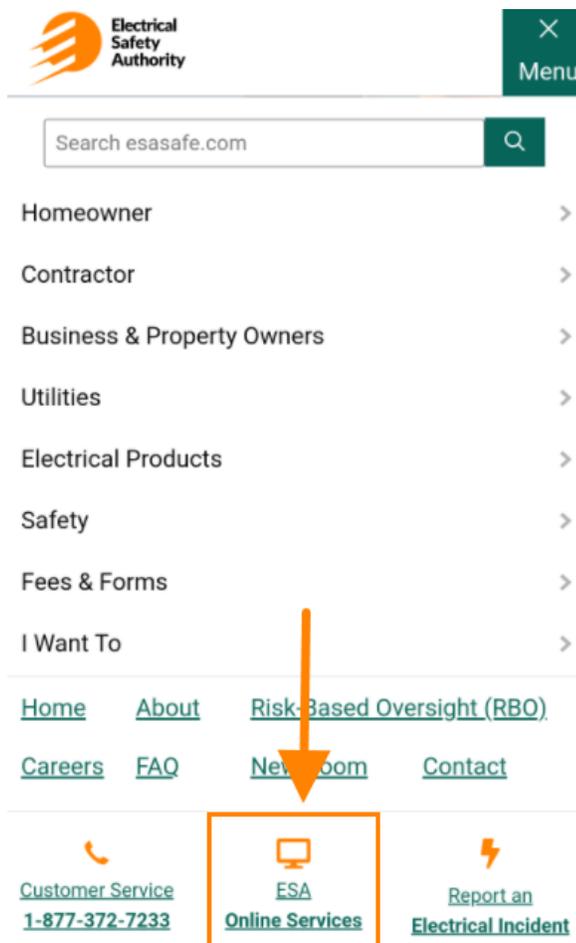


Renewing Your EC Licence With a Cell Phone

1. You can go directly to www.licensing.esasafe.com (and then skip to step 4), or if you are on our main ESA Website (www.esasafe.com) you can open the menu from the top right corner:



2. Click “**ESA Online Services**”:



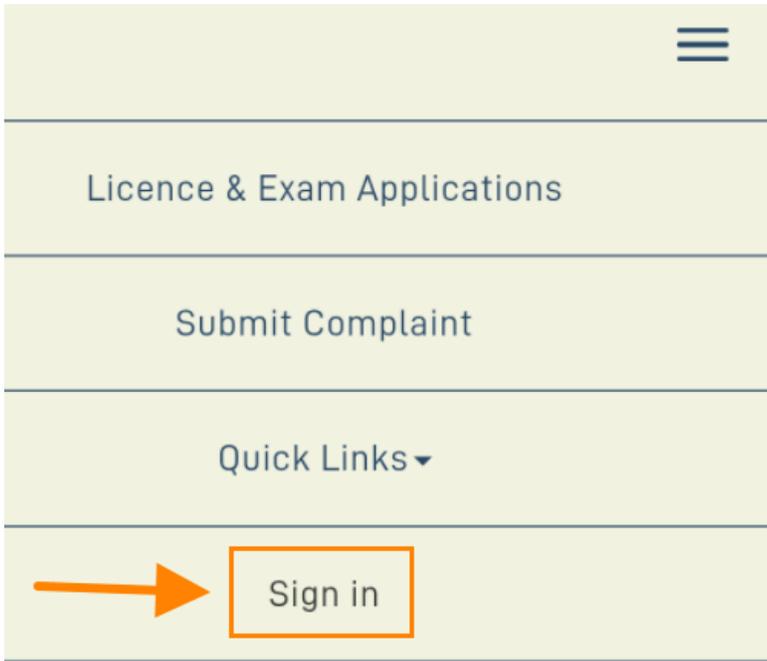
3. Click “Licensing Platform”:



