	Electronic Safety and Licensing Application User Guide	

Municipal Clerk 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 municipality 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 municipality 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 **Municipality** is selected.
7. Complete the "Municipality Information" section.
8. Continue by completing the "Questions for Municipality" section.
9. Complete the "Attestation" and select **Save for Municipality Clerk** to submit the self-certification.

Edit Municipality 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 Municipalities," select the **Edit** icon.
5. Update the **Contact** and/or **Highest Elected Official** details.
6. Select **Save**.

Submit Municipality Fire Service Change

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 **Municipality Fire Service Change** from the drop-down list.
6. Go to the **Questions for Municipality** section.
7. For the **Fire Protection** drop-down, select the appropriate answer and enter any associated details.
8. For the **Fire Prevention** drop-down, select the appropriate answer and enter any associated details.
9. Select **Save Answers**.
10. In the "Submissions" section, upload necessary attachments.
11. Complete the "Attestation" and select **Submit**.

Submit Municipality Fire Service Add

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 **Fire Department / Municipality (2% Dues)** from the "Area" drop-down list.
5. Select **Fire Dues** from the "Program Area" drop-down.
6. Select **Municipality Fire Service Add** from the "Permit Type/Plan Review" drop-down.
7. Select **Service Request** from the "Application Type" drop-down.
8. Select the applicable **Municipality** from the "Account" drop-down.
9. Select **Save and Continue** to begin the "Fire Service Add" process.
10. Enter the **Fire Department** name.
11. For the **Fire Protection** drop-down, select the appropriate answer and enter any associated details.
12. For the **Fire Prevention** drop-down, select the appropriate answer and enter any associated details.
13. Select **Save and Continue**.
14. Select **Add Attachment** to upload necessary documents and select **Save and Continue**.
15. Complete the "Attestation" and select **Submit**.

View Service Request 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."
4. From the "History Type" drop-down, select **Service Request**.
5. View information on Service Requests submitted including the **Type** and **Status** 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 **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.