*e*SLA TRAINING

A quick and easy overview

WISCONSIN DEPARTMENT OF SAFETY
AND PROFESSIONAL SERVICES

DSPS

Spring 2019

*e.*lectronic
*S.*Afety and
*L.*icensing
*A.*pplication

*e*SLA is now live for POWTS Plan Review and several other DSPS programs.

DSPS Home

File Edit View Favorites Tools Help

http--gag-simtech.com-Br... https--docs.legis.wisconsi... Oracle PeopleSoft Sign-in Home - ConnectUs - DSPS... Signs you may have a b... ▾

DSPS Homepage

SELF-SERVICE   PROFESSIONS   PROGRAMS   BOARDS/COUNCILS   RULES/STATUTES   NEWS/MEDIA   ABOUT DSPS

Search DSPS

Welcome to DSPS!

The DSPS Holmen Office has Moved!   X
Our Holmen Office has reopened at our new location: 2850 Midwest Drive, Suite 104, Onalaska, WI 54650.

The Electronic Safety and Licensing Application (eSLA) is now live for the following: Delegated Agents, Dwelling
Contractor Certifications, Manufactured Homes Licenses and Titling, POWTS Plan Review, Soil Certifications, Uniform
Dwelling Code (UDC) Certifications, and UDC Inspection Agency Registration. Public Lookup is also live for these
programs in eSLA. ⊠ Click here for more information on our new system.

eSLA

Every first-time eSLA user must create a new account by clicking one of the two options under the "New Users"
heading on the left. Once you have created your account, you will be able to log in under the "Existing Users" heading
on the right. Visit **esla.wi.gov** to get started.

**Click on
"esla.wi.gov" to
get started**

The 2017-19 biennial budget requested that the Department of Safety and Professional Services conduct an occupational licensing   X
study. The goal was to better understand what occupational licenses exist in Wisconsin, determine how our license requirements stack
up against other states, and ensure that we maintain licenses necessary to protect the health and public safety of Wisconsin's citizens.
The results of this study can be found ⊠ here.

The mission of the Department of Safety and Professional Services is to promote economic growth and stability while protecting the citizens of Wisconsin as
designated by statute.

We have recently redesigned our website with you, the customer, in mind. Our new site features three-tier navigation and an enhanced search feature,
making it easier to find what you need. If you need assistance, please visit our Support page.

First Time User

Create Account

If you currently hold or previously held a credential or have conducted business with the Department, please create an account by clicking here.

EXISTING DSPS CUSTOMER

If you have never held a credential or conducted business with the Department, please create an account here.

NEW DSPS CUSTOMER

Existing Users

Login

Email
* tim.vanderleest@wi.gov

Password
* ••••••••

LOGIN

Forgot Password?
Forgot Username?

Welcome to your eSLA Dashboard

Credentials   **Plan Review**

+ NEW APPLICATION   **MY HISTORY**

Your Credentials

To renew, edit, or update your Credential, please click on the Options button. Applications for a Credential are also shown on the bottom of the dashboard page.

SORT BY ▾

𝕷	Soil Tester SP-109300016	**STATUS** Active	**EXP DATE** 6/30/2022		**OPTIONS ⌄**

New Credential Applications

To edit or withdraw an application, please click on the Options button.

SORT BY ▾

The credential application process is very simple.
Instructions for each stage of the credential
application will explain what information is

New Application

Personal Information

Provide the necessary information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

First Name

TIM

Middle Name

Last Name

VANDER LEEST

SSN

*****7163

Phone Number

9207434708

Email Address

tim.vanderleest@wi.gov

Mailing Address

Select a mailing address by clicking the appropriate

Mailing	Address	
☐	1519 IOWA ST STURGEON	🗑

eSLA

New Application

Business Information **Project and Site** Questions Attachments Review + Submit

Project and Site Information

Add the necessary Project and Site information necessary to complete this application.

☐ Create a New Site

OR

Search for Site by Id

CANCEL

SAVE & FINISH LATER   SAVE AND CONTINUE   DOWNLOAD APPLICATION

New Application

Project and Site Information

Add the necessary Project and Site information necessary to complete this application.

Project/Site Name

Tim V

Location, Number and Street of Project

* 1519 Iowa St

Legal Description

County

* Door

Municipality

* City

Municipality Name

* Sturgeon Bay

CANCEL   SAVE

SAVE & FINISH LATER   SAVE AND CONTINUE   DOWNLOAD APPLICATION

New Application

Business Information → **Project and Site** → Questions → Attachments → Review + Submit

Project and Site Information

Add the necessary Project and Site information necessary to complete this application.

> Tim V ✏️
>
> Site Id : SIT-63021
> County : Door
> Municipality Type : City
> Municipality : Sturgeon Bay

SAVE & FINISH LATER   **SAVE AND CONTINUE**   DOWNLOAD APPLICATION

eSLA

New Application

Business Information > Project and Site > **Questions** > Attachments > Review + Submit

Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

How would you like to be contacted after the plans are reviewed?

