



Department of Safety and Professional Services

- ▶ Introduction to eSLA and Injury and Illness Reporting
- ▶ WASBO
- ▶ November 2, 2021

What is eSLA?

- ▶ eSLA - Electronic Safety Licensing Application
- ▶ Allows electronic processing and renewals for -
 - ▶ Credentialing
 - ▶ Plan Review
 - ▶ Permits to Operate
- ▶ Electronic payment processing
 - ▶ E-Check
 - ▶ Credit Cards

What might your school use eSLA for?

- ▶ Submitting Injury and Illness Reports
- ▶ Paying for boiler, pressure vessel and refrigeration renewals
- ▶ Obtaining boiler pressure vessel and refrigeration PTO
- ▶ Paying for elevator renewals
- ▶ Obtaining elevator PTOs
- ▶ Submitting a new plan review
- ▶ Credentialing and Licensing - Coming Soon

eSLA Glossary

- ▶ User Account - An individual's login used to access a business account in eSLA
- ▶ Business Account - Where your permits, plan reviews and inspections are kept
 - ▶ A User Account is linked to a business account
- ▶ Permit To Operate - Printable permits issued after inspection and payment for Boilers, UPVs, Refrigeration and elevators.
- ▶ Permits - Any device that is regulated through DSPS (Boilers, elevators, etc)
- ▶ Permit Applications - Any electronic application or report sent to DSPS. (IIR)

eSLA Dashboard

Welcome to your eSLA Dashboard

Credentials | **Plan Review** | **Permit**

[+ NEW APPLICATION](#) | [+ MY ITINERARIES](#) | [MY HISTORY](#)

Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.



[Are you trying to add a business or renew a cross connection control assembly? Click here to add a business or renew your assembly.](#)

Your Permit

To renew, edit, or update your Permit, please click on the Options button. Applications for a Permit are also shown on the bottom of the dashboard page.

[View and Search All Permits](#)

SORT BY ▼

	Miniature or Electric Boiler PVS-101826171-PTOB3Y	PROJECT NAME Movable Fixed Ride	STATUS Active	EXP DATE 10/4/2021	OPTIONS ▼
	Commercial Conveyance PTO EC-011303602-PTOCC	PROJECT NAME Movable Fixed Ride	STATUS Active	EXP DATE 2/28/2022	OPTIONS ▼

New Permit Applications

To edit or withdraw an application, please click on the Options button.

[View and Search all Applications](#)

SORT BY ▼

	Injury and Illness Report SFY-012000335-SFT	INJURY AND ILLNESS REPORT YEAR 2019	STATUS Submitted	EXP DATE	OPTIONS ▼
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eSLA Dashboard - Program area tabs

Welcome to your eSLA Dashboard

- Credentials
- Plan Review
- Permit 

- + NEW APPLICATION
- + MY ITINERARIES
- MY HISTORY

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SORT BY

	PROJECT NAME	STATUS	EXP DATE	OPTIONS
	Miniature or Electric Boiler PVS-101826171-PTOB3Y	Movable Fixed Ride Active	10/4/2021	OPTIONS
	Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride Active	2/28/2022	OPTIONS

New Permit Applications

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[View and Search all Applications](#)

SORT BY

	INJURY AND ILLNESS REPORT YEAR	STATUS	EXP DATE	OPTIONS
	Injury and Illness Report SFY-012000335-SFT 2019	Submitted		OPTIONS

eSLA Dashboard - Permit To Operate

Welcome to your eSLA Dashboard

Credentials Plan Review **Permit**

+ NEW APPLICATION + MY ITINERARIES MY HISTORY

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SORT BY



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 Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride	Active	2/28/2022	OPTIONS

New Permit Applications

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[View and Search all Applications](#)

SORT BY

	INJURY AND ILLNESS REPORT YEAR	STATUS	EXP DATE	
 Injury and Illness Report SFY-012000335-SFT	2019	Submitted		OPTIONS

eSLA Dashboard - View all permits

Welcome to your eSLA Dashboard

Credentials Plan Review **Permit**

+ NEW APPLICATION + MY ITINERARIES MY HISTORY

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SORT BY

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 Miniature or Electric Boiler PVS-101826171-PTOB3Y	Movable Fixed Ride	Active	10/4/2021	OPTIONS
 Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride	Active	2/28/2022	OPTIONS

