

View and/or Edit your EC Licence Contact Information Using a Mobile Device/Cell Phone

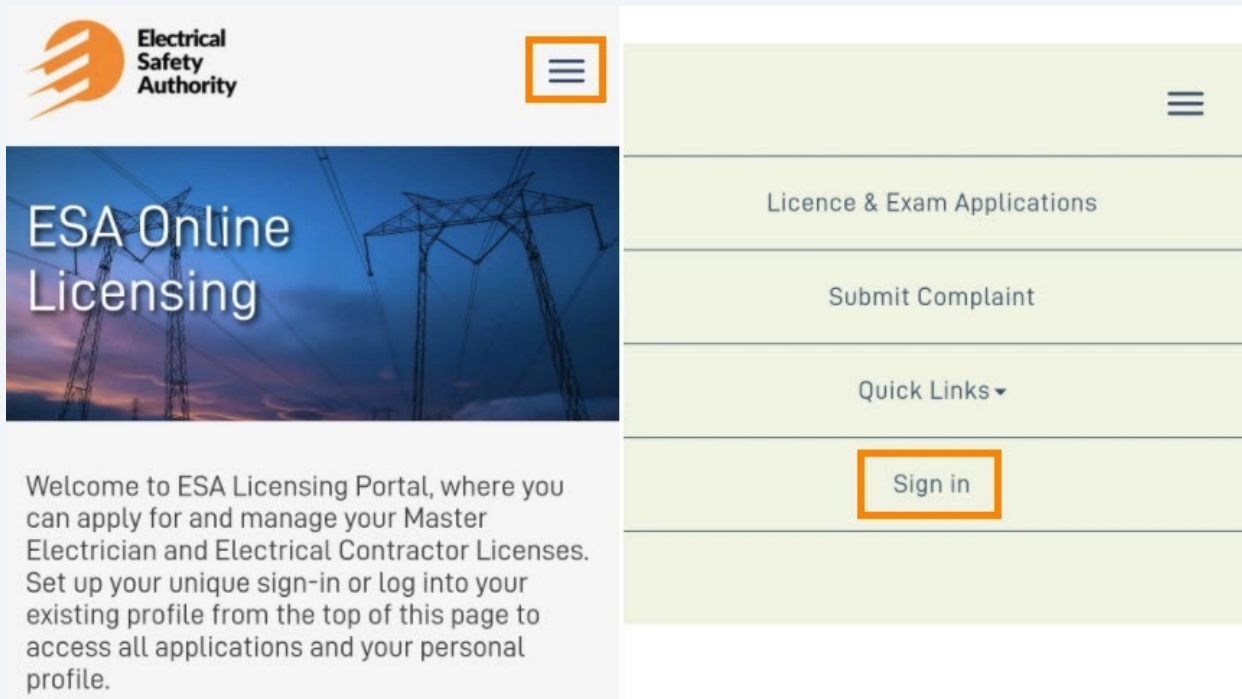


Tip! If you have never used the ESA Online Licensing Platform you will need to register first using the "Sign up now" option on the "Sign In" page. For detailed instructions, please see [Logging in for the First Time \(Mobile Device/Cell phone\)](#).

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

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



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".

The screenshot displays the ESA Online Licensing Portal interface. At the top left is the Electrical Safety Authority logo. A banner image shows power lines with the text "ESA Online Licensing". A yellow notification bar states: "One or more of your LEC's has a Renewal Pending - Click here to view your LEC's". Below this is a welcome message: "Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licenses. View your existing profile from the top of this page to access all applications and your personal profile." At the bottom left is a small image of electrical equipment. On the right, a navigation menu is open, listing: "Licence & Exam Applications", "Submit Complaint", "Quick Links", "Profile", "Personal Profile", "My Applications", "My Receipts", "Wallet", "Company (LEC) Profile", and "Sign out".

1.

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Click the "View" button beside the company you wish to update. You can scroll to the right or zoom out to see the button.

Note: if you should have access to an LEC and you are not seeing it on this page, please call the Licensing Department for assistance at 1-877-372-7233, option 3.

If you are not a company principal, we must have permission from a company principal (or an existing administrator) before you can be granted administrator access. If the company principal or existing administrator already has access to the platform, they can add administrators to their account by following the instructions to [Add a New Contact or Administrator](#). If they do not have access, they will need to call the Licensing Department for assistance at 1-877-372-7233, option 3.

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

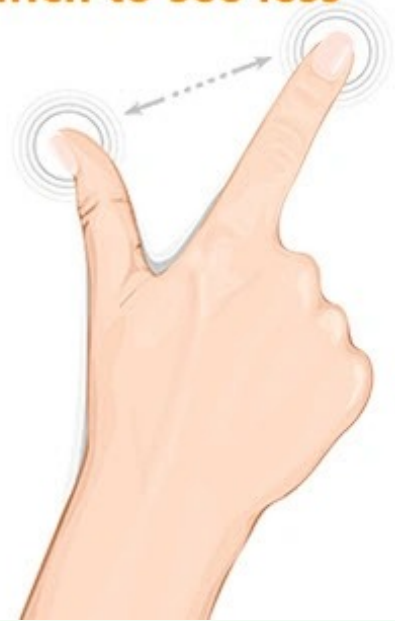


Tip! To zoom in or out you pinch and unpinch on your screen.

