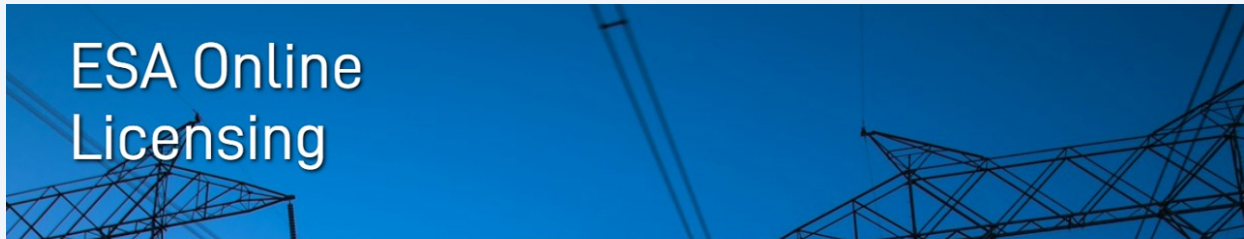


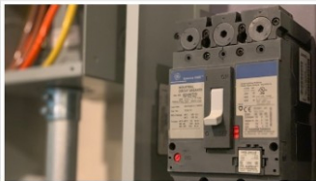
First Login - External

1

Click the link in your welcome email or go to <https://licensing.esasafe.com/>



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.



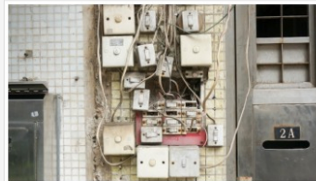
Licence Applications

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

The first time you visit, you will click "Sign up now"

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](#)

3 Enter User Details:

- Enter your email address - See tip below!
- For security purposes, enter the characters below the email address field.
- Once you have entered the characters, 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.

The screenshot shows the 'User Details' registration form for the Electrical Safety Authority. The form is white with a blue header bar containing the ESA logo. The fields and steps are as follows:

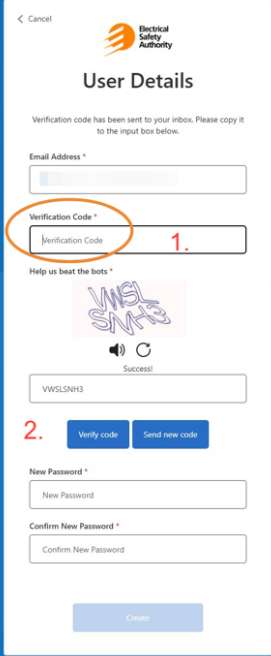
- Email Address ***: A text input field with a red '1.' next to it.
- Help us beat the bots ***: A CAPTCHA challenge showing the text 'WHS' and 'SMTS' in a stylized font. Below it is a text input field with a red '2.' next to it.
- Send verification code**: A blue button with a red '3.' next to it.
- New Password ***: A text input field.
- Confirm New Password ***: A text input field.
- Create**: A light blue button at the bottom.



Tip! We recommend using a personal email rather than a company email as your profile is tied to you individually and stays with you even if you change employers.

This is especially important if you are a Master Electrician.

- 4 Once you receive the email with your code, enter it in the "Verification Code" field
Click "Verify code".



Electrical Safety Authority

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification Code *

Help us beat the bots *

Success!