New Permit Applications

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[View and Search all Applications](#)

SORT BY

	INJURY AND ILLNESS REPORT YEAR	STATUS	EXP DATE	OPTIONS
 Injury and Illness Report SFY-012000335-SFT	2019	Submitted		OPTIONS

eSLA Dashboard - PTO Options

Welcome to your eSLA Dashboard

Credentials Plan Review **Permit**

+ NEW APPLICATION + MY ITINERARIES MY HISTORY

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SORT BY

	PROJECT NAME	STATUS	EXP DATE	OPTIONS
	Miniature or Electric Boiler PVS-101826171-PTOB3Y	Movable Fixed Ride Active	10/4/2021	OPTIONS
	Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride Active	2/28/2021	OPTIONS

- Print Permit
- Change Name
- Piping Inspection
- Modification or Conversion
- Change Status
- Change Address
- Accident Report

New Permit Applications

To edit or withdraw an application, please click on the Options button.

[View and Search all Applications](#)

SORT BY

	INJURY AND ILLNESS REPORT YEAR	STATUS	EXP DATE	OPTIONS
	Injury and Illness Report SFY-012000335-SFT 2019	Submitted		OPTIONS

eSLA Dashboard - Reprint Submitted IIR

Welcome to your eSLA Dashboard

Credentials Plan Review Permit

+ NEW APPLICATION + MY ITINERARIES MY HISTORY

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SORT BY

	PROJECT NAME	STATUS	EXP DATE	
 Miniature or Electric Boiler PVS-101826171-PTOB3Y	Movable Fixed Ride	Active	10/4/2021	OPTIONS
 Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride	Active	2/28/2022	OPTIONS

New Permit Applications

To edit or withdraw an application, please click on the Options button.

[View and Search all Applications](#)

SORT BY

	INJURY AND ILLNESS REPORT YEAR	STATUS	EXP DATE	
 Injury and Illness Report SFY-012000335-SFT	2019	Submitted		OPTIONS

Download Application
Print Report

eSLA Dashboard - Payment Cart

Welcome to your eSLA Dashboard



Credentials Plan Review **Permit**

+ NEW APPLICATION + MY ITINERARIES MY HISTORY

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	Miniature or Electric Boiler PVS-101826171-PTOB3Y	Movable Fixed Ride Active	10/4/2021	OPTIONS
	Commercial Conveyance PTO EC-011303602-PTOCC	Movable Fixed Ride Active	2/28/2022	OPTIONS

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eSLA Dashboard - New Application/ IIR

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- + MY ITINERARIES
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New Permit Applications

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SORT BY

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eSLA Dashboard - Application Page

Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Select Program Area

Select Permit Type/Plan Review

Select Application Type

Please select an Account [\(Create new account\)](#)

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

Per SPS 332.205, all Wisconsin public employers must report work-related injuries and illnesses to the department for the previous year by March 1 of each year.

Within 8 hours after the death of any employee from a work-related incident or the in-patient hospitalization of 3 or more employees as a result of a work-related incident, the employer shall orally report the fatality or multiple hospitalization by telephone or in person to the department.

When reporting a public sector employee fatality or 3 or more hospitalizations, contact the department at (608) 267-9420 during regular business hours. The State of Wisconsin Division of Emergency Management can be contacted at (800) 943-0003 outside of regular business hours.

CANCEL

SAVE AND CONTINUE

eSLA Website - esla.wi.gov

**eSLA requires Google Chrome browser to work properly. Please download Google Chrome browser to continue. [Click Here to download](#)

First Time eSLA User

Create Account

If you currently hold or previously held a credential or have conducted business with the Department, please create an account by clicking here.

DSPS CUSTOMER

If you have never held a credential or conducted business with the Department, please create an account here.

NEW DSPS CUSTOMER

Existing eSLA Users

Login

*

*

LOGIN

[Forgot Password?](#)
[Forgot Email?](#)

How to Use eSLA - To set up your eSLA account, first complete section A below and then associate any business accounts following steps in section B. Once you complete the initial eSLA account setup in section A, log in as an existing user to the right of the eSLA Customer Portal page every time you return.

A. First-Time eSLA User Account Setup

Watch the [eSLA Customer Portal Log In](#) video for a quick walkthrough or complete the steps below.

