

Adding an Administrator or Contact to your Electrical Contractor (EC) Licence in the ESA Online Licensing Platform - Using a Mobile Device/Cell Phone

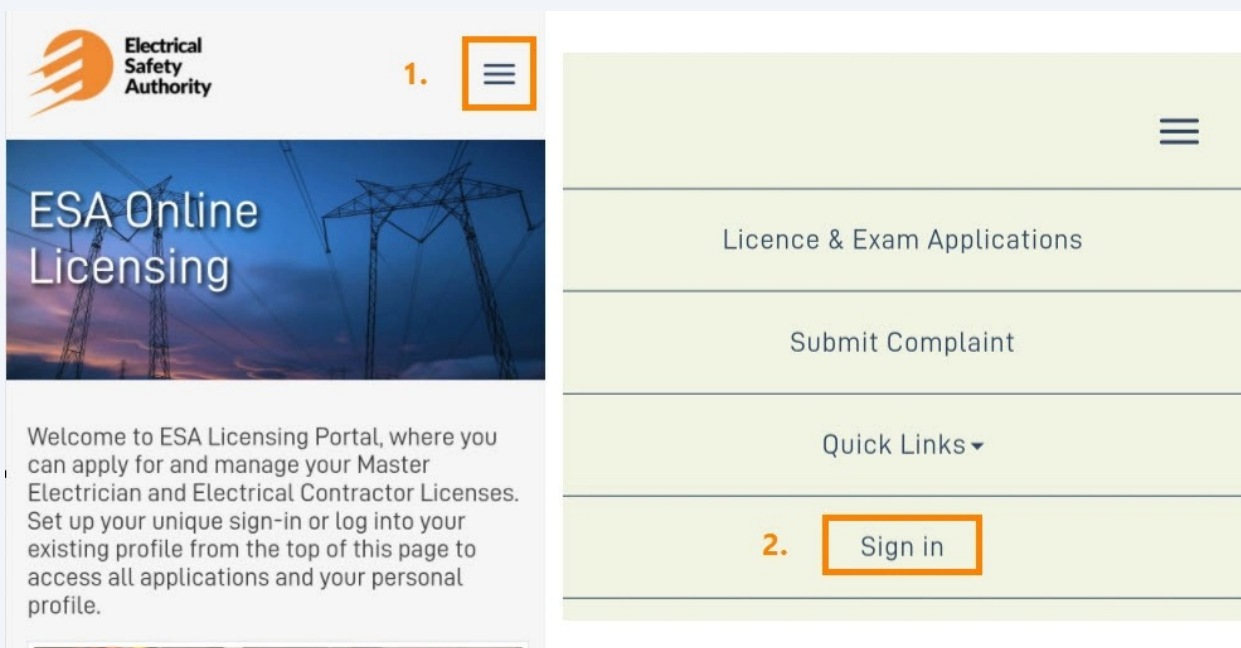
Those that are deemed an Administrator will have full access to the Contractor Profile within this platform, which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If a Contact is added, but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



Note: Only users that already have administrator access in the platform can add other administrators. If you do not see the Manage Contacts option in this menu, you do not have authorization. Please have a user with authorization grant you access in the platform, or have them call the Licensing Department at 1-877-372-7233, option 3.

1 Go to the ESA Online Platform at <https://licensing.esasafe.com/>

1. Click on the menu (three lines) at the top right corner.
2. Click "Sign in".

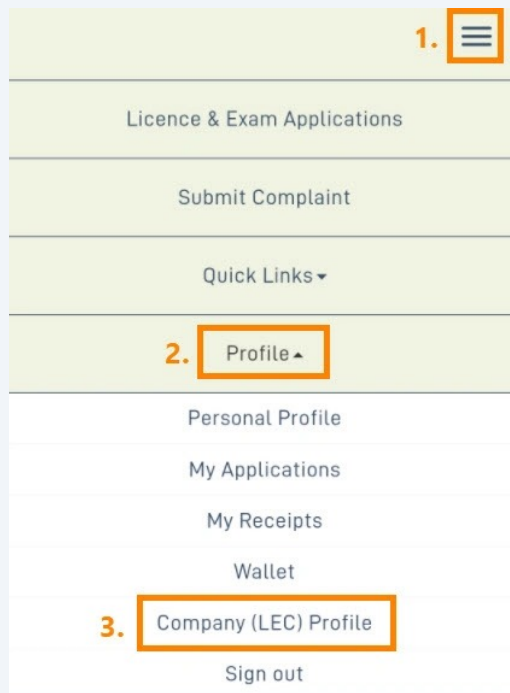




Tip! If you have never logged in to the platform and need assistance, please see our help file for [Logging in for the First Time - Cell Phone](#).

2 Once you have logged in:

1. Click on the menu (three lines) at the top right corner.
2. Click "Profile".
3. Click "Company (LEC) Profile".



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Click the "View" button for the company you wish to add an administrator to. You can scroll to see the "View" button, or zoom the page out.

