

ESA Online: LEC Portal Enhancements



In 2022, ESA launched several enhancements to the Online LEC Portal – we hope you find them useful.



1 Correspondence

- Ability to re-issue invoices after making changes to the site information or purchase order number

2 Scheduling Screen

- Enable “Final” inspection flag – use to indicate that the installation is ready for a Final inspection at the same time as the selected inspection type.
- Enable editing of Work Contact information in the Reschedule page.
- When “Mass Reschedule” is used, the list of notifications displayed are in the order they were input.

3 RBO Details Screen

- All benefits and programs earned under RBO are listed.
- The requirements to be eligible for benefits and programs are displayed.
- The date that a customer becomes eligible for a benefit or program is displayed.*
- If a customer was previously eligible for a benefit or program, but has since lost eligibility for some reason, a short note is included.*
- Eligibility for the pre-authorized connection benefit is now indicated per line rather than having its own section.

*Going forward

4 Notification Search Screen

- Initial screen after logging in is now the Notification Search screen.
- Ability to search by RBO Oversight Response (Visit Optional, Visit, 100% Inspection).
- Ability to search by Risk Ranking (Low, Medium, High).
- Ability to search for notifications based on Work Contact person information.
- More information in the list of search results, including PO#, Renewal Date and Inspector.
- Ability to sort the list of search results by any column in the list.
- Allow mass rescheduling of a group of notifications directly from the search results page.

5 General Enhancements

- Added an “Exit” button in the edit notification process.
- Payment method defaults to “on account” rather than “credit card.”
- Work Contact Mobile Phone no longer a required field when “Email” is preferred communication type.

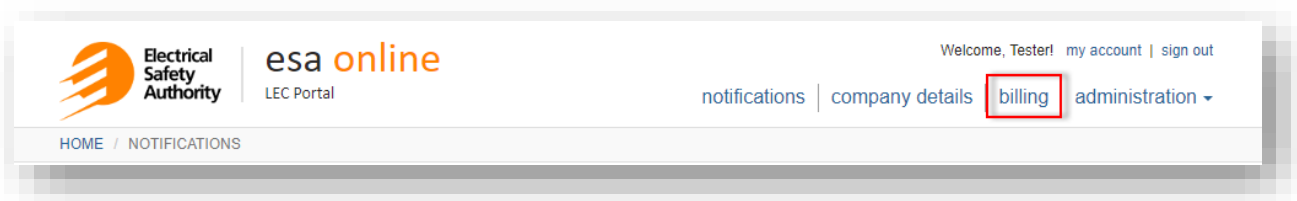
See additional details and examples of each enhancement in the pages that follow.

1. Enhancement to correspondence

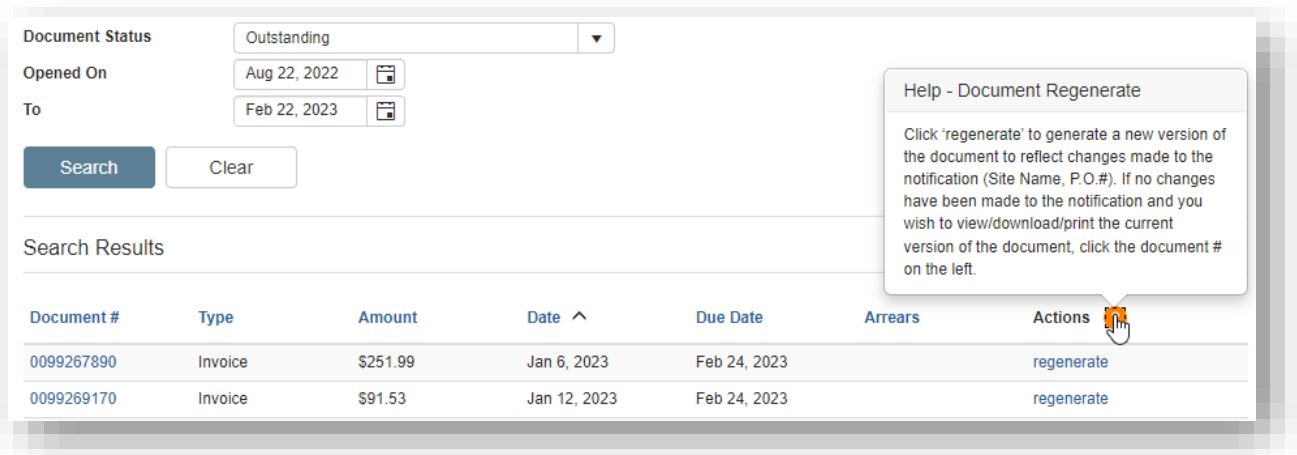
- Ability to re-issue invoices after making changes to the site information or purchase order number.