[▼]

Are you submitting a Holding Tank Component Manual Plan Review?

[▼]

What is the exact GPD?

[ ]

Are you submitting a Soil Saturation Report using observation pipes for review?

○ Yes   ○ No

Are you submitting an Interpretive Determination for review?

○ Yes   ○ No

Is the application for a Commercial System?

○ Yes   ○ No

Do you need an Invoice to be generated and Emailed?

New Application

Attachment

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Soil Test and Plot Plan

Soil Test and Plot Plan

ADD ATTACHMENT

POWTS Plan

POWTS Plan

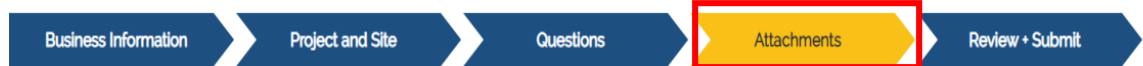(Maximum file size for submission is 300MB)

ADD ATTACHMENT

Owner's Manual

Owner's Manual

ADD ATTACHMENT

SAVE & FINISH LATER   SAVE AND CONTINUE   DOWNLOAD APPLICATION

https://esla.force.com/application?applicationType=Plan+Review&permitType=POWTS+Component+Manual+Design&programArea=POWTS

eSLA

DASHBOARD   PUBLIC LOOKUP   0   VANDER LEESTS, TIMM

New Application

Business Information > Project and Site > Questions > **Attachments** > Review + Submit

Attachment

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Owner's Manual,Soil Test and Plot Plan, and POWTS Plan

Owner's Manual,Soil Test and Plot Plan, and POWTS Plan

(Maximum file size for submission is 300MB)

File Uploaded

ADD ATTACHMENT

SAVE & FINISH LATER   SAVE AND CONTINUE   DOWNLOAD APPLICATION

Application Review

✓ Completed

Attestation

By attesting below, the applicant swears that all information provided on this application is true, accurate, and that the submission requirements are met.

Consent to Electronic Signature

☑ I accept

Type your First Name and Last Name as they appear on the application to sign electronically

timm Vander Leests

(timm Vander Leests)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SAVE & FINISH LATER | **SUBMIT**

Schedule your Review

Schedule a review

This is a service request to schedule a review

Please refresh the page to see the latest option after clicking on show available times.

Based on the application, this is the expected plan review time: 1.5 Hours

Search Option

None ▾

Schedule your Review

Schedule a review

This is a service request to schedule a review

Please refresh the page to see the latest option after clicking on show available times.

Based on the application, this is the expected plan review time: 1.5 Hours

Search Option	Reviewer's Name	
Search for Reviewer ▾	Tim Vander Leest	**SHOW AVAILABLE TIMES**

‹			March			›
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
24	25	26	27	28	1	2
3	4 Select	5 Select	6 Select	7 Select	8 Select	9
10	11 Select	12 Select	13 Select	14 Select	15 Select	16
17	18 Select	19 Select	20 Select	21 Select	22 Select	23
24	25 Select	26 Select	27 Select	28 Select	29 Select	30
31	1	2	3	4	5	6

CHOOSE REVIEW DATE FROM CALENDAR

eSLA

Search...   **Search**

Gerard Swim ▾   Setup   Help & Training   **Letters** ▾

| Home | Letters | Letter Templates | Letter Queries | Plan Reviews / PTOs | Requests | Reviews | ✚ |

Review Scheduled

☑ **THE REVIEW HAS BEEN SCHEDULED AS REQUESTED.**

Welcome to your eSLA Dashboard

+ NEW APPLICATION   **MY HISTORY**

New Plan Review Applications

To edit or withdraw an application, please click on the Options button.

SORT BY ▾

𝕃	POWTS Component Manual Design DIS-021900307	STATUS Pending	EXP DATE	OPTIONS ⌄
𝕃	POWTS Component Manual Design DIS-021900309	STATUS Pending	EXP DATE	OPTIONS ⌄
𝕃	POWTS Component Manual Design DIS-021900310	STATUS Pending	EXP DATE	OPTIONS ⌄
𝕃	POWTS Component Manual Design DIS-021900372	STATUS Submitted	EXP DATE	OPTIONS ⌄

THANK YOU FOR YOUR ATTENTION!

HAVE A SAFE & SUCCESSFUL BUILDING SEASON!

PLAN REVIEWER CONTACT INFORMATION:

Jerry Swim
POWTS Plan Reviewer
WI. DSPS – Div. of Industry Services
Midwest Prairie Business Center
2850 Midwest Drive; Suite 104
Onalaska, WI. 54610
608-789-7892 – voice
608-785-9330 – fax
jerry.swim@wi.gov

Tim Vander Leest
POWTS Plan Reviewer
Wastewater Specialist
WI. DSPS – Div. Industry Services
2331 San Luis Pl.
Green Bay, WI. 54304
920-492-2214 - voice
tim.vanderleest@wi.gov