Pinch to see more



Unpinch to see less



4 LEC - Landing Page:

Your Legal Company Name and Operating Name are locked and can only be changed by a member of the Licensing Department. If your company name has changed, or you see an error, you must submit a Notice of Change to Information to have this updated, and provide supporting documentation. Please see the "Submitting a Notice of Change" section of this document (step 6).

There is a search address field available - if your address cannot be found you can manually update the address in the fields below after clicking the checkbox under the search bar. You will also use that feature if you need to add a unit number.

You can update any field that is open.

The screenshot shows a web form titled "LEC - Landing Page". On the left side, there is a sidebar with a building icon and several labels: "LEC Licence Number:", "Licence Status:", "Licence Renewal Date:", "Legal Company Name", and "Operating Name (if different from above)". The main form area is divided into several sections. The top right section is for address search, with a "Search Address here" field and a note: "Note: You will need to unlock the address fields to add a unit/apt number." Below this is a checkbox labeled "Check here to unlock address fields if you were not able to search for the address." The middle section contains fields for "Email Address", "Cell Phone", "Business Phone", "Extension", "Preferred Method of Contact" (a dropdown menu currently showing "Email"), "Fax", and "Website". The bottom right section contains fields for "Street Address", "Unit/Apt Number", "City", "Province", "Postal Code" (marked with a red star), and "Country".

5 LEC - Landing Page - continued:

Your Insurance Policy Expiry Date and WSIB Employer Account Number can be updated when you are renewing your licence, and/or by sending an email to the Licensing Department at esa.licensing@electricalsafety.on.ca. If you are updating your insurance information, ensure you are sending a Certificate of Insurance as proof.

Licence/qualification information, work types and the Designated Master Electrician can only be changed by a member of the Licensing Department. If your qualifications are incorrect/have changed, you must submit a Notice of Change to Information. Please see the "Submitting a Notice of Change" section of this document (step 6).

Ensure you click "Submit" to save your changes.


Insurance Policy Expiry Date	<input type="text"/>		
WSIB Employer Account Number (if applicable)	<input type="text"/>		
Qualifications	<input type="text"/>		
<input type="checkbox"/> Qualification: 309A			
<input type="checkbox"/> Qualification: 309C			
<input type="checkbox"/> Qualification: 309D			
<input type="checkbox"/> Qualification: 434A			
<input type="checkbox"/> Qualification: 442A			
<input type="checkbox"/> Qualification: CETT			
<input type="checkbox"/> Qualification: ICC			
	Work Type		
	<input type="text"/>		
	Master Electrician		
	<table><tr><td>Type</td><td>Designated Master Electrician</td></tr></table>	Type	Designated Master Electrician
Type	Designated Master Electrician		
	<input type="button" value="Submit"/>		

Submitting a Notice of Change

6

1. Click on the menu (three lines) at the top right corner.
2. Click "Licence & Exam Applications".
3. Click "Select" under the "Electrical Contractor" section.

The screenshot shows a web application interface. On the left is a navigation menu with a light green background. At the top right of the menu is a hamburger menu icon (three horizontal lines) with a small orange box and the number '1.' next to it. Below this is a menu item 'Licence & Exam Applications' with an orange box and the number '2.' next to it. Other menu items include 'Submit Complaint', 'Quick Links', 'Profile', and 'Menu for Cornell Feenstra Electric'. On the right is a white panel titled 'Electrical Contractor'. Below the title is the text 'EC Licence application, Notice of Change forms'. Below this is a dark blue button with the word 'Select' in white, with an orange box and the number '3.' next to it. Below the button is the section 'Electrical Contractor Requirements' followed by a bulleted list of requirements.

1. 

2. [Licence & Exam Applications](#)

Submit Complaint

Quick Links ▾

Profile ▾

Menu for Cornell Feenstra Electric ▾

Electrical Contractor

EC Licence application, Notice of Change forms

3. [Select](#)

Electrical Contractor Requirements

- Be at least 18 years of age;
- Be a Master Electrician, or have at least one Master Electrician working for you at all times;
- Have an address for service in Ontario;
- Have public liability and property damage insurance coverage of at least \$2,000,000;

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Click into the "Application Type" field to select which Notice of Change you need to submit.

Notice of Change to Information - submit for the following changes:

- Business Name
- Company Directors or Partners
- Qualifications
- WSIB or Work Type
- Closing your EC Licence

Notice of Change to DME - submit for the following changes:

- Replacing Designated Master Electrician
- Loss of Designated Master Electrician with no immediate replacement; requesting 60 day provision
- Adding Designated Master Electrician

Click "Start Application".

Electrical Contractor Licence Applications

Application Type *

Select

Start Application

Select

Electrical Contractor Licence

Electrical Contractor Notice of Change of Information

Electrical Contractor Notice of Change to DME