2. Verify code Send new code

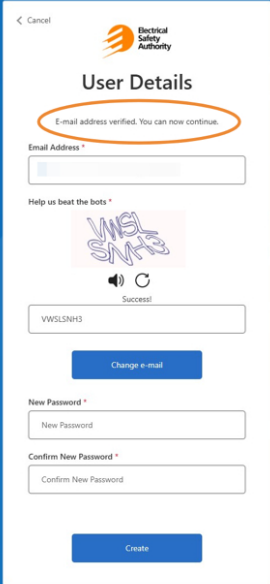
New Password *

Confirm New Password *

Create

5 You will see a message at the top to let you know the code was accepted.

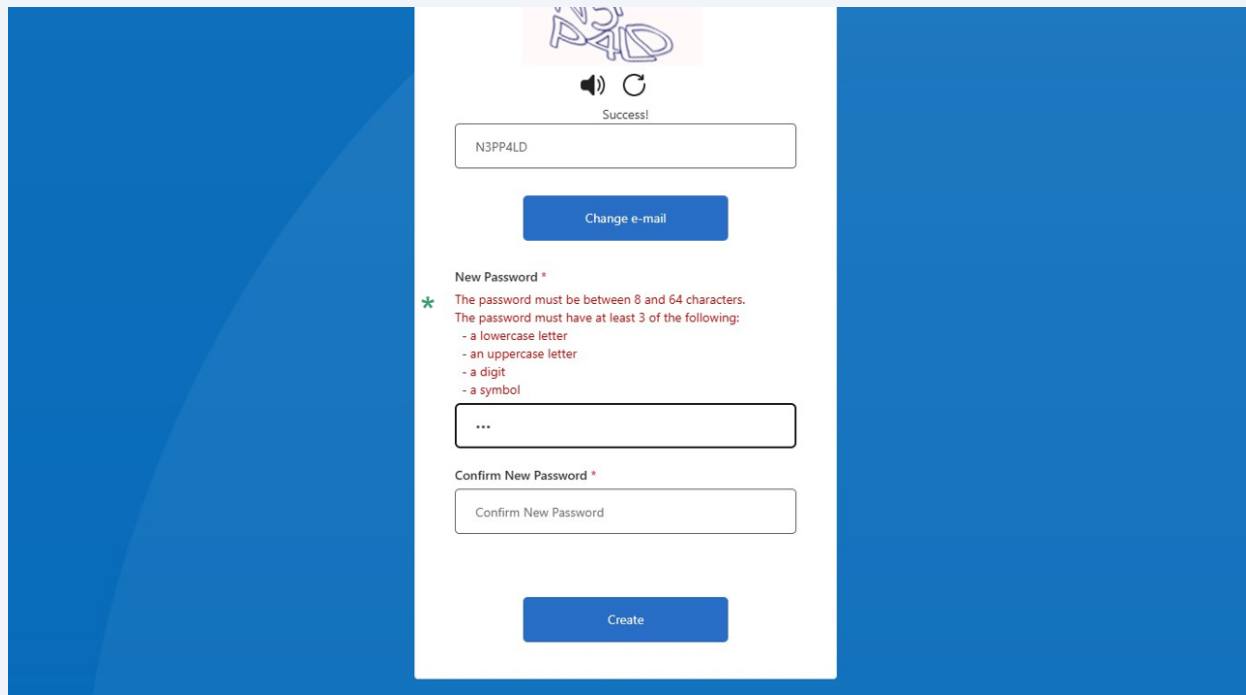
If you receive an error message, you can click "Re-send Code"



The screenshot shows a mobile app interface for the Electrical Safety Authority. The form is titled "User Details" and has a "Cancel" button at the top left. A success message, "E-mail address verified. You can now continue.", is displayed at the top of the form and is circled in orange. Below the message is an "Email Address" input field. A CAPTCHA section titled "Help us beat the bots" features a distorted image of the text "VWSLNH3" and a "Success!" label. Below the CAPTCHA is a text input field containing "VWSLNH3". A blue "Change e-mail" button is located below the CAPTCHA. The form also includes "New Password" and "Confirm New Password" input fields, and a blue "Create" button at the bottom.

6 You can now add your password.

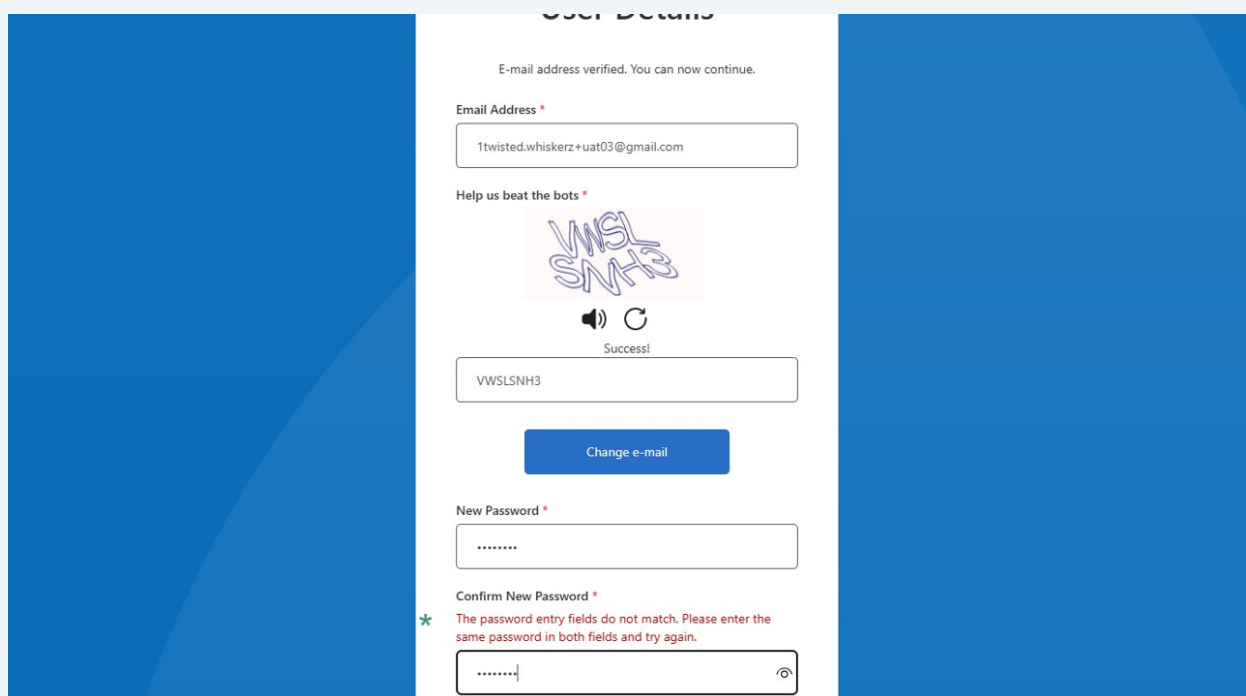
The criteria for a strong password will populate as soon as you start entering it the first time.



