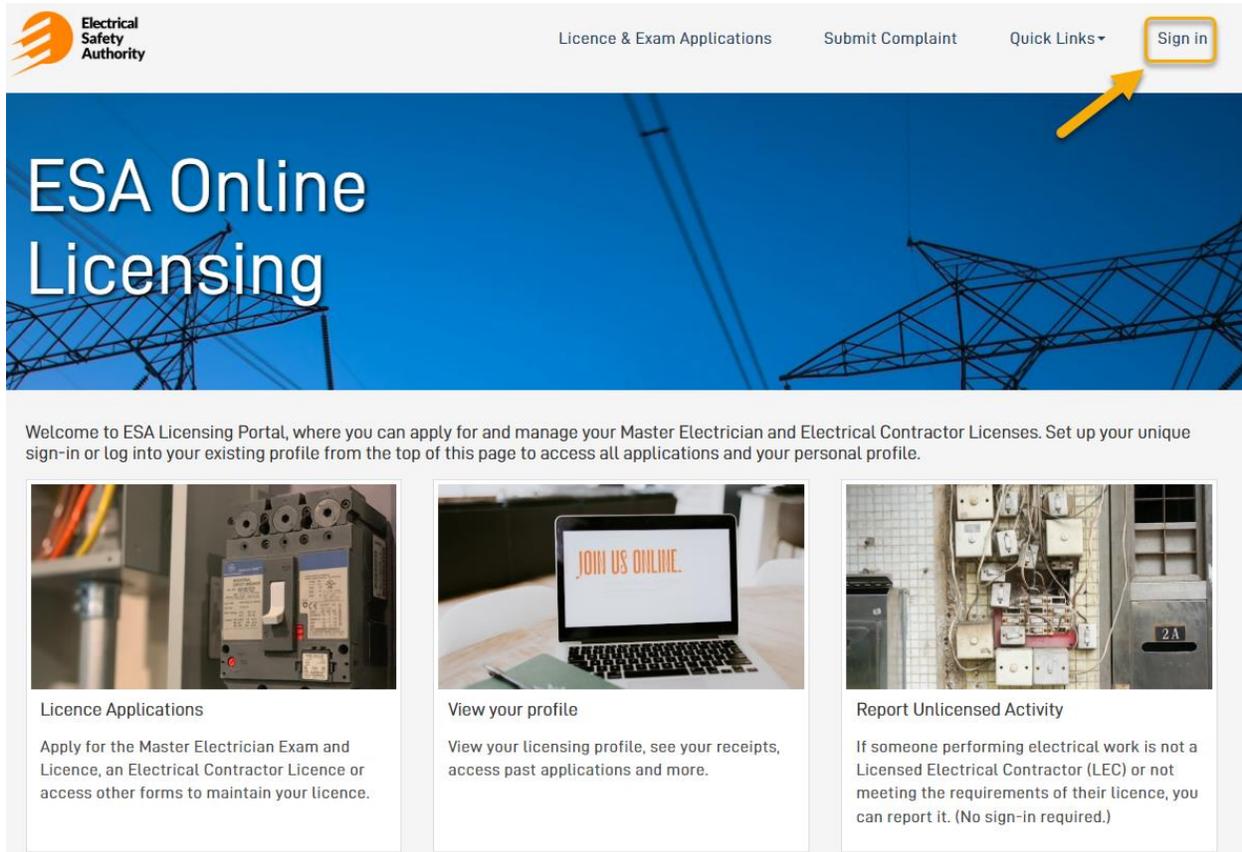


Notice of Outstanding Amount – Payment

Note: this process only applies if you have made a partial payment towards your licence renewal. If you did not receive an email or invoice indicating that you have made a partial payment, this tip sheet will not help you.

For outstanding amount payments, the quickest way is to pay with credit card via ESA's Online Licensing Platform, see steps below. Alternatively, you can submit an EFT for the balance but know that this can take several days to process which may result in delays in reauthorizing your licence.

