

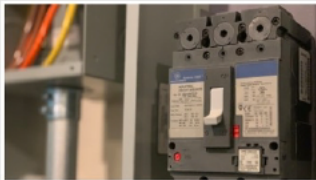
How to Add New Contact/Administrator to Your Electrical Contractor Account (Organization)

- 1 Navigate to <https://licensing.esasafe.com/>



ESA Online Licensing

Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licenses. Set up your unique sign-in or log into your existing profile from the top of this page to access all applications and your personal profile.



Licence Applications

Apply for the Master Electrician Exam and Licence, an Electrical Contractor Licence or access other forms to maintain your licence.



View your profile

View your licensing profile, see your receipts, access past applications and more.



Report Unlicensed Activity

If someone performing electrical work is not a Licensed Electrical Contractor (LEC) or not meeting the requirements of their licence, you can report it. (No sign-in required.)

2 Click "Sign in"



[Licence & Exam Applications](#)

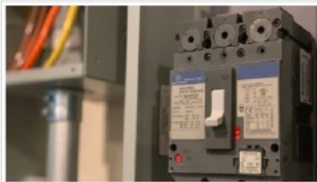
[Submit Complaint](#)

[Quick Links](#)

[Sign in](#)

ESA Online Licensing

Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licences. Set up your unique sign-in or log into your existing profile from the top of this page to access all applications and your personal profile.



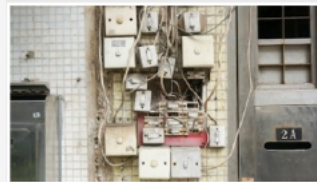
Licence Applications

Apply for the Master Electrician Exam and Licence, an Electrical Contractor Licence or access other forms to maintain your licence.



View your profile

View your licensing profile, see your receipts, access past applications and more.



Report Unlicensed Activity

If someone performing electrical work is not a Licensed Electrical Contractor (LEC) or not meeting the requirements of their

3 Click the "Email Address" field.



Sign in

Sign in with your email address

Email Address

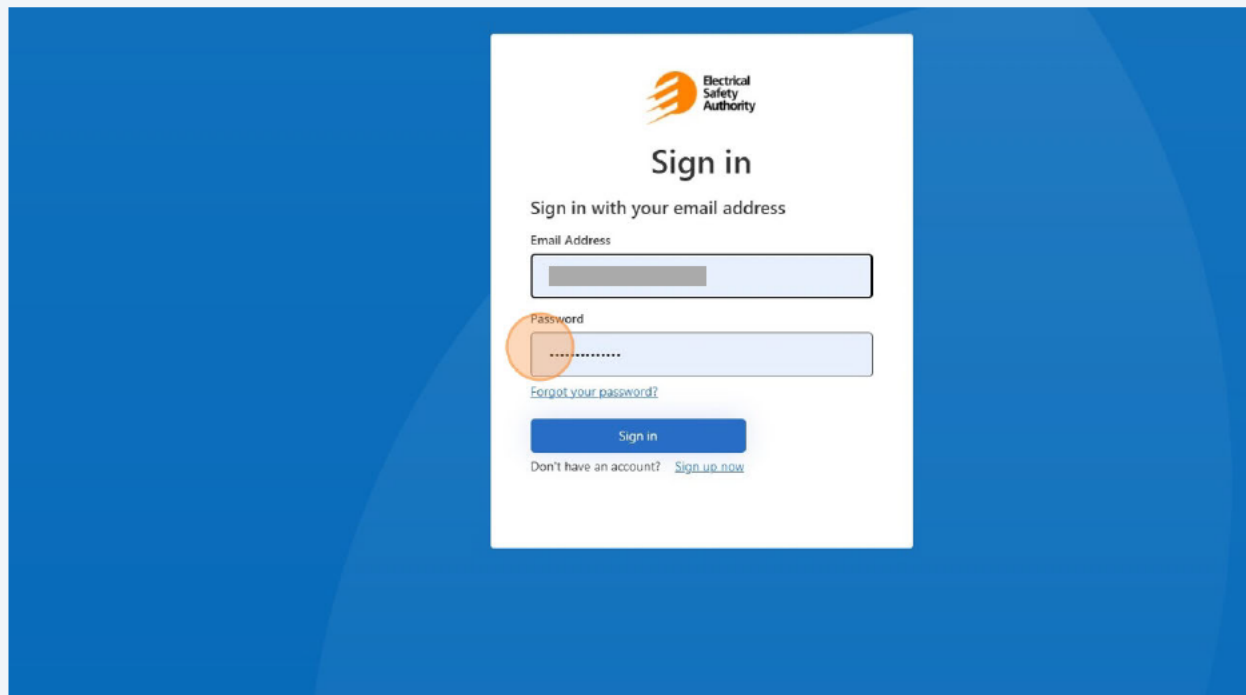
Password

[Forgot your password?](#)