The screenshot shows a password creation interface. At the top, there is a success message "Success!" with a speaker icon and a refresh icon. Below this is a text input field containing "N3PP4LD". A blue button labeled "Change e-mail" is positioned below the input field. The "New Password *" section features a green star icon and a list of requirements: "The password must be between 8 and 64 characters." and "The password must have at least 3 of the following: - a lowercase letter, - an uppercase letter, - a digit, - a symbol". Below these requirements is a password input field with three asterisks. The "Confirm New Password *" section has a text input field labeled "Confirm New Password". At the bottom, there is a blue button labeled "Create".

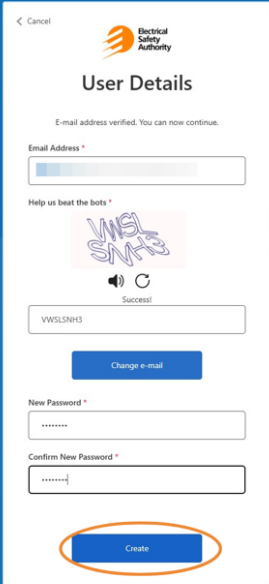
7 The password must be entered twice to confirm it.

You will be prompted to try again if they do not match.



The screenshot shows a password confirmation interface. At the top, there is a message "E-mail address verified. You can now continue." Below this is a text input field labeled "Email Address *" containing "1twisted.whiskerz+uat03@gmail.com". A blue button labeled "Change e-mail" is positioned below the input field. The "Help us beat the bots *" section features a CAPTCHA image with the text "VWSLSNH3". Below the CAPTCHA is a success message "Success!" with a speaker icon and a refresh icon. Below this is a text input field containing "VWSLSNH3". A blue button labeled "Change e-mail" is positioned below the input field. The "New Password *" section has a password input field with asterisks. The "Confirm New Password *" section features a green star icon and a message: "The password entry fields do not match. Please enter the same password in both fields and try again." Below this message is a password input field with asterisks and a toggle icon.

8 Click "Create"



9 The "Welcome to the ESA Licensing Platform" page will pop up when you click "Create"

[Licence & Exam Applications](#)[Submit Complaint](#)[Quick Links ▾](#)[Sign in](#)

Welcome to the ESA Licensing Portal

Terms of Service

The ESA ON Mobile Application ("App") is a third party software licensed to the Electrical Safety Authority ("ESA"). The Licensed Electrical Contractor Online Portal ("Website") is secured, owned and operated by the Electrical Safety Authority. For the purposes of these Terms of Service the App and the Website are collectively referred to herein as the "Platform".

Use of the Platform is subject to the following Terms of Use, Disclaimers, and Legal Notices as stated below. By using the Platform in any manner whatsoever, you represent and warrant that you possess the legal right and ability to enter into the below Terms of Service and to use the Platform in accordance with these Terms of Service and any applicable rules applied by Apple Inc. and Google Inc. with respect to their App Store and Play Store ("App Stores"). ESA disclaims any liability arising from or in relation to use of an App Store.

In order to access the Platform, you must have a device that is compatible with the requirements of the App Stores and an ESA Customer Account ("Account").

ACKNOWLEDGEMENTS

These Terms of Service apply to the use of the Platform, including any updates. ESA may change or revise these terms of service from time to time, in its sole discretion, with or without notice to you. You are bound by any such revisions and should therefore periodically visit the Terms of Service page in the Platform to review the current Terms. Your access and use will be subject to the most current version of the Terms. Your use of the Platform after such revised Terms are made available will signify your acceptance of such revised Terms and your agreement to be bound by them.