If you have previously done business with the Department, follow the **Existing DSPS Customer** steps:

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Create a new account by selecting the **Existing DSPS Customer** button.
3. Select **Obtain Security Code** to link your existing data from the old system to eSLA.
4. Submit the email linked to your DSPS account, or submit your social security number.
5. After you receive your code, return to the previous page to create your new account.

If you have never done business with the Department, select **New DSPS Customer** and enter your information to create a new account.

B. Adding a Business Account in eSLA

Watch the [Add a Business in eSLA](#) video for a walkthrough or complete the following steps:

1. Go to the eSLA Customer Portal at <https://esla.wi.gov>.
2. Log in to the right of the page under "Existing eSLA Users" by entering the **email and password** you used to create your account in section A above.
3. Hover over your name in the top right corner of the "Dashboard" page, and select **Manage Business**.
4. Add an existing business that has been registered with the Department previously by selecting the down arrow to expand the "Add Existing Business" section.
5. Select **Obtain Security Code**, then select **Email** or **FEIN** to enter the email/FEIN for the business and have the security code sent to the business' email address on file.
6. Once you receive the security code, enter it in the **Security Code** field of the "Add Existing Business" section and select **Submit**.
7. On the prompts that appear, select **Continue** to proceed with the process, select **Submit** to begin the user upgrade, and select **Return to Dashboard** once finished.
8. Navigate to the **Manage Business** page to view the business account(s) added in a "Current Business(es)" table at the top of the page.
9. Add a new business not previously registered with the Department by selecting the down arrow to expand the "Add New Business" section.
10. Enter the business' details in the fields provided and select **Submit** to create the business account.

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10. Enter the business' details in the fields provided and select **Submit** to create the business account.

eSLA Account - DSPS Customer Account

- ▶ Used to create accounts for users who have submitted plan reviews, PTOs or have done existing business with DSPS.
- ▶ Must obtain security code by using
 - ▶ Email Address
 - ▶ SSN or Last 4 of SSN
- ▶ If an error occurs obtaining Security Code, use the second option of “New DSPS Customer” for account registration.
- ▶ May use “I am a representative of a local or state government” for SSN question if using account for IIR only.

The screenshot shows the 'Existing User Registration' page on the eSLA website. The page has a blue header with the eSLA logo and navigation links: MINE SAFETY TRAINING, UNIFORM DWELLING CODE PERMITS, UDC PERMIT SEARCH, UDC MUNICIPAL LOGIN, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, and LOG IN.

The main heading is 'Existing User Registration'. Below it, there is a registration form with the following fields and instructions:

- Do you have an active credential, plan on applying for a credential with DSPS or are you not able to provide your SSN?** (Dropdown menu with '--None--' selected)
- Security Code** (Text input field) with an **OBTAIN SECURITY CODE** button.
- Date of Birth (MM/DD/YYYY)** (Text input field)
- Email** (Text input field)
- Password** (Text input field) and **Confirm Password** (Text input field)

Below the password fields, there are instructions for password requirements:

- Password must contain:
 - More than 10 Characters
 - 1 Uppercase Letter
 - 1 Lowercase Letter
 - 1 Number
 - 1 Special Character (e.g. \$%&@#)
- Password must not contain:
 - User's First and/or Last Name

At the bottom of the form is a **SUBMIT** button.

Below the main form, there is a separate box titled 'Receive Security Code' with the following options:

- Email
- Social Security Number
- Last 4 Digits of SSN

Below these options is another **SUBMIT** button.

eSLA Account - New DSPS Customer Account

- ▶ Used to create accounts for new DSPS customers.
- ▶ May use “I am a representative of a local or state government” for SSN question if using account for IIR only.
- ▶ Most users fall under this registration type.

