



First Login - External User

1. Click the link in your welcome email or go to licensing.esasafe.com.




ESA Online Licensing

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

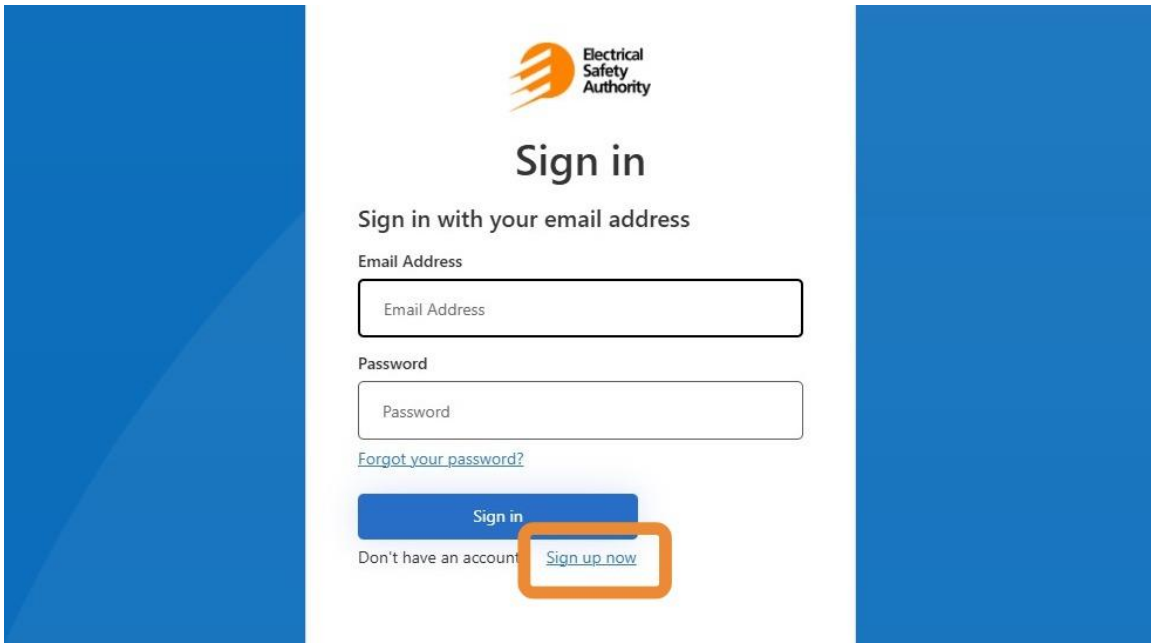
View your licensing profile, see your receipts, access past applications and more.




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.)

2. The first time you visit, you will click "Sign up now"




Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

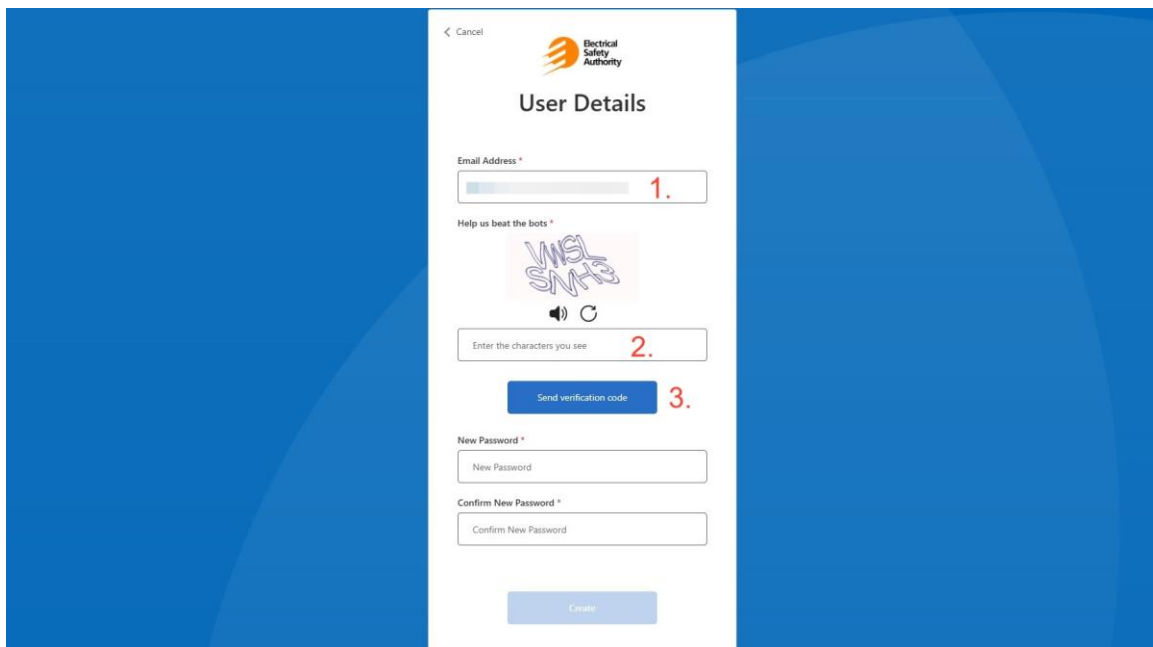
Don't have an account? [Sign up now](#)

