***\*\*Important Note\*\****

***You must use Google Chrome when logging into eSLA***

**Completing the Fire Dues Self-Certification (this is only done once a year between Jan. 1 – Mar. 31st at midnight.)**

1. Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/).
2. Login on the right-hand side under **Existing User,** by entering you Username (email address) and your password.
3. Go to the **Municipality/Fire Department Association** record from the items listed.
4. Select **Options** and choose **Create/Edit Self-Certification** from the drop-down list.
5. On the “**Self-Certification Attestation**,” ensure that **Fire Department** if you are the chief is selected.
6. Complete the “**Fire Account Information”** section.

**Chief only:** The top part (Fire Account, Fire Department Info & Fire Department Personnel) must be filled out **once** & click Save. The information will be saved to all the municipalities that you cover. The fire inspection questions are asking for a **total # for the department not per municipality**.

1. Click **Save**.
2. Continue by completing the **“Questions for Fire Chief”** section.
3. Complete the “**Attestation**” and select **“Save for Fire Chief”** to submit the self-certification.

**Forgot Password**

Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/) .

Click on **Forgot Password?**

Enter your email & follow the prompts.

**Update Fire Chief Profile info:**

* + - * 1. Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/)
				2. Login on the right-hand side under **Existing User**, by entering you Username (email address) and your password.
				3. Hover over your name in the Right-hand corner.
				4. Click Manage Profile
				5. Click EDIT THIS INFORMATION
				6. You will be able to edit all fields that are not shaded. If you would like to edit the shaded fields contact Sarah at sarah2.brown@wisconsin.gov with your name, Fire Dept name, County and the information that you would like edited.
				7. Click Save.

**Update FD Dept data:**

Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/)

Login on the right-hand side under **Existing User**, by entering you Username (email address) and your password.

Hover over your name in the Right-hand corner.

Click on Manage Business/Organization.

Look for the Current Fire Departments box and Click on the Edit Pencil icon 

Edit the Lead Inspector, Education Officer and the NFIRS Contact information.

Click Save

**To Print a Fire Chief Card:**

Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/)

Login on the right-hand side under Existing User, by entering you Username (email address) and your password.

Hover over your name in the Right-hand corner.

Click on Manage Business/Organization.

Click on Print under the Print Chief Card.

A PDF will open and right click print and it will print with the Fire Chief’s name on it.

**To Print Fire Inspector Cards:**

Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/)

Login on the right-hand side under Existing User, by entering you Username (email address) and your password.

Hover over your name in the Right-hand corner.

Click on Manage Business/Organization.

Click Fire Inspectors Card (s)

List your Lead Inspector, phone and email, if different that who is listed just edit the information and Save and Print Selected.

If you want to list more than one Fire Inspector, click Add, fill in the required fields and Save and Print selected.

If you have a lot of Inspectors, you can list them all first. Save and then go back and put a check mark in the one you want to print and Click Print Selected.

**Change Password**

Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/)

Login on the right-hand side under Existing User, by entering you Username (email address) and your password.

Hover over your name in the Right-hand corner.

Click on Manage Profile.

Click **RESET YOUR PASSWORD**

Follow the prompts.