The screenshot shows the 'New Wisconsin Account' registration page. At the top is a navigation bar with the eSLA logo and links for MINE SAFETY TRAINING, UNIFORM DWELLING CODE PERMITS, LDC PERMIT SEARCH, LDC MUNICIPAL LOGIN, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, and LOG IN. The main heading is 'New Wisconsin Account'. Below this, there is a registration form with the following fields and instructions:

- Register here for a new Wisconsin account as a new Applicant.
Your social security number is required for accurate identification under federal law (42 U.S.C. §8666.)
- First Name (text input)
- Middle Name (text input)
- Last Name (text input)
- Do you have an active credential, plan on applying for a credential with DSPS or are you not able to provide your SSN? (dropdown menu with '-None-' selected)
- Date of Birth (MM/DD/YYYY) (text input)
- Phone (text input)
- Email (text input)
- Confirm Email (text input)
- Password (text input)
- Confirm Password (text input)

Below the form, there are two sections of requirements:

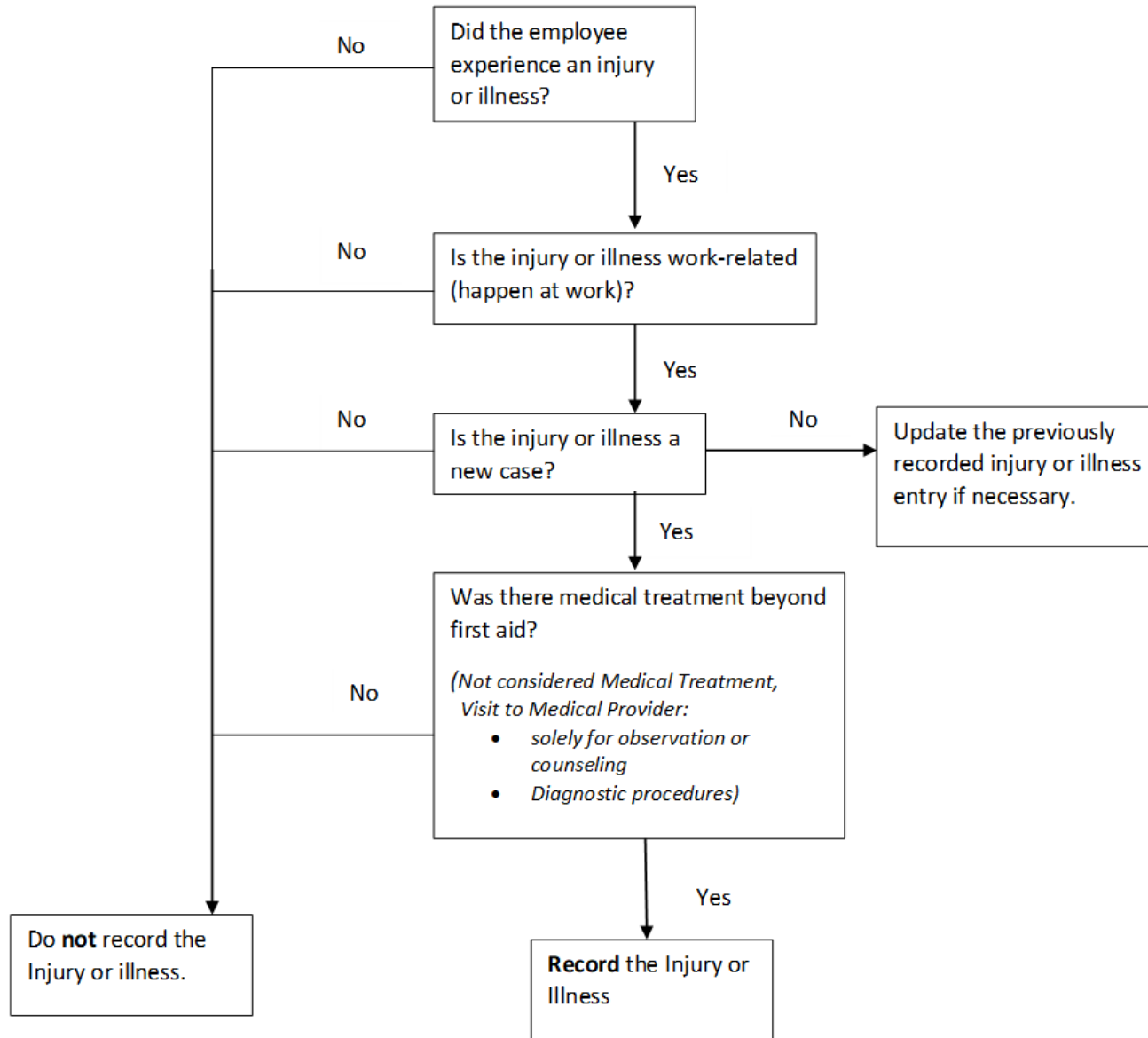
- Password must contain:
 - More than 10 Characters
 - 1 Uppercase Letter
 - 1 Lowercase Letter
 - 1 Number
 - 1 Special Character (e.g. \$!%*@#)
- Password must not contain:
 - User's First and/or Last Name

A blue 'SUBMIT' button is located at the bottom of the form.