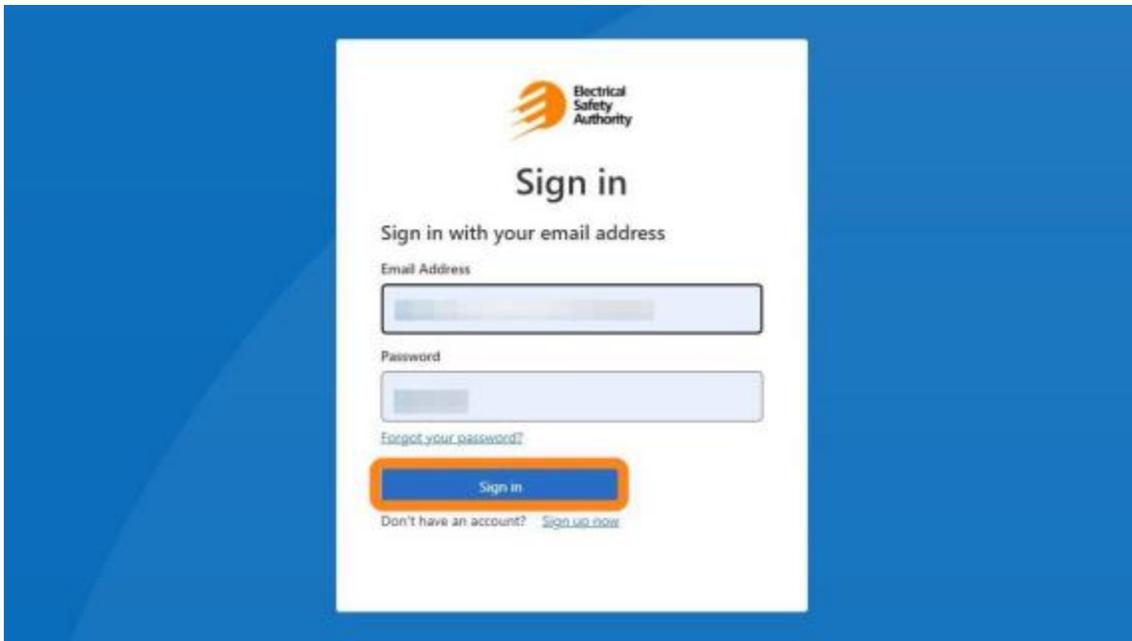
1. Go to licensing.esasafe.com and sign in.



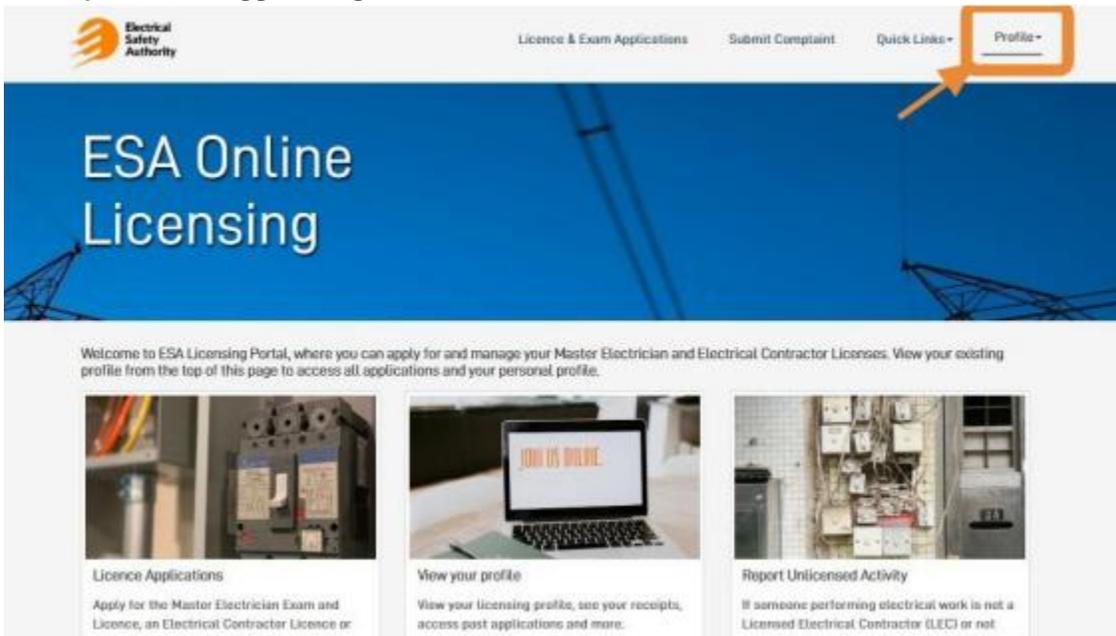
Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licenses. Set up your unique sign-in or log into your existing profile from the top of this page to access all applications and your personal profile.

- 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.)

