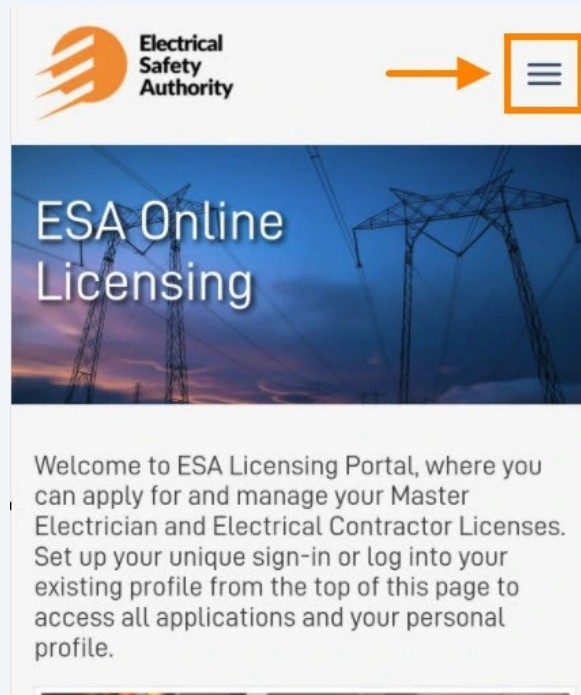


Renew an EC Licence on the ESA Online Licensing Platform Using a Mobile Device

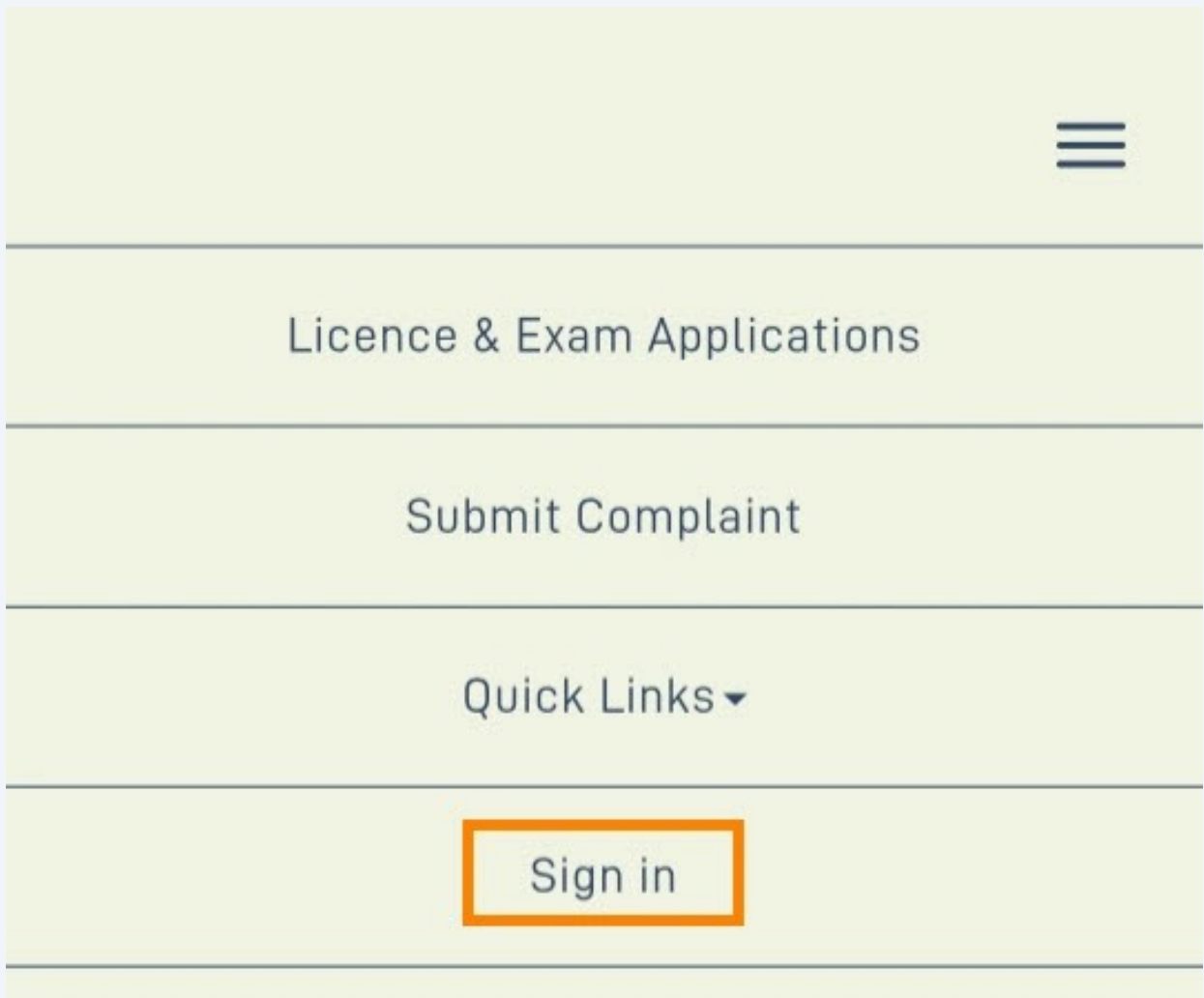
1 Go to licensing.esasafe.com

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



2

Click "Sign In".



3

Existing users: Input your login credentials, then click "Sign-In". If you hold both an EC and an ME Licence, you need to use the email address on file for your ME Licence.

New users: If this is your first time logging in to the new platform, click "Sign up now". You can follow these [Logging in for the First Time](#) instructions.

Note: if you use the LEC Portal (to take out notifications, pay account balances, etc.) those credentials will **not** work for the ESA Online Licensing Platform.

Electrical Safety Authority

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

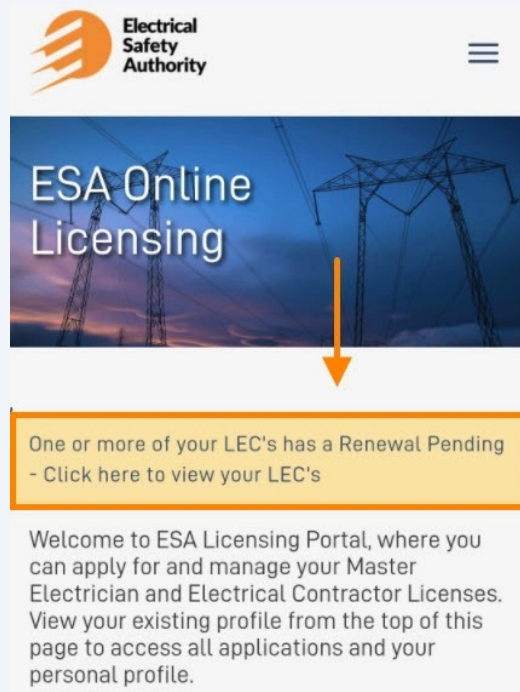
Don't have an account? [Sign up now](#)

Start here if this is your first time logging in

4

