

Adding an Administrator or Contact to your Electrical Contractor (EC) Licence in the ESA Online Licensing Platform - Using a Computer

Those that are deemed an Administrator will have full access to the Contractor Profile within this platform, which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If a Contact is added, but not deemed an Administrator, they will only be able to view the information on the profile.



Note: Only users that already have administrator access in the platform can add other administrators. If you do not see the Manage Contacts option in this menu, you do not have authorization. Please have a user with authorization grant you access in the platform, or have them call the Licensing Department at 1-877-372-7233, option 3.

1 Go to the ESA Online Platform at <https://licensing.esasafe.com/> and sign in.

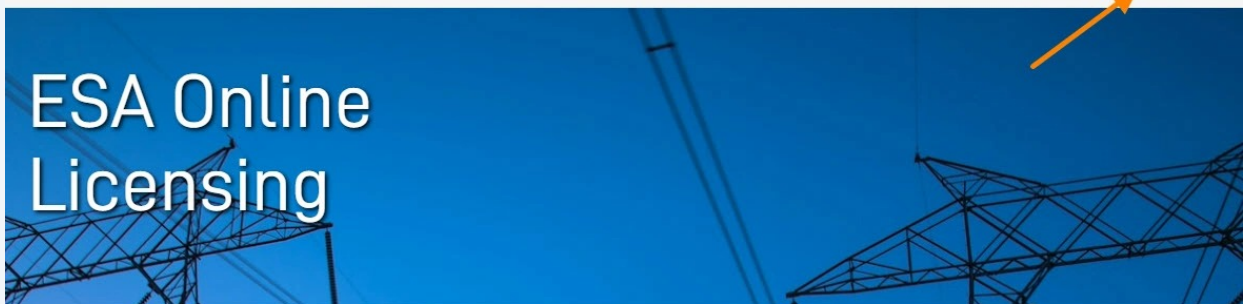


Licence & Exam Applications

Submit Complaint

Quick Links >

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.



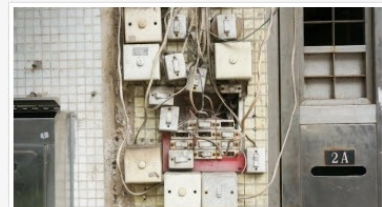
Licence Applications

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.)



Tip! If you have never logged in to the platform and need assistance, please see our help file for [Logging in for the First Time](#).

2 Go to "Profile" at the top right of the page, then click "Company (LEC) Profile".



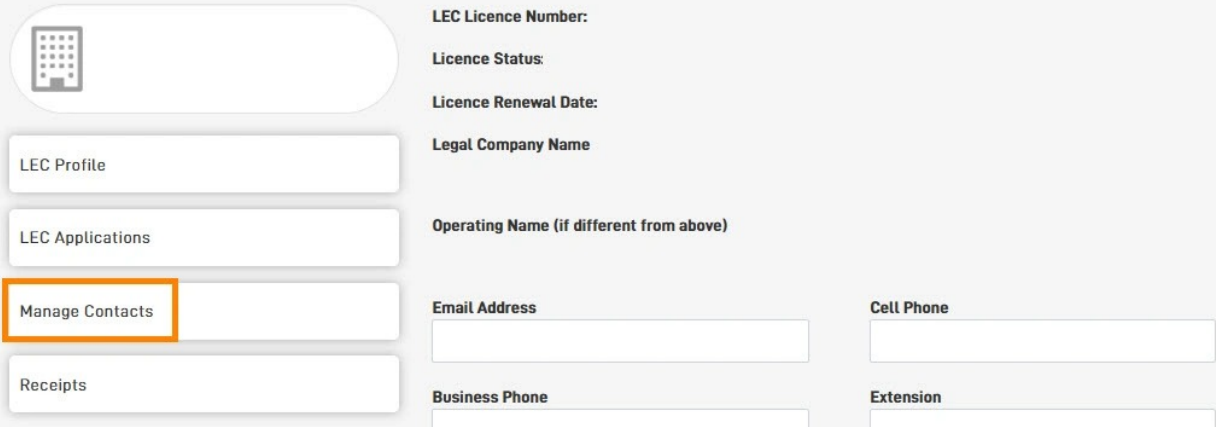
3 Click the "View" button for the company you wish to add an administrator to.

My LECs

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

4 Click "Manage Contacts".

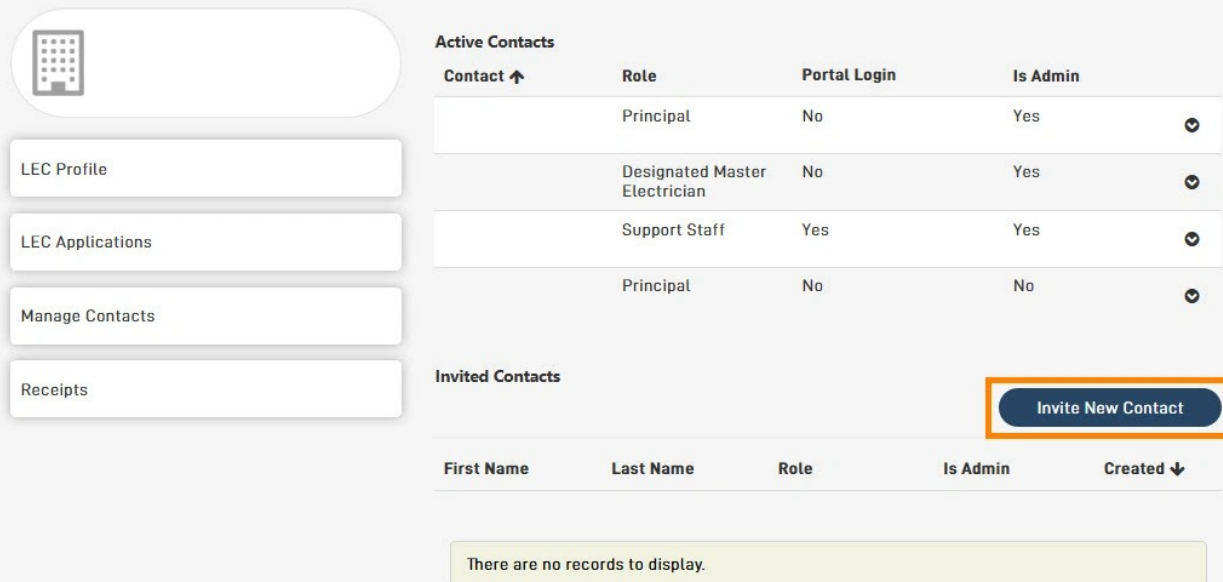
LEC - Landing Page



The screenshot shows the LEC Landing Page. On the left, there is a navigation menu with five buttons: "LEC Profile", "LEC Applications", "Manage Contacts" (highlighted with an orange border), and "Receipts". On the right, there are several input fields for user information: "LEC Licence Number:", "Licence Status:", "Licence Renewal Date:", "Legal Company Name:", "Operating Name (if different from above)", "Email Address", "Cell Phone", "Business Phone", and "Extension".

5 Any current Administrators/Contacts will show on the "LEC Contacts" page. To add a new user, click "Invite New Contact".

LEC Contacts



The screenshot shows the LEC Contacts page. On the left, there is a navigation menu with five buttons: "LEC Profile", "LEC Applications", "Manage Contacts", and "Receipts". On the right, there are two tables: "Active Contacts" and "Invited Contacts". The "Active Contacts" table has four columns: "Contact", "Role", "Portal Login", and "Is Admin". The "Invited Contacts" table has five columns: "First Name", "Last Name", "Role", "Is Admin", and "Created". A button labeled "Invite New Contact" is highlighted with an orange border. Below the tables, there is a message box that says "There are no records to display."

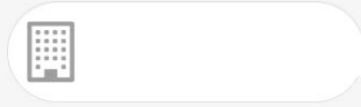
Active Contacts			
Contact ↑	Role	Portal Login	Is Admin
	Principal	No	Yes
	Designated Master Electrician	No	Yes
	Support Staff	Yes	Yes
	Principal	No	No

Invited Contacts				
First Name	Last Name	Role	Is Admin	Created ↓
There are no records to display.				



Tip! You can also edit users by clicking on the arrow icon at the end of the row and clicking "Edit".



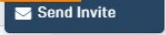
LEC Contacts



LEC Profile

Active Contacts

Contact ↑	Role	Portal Login	Is Admin
	Principal	No	Yes
	Designated Master Electrician	No	Yes


 Edit
 Send Invite

6 Enter the first and last name of Administrator/Contact.

Email address is mandatory, and all users of the platform must have a unique email address.

The user's role is mandatory - please select an option from the list.

The administrator checkbox is optional. Those that are deemed an Administrator will have **full** access to the Contractor Profile within this platform, which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If a Contact is added, but **not** deemed an Administrator, they will only be able to view the information on the profile.

The screenshot shows a 'Create' form with the following fields and annotations:

- First Name ***: Input field highlighted with an orange box.
- Last Name ***: Input field highlighted with an orange box.
- Phone Number**: Input field with placeholder text 'Provide a telephone number'.
- Email ***: Input field with a message 'all users must have a unique email address' highlighted in orange.
- Role ***: Dropdown menu with 'Select' as the current selection, highlighted with an orange box.
- Is Administrator**: Checkbox with an orange arrow pointing to it and the word 'optional' written in orange.
- Submit**: Button highlighted with an orange box.

A grey information box contains the following text: 'Those that are deemed an Administrator will have full access to the Contractor Profile within this portal which will allow the individual to modify contact information, submit licence renewals and other licence applications, and add other Administrators to this account. If the Administrator button is not selected, the individual will only be able to view the information on the Contractor Profile.'

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Ask the newly added user to check their email inbox for their invitation. They can follow the "Click here to register" link to be brought to the platform.

Electrical Safety Authority - LEC contact added



Hello

You have been invited to join ESA's Licensing Portal. This portal is used to manage Electrical Contractor and Master Electrician Licenses.

[Click here to register](#) to the Licensing Portal by using the "Sign up now" link with your email address.

Note: this is a separate portal from the LEC Portal (used for applying for and scheduling notifications) and a different log in is required.

If you have any questions, please contact our office at 1-877-372-7233, option 3 or at esa.licensing@electricalsafety.on.ca.

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All newly added users must go to the "Sign In" page on the platform, then click "Sign up now" at the bottom to create a login and their own password.

Electrical Safety Authority

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

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

New users start here to create a login