

Electrical Safety Authority | esa online | LEC Portal

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HOME / USERS

Manage Users add new user

User Name	First Name	Last Name	Email Address	Role Name	Status	Remote Inspection
14901tuser11	Test	User1	testuser@fakeemail.com	User	Active	True
14901tuser21	Test	User2	testuser2@fakeemail.com	User	Pending	True
14901tuser3	Test	User3	testuser3@fakeemail.com	User	Active	False

1. Remote Inspection user permissions are managed through the **Manage Users** option under the **administration** drop down list in the ESA Online LEC Portal.
2. Status:
 - **Pending:** User is registered for ESA Online Services but has NOT logged in and reset their password and/or has not accepted the new Terms of Service.
 - **Active:** User is registered for ESA Online Services and HAS logged in and reset their password. This user now has access to both the LEC Portal and ESA ON Mobile.
3. Remote Inspection
 - **False:** User's Remote Inspection privileges have NOT been turned on. This user will have access to ESA ON Mobile but will NOT be able to access the Remote Inspection tool.
 - **True:** User's Remote Inspection privileges HAVE been turned on. This user will have access to ESA ON Mobile, including the Remote Inspection tool.
4. Select the user to be granted Remote Inspection privileges

User Details - Test User3

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[edit user](#)[deactivate user](#)[delete user](#)

This account was created on January 3, 2024 at 9:18:26 AM

User Name	14901tuser3	Last Login Date	January 3, 2024 at 9:21:10 AM
Email Address	testuser3@fakeemail.com	TOS Acceptance Date	January 3, 2024
Phone Number		Password Reset Rqrd	False
Role Name	User	Status	Active
		Remote Inspection	False

Edit User ×

First Name *

Last Name *

Email Address *

Phone # Extension

Check the box below to enable this user access to submit photo/video evidence via ESA's Remote Inspection App.

Allow remote inspections

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5. Select **Edit User**

6. Toggle **Allow remote inspections**.

7. Click **Save**. User now has the permissions to access Remote Inspection in the ESA ON Mobile app and will receive a system generated welcome email.

Notes:

- The email will provide instructions on downloading ESA ON Mobile from the Apple App Store, or Google Play store
- The User can log into ESA ON Mobile using the same User ID and Password they use to access the LEC Portal