My LECs

Renewal	Account Name	Operating Name	Role
Complete Renewal			Alternate Master Electrician View
			Support Staff View

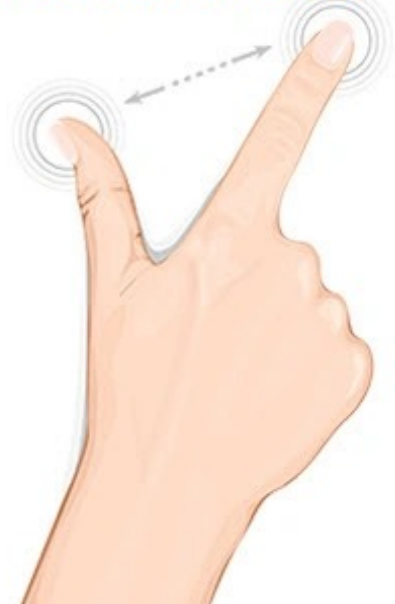


Tip! To zoom in or out you pinch and unpinch on your screen.

Pinch to see more



Unpinch to see less



4 From the "LEC - Landing Page" you will:

1. Click on the menu (three lines) at the top right corner.
2. Click the new menu option "Menu for (your company name)"
3. Click Manage Contacts.

The screenshot shows the Electrical Safety Authority website's LEC - Landing Page. The page header includes the Electrical Safety Authority logo and a breadcrumb trail: Home / Profile / My LECs / LEC - Landing Page. The main heading is "LEC - Landing Page" with a building icon. A yellow notification box states: "This LEC has a Renewal Pending - Click here to process your Renewal". Below this are fields for LEC Licence Number, Licence Status, Licence Renewal Date, and Legal Company Name. A navigation menu is overlaid on the right side, listing: Licence & Exam Applications, Submit Complaint, Quick Links, Profile, Menu for (highlighted with an orange box and labeled '2.'), Complete Renewal, LEC Profile, LEC Applications, Manage Contacts (highlighted with an orange box and labeled '3.'), Pay Fees, and Receipts. The hamburger menu icon at the top right is highlighted with an orange box and labeled '1.'

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Any current Administrators/Contacts will show on the "LEC Contacts" page. To add a new user scroll down and click "Invite New Contact".

LEC Contacts



Active Contacts

Contact	
Role	Principal
Portal Login	No
Is Admin	Yes

Contact	
Role	Alternate Master Electrician
Portal Login	Yes
Is Admin	Yes
	▼

Invited Contacts

Invite New Contact

There are no records to display.



Tip! You can also edit users by clicking on the arrow icon beneath the user's information and clicking "Edit".

LEC Contacts



Active Contacts

Contact	
Role	Principal
Portal Login	No
Is Admin	Yes
	▼
	Edit
Contact	Send Invite

6 Enter the first and last name of Administrator/Contact.

Email address is mandatory, and all users of the platform must have a unique email address.

The user's role is mandatory - please select an option from the list.

The administrator checkbox is optional. Those that are deemed an Administrator will have **full** access to the Contractor Profile within this platform, which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If a Contact is added, but **not** deemed an Administrator, they will only be able to view the information on the profile.

The screenshot shows a 'Create' form with the following elements:

- First Name ***: A text input field highlighted with an orange border.
- Last Name ***: A text input field highlighted with an orange border.
- Phone Number**: A text input field with the placeholder text 'Provide a telephone number'.
- Email ***: A text input field highlighted with an orange border, containing the text 'all users must have a unique email address'.
- Role ***: A dropdown menu highlighted with an orange border, currently showing 'Select'.
- Administrator**: A checkbox labeled 'Administrator' highlighted with an orange border.
- Submit**: A dark blue button highlighted with an orange border.

A grey informational box on the right side of the form contains the following text: '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.'

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Ask the newly added user to check their email inbox for their invitation. They can follow the "Click here to register" link to be brought to the platform.

Electrical Safety Authority - LEC contact added



Hello

You have been invited to join ESA's Licensing Portal. This portal is used to manage Electrical Contractor and Master Electrician Licenses.

[Click here to register](#) to the Licensing Portal by using the "Sign up now" link with your email address.

Note: this is a separate portal from the LEC Portal (used for applying for and scheduling notifications) and a different log in is required.

If you have any questions, please contact our office at 1-877-372-7233, option 3 or at esa.licensing@electricalsafety.on.ca.

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This e-mail and any attachments may be private and confidential. If you have received this message in error, you should not take any action based upon its contents, copy or show it to anyone. Please contact the sender immediately and delete this email and any attachments from your system.

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All newly added users must go to the "Sign In" page on the platform, then click "Sign up now" at the bottom to create a login and their own password.

Electrical Safety Authority

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

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

New users start here to create a login