Common eSLA Questions and Tips

- ▶ Can I use the same email address as the prior IIR reporter?
 - ▶ Yes, you will need to contact your DSPS Safety Inspector to assist you.
- ▶ Can multiple people manage the same PTO?
 - ▶ At this time only one person can be assigned each PTO.
- ▶ Why can I not see past Injury and Illness Reports?
 - ▶ The person who created the report has access to it via their dashboard. If you need a copy of a past report, please reach to your DSPS Safety Inspector.
- ▶ I am getting an error or a “Visual Force Page Error”.
 - ▶ This can be a common issue with new accounts, usually it is just an account setting. Your DSPS Safety inspector will be able to assist you.
- ▶ If you’re a new reporter, you will need to contact your DSPS Safety Inspector to be linked to the reporting account.

Should the Injury or Illness be recorded on the log?



Injury and Illness Reporting

Injury & Illness Reporting Q&A

▶ Frank was injured on Thursday, sought medical treatment on Friday. Frank returned to work on Monday.

▶ How many Lost Workdays?

Thursday

Friday

Saturday

Sunday

Monday

Injury & Illness Reporting Q&A

- ▶ Linda was injured her knee in November 2020, was off of work for 30 days. In January 2021 she had surgery on the knee and was off work for 60 days.
 - ▶ What year should the case be recorded?
 - ▶ What if she is off of work for more than 180 days?

Injury & Illness Reporting Q&A

- ▶ Mary was bitten by a student. The bite broke the skin. Mary was tested for a bloodborne disease. The test came back negative.
 - ▶ Is this recorded as an injury/illness?
 - ▶ What if the test came back positive?

1- Jane Dienger
715-538-3308
Jane.Dienger@Wisconsin.gov

2- Rhonda Kocijan-Klecz
608-982-6496
rhonda.kocijanklecz1@wisconsin.gov

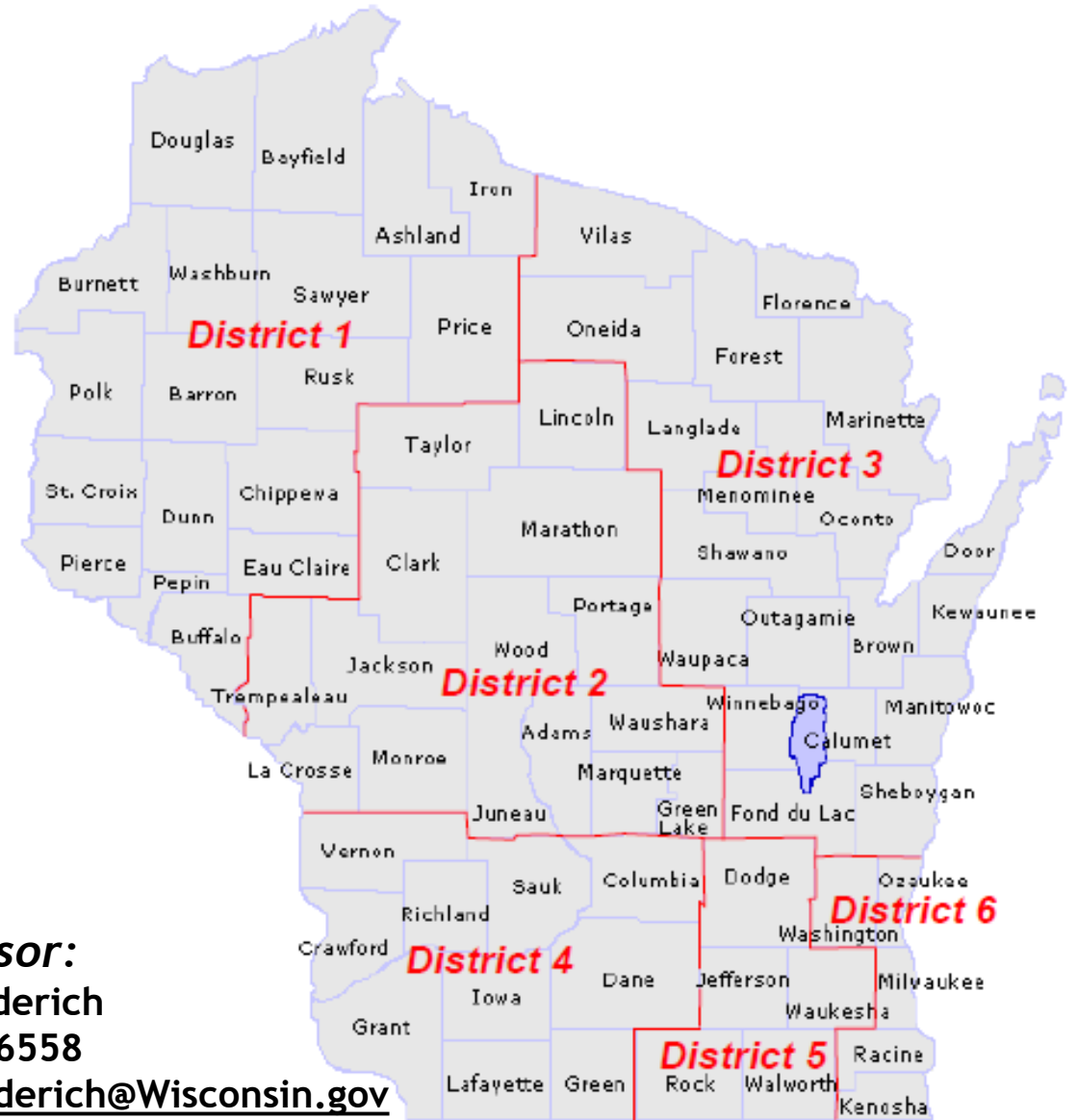
3- Tim Condon
414-852-3660
Timothy.Condon@Wisconsin.gov