[Sign in](#)

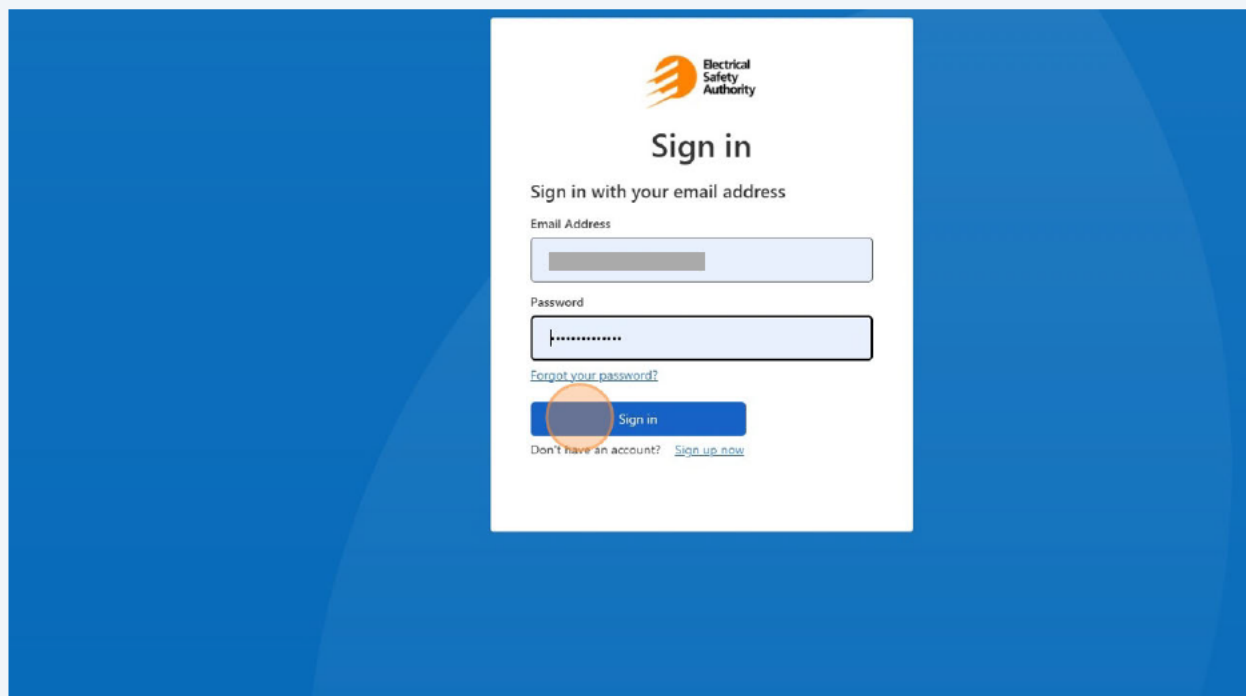
Don't have an account? [Sign up now](#)

4 Click the "Password" field.



The screenshot shows the Electrical Safety Authority sign-in page. The page has a blue background with a white sign-in box in the center. The box contains the Electrical Safety Authority logo, the text "Sign in", and the instruction "Sign in with your email address". Below this are two input fields: "Email Address" and "Password". The "Password" field is highlighted with an orange circle. Below the "Password" field is a link "Forgot your password?". At the bottom of the box is a blue "Sign in" button and a link "Don't have an account? Sign up now".

5 Click "Sign in"

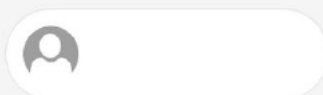


The screenshot shows the Electrical Safety Authority sign-in page. The page has a blue background with a white sign-in box in the center. The box contains the Electrical Safety Authority logo, the text "Sign in", and the instruction "Sign in with your email address". Below this are two input fields: "Email Address" and "Password". Below the "Password" field is a link "Forgot your password?". At the bottom of the box is a blue "Sign in" button, which is highlighted with an orange circle, and a link "Don't have an account? Sign up now".