From time to time, updates to the Platform may be made available through the App Stores and you may not be able to use the Platform until you have installed the latest version.

You agree to comply with all the provisions of the Ontario Electrical Safety Code ("OESC"). You acknowledge that use of the Platform does not alleviate you from any legal obligations nor does it allow for deviations from any legal requirements under the OESC or the Electricity Act, 1998.

LIMITATION OF WARRANTIES AND DISCLAIMER

By using the Platform you expressly agree that all access and use of the Platform and any information, including photographs and/or videos uploaded into the Platform, is at your sole risk. You assume all risks associated with the use of the Platform. The Platform and any information provided on it is on an "as is" and "as

10

After reviewing the information on this page, check the "I agree to these terms and conditions." and click "Continue".

disk, and do not damage your system. You can choose whether to accept cookies by changing the settings of your internet browser.

7. Accessing, Reviewing, and Changing Your Personal Information

Your password is the key to your account. Use unique numbers, letters and special characters, and do not disclose your password to anyone. If you lose control of your password, you may lose substantial control over your personal information and may be subject to legally binding actions taken on your behalf. Therefore, if your password has been compromised for any reason, you should immediately notify ESA or change your password online.

You can see most of your account information by signing on to your ESA account. We do retain information from closed accounts to comply with law, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, assist with any investigations, and take other actions otherwise permitted by law.

8. How We Protect and Store Your Personal Information

We protect your information using technical and administrative security measures to reduce the risks of loss, misuse, unauthorized access, disclosure and alteration. Some of the safeguards we use are firewalls and data encryption, physical access controls to our data centers, and information access authorization controls.

We take steps to ensure that the account information we collect is accurate and up to date. We retain information as long as it is necessary and relevant for our operations. In addition, we may retain account information from closed accounts to comply with the law, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, and assist with any investigation.

Contact Us

If your questions are not answered online, you may write to us at:

Electrical Safety Authority
Attn: Legal Department
155A Matheson Boulevard West, Suite 200
Mississauga, ON L5R 3L5

You may also send an email message to our general mailbox at [\[redacted\]](#).

☐ I agree to these terms and conditions.

Continue

Have a question?

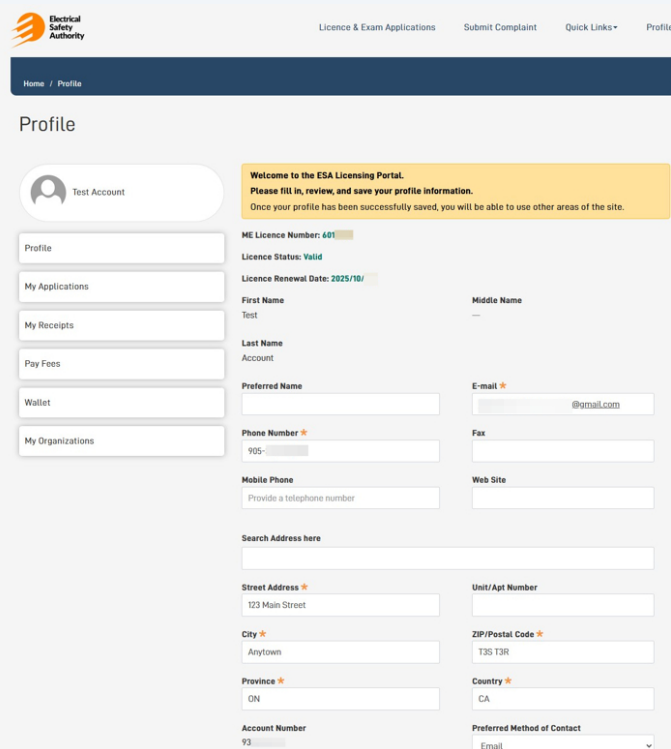
Stay Informed

11

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.



Electrical Safety Authority

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.

ME Licence Number: 601
Licence Status: Valid
Licence Renewal Date: 2025/10/

First Name: Test
Middle Name: —
Last Name: Account

Preferred Name:
E-mail:

Phone Number: 905-
Fax:

Mobile Phone:
Web Site:

Search Address here:

Street Address: 123 Main Street
Unit/Apt Number:

City: Anytown
ZIP/Postal Code: T3S 13R

Province: ON
Country: CA

Account Number: 93
Preferred Method of Contact: Email

12 If new to ESA, you may enter your contact information in the fields below.

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.).



