



## Electronic Safety and Licensing Application User Guide



# Cross Connection Control Assembly

This User Guide contains instructions for customers on submitting Cross Connection Control Assembly (CCCA) information to the Department of Safety and Professional Services (DPS) using the new Electronic Safety and Licensing Application (eSLA).

## 1. First-Time eSLA User 2. Adding a Business Account

For 1-2, navigate to the [eSLA Customer Information](#) page for instructions and videos in the “How to Use eSLA” section.

## 3. CCCA Renewal

After adding business accounts in eSLA, follow the steps below to renew associated CCCAs or [watch the video](#).

- Navigate to the eSLA Customer Portal at <https://esla.wi.gov>.
- Log in under *Existing eSLA Users* to the right with the **email** and **password** you used to create your account.
- On your dashboard, select the **Are you trying to add a business or renew a cross connection control assembly? Click here to add a business or renew your assembly** link.
- Select the **Add Existing Business or Renew Cross Connection Control Assembly** down arrow to expand the section.
- Select **Cross Connection Control Assembly**, enter the Regulated Object, eSLA Number, or Serial Number of the CCCA in the field provided, and select **Search**.
- On the search results window, check the box for the correct record and select **Renew**.
- Continue following the prompts to provide all relevant information and submit the renewal in eSLA.
- In your cart, check the box next to *Renewal PTO Fee for RNW-XXXX* and select **Continue**.
- On the following screen, enter your information and follow the prompts to submit payment.
- Once you return to the **Dashboard**, the CCCA renewal will display under the **Permit** tab.

## 4. New CCCA Application

Submit applications for CCCAs in eSLA as Permits to Operate, or PTOs, by following the steps below or [watch the video](#).

- Navigate to the eSLA Customer Portal at <https://esla.wi.gov> and log in using your email and password.
- Select the **NEW APPLICATION** button on your eSLA Dashboard.
- On the Application Selection page:
  - Select **Permit to Operate** from the Select Application Type drop-down.
  - Select **Plumbing PTO** from the Select Program Area drop-down.
  - Select **Exterior or Interior cross connection...** from the Select Permit Type/Plan Review drop-down.
  - Select the business account the PTO is associated with from the Please select an Account drop-down.
- Continue following the prompts to provide all relevant information and submit the application in eSLA.