6 Click "Profile"

[Licence & Exam Applications](#)[Submit Complaint](#)[Quick Links](#)[Profile](#)[Home](#) / [Profile](#)

Profile



Welcome to the ESA Licensing Portal.

Please fill in, review, and save your profile information.

Once your profile has been successfully saved, you will be able to use other areas of the site.

[Profile](#)[My Applications](#)[My Receipts](#)[Pay Fees](#)[Wallet](#)[My Organizations](#)

ME Licence Number: **Not Available**

Licence Status: **Not Available**

Licence Renewal Date: **Not Available**

First Name *

Middle Name

Last Name *

Preferred Name

E-mail *

Phone Number *

Fax

7 Click "My Organizations"

[Licence & Exam Applications](#)[Submit Complaint](#)[Quick Links](#)[Profile](#)[Home](#) / [Profile](#)

Profile



Welcome to the ESA Licensing Portal.

Please fill in, review, and save your profile information.

Once your profile has been successfully saved, you will be able to use other areas of the site.

[Profile](#)[My Applications](#)[My Receipts](#)[Pay Fees](#)[Wallet](#)[My Organizations](#)

ME Licence Number: **Not Available**

Licence Status: **Not Available**

Licence Renewal Date: **Not Available**

First Name *

Middle Name

Last Name *

Preferred Name

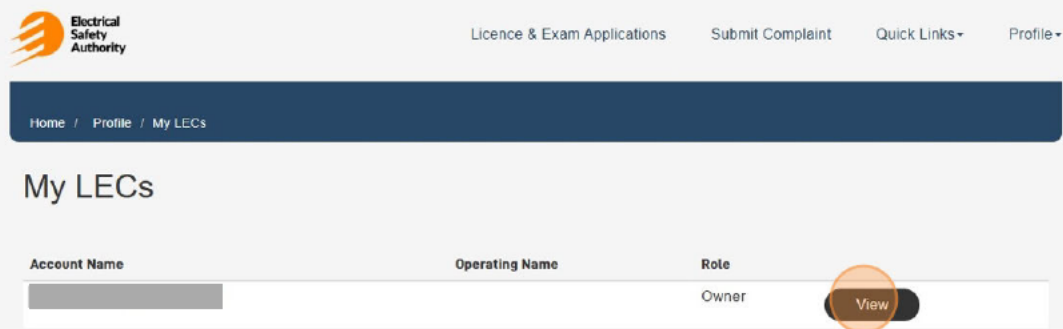
E-mail *

Phone Number *

Fax

- Profile
- My Applications
- My Receipts
- Pay Fees
- Wallet
- My Organizations
- Sign out