Existing users: You will be brought to the home page once logged in. If you have an EC Licence that is due for renewal you will see the message "**One or more of your LEC's has a Renewal Pending - Click here to view your LEC's**". Click on the message to be brought to the "My LECs" page.

If this is your first time logging in, please see the next step.



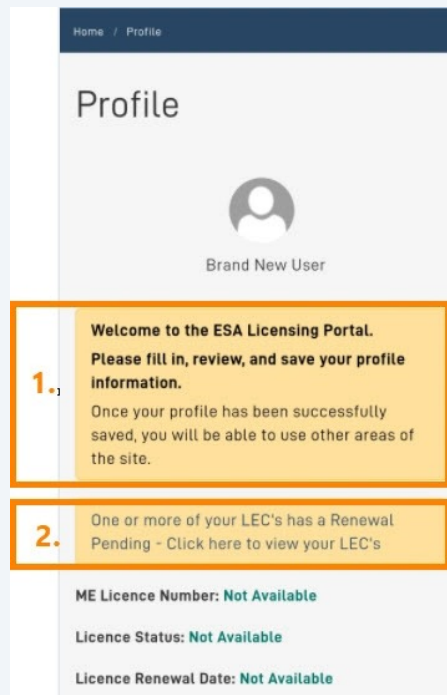
5

First time users only: After you accept the Terms of Service you will be brought to your Personal Profile.

1. First you must complete your profile, then scroll down to the bottom and click "Save".

2. If there is an EC Licence that is due for renewal you will see the message "**One or more of your LEC's has a Renewal Pending - Click here to view your LEC's**". Click on the message to be brought to the "My LECs" page. You must complete step one before you can access the EC renewal.

Note: if you have an ME Licence and you do not see your information populated on this page, you have not created a login using the email address on file for your ME Licence. You will need to create a new login with that email address, or call the Licensing department for assistance at 1-877-372-7233, option 3.