4- Andrew Amacher
608-438-8061
Andrew.Amacher@Wisconsin.gov

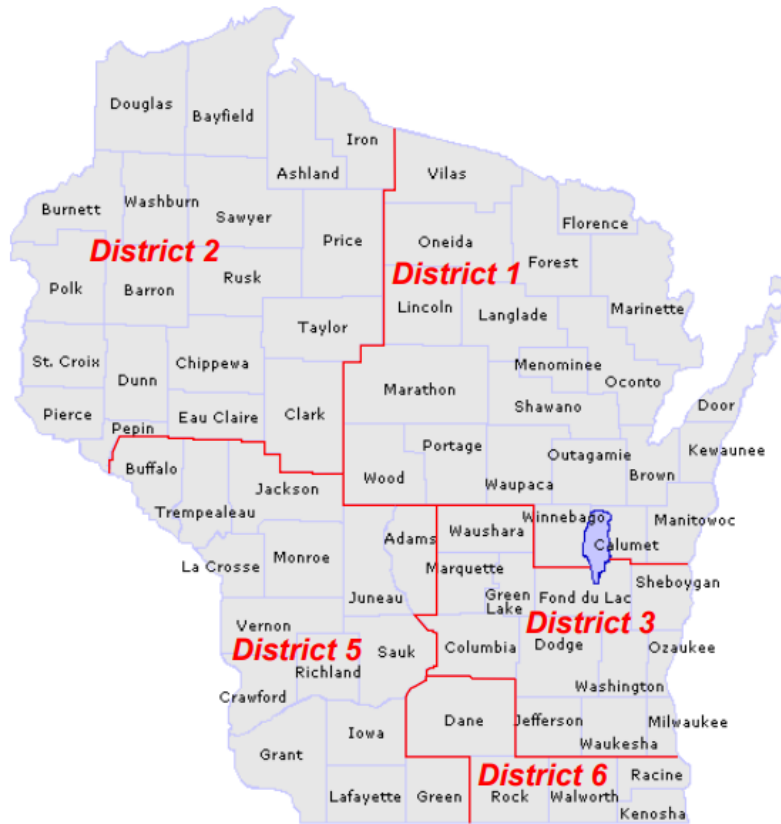
5- Scott Cashion
608-228-4089
Scott.Cashion@Wisconsin.gov

