Electronic Safety and Licensing Application User Guide

Fire Chief User Guide for 2% Fire Dues

This guide contains instructions on submitting 2% Fire Dues information to the Department of Safety and Professional Services (DSPS) 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 fire department 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 fire department 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.

Submit Self-Certification

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 the **Fire/Municipality** tab on your "Dashboard," if applicable.
4. Go to the applicable **Municipality to Fire Department Association** record from the items listed.
5. Select **Options** and choose **Create/Edit Self-Certification** from the drop-down list.
6. On the "Self-Certification Attestation," ensure that **Fire Department** is selected.
7. Complete the "Fire Account Information" section.
8. Continue by completing the "Questions for Fire Chief" section.
9. Complete the "Attestation" and select **Save for Fire Chief** to submit the self-certification.

Print Chief and/or Inspector Cards

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. Under "Current Fire Departments," select the **Edit** icon.
5. Select **Print** and follow the prompts to print the card(s).

Edit Fire Department Details

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. Under "Current Fire Departments," select the **Edit** icon.
5. Update the **Lead Inspector**, **Education Officer**, and/or **NFIRS Contact** details.
6. Select **Save**.

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 **Fire Departments/Municipalities** tab.
4. Enter the name of the Fire Department or Municipality and select **Search**.
5. Once search results populate, select the carrot to the right of an item and select **More Info** to view details.