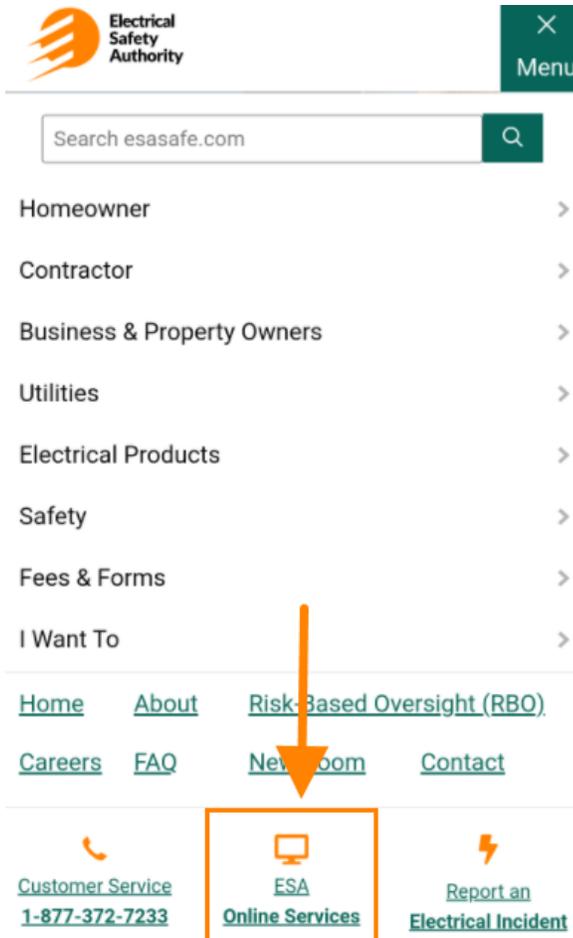# Logging into the ESA Online Licensing platform for the first time using a cell phone
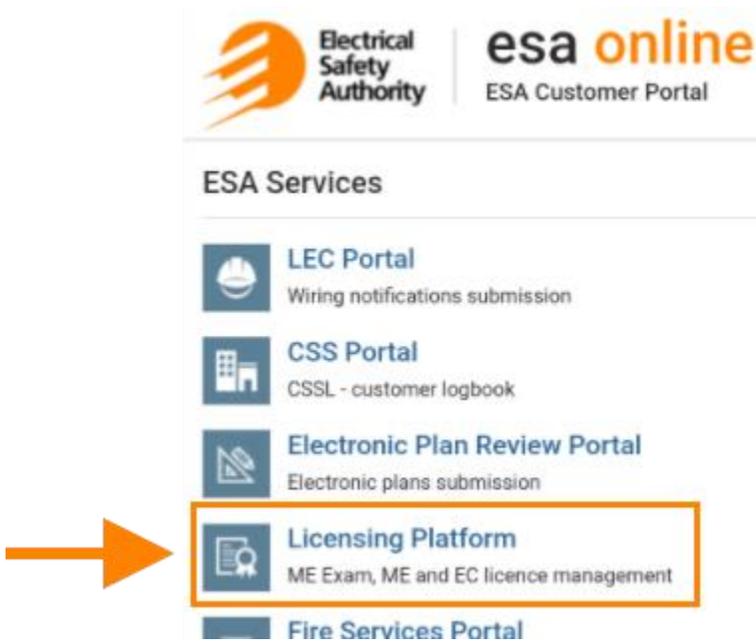
1. You can go directly to **www.licensing.esasafe.com** (and then skip to step 4), or if you are already on our main ESA Website (www.esasafe.com) you can open the menu from the top right corner:

2. Click **ESA Online Services**:

3. Click **Licensing Platform**:

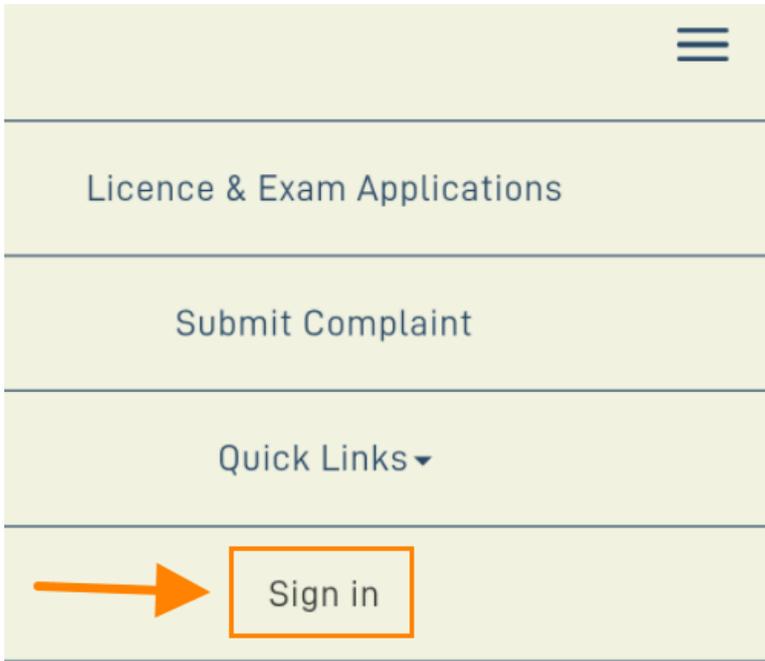4. Click on the 3 lines at the top right of the screen to access the menu:

5. Click: **Sign in**:

6. As this is your first time logging into the portal, you must click "**Sign up now**":

7. Enter your email address – if you hold both an ME and EC licence, you **must** use the email address on file for your ME licence.

For security purposes, enter the characters you see in the field below them, then click "Send verification code".

Note: Once submitted, you will receive an email with the subject line starting "Microsoft on behalf of ESA" Do not close or navigate away from this browser screen. You will need to retrieve a verification code from your email inbox and enter it here. To do this, open your email in a separate app or browser tab so you can easily return to this screen and complete the process:

8. Once you receive the email with your verification code, enter it in the "Verification Code" field, then click "Verify code":

9. You will see a message at the top to let you know the code was accepted. If you receive an error message, you can click the "Re-send Code" button:

10. You can now create your password. The criteria for a strong password will populate as soon as you start entering it the first time.

The password must be entered twice to confirm it. You will be prompted to try again if they do not match.

To complete the process, click "Create" after you have entered the new password in both fields.

11. You will now see the Terms of Service:

12. After reviewing the Terms of Service, check the "I agree to these terms and conditions." box and then click "Continue":

13. For those with an existing ME and/or EC licence, some contact and Licence information will already be populated based on our records. You may update any field that is editable. If a field cannot be clicked or modified, it means changes must be submitted through a Notice of Change to Information form. This form is available under the Licence and Exam Applications tab at the top of the page. After you have entered/updated your information, click "Save" (see step 15):

14. If new to ESA, you may enter your contact information. Those with an asterisk ("*") are required fields. Please enter your name as it appears on your government issued ID (e.g. driver's licence, passport, etc.). For your address, we recommend using the "Search Address here" function:

15. After you have entered/updated your information, click "Save":

16. If you wish to sign out, go to the menu at the top right of the page, click "Profile" and select "Sign out" at the bottom of the menu: