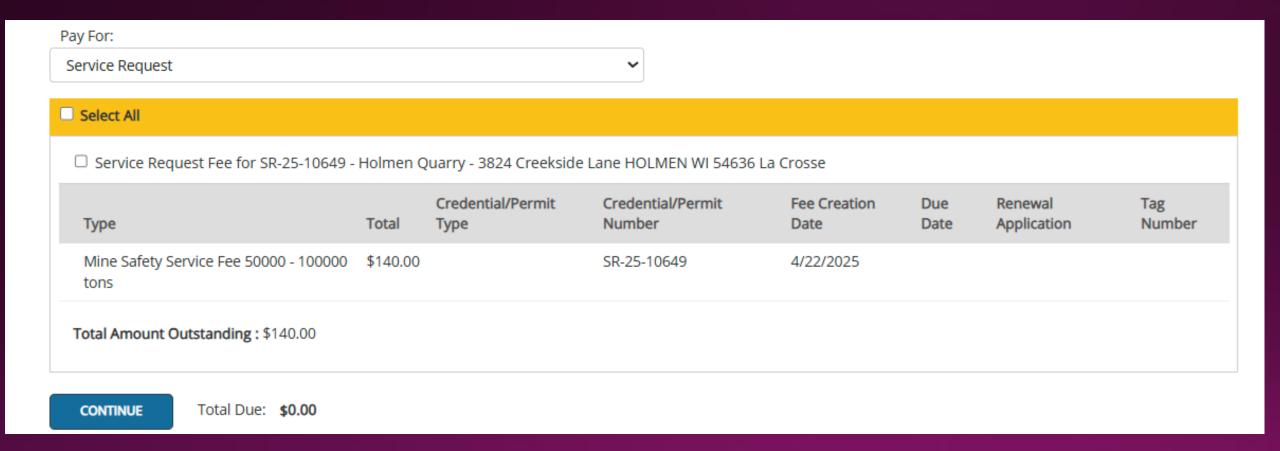
 You may select "Service Request" or "All Fees". If you have an inspection from another program, e.g. Boiler Inspection, you may pay that fee here as well.

# Selecting Service Request



• If you have more than one fee to pay, they will be listed here after each Safety Service fee notification is done.

## Site specific information.



• Matches what was already entered in the system.

# Redirect to secure payment site.



PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP

#### Your Name Here's Cart

DSPS only accepts payments from US entities.

#### PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

To continue paying, select the fees you wish to pay and then press the continue button.

#### Please do not pay more than 25 fees at one time.

Note: Payments made by electronic check(ACH) may take 3-4 days to clear and credit card payments may take up to 2 days to clear.