3. Enter User Details:

1. Enter your email address - See tip below!
2. For security purposes, enter the characters below the email address field.
3. Once you have entered the characters, click "Send verification code".

Note: Once submitted, you will receive an email with the subject line starting "Microsoft on behalf of ESA"

Do not close or navigate away from this browser screen. You will need to retrieve a verification code from your email inbox and enter on this screen.



The screenshot shows the 'User Details' registration page for the Electrical Safety Authority. The page is titled 'User Details' and features the following fields and buttons:

- Email Address ***: A text input field with a red '1.' next to it.
- Help us beat the bots ***: A CAPTCHA image showing the characters 'W19 5M43' with a red '2.' next to it. Below the image are a speaker icon and a refresh icon.
- Send verification code**: A blue button with a red '3.' next to it.
- New Password ***: A text input field.
- Confirm New Password ***: A text input field.
- Create**: A light blue button at the bottom.

Tip! We recommend using a personal email rather than a company email as your profile is tied to you and stays with you even if you change employers. This is especially important if you are a Master Electrician.

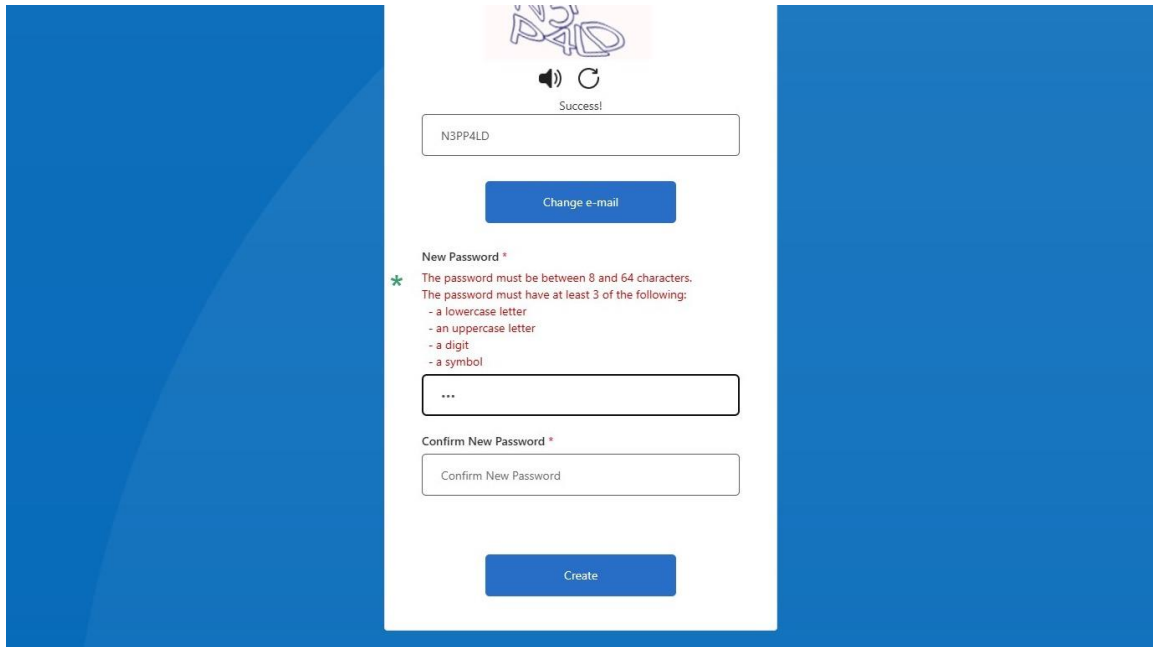
- Once you receive the email with your verification code, enter it in the "Verification Code" field
Click Verify code.

