

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

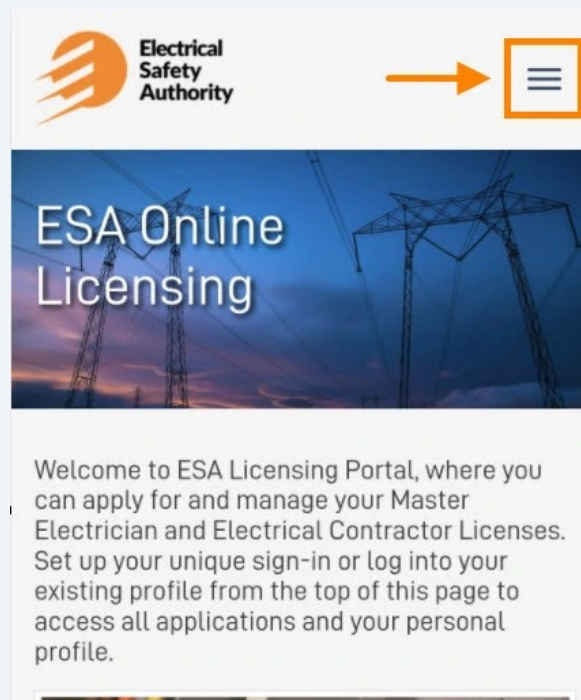


Alert! Only the ME Licence holder can renew their licence. It is fraudulent for anyone else to renew the licence as there is a Declaration that must be agreed to by electronic signature.

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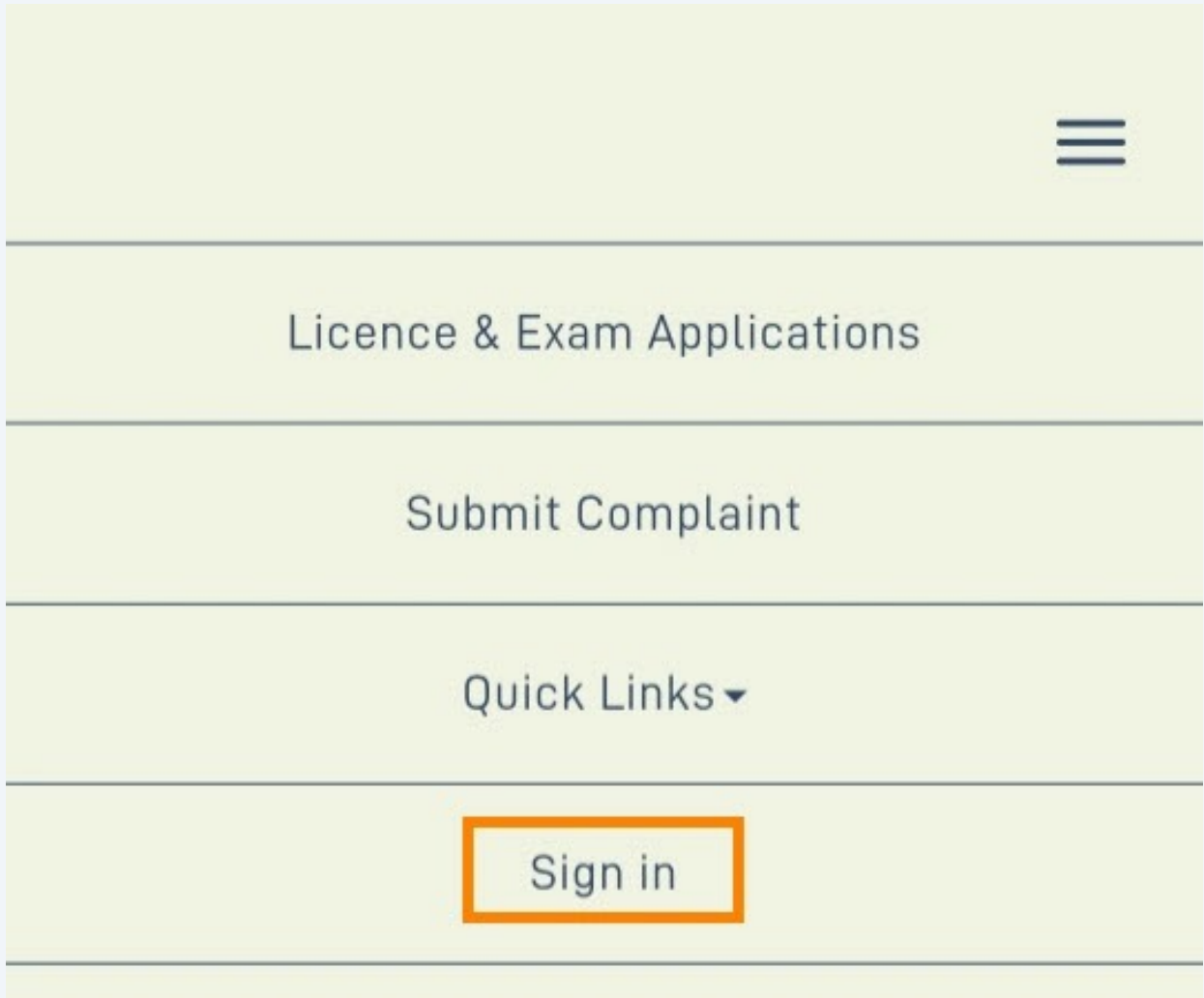
Go to licensing.esasafe.com