Profile

My Applications

My Receipts

Pay Fees

Wallet

My Organizations

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.

ME Licence Number: Not Available

Licence Status: Not Available

Licence Renewal Date: Not Available

First Name *

Middle Name

Last Name *

Preferred Name

Phone Number *

Mobile Phone

Search Address here

Street Address *

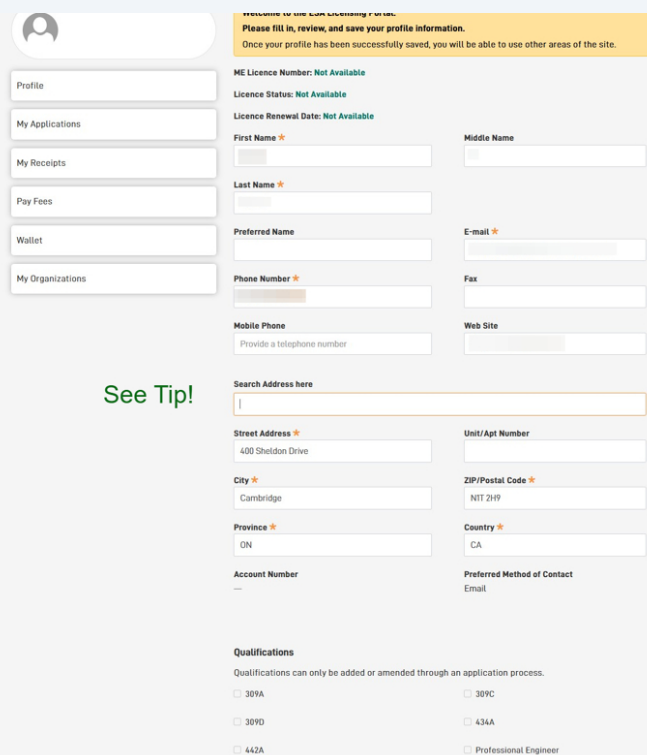
E-mail *

Fax

Web Site

Unit/Apt Number

13 Enter your address - See the tip below.



The screenshot shows a user profile page. On the left is a sidebar with links: Profile, My Applications, My Receipts, Pay Fees, Wallet, and My Organizations. The main content area has a yellow banner at the top with the text: '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.' Below this, there are sections for 'ME Licence Number: Not Available', 'Licence Status: Not Available', and 'Licence Renewal Date: Not Available'. The form fields are organized into two columns. The left column includes: First Name, Last Name, Preferred Name, Phone Number, Mobile Phone, Street Address, City, Province, and Account Number. The right column includes: Middle Name, E-mail, Fax, Web Site, Unit/Apt Number, ZIP/Postal Code, and Country. A 'Search Address here' field is located above the Street Address field. A green callout bubble with the text 'See Tip!' points to the 'Search Address here' field. At the bottom, there is a 'Qualifications' section with checkboxes for 309A, 309C, 309D, 434A, 442A, and Professional Engineer.

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

Mobile Phone

Web Site

Provide a telephone number

Search Address here

Street Address *

Unit/Apt Number

City *

ZIP/Postal Code *

Province *

Country *

Account Number

Preferred Method of Contact

Email

Qualifications

Qualifications can only be added or amended through an application process.

☐ 309A ☐ 309C

☐ 309D ☐ 434A

☐ 442A ☐ Professional Engineer



Tip! "Search Address Here" will help by auto populating your address in the fields below.

Just start typing your address.

Make sure to verify all the fields such as your Street number and Postal Code are correct.

14 When all your information is input accurately, click "Save".

You will then gain full access to the platform, including the ability to: submit applications or complaints, use quick links for faster navigation, and view your licence details.

The screenshot shows a user profile form with the following fields:

- Anytown
- T3S T3R
- Province *: ON
- Country *: CA
- Account Number: 93170
- Preferred Method of Contact: Email
- Qualifications:
Qualifications can only be added or amended through an application process.
☒ 309A ☐ 309C
☐ 309D ☐ 434A
☐ 442A ☐ Professional Engineer
☐ Certified Engineering Technician or Technologist ☐ JCC

The "Save" button is circled in orange.

Have a question?

Stay Informed

15 If you wish to sign out, click "Profile" at the top ribbon of the page and select "Sign out" at the bottom of the menu.



Licence & Exam Applications

Submit Complaint

Quick Links

Profile

Home / EC Licence Applications

Electrical Contractor Licence Applications

Application Type *

Select

Start Application

Profile

My Applications

My Receipts

Pay Fees

Wallet

My Organizations

Sign out