8 Click "View"



Electrical Safety Authority

Licence & Exam Applications Submit Complaint Quick Links ▾ Profile ▾

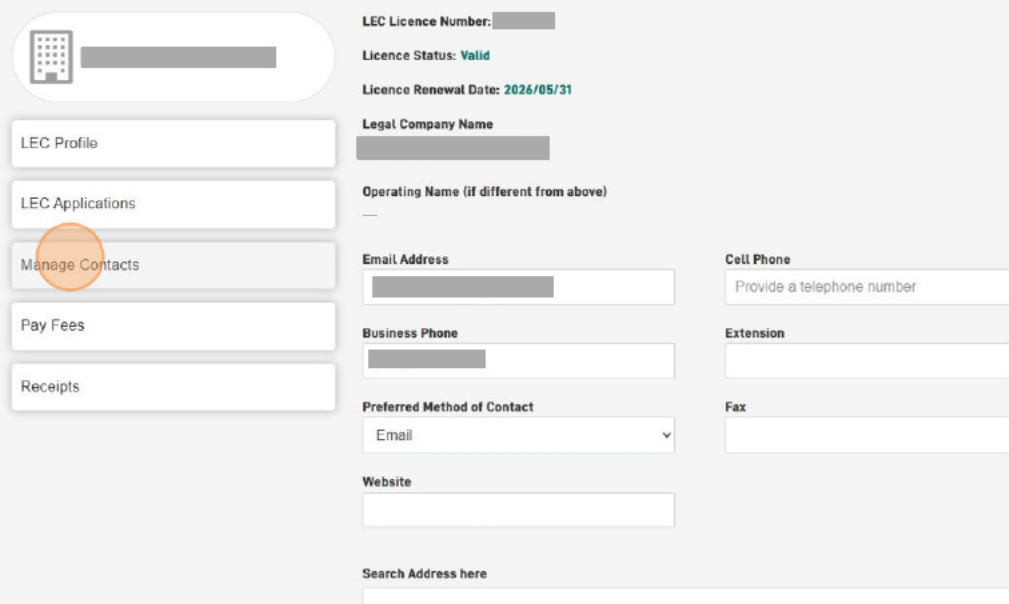
Home / Profile / My LECs


My LECs

Account Name	Operating Name	Role	
		Owner	View

9 Click "Manage Contacts"

LEC - Landing Page





LEC Profile

LEC Applications

Manage Contacts

Pay Fees

Receipts

LEC Licence Number:

Licence Status: **Valid**

Licence Renewal Date: **2026/05/31**

Legal Company Name

Operating Name (if different from above)

Email Address

Business Phone

Preferred Method of Contact

Website

Cell Phone

Extension

Fax

Search Address here

10 Click "Invite New Contact"

NOTE: Active Contacts can be managed by clicking the associated downward chevron.

LEC Contacts

LEC Profile

LEC Applications

Manage Contacts

Pay Fees

Receipts

Active Contacts

Contact ↑	Role	Portal Login	Is Admin	
	Owner	Yes	Yes	⌵
	Alternate Master Electrician	No	Yes	⌵

Invited Contacts

First Name	Last Name	Role	Is Admin	Created ↓
------------	-----------	------	----------	-----------

There are no records to display.

Invite New Contact

Have a question?

Stay Informed

11 Complete the required information

Electrical Safety Authority

Home / Profile

LEC Co

LEC Profile

Create

First Name *

Last Name *

Phone Number

Provide a telephone number

Email *

Role *

Select

12 Take special note of the "Is Administrator" field.

Provide a telephone number

Email *

Role *

Support Staff

☐ Is Administrator

Those that are deemed an Administrator will have full access within this portal which will allow the individual to modify contact information, submit renewals and other licence applications, and add other Administrators to this account. If the Administrator button is not selected, the individual will only be able to view the information on the Contractor Profile.

