



Electronic Safety and Licensing Application User Guide



Electrical User Guide

This guide contains instructions on submitting Electrical information to the Department of Safety and Professional Services (DPS) using the new Electronic Safety and Licensing Application (eSLA).

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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.

Permit and Plan Review Only Application

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 **+ New Application** on your "Dashboard."
4. Select **Permits (or Plan Reviews)** from the "Area" drop-down list.
5. Select **Electrical** from the "Program Area" drop-down.
6. Select **Permit and Plan Review Only** from the "Permit Type/Plan Review" drop-down.
7. Select **Permit to Operate** from the "Application Type" drop-down.
8. Select the applicable **Account** from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select **Save and Continue**.
10. Update the "Personal Information" section as needed and select **Save and Continue**.
11. Under "Affiliation Information," select **Add Individual** to add affiliation and select **Owner** for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
12. Under "Project and Site," select **Add Site** and search for an existing site or add a new site.
13. Under "Building Information," select **Add Building** and search for existing building or add a new one.
14. Select **Save and Continue**.
15. Answer the "Questions" and select **Save and Continue**.
16. In the "Attachments" section, upload necessary attachments and select **Save and Continue**.
17. Complete the "Attestation" and select **Submit**.

Permit Only Application

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 **+ New Application** on your "Dashboard."
4. Select **Permits** from the "Area" drop-down list.
5. Select **Electrical** from the "Program Area" drop-down.
6. Select **Permit Only** from the "Permit Type/Plan Review" drop-down.
7. Select **Permit to Operate** from the "Application Type" drop-down.
8. Select the applicable **Account** from the "Account" drop-down and select **Save and Continue**.
9. Update the "Personal Information" section as needed and select **Save and Continue**.
10. Under "Affiliation Information," select **Add Individual** to add affiliation and select **Owner** for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
11. Under "Project and Site," select **Add Site** and search for an existing site or add a new site.
12. Select **Save and Continue**.
13. Answer the "Questions" and select **Save and Continue**.
14. In the "Attachments" section, upload necessary attachments and select **Save and Continue**.
15. Complete the "Attestation" and select **Submit**.
16. Continue to make payment and return to the "Dashboard."

Plan Review Only Application

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 **+ New Application** on your "Dashboard."
4. Select **Plan Reviews** from the "Area" drop-down list.
5. Select **Electrical** from the "Program Area" drop-down.
6. Select **Plan Review Only** from the "Permit Type/Plan Review" drop-down.
7. Select **Plan Review** from the "Application Type" drop-down.
8. Select the applicable **Account** from the "Account" drop-down.
9. Answer the "Eligibility Questions" and select **Save and Continue**.
10. Update the "Personal Information" section as needed and select **Save and Continue**.
11. Under "Affiliation Information," select **Add Individual** to add affiliation and select **Owner** for "Type of Affiliation," entering details in the fields provided. Add additional affiliations as applicable.
12. Under "Project and Site," select **Add Site** and search for an existing site or add a new site.
13. Under "Building Information," select **Add Building** and search for existing building or add a new one.
14. Select **Save and Continue**.
15. Answer the "Questions" and select **Save and Continue**.
16. In the "Attachments" section, upload necessary attachments and select **Save and Continue**.
17. Complete the "Attestation" and select **Submit**.

Submit Training Request

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 **+ New Application** on your "Dashboard."
4. Select **Permits (or Plan Reviews)** from the "Area" drop-down list.

5. Select **Electrical** from the “Program Area” drop-down.
6. Select **Training Request** from the “Permit Type/Plan Review” drop-down.
7. Select **Service Request** from the “Application Type” drop-down.
8. Select the applicable **Account** from the “Account” drop-down.
9. Answer the “Eligibility Questions” and select **Save and Continue**.
10. Review the “Personal Information” and select **Save and Continue**.
11. Enter the “Type of Training Requested,” “Proposed Training Dates,” and “Location of Training.”
12. Select **Save and Continue**.
13. Complete the “Attestation” and select **Submit**.

View Permits/Plan Reviews History

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 **My History** from the “Dashboard.” *(Note: Permits/Plan Reviews can be viewed on your Dashboard by selecting the “Plan Review,” “Permit,” etc. tabs as applicable.)*
4. From the “History Type” drop-down, select **Permits/Plan Review**.
5. View information on Permits and Plan Reviews submitted including the **Permit #**, **Type**, and **Status**.

Submit Miscellaneous Inspection Request

18. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
19. Log in to the right of the page under "Existing eSLA Users" by entering your **email** and **password**.
20. Select **+ New Application** on your “Dashboard.”
21. Select **Permits** (or **Plan Reviews**) from the “Area” drop-down list.
22. Select **Electrical** from the “Program Area” drop-down.
23. Select **Miscellaneous Inspection** from the “Permit Type/Plan Review” drop-down.
24. Select **Service Request** from the “Application Type” drop-down.
25. Select the applicable **Account** from the “Account” drop-down.
26. Answer the “Eligibility Questions” and select **Save and Continue**.
27. Review the “Personal Information” and select **Save and Continue**.
28. Under “Affiliation Information,” select **Add Individual** to add affiliation and select **Owner** for “Type of Affiliation,” entering details in the fields provided.
29. Under “Project and Site,” select **Add Site** and search for an existing site or add a new site.
30. Under “Building Information,” select **Add Building** and search for existing building or add a new one.
31. Select **Save and Continue**.
32. Answer the “Questions” and select **Save and Continue**.
33. In the “Attachments” section, upload necessary attachments and select **Save and Continue**.
34. Complete the “Attestation” and select **Submit**.

Submit Field Consultation Request

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 **+ New Application** on your “Dashboard.”
4. Select **Permits** (or **Plan Reviews**) from the “Area” drop-down list.
5. Select **Electrical** from the “Program Area” drop-down.

6. Select **Field Consultation** from the “Permit Type/Plan Review” drop-down.
7. Select **Service Request** from the “Application Type” drop-down.
8. Select the applicable **Account** from the “Account” drop-down.
9. Update the “Personal Information” section as needed and select **Save and Continue**.
10. Answer the “Questions” and select **Save and Continue**.
11. In the “Attachments” section, upload necessary attachments and select **Save and Continue**.
12. Complete the “Attestation” and select **Submit**.

View Service Request History

6. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
7. Log in to the right of the page under "Existing eSLA Users" by entering your **email** and **password**.
8. Select **My History** from the “Dashboard.”
9. From the “History Type” drop-down, select **Service Request**.
10. View information on Service Requests submitted including the **Type** (e.g. “Training Request,” “Miscellaneous Inspection,” “Field Consultation”), **Status**, and **Submitted Date** of the request.

Public Lookup

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Select **Public Lookup** on the upper right of the portal page.
3. Select the tab for the type of search you wish to conduct, such as **Individual** or **Business**.
4. Enter one or more criteria and select **Search**.
5. Once search results populate, select the carrot to the right of an item and select **More Info** to view details.