4. Click on the menu (3 lines at the top right of the screen):



5. Click **“Sign in”**:



6. Enter your email and password, then click **“Sign in”**:



Sign in

Sign in with your email address

Email Address

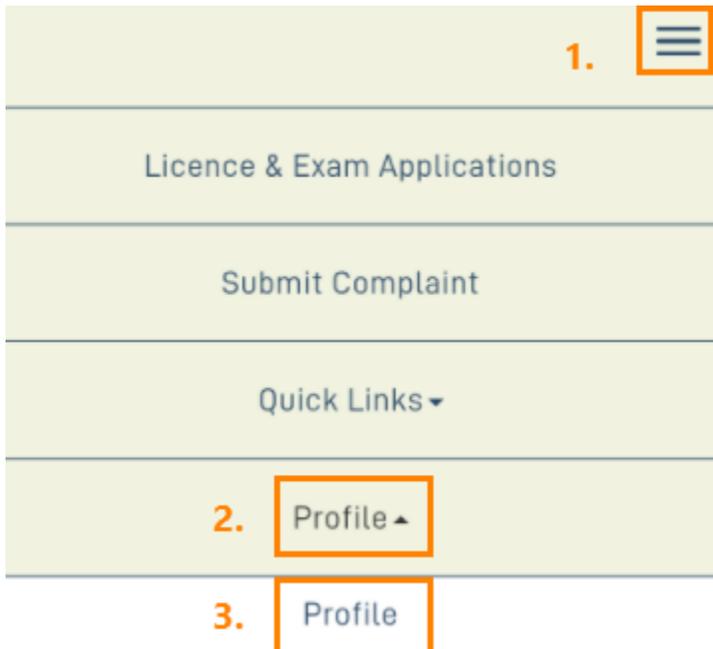
Password

[Forgot your password?](#)

An orange arrow points to the 'Sign in' button.

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

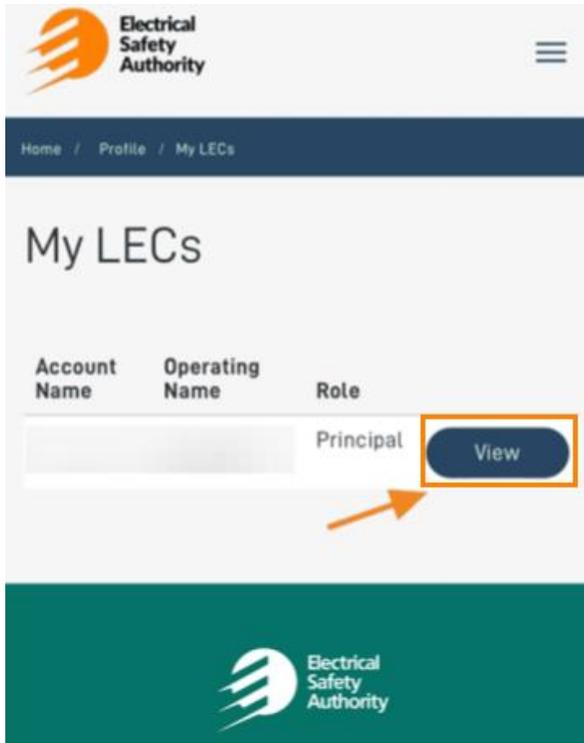
7. Once signed in, click on the menu (3 lines at the top right of the screen) and click on **“Profile”**. Update all information in your profile that is incorrect or blank and select **“Save”** at the bottom of the screen:



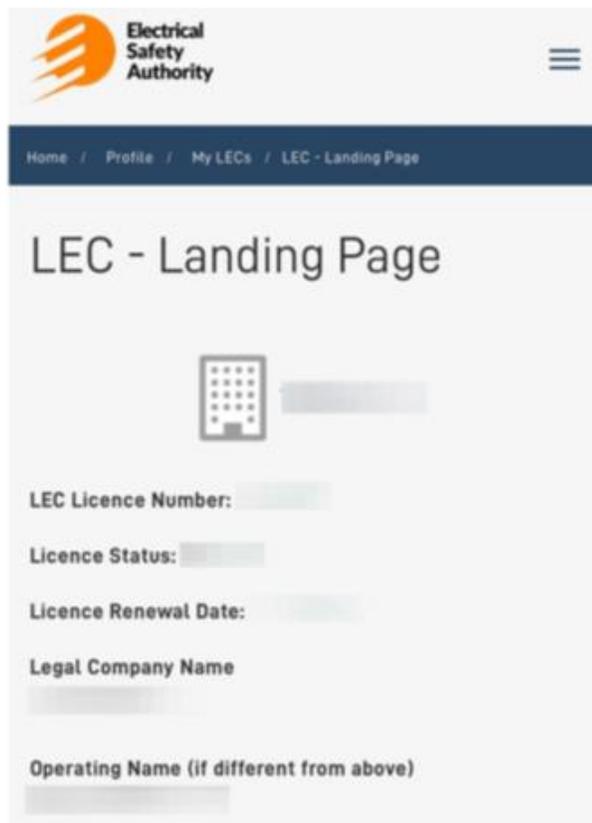
8. Click on the menu again (3 lines at the top right of the screen), then click **“Profile”**. When the menu expands, click **“My Organizations”**:



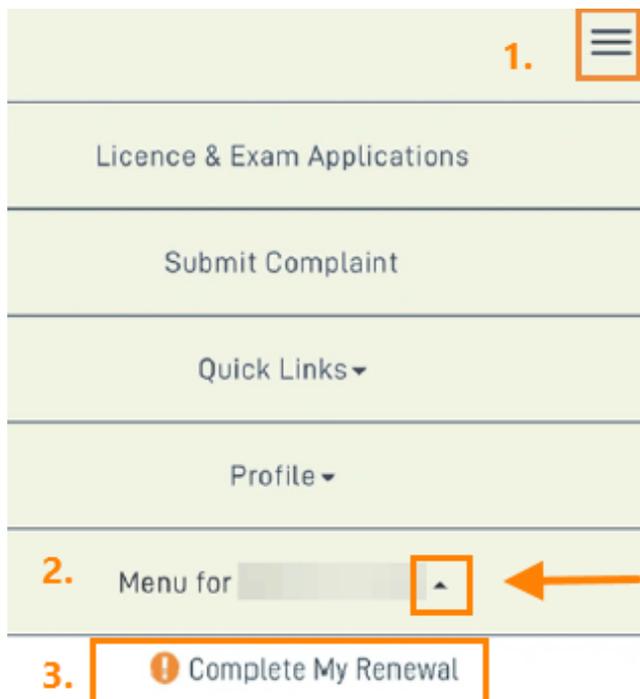
9. Click: View beside the Electrical Contractor you wish to see. *Note* - Your role in the company is displayed here.



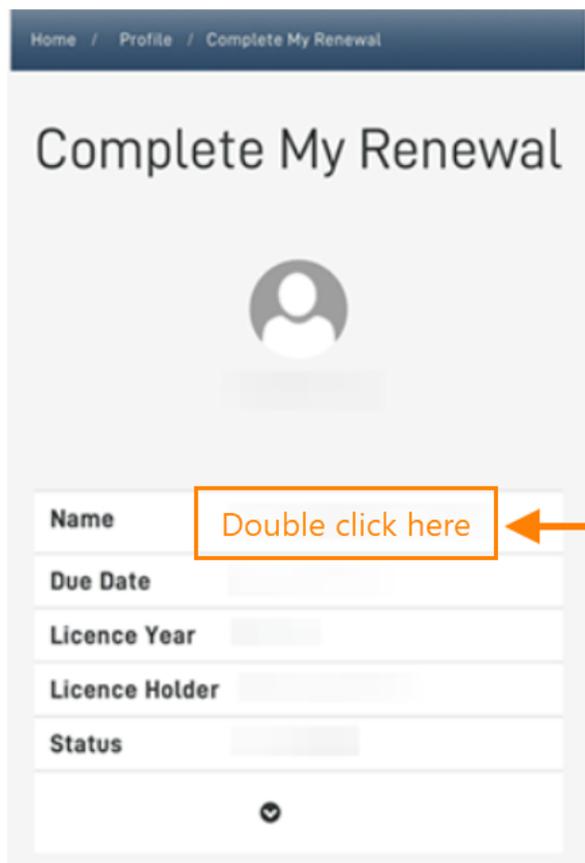
10. You are now on the LEC Landing page. **The first time you visit this page, you will be prompted to click "Submit" at the bottom of the page after you confirm the information is correct.**



11. Once you have verified your LEC information is correct and clicked the “Submit” button you must go back to the menu (3 lines at the top right of the page) and then you will see a new option, “Menu for (company name)”. Click there to expand the menu, then click on “LEC Applications”:



12. Double-click on the name:



13. The first page is Contact Information, verify the information is correct and click the “Next” button:

Cell Phone [Redacted]	Email Address [Redacted]
Licence Number [Redacted]	Account Number [Redacted]
Expiry Date [Redacted]	

Next

13. Continue completing each page in the same manner until you get to the Fees page.

14. At the Fees section, choose the applicable option. If you have already sent your payment by cheque, money order or EFT you will choose the Offline Payment option, however you do not need to send an additional payment.

Fees

To pay via credit card, click on the Credit Card Payment button. You will be redirected to our payment provider to complete the payment process for your application.

Credit Card Payment

If you would like to pay offline using an EFT, Cheque or money order, check the Offline Payment button and an invoice will be emailed to you. (An Interac e-transfer will not be accepted.) When submitting your payment include reference to the SAP Billing#.
Please know that paying this way may cause delays in processing your renewal.

Offline Payment

15. If paying by credit card, follow the prompts to enter your card information. Once your payment is accepted you will receive a message stating your payment was authorized.