Submit

13 Ensure you read this section regarding Administrator access.

Role *

Support Staff

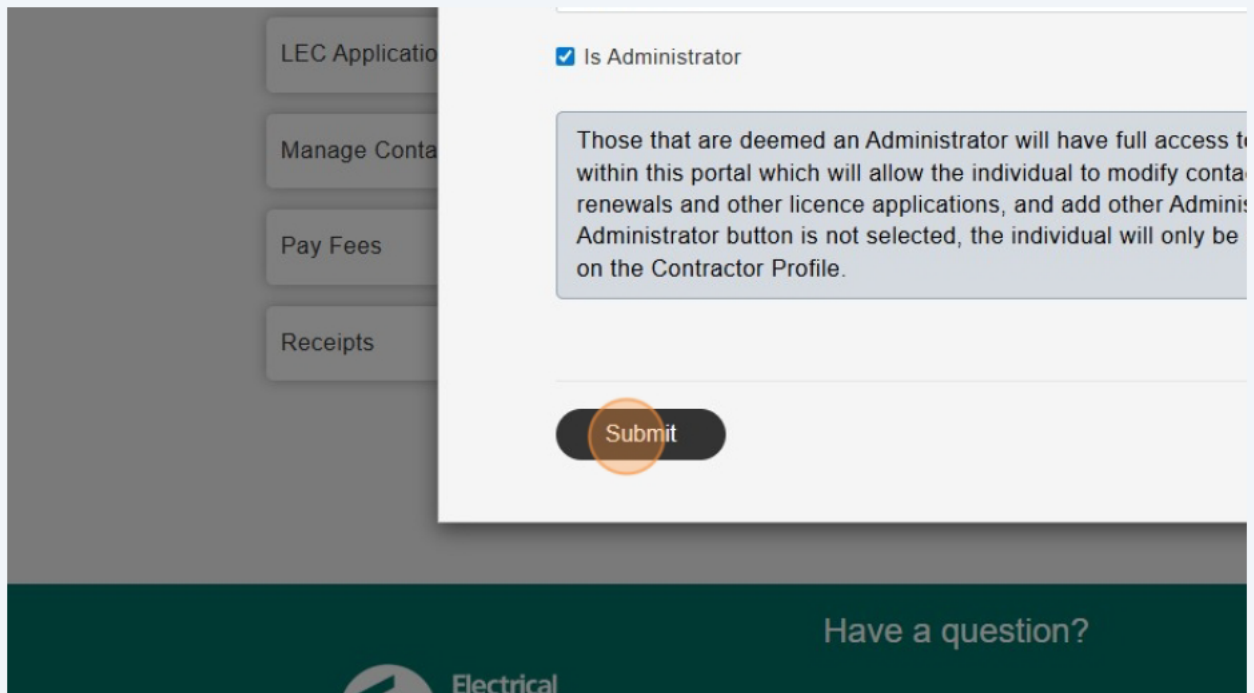
☒ Is Administrator

Those that are deemed an Administrator will have full access to the Contractor Profile within this portal which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If the Administrator button is not selected, the individual will only be able to view the information on the Contractor Profile.

Submit

Have a question? Stay informed

14 Click "Submit" when done.



LEC Application

Manage Contact

Pay Fees

Receipts

☒ Is Administrator

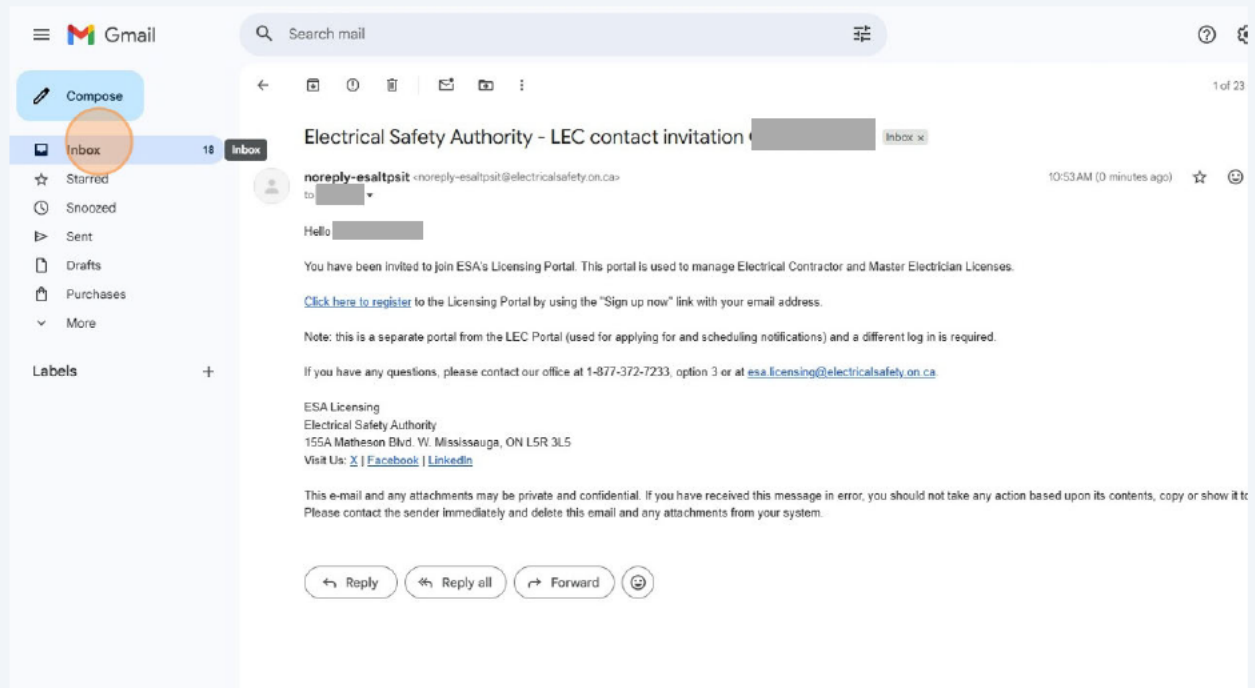
Those that are deemed an Administrator will have full access to within this portal which will allow the individual to modify contact renewals and other licence applications, and add other Administrators. If the Administrator button is not selected, the individual will only be on the Contractor Profile.

Submit

Have a question?

Electrical

15 Ask the invited person to check their email inbox for their invitation.



16 They will need to follow the "Click here to register" link in their email.

