

# View and/or Edit your ME 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 \(Mobile Device/Cell Phone\)](#).

1

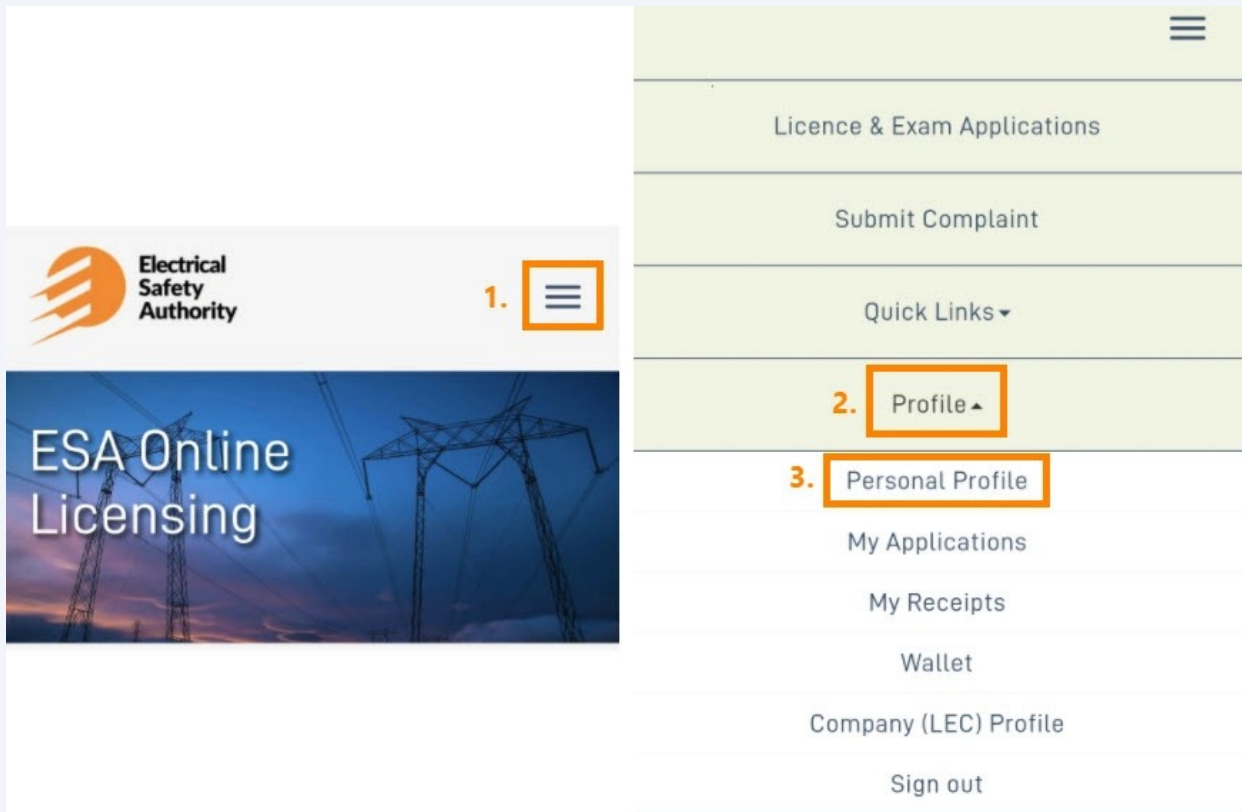
Go to the ESA Online Licensing Platform at <https://licensing.esasafe.com/>

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

The screenshot displays the mobile interface of the Electrical Safety Authority (ESA) Online Licensing Platform. On the left, the homepage features the ESA logo, a navigation menu icon (three horizontal lines) labeled '1.', and a 'Sign in' button labeled '2.'. The main content area on the right shows a menu with options: 'Licence & Exam Applications', 'Submit Complaint', 'Quick Links', and '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 "Personal Profile".

