



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 (DPS) using the new Electronic Safety and Licensing Application (eSLA).

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First-Time eSLA User Account Setup

Follow instructions in the [eSLA Account Setup User Guide](#).

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.
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 “Municipality” is selected.
7. Complete the Municipality Information section.
8. Continue by completing the Questions for Municipality section.
9. Complete the Attestation section and select “Save for Municipality Clerk” to submit.

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 your Dashboard and select “Manage Business/Organization.”
4. Under the Current Municipalities section, select the “Edit” icon.

5. Update the Contact, and/or Highest Elected Official details, as applicable.
6. Select "Save" to complete the edits.

Submit Fire Service Requests (Add or Change)

1. This function is no longer available in the eSLA Customer Portal at <https://esla.wi.gov>.
2. To request a fire service addition or change, send an email to DSPSSBFireDues@Wisconsin.gov. Include any necessary attachments in the email.

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, Status, and Submitted Date.

Public Lookup

See the [Public Look-Up User Guide](#) for instructions and guidance.