If you notice that an invoice has incorrect information, update the notification. You can find the notification number in the leftmost column of the list of fees.

After updating the notification – in the top menu, select “Billing” and identify the invoice that you wish to re-issue.



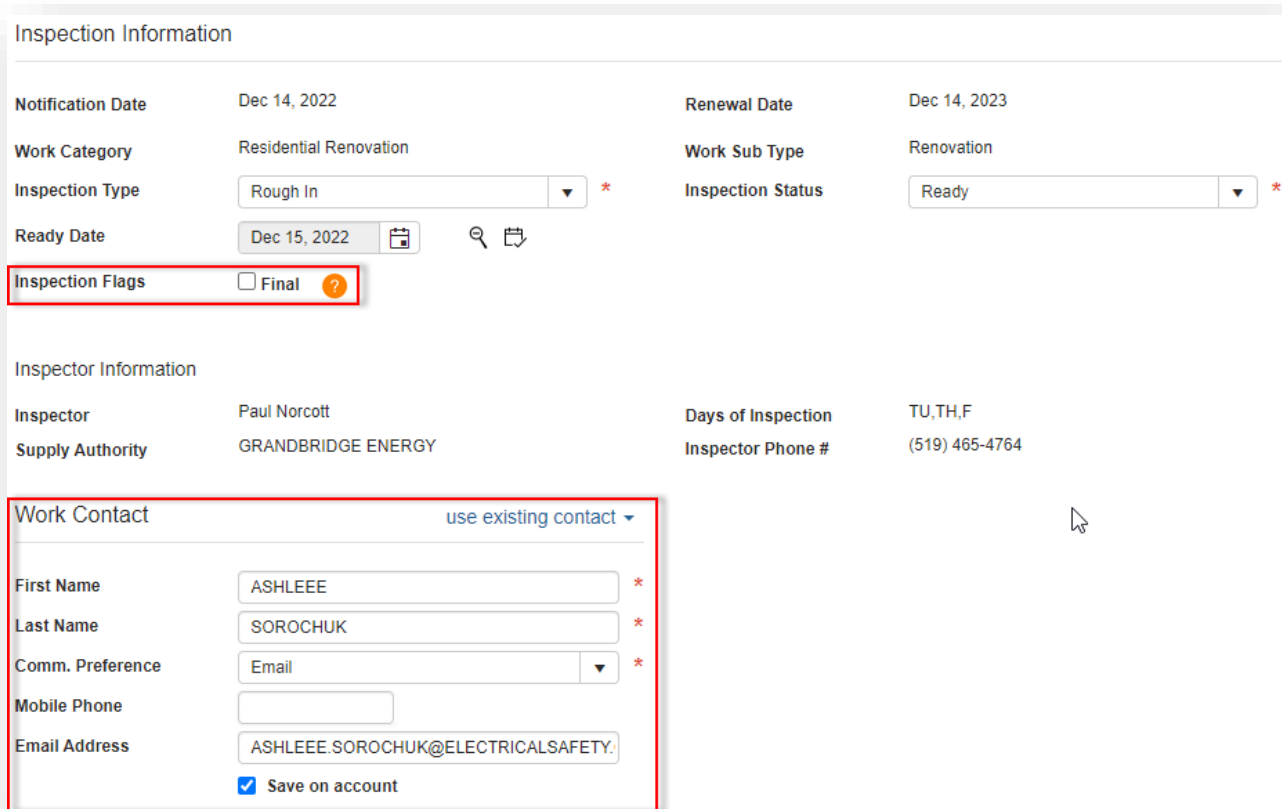
Click the “regenerate” action to create a new version of the invoice that includes the changes to the notification.