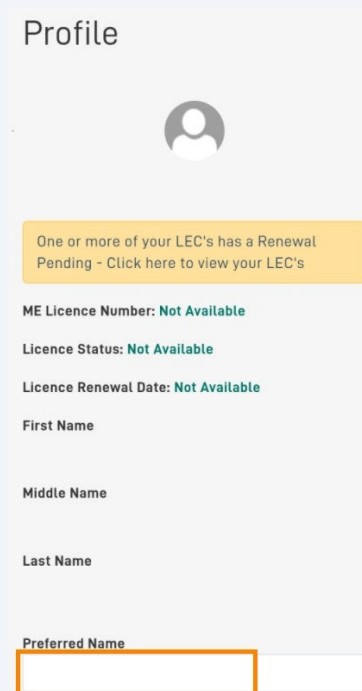


### 3 Personal Profile - licence status and names:

If you hold an ME Licence and you don't see it here, you either have logged in with an incorrect email address, or you do not have an email address on file. Please call the Licensing Department at 1-877-372-7233, option 3.

Your first, middle and last name are locked and can only be changed by a member of the Licensing Department. If your 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, such as a Driver's Licence. Please see the "Submitting a Notice of Change" section of this document (step 7).

You can add a preferred name in the platform.



The screenshot shows a user profile page titled "Profile". At the top center is a grey circular placeholder for a profile picture. Below this is a yellow notification box with the text: "One or more of your LEC's has a Renewal Pending - Click here to view your LEC's". Underneath the notification are three lines of text: "ME Licence Number: Not Available", "Licence Status: Not Available", and "Licence Renewal Date: Not Available". Below these are three input fields for "First Name", "Middle Name", and "Last Name", all of which are currently empty. At the bottom is a "Preferred Name" label followed by a text input field with a white background and an orange border.

#### 4 Personal Profile - contact information:

You can update any of your contact information. There is a search address field available - if your address cannot be found you can manually update the address in the fields below.

Mandatory fields are marked with an asterisk (\*).

<b>E-mail *</b>	<b>Search Address here</b>
<input type="text"/>	<b>Use this field to search for an address</b>
<b>Phone Number *</b>	<b>Street Address *</b>
<input type="text"/>	<input type="text"/>
<b>Fax</b>	<b>Unit/Apt Number</b>
<input type="text"/>	<input type="text"/>
<b>Mobile Phone</b>	<b>City *</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>ZIP/Postal Code *</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<b>Province *</b>
	<input type="text"/>
	<b>Country *</b>
	<input type="text"/>

5

Personal Profile - licence fields and method of contact:

Licence/qualification information 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 7).

	<b>Qualifications</b> Qualifications can only be added or amended through an application process.
<b>Licence Equivalent Province (Outside ON)</b> —	<input type="checkbox"/> 309A
<b>Licence Equivalent #</b> —	<input type="checkbox"/> 309C
<b>Account Number</b> —	<input type="checkbox"/> 309D
<b>Preferred Method of Contact</b>	<input type="checkbox"/> 434A
Email	<input type="checkbox"/> 442A
	<input type="checkbox"/> Professional Engineer
	<input type="checkbox"/> Certified Engineering Technician or Technologist
	<input type="checkbox"/> JCC

6

After you have made your changes you must scroll down to the bottom of the page and click "Save".