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".

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. Make sure you use the email address on file for your ME Licence.

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

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

Before you can access your renewal, you must complete your profile, then scroll down to the bottom and click "Save".

Note: if you have an ME Licence and you do not see your information already 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.

Electrical Safety Authority

Home / Profile

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:

Licence Status:

Licence Renewal Date:

First Name

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

5 Click on the menu (three lines) at the top right corner, then click "Profile".

If your ME Licence is due for renewal you will see "Complete My Renewal" with an orange icon in the menu. 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.


The screenshot shows the ESA Online Licensing Portal. At the top left is the Electrical Safety Authority logo. To its right is a navigation menu icon (three horizontal lines) with an orange arrow pointing to it. Below the logo is a banner image of power lines with the text "ESA Online Licensing". Below the banner is a welcome message: "Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licenses. View your existing profile from the top of this page to access all applications and your personal profile." Below the text is an image of an electrical control panel. On the right side of the page is a vertical navigation menu with the following items: "Licence & Exam Applications", "Submit Complaint", "Quick Links", "Profile", "Complete My Renewal" (highlighted with an orange box and an orange exclamation mark icon), "Personal Profile", "My Applications", "My Receipts", "Wallet", "Company (LEC) Profile", and "Sign out".

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Click "2026 ME Renewal for ...", to open your renewal.

Home / Profile / Complete My Renewal

Complete My Renewal



Name	2026 ME Renewal for
Due Date	
Licence Year	
Licence Holder	
Status	

✓

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Contact Information:

1. Review all Contact Information.
2. If the information is incorrect, go back to the menu at the top of the page and click on "Profile", then "Personal Profile" to update your information, then return to the renewal.
3. Once the Contact Information displayed is correct, scroll down and click "Next".

Master Electrician Licence Renewal

Contact Information

Contact Information

First Name

Middle Name

Last Name

Street Address

Unit/Apt Number


Email Address

Licence Number

Account Number

Expiry Date

Next

Menu → 

Licence & Exam Applications

Submit Complaint

Quick Links ▾

Profile ▾

Complete My Renewal

Personal Profile

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Licensee Information:

1. Review all Licensee Information.
2. If all of the information is correct, select "Yes". If anything is incorrect, select "No" and then you will indicate what is incorrect.
3. Click "Next".

Licensee Information

Master Electrician Name:

Qualification Type(s):

STO Number:

Designated Master Electrician for:

All the licence information contained above is current and correct *

No Yes



Tip! If your Licensee Information is incorrect, when you select "No" you will need to provide details of what is not accurate. For example, if your qualifications need to be updated (you have obtained a new qualification) you will need to upload a copy of your licence (photo of the actual wallet card or wall certificate, not a website screenshot, receipt, etc.). You may need to submit a Notice of Change if you are no longer the designated Master Electrician for a company. 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?