Please note that this does not change the amount, issue date or due date associated with the invoice.

2. Enhancements to Scheduling screen

- Enable “Final” inspection flag – use to indicate that the installation is ready for a Final inspection at the same time as the selected inspection type.
- Enable editing of Work Contact information in the Reschedule page.



The screenshot displays the LEC Portal Scheduling screen with several sections. The 'Inspection Information' section includes fields for Notification Date (Dec 14, 2022), Renewal Date (Dec 14, 2023), Work Category (Residential Renovation), Work Sub Type (Renovation), Inspection Type (Rough In), Inspection Status (Ready), and Ready Date (Dec 15, 2022). A red box highlights the 'Inspection Flags' section, which contains a checkbox for 'Final' with a question mark icon. The 'Inspector Information' section shows Inspector (Paul Norcott), Supply Authority (GRANDBRIDGE ENERGY), Days of Inspection (TU,TH,F), and Inspector Phone # ((519) 465-4764). The 'Work Contact' section is also highlighted with a red box and includes a dropdown menu set to 'use existing contact'. Below this are fields for First Name (ASHLEEE), Last Name (SOROCHUK), Comm. Preference (Email), Mobile Phone, and Email Address (ASHLEEE.SOROCHUK@ELECTRICALSAFETY.). A checkbox for 'Save on account' is checked.

Inspection Information	
Notification Date	Dec 14, 2022
Renewal Date	Dec 14, 2023
Work Category	Residential Renovation
Work Sub Type	Renovation
Inspection Type	Rough In *
Inspection Status	Ready *
Ready Date	Dec 15, 2022
Inspection Flags	<input type="checkbox"/> Final ?

Inspector Information	
Inspector	Paul Norcott
Supply Authority	GRANDBRIDGE ENERGY
Days of Inspection	TU,TH,F
Inspector Phone #	(519) 465-4764

Work Contact	
use existing contact ▼	
First Name	ASHLEEE *
Last Name	SOROCHUK *
Comm. Preference	Email *
Mobile Phone	
Email Address	ASHLEEE.SOROCHUK@ELECTRICALSAFETY.
<input checked="" type="checkbox"/> Save on account	

- When “Mass Reschedule” is used, the list of notifications displayed are in the order they were input.

ESA Online: LEC Portal Enhancements

Notification Search [create notification](#)

[Pending](#) [Rejected](#) [Last 12 Months](#) [Search](#)

Notification(s) # ?

Site Name

Street

City

Postal Code

Lot #

PO #

Work Contact
First Name

Last Name

Email

Mobile ph.#

Number of items per page

[Search](#) [Clear](#)

Notification State ☒ Open ☐ Closed ☐ Pending ☐ Rejected

Inspection Type


Inspection Status

Inspection Date To

Created Date To

Oversight Response

Risk Ranking

 **Electrical
Safety
Authority** | **esa online**
LEC Portal

Welcome, Tester! [my account](#) | [sign out](#)

[notifications](#) | [company details](#) | [billing](#) | [administration](#)

[HOME](#) / [MASS RESCHEDULE](#)

Mass Reschedule

Notification #	Site Name	Address	Address Details	Insp. Type	Insp. Status	Insp. Date	State
0017716620	TEST	400 SHELDON DR...		Disconnect and Hold	Ready	Dec 15, 2022	Open
0017716612	TEST SITE - PUB ...	152 KERR ST OAK...		Unscheduled	Will Notify		Open

Displaying 2 results

3. Enhancements to RBO Details screen

Additions to the overall metrics displayed at the top of the screen.