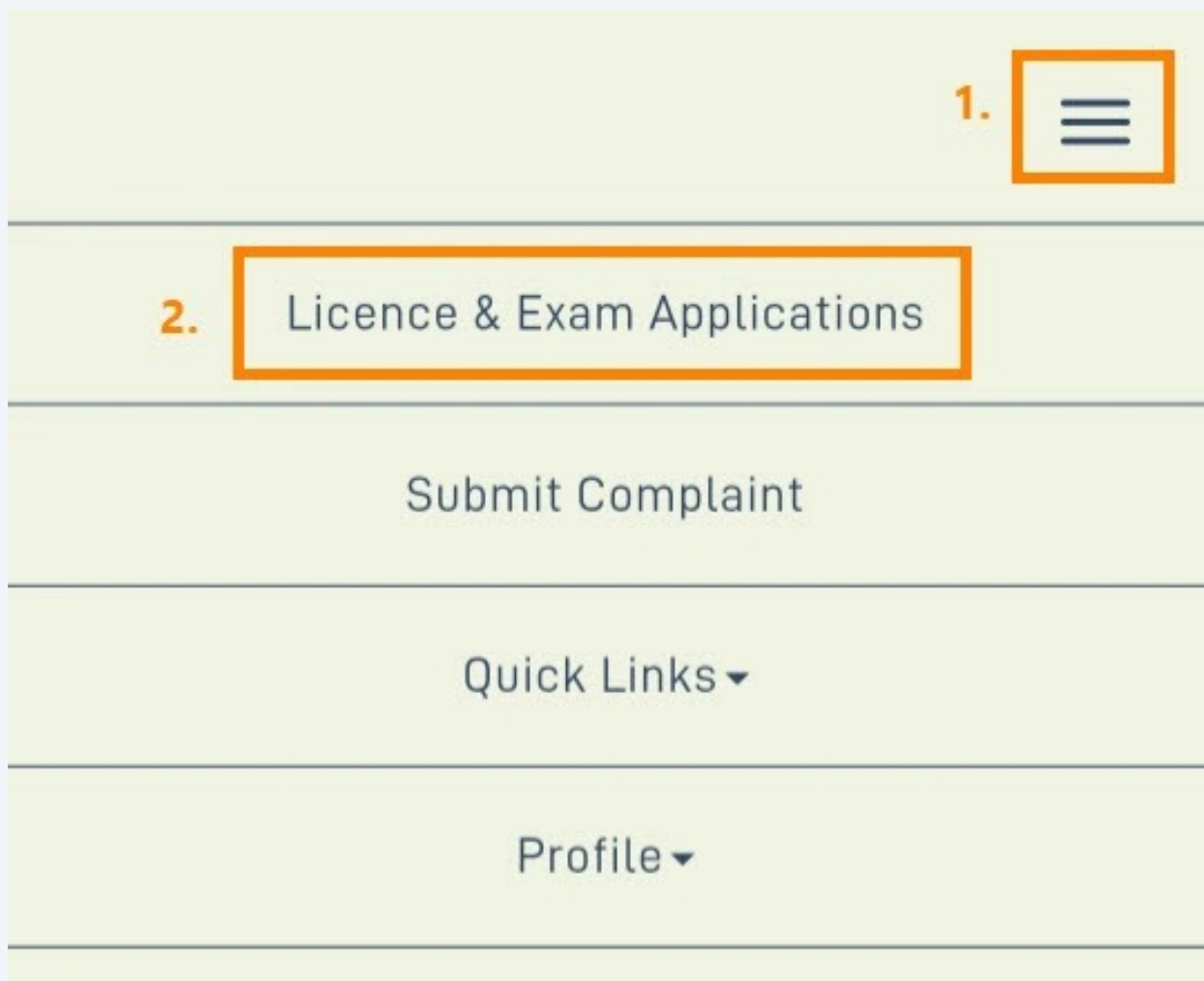
Save

## Submitting a Notice of Change

7

1. Click on the menu (three lines) at the top right corner.

2. Click "Licence & Exam Applications".



8

Click "Select" under the "Master Electrician" section.

Select the licence type  
you want to apply for or  
modify

#### Master Electrician

ME Exam application, ME Licence  
application, Notice of Change forms.

Note: ME licence application will not be  
available until you have passed the exam

Select

#### Master Electrician Requirements

- Be at least 18 years of age;
- Have at least three years' experience in  
the electrical trade:

9 Click to select which Notice of Change you need to submit.

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

- Name
- Qualifications
- Closing your ME Licence

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

- New DME designation
- Transferring as the DME from one Electrical Contractor to another
- Ceased being the DME for an Electrical Contractor and will not be the DME for any other Electrical Contractor

Click "Start Application".

## Master Electrician Licence and Exam Applications

Application Type \*

- Select
- Master Electrician Exam
- Master Electrician Exam Transfer
- Master Electrician Notice of Change of Information
- Master Electrician Notice of Change to DME