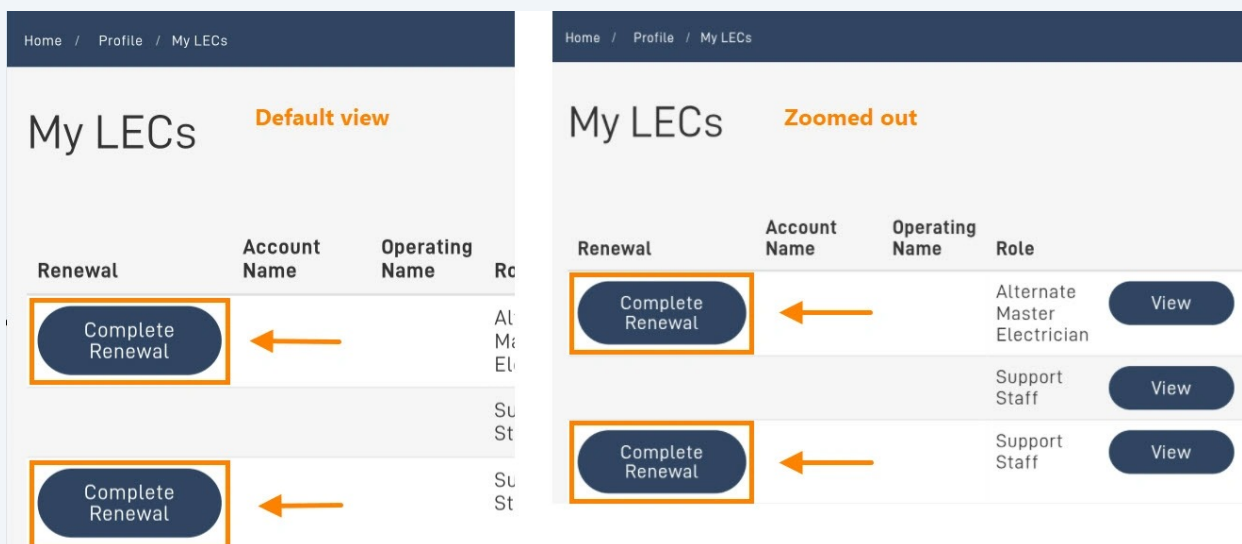
6

If you have access to any LECs (Licensed Electrical Contractors) you will see them here on the "My LECs" page. When a licence is due for renewal you will see "Complete Renewal", click there to open and complete the renewal. Please note, renewals become available 45 days before the expiry date of your licence and a licence renewal notice will be sent by your preferred method of correspondence.

If the licence has no active renewal, you can use the "View" option to review your account information, make updates to the company contact information, or add administrators. You can scroll to the right to see the "View" option, zoom out, or rotate your phone to landscape view.

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.



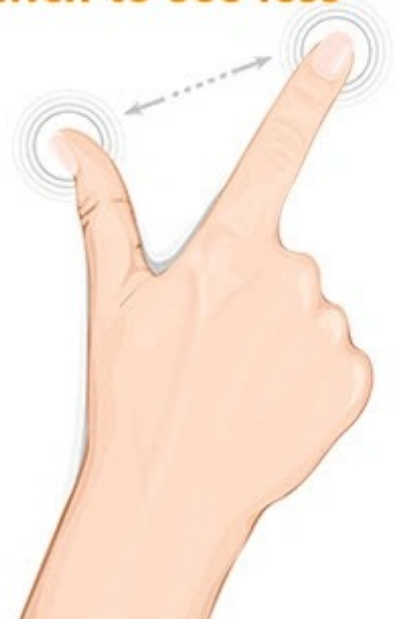


Tip! To zoom in or out you pinch and unpinch on your screen.

Pinch to see more



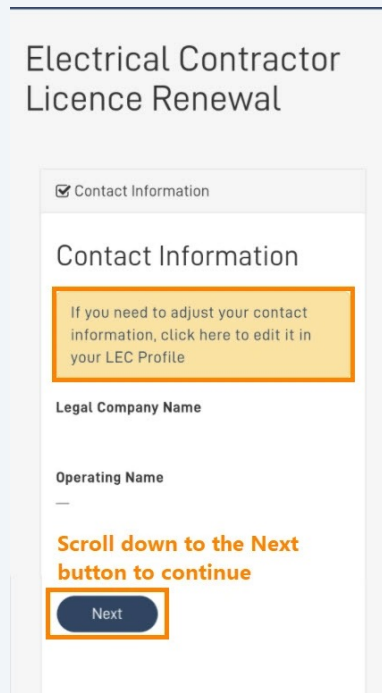
Unpinch to see less



7

Contact Information:

1. Review all Contact Information.
2. If the information is incorrect, click on the link at the top of the section to edit your LEC Profile, then go back into the renewal.
3. Once the Contact Information displayed is correct, scroll down and click "Next".



