



Electronic Safety and Licensing Application User Guide



Account Setup User Guide

This guide contains instructions on using the new Electronic Safety and Licensing Application (eSLA).

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 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.