ITEMS » CHECKOUT » CONFIRMATION

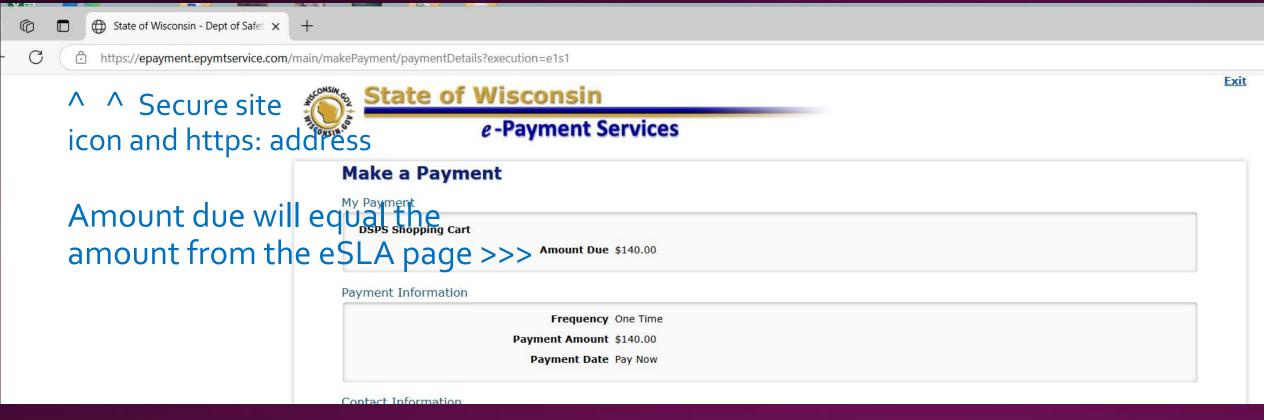
Total Amount: \$140.00

You will be redirected to a payment gateway to complete this transaction

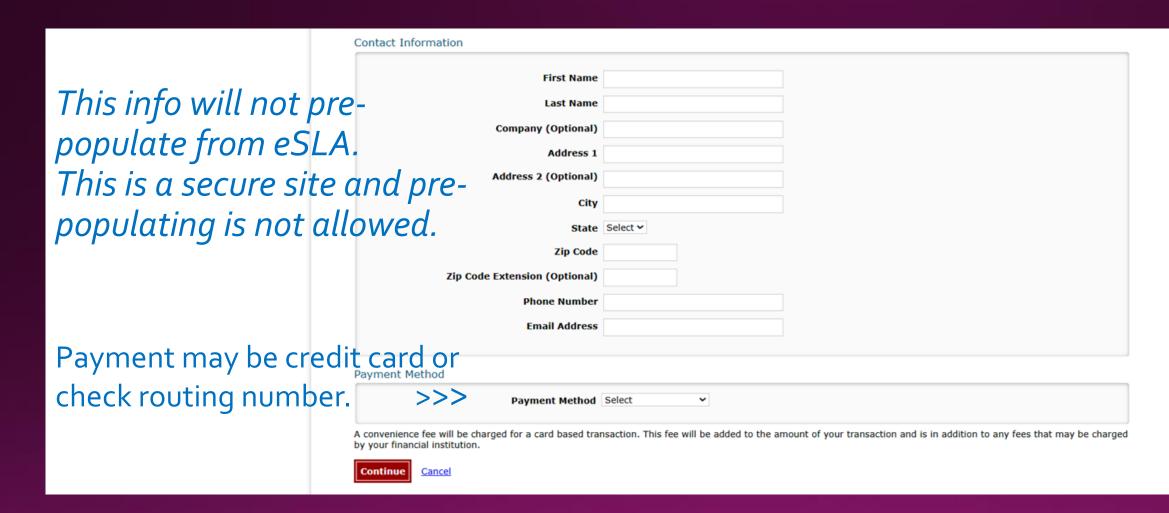
BACK

CONTINUE

### State of Wisconsin e-Payment Services

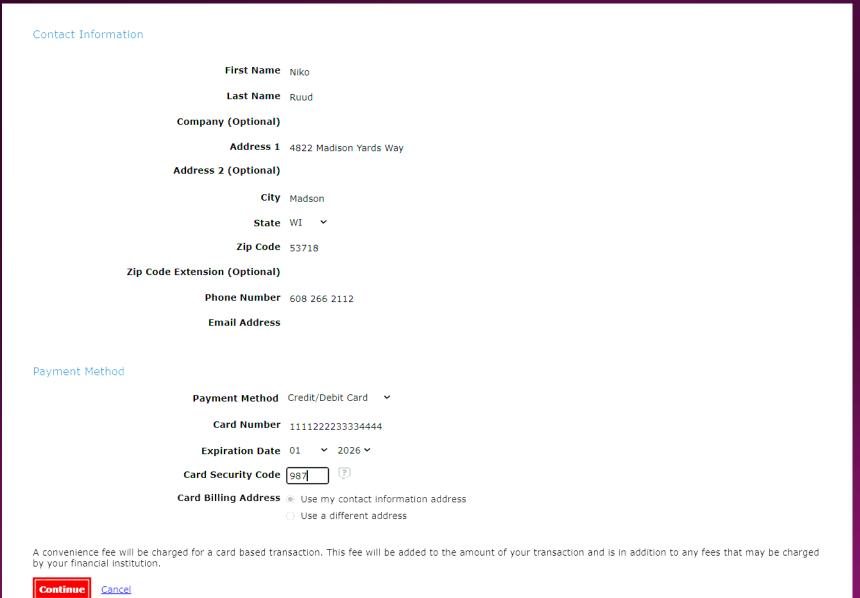


### Contact info



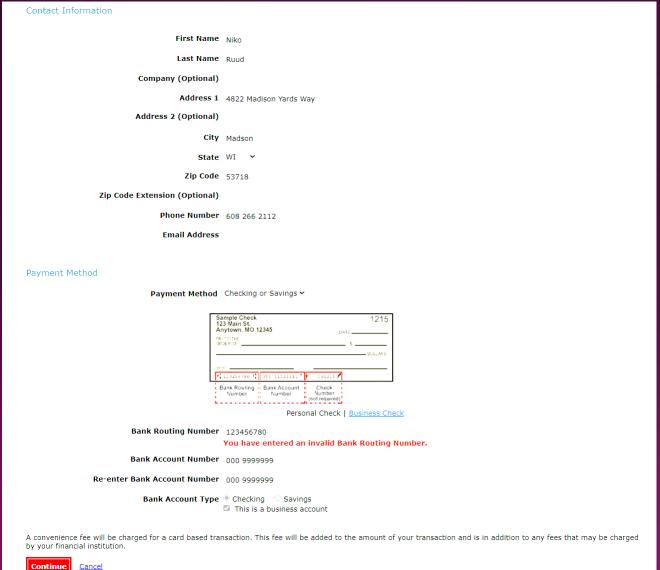
## Credit / Debit Card payment

This form of payment usually as a fee associated with it



# Checking / Savings account

 Using a Checking or Savings account number does not usually have an additional bank fee.





### That's it

- The next page will allow you to print a receipt.
  - It is strongly suggested you do so.
- You should then be directed back to your eSLA dashboard.
- If you have questions, contact David Vriezen, DSPS State Mining Inspector at 414-416-3196 or <a href="David.Vriezen@Wisconsin.gov">David.Vriezen@Wisconsin.gov</a>