The screenshot shows the 'User Details' form from the Electrical Safety Authority. At the top, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' The 'Verification Code' field is highlighted with an orange box and contains the number '1.'. Below it is a CAPTCHA challenge with the text 'Help us beat the bots' and a distorted image of the letters 'VWLSNH3'. A 'Success!' message is displayed above the CAPTCHA input field, which also contains 'VWLSNH3'. A blue box with the number '2.' highlights the 'Verify code' button. Below the CAPTCHA are fields for 'New Password' and 'Confirm New Password', and a 'Create' button at the bottom.

- You will see a message at the top to let you know the code was accepted. If you receive an error message, you can click "Re-send Code"

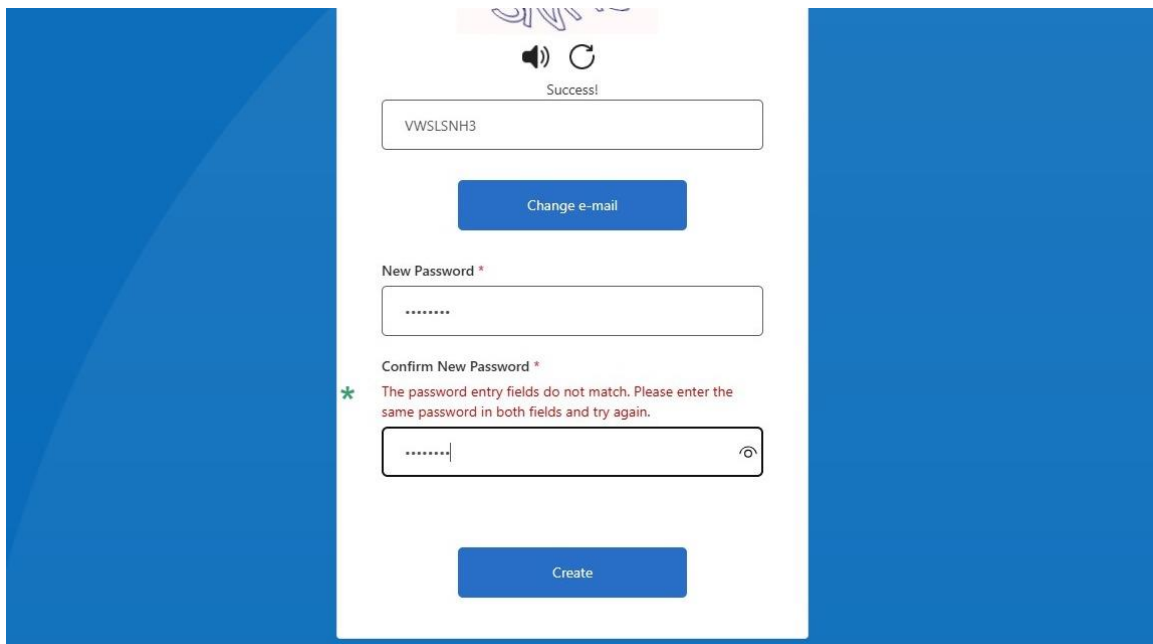
The screenshot shows the 'User Details' form after successful verification. A message at the top says 'E-mail address verified. You can now continue.' This message is highlighted with an orange box. Below it is the 'Email Address' field. The CAPTCHA challenge and 'Success!' message are still present. A blue 'Change e-mail' button is now visible below the CAPTCHA. The 'New Password' and 'Confirm New Password' fields and the 'Create' button remain at the bottom.