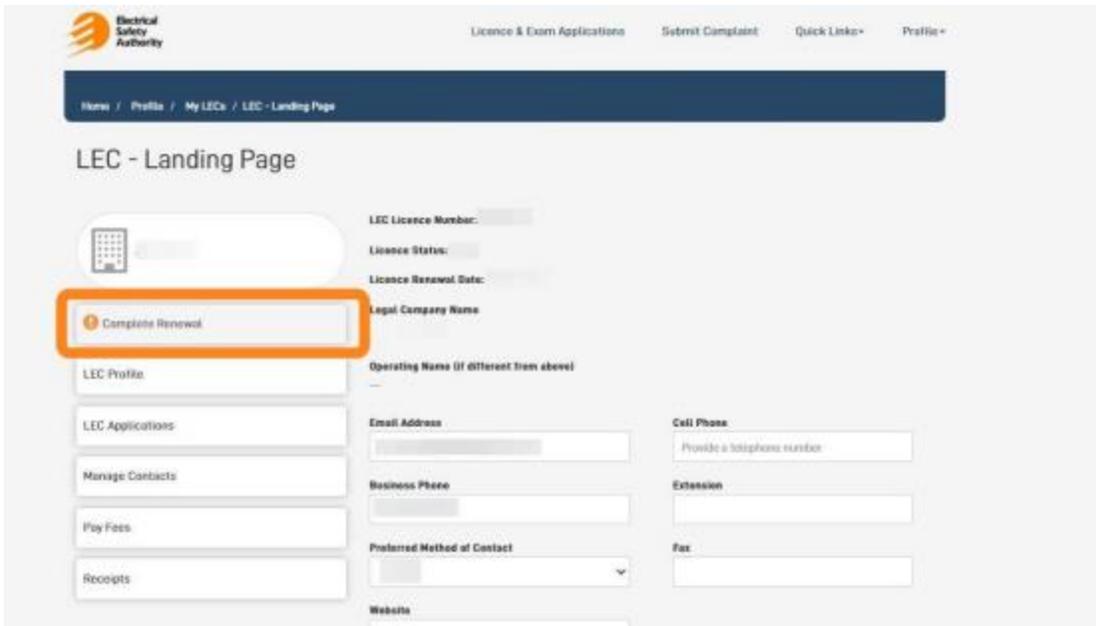
2. If you are already registered input your login credentials.
Then Click "Sign-In"
If this is your first time logging in to the new platform, go to "Sign up now". Tipsheet available [here](#).



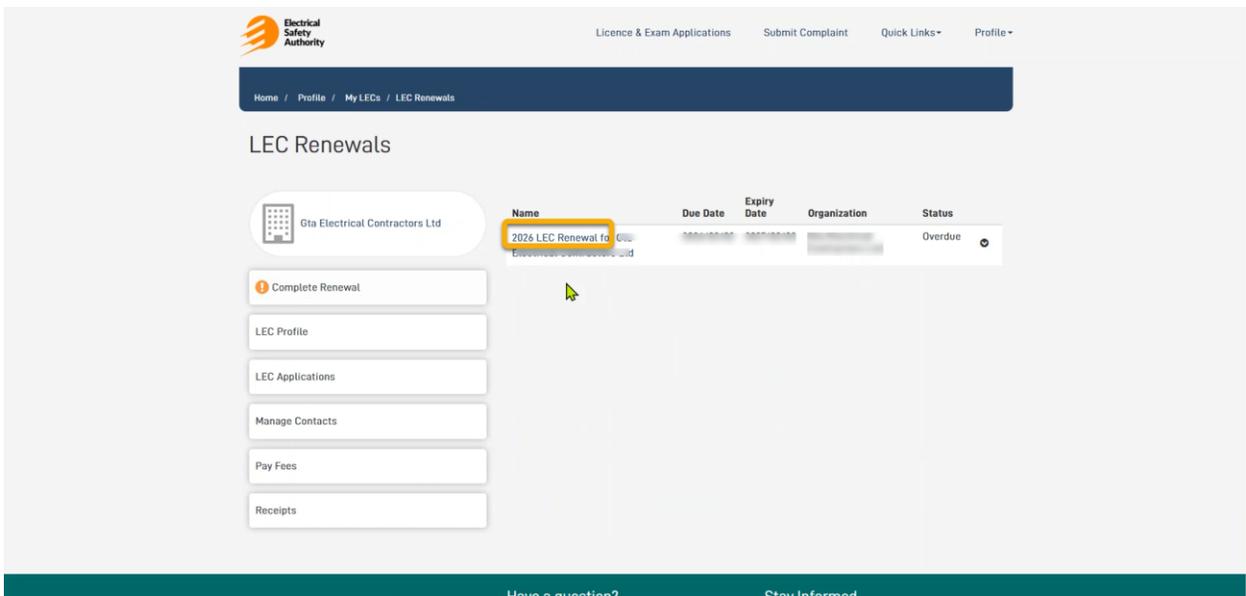
3. Once you have logged in, go to Profile.



4. Access your ME or EC renewal.
If you had not originally submitted your renewal application via the Licensing Platform, go [here](#) for available tipsheet.



5. Click on the Renewal record.



6. You will be directed to the invoice to complete your payment via credit card.

Bottom UN L/E 369 CA

Bottom UN L/E 369 CA

Items	Product Name	Price Per Unit	Quantity	Tax	Amount
	EC Renewal Fee	\$440.00	1	\$57.20	\$497.20
	Renewal Late Fee	\$28.00	1	\$3.64	\$31.64

Sub Total
\$468.00

Tax
\$60.84

Total
\$528.84

Remaining Amount
\$428.84

HST# 87391-1424-RT-0001

Use a card saved to file or a new card:
 *****1111 / 1230
 Use a New Card Save card to profile for future use.

[Pay Invoice](#)

If you saved a credit card, you can opt to use it for payment.

Have a question? Stay Informed

7. Complete payment prompts.