ME Name

Qualifications

DME

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Statements of Fact:

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

Statements of Fact

Do you presently owe ESA any money for which payment arrangements have not been made? *

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 am the Applicant.
2. All information and any statement contained in this application, to the best of my knowledge, is true and correct.
3. As the licence holder, I will carry on my business/trade in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
4. I have and will maintain a valid trade certification, P.Eng or OACETT designation.
5. As a Master Electrician, I will not carry out electrical work unless I hold a valid Certificate of Qualification for the work being carried out.
6. As the licence holder, I will carry out the activities granted by this licence safely and in accordance with the law.

12. If I am designated as a Master Electrician for an electrical contracting business, I cannot act in this capacity for more than one electrical contracting business at a time.
13. If I am designated as a Master Electrician for an electrical contracting business, I will be responsible for the personal planning and supervision of electrical work carried out on behalf of the electrical contractor.
14. If I am designated as a Master Electrician for an electrical contracting business, I will be responsible for ensuring that the electrical work is carried out in accordance with applicable law.

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.
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

I 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 *

Date

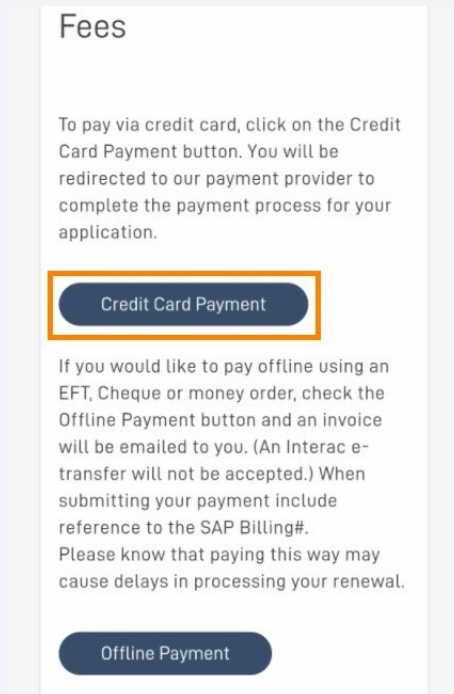
2026/06/04

Submit

12 Fees:

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

*For offline payments, see step 16.



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As this is a new platform, you will not have a card saved and must choose "Use a New Card". You can also check the second box if you would like to save your card on file for future use.

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.

Items	
Product Name	Master Electrician Licence Re newal
Price Per Unit	\$91.00
Quantity	1
Tax	\$11.83
Amount	\$102.83

Sub Total
\$91.00

Tax
\$11.83

Total
\$102.83

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

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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 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

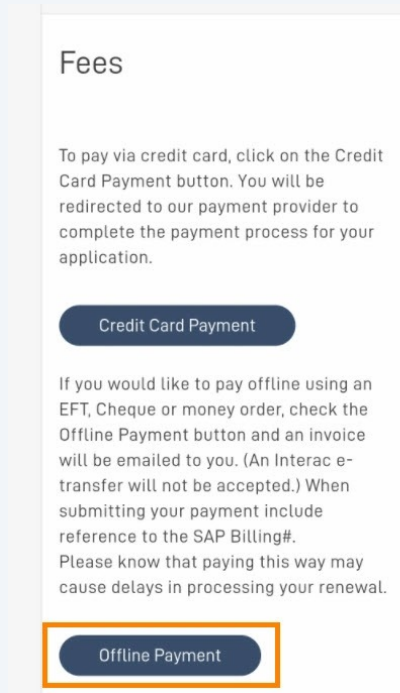
 Print

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.



The screenshot shows a white rectangular box with a light grey border. At the top, the word "Fees" is written in a dark grey font. Below this, there is a paragraph of text: "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." Underneath this text is a dark blue rounded rectangular button with the text "Credit Card Payment" in white. Below the button is another paragraph of text: "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." At the bottom of the box is another dark blue rounded rectangular button with the text "Offline Payment" in white. This button is highlighted with a thin orange border.

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You will be brought back to the "My Applications" screen where you will be able to see your application has been submitted.

Please note, when paying through online banking, your renewal application will **not** be completed until the payment has been received by the Licensing Department.