6. You may now add your password. The criteria for a strong password will populate as soon as you start entering it the first time.



The screenshot shows a central white form on a blue background. At the top, there is a logo with the letters 'DAD' and a 'Success!' message with a speaker icon and a refresh icon. Below this is a text input field containing 'N3PP4LD'. A blue button labeled 'Change e-mail' is positioned below the input field. The 'New Password *' section includes a green asterisk icon and a message: 'The password must be between 8 and 64 characters. The password must have at least 3 of the following: - a lowercase letter - an uppercase letter - a digit - a symbol'. Below this is a password input field with three dots. The 'Confirm New Password *' section has a text input field with the placeholder 'Confirm New Password'. At the bottom is a blue button labeled 'Create'.

7. The password must be entered twice. You will be prompted to try again if they do not match.



The screenshot shows a central white form on a blue background. At the top, there is a logo with the letters 'DAD' and a 'Success!' message with a speaker icon and a refresh icon. Below this is a text input field containing 'VWSLSNH3'. A blue button labeled 'Change e-mail' is positioned below the input field. The 'New Password *' section has a password input field with seven dots. The 'Confirm New Password *' section includes a green asterisk icon and a message: 'The password entry fields do not match. Please enter the same password in both fields and try again.' Below this is a password input field with seven dots and a visibility icon. At the bottom is a blue button labeled 'Create'.

8. Click "Create"

Email Address *

Help us beat the bots *

Success!

Change e-mail

New Password *

Confirm New Password *

9. The "Welcome to the ESA Licensing Platform" page will pop up when you click "Create"

Welcome to the ESA Licensing Portal

Terms of Service

The ESA ON Mobile Application ("App") is a third party software licensed to the Electrical Safety Authority ("ESA"). The Licensed Electrical Contractor Online Portal ("Website") is secured, owned and operated by the Electrical Safety Authority. For the purposes of these Terms of Service the App and the Website are collectively referred to herein as the "Platform".

Use of the Platform is subject to the following Terms of Use, Disclaimers, and Legal Notices as stated below. By using the Platform in any manner whatsoever, you represent and warrant that you possess the legal right and ability to enter into the below Terms of Service and to use the Platform in accordance with these Terms of Service and any applicable rules applied by Apple Inc. and Google Inc. with respect to their App Store and Play Store ("App Stores"). ESA disclaims any liability arising from or in relation to use of an App Store.

In order to access the Platform, you must have a device that is compatible with the requirements of the App Stores and an ESA Customer Account ("Account").

ACKNOWLEDGEMENTS

These Terms of Service apply to the use of the Platform, including any updates. ESA may change or revise these terms of service from time to time, in its sole discretion, with or without notice to you. You are bound by any such revisions and should therefore periodically visit the Terms of Service page in the Platform to review the current Terms. Your access and use will be subject to the most current version of the Terms. Your use of the Platform after such revised Terms are made available will signify your acceptance of such revised Terms and your agreement to be bound by them.

From time to time, updates to the Platform may be made available through the App Stores and you may not be able to use the Platform until you have installed the latest version.

You agree to comply with all the provisions of the Ontario Electrical Safety Code ("OESC"). You acknowledge that use of the Platform does not alleviate you from any legal obligations nor does it allow for deviations from any legal requirements under the OESC or the Electricity Act, 1998.

LIMITATION OF WARRANTIES AND DISCLAIMER

By using the Platform you expressly agree that all access and use of the Platform and any information, including photographs and/or videos uploaded into the Platform, is at your sole risk. You assume all risks associated with the use of the Platform. The Platform and any information provided on it is on an "as is" and "as available" basis without any representations, warranties or conditions of any kind including without limitation, implied warranties or conditions of fitness for a particular purpose or use, or non-infringement. ESA makes no warranty that the Platform and any materials or information provided will meet your requirements or that the service will be uninterrupted, timely, secure, or error-free. ESA makes no warranty regarding the Platform, the materials or information obtained from use of the Platform, or any transaction entered into through the Platform, or to the accuracy or reliability of any information obtained through the Platform or

10. After reviewing the information on this page, check the "I agree to these terms and conditions." and click continue.

You can see most of your account information by signing on to your ESA account. We do retain information from closed accounts to comply with law, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, assist with any investigations, and take other actions otherwise permitted by law.

