



# Electronic Safety and Licensing Application User Guide



## Plumbing Product User Guide

This guide contains instructions on submitting Plumbing Product applications to the Department of Safety and Professional Services (DPS) using the Electronic Safety and Licensing Application (eSLA).

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### New Approval Applications

Establishing an eSLA account is a prerequisite to making an application for plumbing product approval. Follow the [eSLA Customer Setup User Guide](#) to get started.

There are 3 three types of approvals:

1. Routine approvals issued in accordance with Wis. Admin. Code § SPS 384.10(2).
2. Alternate approvals issued in accordance with Wis. Admin. Code § SPS 384.50(2).
3. Experimental approvals issued in accordance with Wis. Admin. Code § 384.50(3).

In all cases, the objective is a **Permit to Operation (PTO) for a Plumbing Product**. Stay off the plan review pathway within eSLA.

There are drop down menus within eSLA to facilitate selection of product type and description.

Applicants are encouraged to include as many model numbers as they wish based on functional similarity. Privately labeled products require separate applications.

Obtain the pertinent checklist of required information for the approval type and provide the complete information specified. Be prepared to attach this information to the application in the form of a PDF.

## Revisions

There are two types of revisions:

1. **Simple revisions.** Applies to changes in manufacturer's name, address, contact information, model numbers, and other *clerical* type alterations for a plumbing product that's already approved.
2. **Revisions.** Applies to new claims of performance or function made of a product, additional models, and other *technical* type alterations for a plumbing product that's already approved.

Both types of revisions may be initiated at any time by the manufacturer but does not extend the expiration date of the pre-existing approval.

## Renewals

1. A plumbing product approval becomes eligible for renewal six months prior to the expiration date.
2. An expired plumbing product approval cannot be renewed, a new review is required.

## Fees

Plumbing Product Review Fees*			
Review Type	New (\$)	Revision or Renewal (\$)	Simple Revision (\$)
Routine Approval	250.00	125.00	80.00
Alternate Approval	400.00	200.00	80.00
Experimental Approval	500.00	250.00	80.00

\*All fees must be remitted in U.S. dollars.

## Duration of Approvals

All plumbing product approvals have a 5-year term of approval.

## Application Instructions

1. Log into eSLA account--from the Dashboard, click "**+ NEW APPLICATION**" button
2. Application Selection--make appropriate selections from pull-downs\*
3. Answer Eligibility questions using radio buttons\*\* — **Save and Continue**

\*\*Not answering all questions may cause an error and erase any application progress

**eSLA** DASHBOARD

### Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area: Products

Select Program Area: Plumbing Products

Select Permit Type/Plan Review: Water Treatment Device

Select Application Type: Permit to Operate

Please select an Account: AQUION INCORPORATED

**\*(To select an Account, the account must first appear in the Current Business list.)**

### Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Is your complete product, not the separate subcomponents, currently listed under NSF International Standards 42, 44, 53, 55, 58, or 62, for all performance claims, by an American National Standards Institute (i.e. ANSI) accredited listing agency [e.g. NSF International (NSF), Underwriters Laboratories (U.L.), Water Quality Association (WQA)]?

Yes  No

Is your water treatment device a cartridge type?

### Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

Information can be claimed as confidential by a submitter. Such claims must be made indicating, "confidential business information" on each page containing information under ss. 134.90 (1) (c) which states:

"Trade Secret" means information, including a formula, pattern, compilation, program or process to which all of the following apply:

a. The information derives independent economic value, actual or potential, from no

(Images edited for length)

**4. Personal Information review (Complete before starting app—no edits can be made here.)**

**5. Select a Mailing Address for the business account selected in step 1--Save as Mailing**

**6. Select a Public Address for the business account selected in step 1—Save as Public Save and Continue**

**7. Create Affiliation for Manufacturer/Manufacturer's Delegate (Yourself) Save Save and Continue**

## 8. Answer Questions\*\*\*—Save and Continue

\*\*\*Answer “N/A” if submitting an application for a new product. Do not leave the field blank—an open field causes an application error.

The screenshot shows a navigation bar with five steps: Business Information, Affiliation, Questions (highlighted in yellow), Attachments, and Review + Submit. Below the navigation bar, the 'Questions' section is active. It contains the following fields and options:

- Questions**  
Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.
- What is the Manufacturer or Standard Organization Name?
- Product Information**
- Existing Product File No. (if any)?
- What is the Product Name?
- What is the Model Number(s)?
- Product Description :
- Does my company require a PO?  
 Yes  No

At the bottom of the form are three buttons: SAVE & FINISH LATER, SAVE AND CONTINUE, and DOWNLOAD APPLICATION.

## 9. Add attachment(s)—Save and Continue

The screenshot shows a navigation bar with five steps: Business Information, Affiliation, Questions, Attachments (highlighted in yellow), and Review + Submit. Below the navigation bar, the 'Attachments' section is active. It contains the following elements:

- Attachment**  
If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a...
- Health Care Plumbing Appliance**
- Required Documents Submission
- Plumbing Product Attachment.pdf
- 

## 10. Attest—Submit

## 11. Fee appears in Cart

### 13's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
To continue paying, select the fees you wish to pay and then press the continue button.

