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

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

***Completing the self-certification (Annually Jan 1- Mar. 31)***

1. Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/).
2. Log in to the right of the page under **"Existing eSLA Users"** by entering your **email**and **password**.
3. Select the **Fire/Municipality** tab on your **“Dashboard.”**
4. Go to the **Municipality/Fire Department Association** record from the items listed.
5. Select **Options** and choose **Create/Edit Self-Certification** from the drop-down list.
6. Complete the “**Municipality Information**” section.
7. Click **Save**.
8. Continue by completing the **“Questions for Municipality”** section.
9. Complete the **“Attestation”** and select **“Save for Municipality Clerk”** 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 Municipality Clerk Profile info:

* + - * 1. Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/) and Log in.
				2. Hover over your name in the Right-hand corner.
				3. Click Manage Profile
				4. Click EDIT THIS INFORMATION
				5. 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, Municipality name, County and the information that you would like edited.
				6. Click Save.

Update Municipality Information:

* + - * 1. Go to the eSLA Customer Portal at [**https://esla.wi.gov**](https://esla.wi.gov/) and Log in.
				2. Hover over your name in the Right-hand corner.
				3. Click Manage/Organization
				4. Under the Current Municipalities heading click the edit for the municipality that you want to update.
				5. Fill in /Edit all fields that are not shaded.
				6. Click Save.

Change Password

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

Hover over your name in the Right-hand corner.

Click on Manage Profile.

Click **RESET YOUR PASSWORD**

Follow the prompts.