The screenshot shows a web form titled "Electrical Contractor Licence Renewal". At the top, there is a checked checkbox labeled "Contact Information". Below this, the section is titled "Contact Information". A yellow callout box contains the text: "If you need to adjust your contact information, click here to edit it in your LEC Profile". Underneath, there are two labels: "Legal Company Name" and "Operating Name", each followed by a horizontal line for input. At the bottom of the form, there is a bold instruction: "Scroll down to the Next button to continue", and a blue button labeled "Next" is highlighted with a yellow border.

8

Licensee Information:

1. Review all Licensee Information.
2. Add the number of Trade Employees **Do not include owners of the company in this number**.
3. Add the Insurance Policy Expiry date. Format must be YYYY/MM/DD, or use the calendar button at the right. The date must be in the future as it is the expiration date, not the start/issuance date.
4. If all of the information is correct, select "Yes". If anything is incorrect, select "No" and then you will indicate what is incorrect.
5. Click "Next".

The screenshot shows a web form titled "Licensee Information". On the left, there is a list of fields: Business Type, TCV Number, Work Type(s), WSIB Number, Insurance Company Name, Insurance Policy Number, Company Principals, DME Name, DME Number, DME Expiry Date, and Certificate/Registration Holder Name. A large orange box highlights the first four fields, with callout 1: "1. Review for accuracy. If anything is incorrect, you must set the toggle at the bottom to 'No' and update the incorrect information". To the right, there are three input sections. The first is "Number of Trade Employees" with a callout 2: "2. do not include owners". The second is "Insurance Policy Expiry Date" with a callout 3: "3. YYYY/MM/DD or [arrow] [calendar icon]". The third is a confirmation section with callout 4: "4. All the Licence information contained above is current and correct" and radio buttons for "No" and "Yes". At the bottom right, there is a "Next" button with callout 5: "5. Next".



Tip! If your Licensee Information is not correct, when you select "No" you will need to select what is not accurate. You will then need to provide further details and submit documentation if required. For example, if your insurance needs to be updated (you have a new insurance provider or policy number) you will need to upload a Certificate of Insurance. You may need to submit a Notice of Change form if some of the information on file is no longer correct. Notice of Change forms are located under "Licence & Exam Applications" in the menu at the top right of the page.

All the Licence information contained above is current and correct *

No Yes

Which information is incorrect?

- WSIB
- STO Account Number
- Company Principal
- DME Information
- Insurance Provider
- Other

9

Statements of Fact:

1. Review the question and choose the appropriate "No" or "Yes" answer.
2. Click "Next".

Statements of Fact

Are you currently in default of filing a return with the Canada Revenue Agency or of paying any tax, penalty or interest assessed under the Retail Sales Tax Act or the Corporations Tax Act? *

No Yes

Next

10 Declaration:

1. Review in full.
2. Check the box to indicate you have reviewed the Declaration.
3. Click "Next".

Declaration

I/we do solemnly declare that the following statements are true.★

1. I/we am/are the Applicant.
2. All information and any statement contained in this application, to the best of my/our knowledge, is true and correct.
3. As a licence holder, I/we will carry on my/our business/trade in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
4. As a licence holder, I/we will carry out the activities granted by this licence safely and in accordance with the law.
5. As a licence holder, I/we will ensure I/we have the resources necessary to carry out the activities granted by this licence.
6. As a licence holder, I/we will conduct my/our self with honesty and integrity and in accordance with the principle of protecting consumers.

7. As a licence holder, I/we will ensure I/we have the required training, experience, qualifications and skills required to carry out the activities granted by this licence.
8. As a licence holder, I/we will not permit unauthorized persons under my/our supervision to carry out activities granted by this licence.
9. I/we hold a valid certificate of qualification, or employ individual(s) with the appropriate trade qualification(s) as required for the electrical work carried out by the electrical contracting business.

Next

11

Notice and Consent:

1. Review the Notice and Consent in full.
2. Check the box to indicate you have reviewed the Notice and Consent.
3. In the "Name" field, enter your first and last name. "Position" refers to your title "owner, director, etc."
4. Click "Submit".

Notice and Consent

Note: Please ensure that you have read this section in full before signing below.

Any person completing and/or signing this form and any attachments or accompanying answers, schedules, documents, or records, is hereby notified that the Electrical Safety Authority (ESA) may collect additional information from or disclose information contained herein to third parties. The ESA is committed to maintaining the security and confidentiality of your business and personal information and as such, information collected will only be used in accordance with applicable legislation and ESA's Privacy Policy. If you provide information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable ESA to collect, use and disclose such personal information for the purpose set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com.

records as necessary to verify compliance with the representations made in Section C: Statements of Fact.