Company Details - TEST COMPANY

Summary RBO Details Defects Correspondence Billing History

Metrics (Last 12 Months)

Notification Volume	78	Defect Ratio	10%
		Visited Notifications	63
		Defected Notifications	6.60

Benefit & Program Eligibility

RBO Selective Inspection

Type	Max Defect Ratio	Min Volume	Actual Volume	Eligible
Selective Inspection	N/A	10 any kind	78	Yes

- All benefits and programs that can be earned under RBO are listed, not just the ones that the user's company are eligible for.
- The requirements to be eligible for benefits and programs displayed.
- The date that a customer becomes eligible for a benefit or program displayed.*
- If a customer was previously eligible for a benefit or program, but has since lost eligibility for some reason, a short note is included.*
- Eligibility for the pre-authorized connection benefit is now indicated per line rather than having its own section.

ESA Online: LEC Portal Enhancements

Programs & Preauthorized Reconnections

Apartment

Type	Max Defect Ratio	Min Volume	Volume	Eligible	Preauth Eligible	Date	Notices Issued
LEC HVAC	0%	10 any kind	0	No	N/A		0
HV Substation Maintenance	4%	10	0	No	No		0
LV Service Maintenance	4%	10	1	No	No		0
Retrofitted Luminaires	4%	10	0	No	N/A		0
Small Job - Common Areas	10%	10 any kind	78	Yes	N/A	Jun 1, 2022	0
Small Job - Units Only	10%	10 any kind	78	Yes	N/A	Jun 1, 2022	0

ICIA

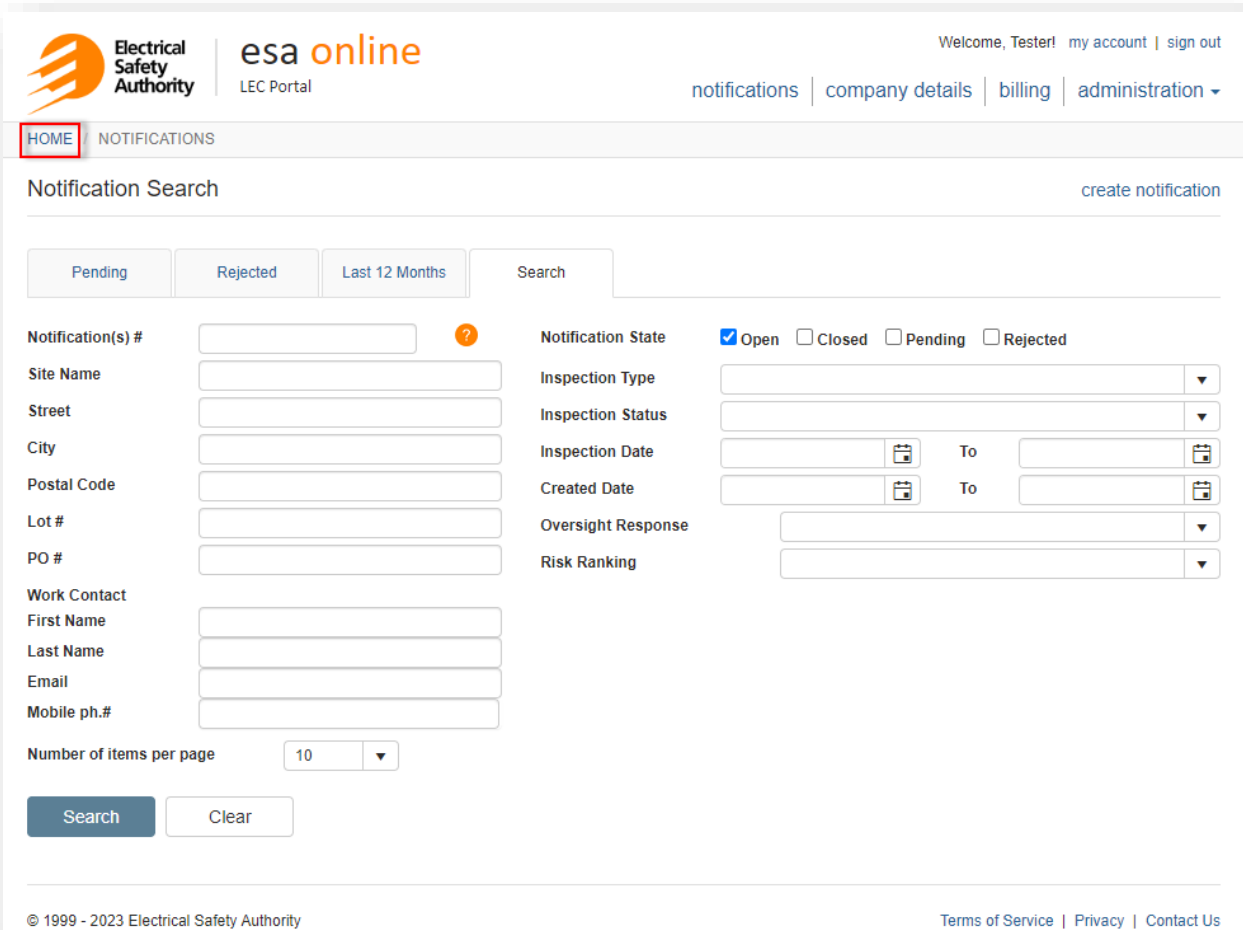
Type	Max Defect Ratio	Min Volume	Volume	Eligible	Preauth Eligible	Date	Notices Issued
Service Upgrade/Repair	10%	5	5	N/A	Yes	Feb 22, 2023	0
Central Metering	4%	10	0	No	No		0
LV Service Maintenance	4%	10	1	No	No		0
HV Substation Maintenance	4%	10	0	No	No		0
Pole Line Maintenance	4%	10	0	No	No		0
Small Job - Non-Residential	10%	10 any kind	78	Yes	N/A	Jun 1, 2022	0
Retrofitted Luminaires	4%	10	0	No	N/A		0

Residential

Type	Max Defect Ratio	Min Volume	Volume	Eligible	Preauth Eligible	Date	Notices Issued
Service Upgrade/Repair	10%	5	17	N/A	Yes	Jun 1, 2022	0
Central Metering	4%	10	0	No	Yes		0
LEC HVAC	0%	10 any kind	0	No	N/A		0
Permanent Generators	4%	10	0	No	No		0
Pole Line Maintenance	4%	10	0	No	No		0
Pools and Hot Tubs	4%	10	27	No	N/A		0
Retrofitted Luminaires	4%	10	0	No	N/A		0
Small Job - Residential	10%	10 any kind	78	Yes	N/A	Jun 1, 2022	0

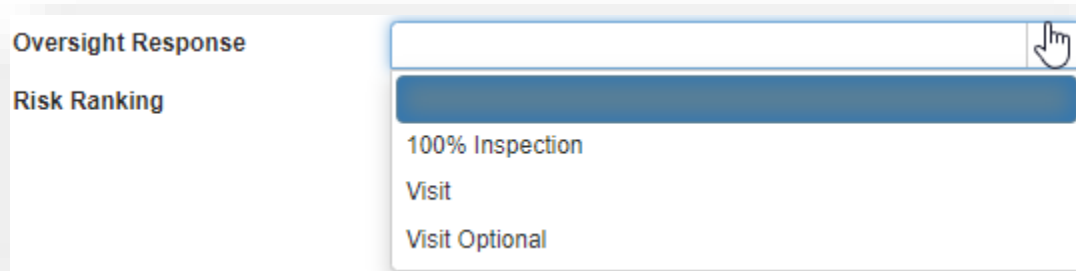
4. Enhancements to Notification Search screen

- Initial screen after logging in is now the Notification Search screen.



The screenshot shows the 'Notification Search' interface. At the top, there's a header with the Electrical Safety Authority logo, 'esa online LEC Portal', and user links like 'Welcome, Tester!', 'my account', and 'sign out'. Navigation links include 'notifications', 'company details', 'billing', and 'administration'. A breadcrumb trail shows 'HOME' (highlighted with a red box) and 'NOTIFICATIONS'. The main title is 'Notification Search' with a 'create notification' link. Below this are tabs for 'Pending', 'Rejected', and 'Last 12 Months', followed by a 'Search' button. The search form is divided into two columns. The left column contains fields for 'Notification(s) #', 'Site Name', 'Street', 'City', 'Postal Code', 'Lot #', 'PO #', 'Work Contact' (First Name, Last Name, Email, Mobile ph.#), and a 'Number of items per page' dropdown set to 10. The right column contains 'Notification State' (with checkboxes for Open, Closed, Pending, Rejected), 'Inspection Type', 'Inspection Status', 'Inspection Date' (with a date range selector), 'Created Date' (with a date range selector), 'Oversight Response', and 'Risk Ranking'. At the bottom are 'Search' and 'Clear' buttons. The footer includes copyright information '© 1999 - 2023 Electrical Safety Authority' and links for 'Terms of Service', 'Privacy', and 'Contact Us'.

- Ability to search by RBO Oversight Response (Visit Optional, Visit, 100% Inspection).



This close-up shows the 'Oversight Response' dropdown menu. The menu is open, displaying three options: '100% Inspection', 'Visit', and 'Visit Optional'. A hand cursor is visible over the dropdown arrow, indicating it has been clicked.

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- Ability to search by Risk Ranking (Low, Medium, High).

Risk Ranking

High

Low

Medium

- Ability to search for notifications based on Work Contact person information.

Work Contact

First Name

Last Name

Email

Mobile ph.#

- More information in the list of search results, including PO#, Renewal Date and Inspector.

Search Results [export to excel](#) [mass reschedule](#)

Site Name	Address	Address Details	Insp. Type	Insp. Status	Insp. Date	State	Notification Date	Renewal Date	P.O.#	Work category	Inspector
TEST	400 SHELDON...		Final Requested	Ready	Nov 24, 2022	Open	Oct 21, 2022	Oct 21, 2023		Residential...	Inspector Name
TESTING D...	400 SHELDON...		Rough In	Arrange Access	Jan 27, 2023	Open	Nov 8, 2022	Nov 8, 2023		Commerci...	Inspector Name
TEST	400 SHELDON...		Rough In and Service	Ready	Dec 15, 2022	Open	Dec 14, 2022	Dec 14, 2023		Residential...	Inspector Name
TEST	400 SHELDON...		Rough In and Service	Ready	Dec 15, 2022	Open	Dec 14, 2022	Dec 14, 2023		Residential...	Inspector Name

- Ability to sort the list of search results by any column in the list by clicking the header.
- Allow mass rescheduling of a group of notifications directly from the search results page.

Search Results export to excel mass reschedule

Notification # ^	Site Name	Address	Address Details	Insp. Type	Insp. Status	Insp. Date	State	Notification Date	Renewal Date	P.O.#	Work category
0017706993	TEST	400 SHELDON...		Final Requested	Ready	Nov 24, 2022	Open	Oct 21, 2022	Oct 21, 2023		Residential...
0017716440	TESTING D...	400 SHELDON...		Rough In	Arrange Access	Jan 27, 2023	Open	Nov 8, 2022	Nov 8, 2023		Commerci...
0017716617	TEST	400 SHELDON...		Rough In and Service	Ready	Dec 15, 2022	Open	Dec 14, 2022	Dec 14, 2023		Residential...
0017716618	TEST	400 SHELDON...		Rough In and Service	Ready	Dec 15, 2022	Open	Dec 14, 2022	Dec 14, 2023		Residential...

5. General Enhancements

- Added an “Exit” button to each page in the edit notification process – this allows the user to terminate their update to a notification without creating a system lock that would prevent further updates for approximately 30 minutes.

Concession Rural Lot Sub Lot

Additional Information

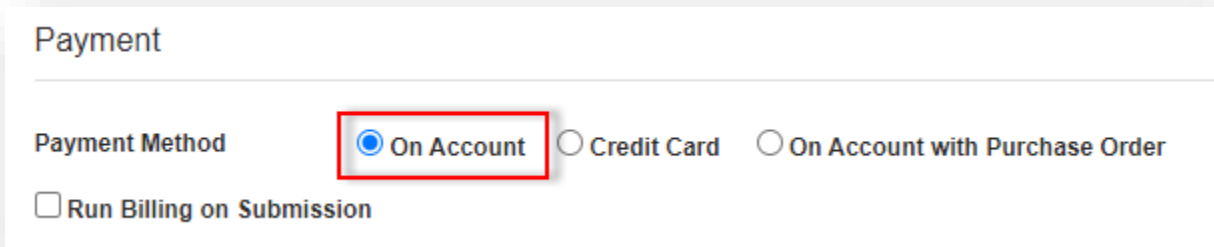
Comments

Exit Next

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ESA Online: LEC Portal Enhancements

- Payment method defaults to “on account” rather than “credit card.”

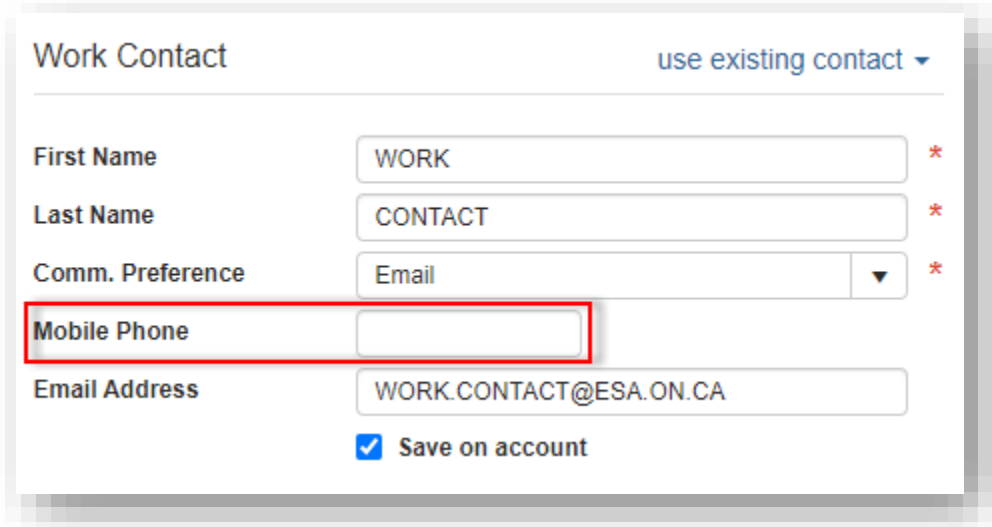


Payment

Payment Method ☒ On Account ☐ Credit Card ☐ On Account with Purchase Order

☐ Run Billing on Submission

- Work Contact Mobile Phone no longer a required field when “Email” is preferred communication type.



Work Contact [use existing contact](#)

First Name *

Last Name *

Comm. Preference ▼ *

Mobile Phone

Email Address

☒ Save on account