6- Jim Creegan
608-219-7185
James.Creegan@Wisconsin.gov

Supervisor:
Lucas Dederich
608-445-6558
Lucas.Dederich@Wisconsin.gov



Boiler and Pressure Vessel Inspection District Map

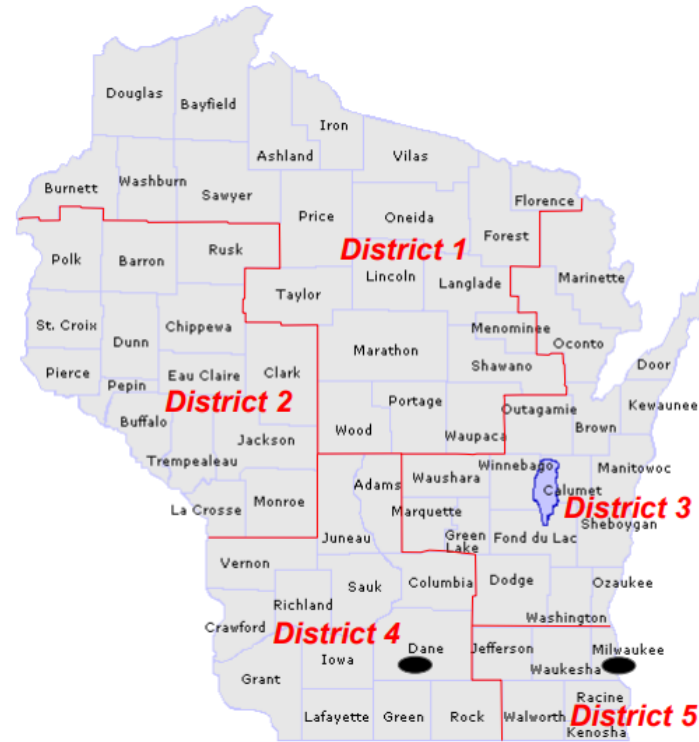


- 1 - Mike Marcott (Damarc) mike.marcott@damarcquality.com 920-747-0608
- 2 - Mario Ramirez (Damarc) mario.ramirez@damarcquality.com 715-338-8366
- 3 - Michael Drelich (Damarc) michael.drelich@damarcquality.com 715-302-9717
- 4 - Vacant
- 5 - Dean Yourchuck (Damarc) dean.yourchuck@damarcquality.com 715-441-9047
- 6 - Mark Makkonen (Damarc) mark.makkonen@damarcquality.com 715-338-8080

Darmac Consultant - Jeremie Rudek jeremie@damarcquality.com 866-361-4321
 DSPS Consultant - Chris Derks christopher.derks@wisconsin.gov 608-575-0583
 DSPS Supervisor - Kim Schmitt Kim.Schmitt@Wisconsin.gov 262-524-3950

General Questions DpsSbBoilertech@wisconsin.gov

Elevators & Conveyances Inspection District Map



- 1 Annual ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
 Installation/mod/repair ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
- 2 Annual National Elevator Inspection Services, Inc 262-560-6220 mimi.ziemann@us.bureauveritas.com
 Installation/mod/repair National Elevator Inspection Services, Inc 262-560-6220
 mimi.ziemann@us.bureauveritas.com
- 3 Annual ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
 Installation/mod/repair State of Wisconsin - John Kastner 414-313-2834 John.Kastner@Wisconsin.gov
- 4 Annual ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
 Installation/mod/repair ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
- 5 Annual ATIS Elevator Inspections, LLC 262-923-2233 wi@atis.com
 Installation/mod/repair State of Wisconsin - Mark Urban 414-430-6156 Mark.Urban@Wisconsin.gov

Program Supervisor - Kim Schmitt Kim.Schmitt@Wisconsin.gov 262-524-3950

Elevator Plan Review - Brian Rausch Brian.Rausch@Wisconsin.gov 262 521-5444

Submit technical questions to: DpsSbElevatorTech@wi.gov

Submit permit & invoice questions, address corrections to: DpsSbInspectionSupport@wi.gov

Questions?



Andrew Amacher
608-438-8061

Andrew.Amacher@Wisconsin.gov

Jane Dienger
715-538-3308

Jane.Dienger@Wisconsin.gov