I/we acknowledge and understand the declarations made in Section D of this form and agree to conduct my activities in accordance to those statements.

Warning- it is an offence under section 113.20 of the Electricity Act, 1998 to knowingly provide false information on this application and any attachments.

By attesting to the application, you are confirming the information contained in this document is correct. *

Name *

Position *

Date

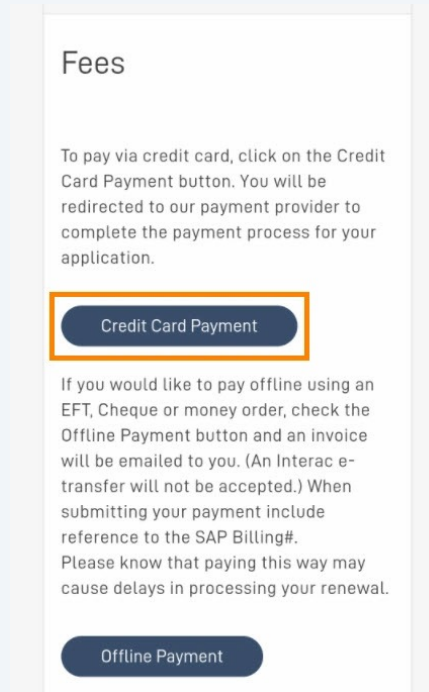
2026/06/03

Submit

12 Fees:

To pay with a credit card, click "Credit Card Payment".

*For offline payments, see step 16.



13

As this is a new platform, you will not have a card saved and must choose "Use a New Card".

Once you have selected the appropriate checkboxes, click "Pay Invoice".

Note: Saving a card to your profile will not renew your licence automatically each year. You must still log in to complete your renewal on a yearly basis.

Product Name	Electrical Contractor Licence Renewal
Price Per Unit	\$448.00
Quantity	1
Tax	\$58.24
Amount	\$506.24

Sub Total
\$448.00

Tax
\$58.24

Total
\$506.24

HST# 87391-1424-RT-0001

Use a card saved to file or a new card:

Use a New Card

Save card to profile for future use.

Pay Invoice

14

Enter your credit card details (do not put any spaces, dashes, or slashes in between the numbers) then click "Pay with your Credit Card".



Review Your Order

Total Amount: CAD 506.24

Pay With Your Credit Card

Cardholder Name

Credit Card Number

4444444444444444

Expiry Date (MMYY)

1230

Security Code

123



Do not use spaces, dashes or slashes in the Credit Card Number or Expiry Date fields

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.



Pay With Your Credit Card


Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

15

When your payment pre-authorization has been processed, you will receive a confirmation.

If you would like to save a copy of the invoice, click "Print".

Payment Pre- Authorization Details

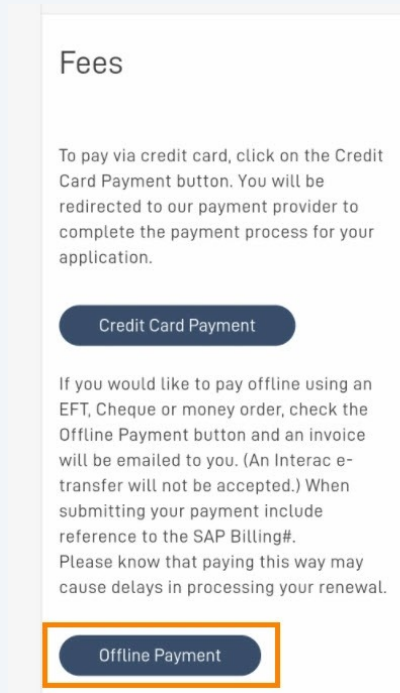
 Print

Your Payment Pre-Authorization has been completed. Thank you! This payment will be processed once your application has been approved. You can navigate away from this screen without impacting the payment processing.

16 If you would like to pay through online banking click "Offline Payment."

You will be sent an invoice by your preferred method of correspondence.

*Note** Paying offline will delay the completion of your renewal. If your licence is close to expiry it is highly recommended to pay by credit card to avoid a block on your licence.



Fees

To pay via credit card, click on the Credit Card Payment button. You will be redirected to our payment provider to complete the payment process for your application.

[Credit Card Payment](#)

If you would like to pay offline using an EFT, Cheque or money order, check the Offline Payment button and an invoice will be emailed to you. (An Interac e-transfer will not be accepted.) When submitting your payment include reference to the SAP Billing#. Please know that paying this way may cause delays in processing your renewal.

[Offline Payment](#)