[ITEMS](#) » [CHECKOUT](#) » [CONFIRMATION](#)

Pay For:

Permit

Select All

Permit Fee for DIS-032009387

Type	Amount	Amount Outstanding	Due Date
Permit Health Care Plumbing Appliance Fee	\$250.00	\$250.00	

**CONTINUE**

Total Due: \$0.00

**Pro tip: Print this page to track application number (DIS-#####)**

## 12. Application appears on Dashboard with DIS-# (until approved) (Application status appears as "Generate Fee" until payment, when payment)

### New Permit Applications

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

**SORT BY** ▾

	Health Care Plumbing Appliance DIS-032009387	PROJECT NAME	STATUS Generate Fee	EXP DATE	OPTIONS ▾
					Make Payment & Submit

## 13. Application will appear as Active, with an Expiration Date, after approval (DIS# flips to a permanent PP# at this time)

**+ NEW APPLICATION**

**+ MY ITINERARIES**

**+ MULTIPLE RENEWAL**

**MY HISTORY**

Are you trying to add a business or renew a cross connection control assembly? [Click here to add a business or renew your assembly.](#)

### Your Permit

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

**SORT BY** ▾

	Health Care Plumbing Appliance PP-032000013-PTOHCPA	PROJECT NAME	STATUS Active	EXP DATE 3/31/2025	OPTIONS ▾

# Guide to Plan Numbers and Your eSLA Dashboard

## eSLA Guide to Plan Numbers

DIS-052034656 or DIS – 05 20 34565

1 2 3 4

1. DIS = Division of Industry Services
1. 05 = Month application created (05 = May)
2. 20 = Year application created (2020)
3. 34565 = Random, sequential, system-created, tracking number

PP-052056789-PTOWWTD or PP – 05 20 56789 – PTO WWTD

1 2 3 4 5 6

1. PP = Plumbing Products
2. 05 = Month application created (05 = May)
3. 20 = Year application created (2020)
4. 34565 = Random, sequential, system-created, tracking number
5. PTO = Permit to Operate (electronic only)
6. WWTD = Permit Type (for a Wastewater Treatment Device)

## Guide to Using Your Dashboard

Plan Reviews appear under the Plan Review tab:

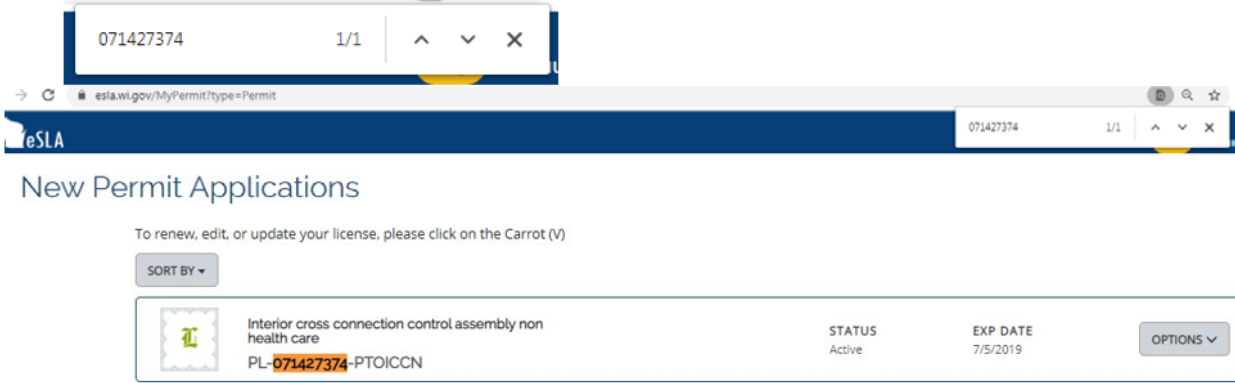
1. Click the **Plan Review tab**.
2. Click **"View All Plan Reviews"** to see the full list.

Registered permits appear under the Permits tab:


1. Click the **Permit tab**.
2. Click **"View All Permits"** to see the full list.

Use **Ctrl-F** to find permits or receipts faster (Even faster? Enter in only the plan numbers, not the letters)

**Dashboard Pro Tip:** Use **Ctrl-F** on to search the Plan Review or Permit tab. Enter the number and **return**. Results will appear **highlighted**.



The screenshot shows a web browser window with the URL `esla.wi.gov/MyPermit?type=Permit`. A search bar at the top contains the number `071427374` and shows `1/1` results. Below the search bar, the page title is `eSLA`. The main content area is titled `New Permit Applications` and includes a note: `To renew, edit, or update your license, please click on the Carrot (V)`. There is a `SORT BY` dropdown menu. A table displays permit information:

	STATUS	EXP DATE	OPTIONS
 Interior cross connection control assembly non health care PL-071427374-PTOICCN	Active	7/5/2019	OPTIONS

## Guide to Using “My History”

### Payment History:

1. Click the **My History** button.
2. For **History Type** choose “**Payments.**”
3. Click on column headers to reorder.
4. Use the “Search” feature to find numbers faster.

### Permits/Plan Reviews History:

5. For **History Type** choose “**Permits/Plan Review.**”
6. Click on column headers to reorder.
7. Use the “Search” feature to find permits or receipts faster.

Application History

HISTORY TYPE ▾

Search:

Number	Application Type	Credential/Permit #	Licensee Name	Fee Type	Fee Amount	Payment Amount	Paid Date	Paid By	Receipt #
0015836		PL-101900022-PTOICCN	Miller Residence	Interior assembly non health care Application Fee	20.00	20.00	10/10/2019	Amy Kongsile	R-0008526

First 1 2 3 4 Next Last