8. How We Protect and Store Your Personal Information

We protect your information using technical and administrative security measures to reduce the risks of loss, misuse, unauthorized access, disclosure and alteration. Some of the safeguards we use are firewalls and data encryption, physical access controls to our data centers, and information access authorization controls.

We take steps to ensure that the account information we collect is accurate and up to date. We retain information as long as it is necessary and relevant for our operations. In addition, we may retain account information from closed accounts to comply with the law, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, and assist with any investigation.

Contact Us


If your questions are not answered online, you may write to us at:

Electrical Safety Authority
Attn: Legal Department
155A Matheson Boulevard West, Suite 200
Mississauga, ON L5R 3L5

You may also send an email message to our general mailbox at [\[redacted\]](#).

I agree to these terms and conditions.

[Continue](#)

 **Electrical Safety Authority**

Have a question?
Contact ESA Customer Service
1-877-ESA-SAFE (1-877-372-7233)

Stay Informed
Visit ESA's [Newsroom](#) for important updates and articles
[View the Terms of Service](#)

11. For those with an existing ME and/or EC licence, your contact and Licence information will already be populated based on our records. You may update any field that is editable. If a field cannot be clicked or modified,

it means changes must be submitted through a Notice of Change to Information form.

This form is available under the Licence and Exam Applications tab at the top of the page.

Electrical Safety Authority

Licence & Exam Applications | Submit Complaint | Quick Links | Profile

Home / Profile

Profile

Test Account

Welcome to the ESA Licensing Portal.
Please fill in, review, and save your profile information.
Once your profile has been successfully saved, you will be able to use other areas of the site.

ME Licence Number:

Licence Status:

Licence Renewal Date:

First Name Middle Name

Last Name

Account

Preferred Name E-mail

Phone Number Fax

Mobile Phone
Provide a telephone number

Web Site

Search Address here

Street Address Unit/Apt Number

City ZIP/Postal Code

Province Country

Account Number Preferred Method of Contact

12. If new to ESA, you may enter your contact information in the fields below. Those with an asterisk ("*") are required fields. Please enter your name as it appears on your government issued ID (e.g. driver's licence, passport, etc.).

Profile

Welcome to the ESA Licensing Portal.
Please fill in, review, and save your profile information.
Once your profile has been successfully saved, you will be able to use other areas of the site.

ME Licence Number: **Not Available**
Licence Status: **Not Available**
Licence Renewal Date: **Not Available**

First Name * Middle Name
Last Name *
Preferred Name E-mail *
Phone Number * Fax
Provide a telephone number
Mobile Phone Web Site
Provide a telephone number

13. Start typing your address in "Search Address Here." Make sure to verify all the fields such as your Street number and Postal Code are correct.

If your address is not found, you may enter the information manually.

See Tip!

Search Address here

Street Address * Unit/Apt Number
City * ZIP/Postal Code *
Province * Country *
CA
CA

Account Number Preferred Method of Contact
Email

Qualifications
Qualifications can only be added or amended through an application process.

309A 309C
 309D 434A
 442A Professional Engineer

14. When all your information is input accurately, click "Save". You will then gain full access to the platform, including the ability to: renew your licence, submit applications or complaints, use quick links for faster navigation, and view your licence details.

Account Number

Preferred Method of Contact

Qualifications

Qualifications can only be added or amended through an application process.

309A 309C

309D 434A

442A Professional Engineer

Certified Engineering Technician or Technologist JCC

Save

Have a question?
Contact ESA Customer Service
1-877-ESA-SAFE (1-877-372-7233)
esa.licensing@electricalsafety.on.ca

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15. If you wish to sign out, click "Profile" at the top ribbon of the page and select Sign out at the bottom of the menu.

Electrical Safety Authority

Licence & Exam Applications Submit Complaint Quick Links **Profile**

Home / EC Licence Applications

Electrical Contractor Licence Applications

Application Type ★

Select

Start Application

- Profile
- My Applications
- My Receipts
- Pay Fees
- Wallet
- My Organizations
- Sign out**