



# Department of Safety and Professional Services

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Manufactured Home Credentials - Trades Credentials - Titling

Presentation by Jennifer Dohm & Cyndi Johnson

# eSLA - Electronic Safety and Licensing Application

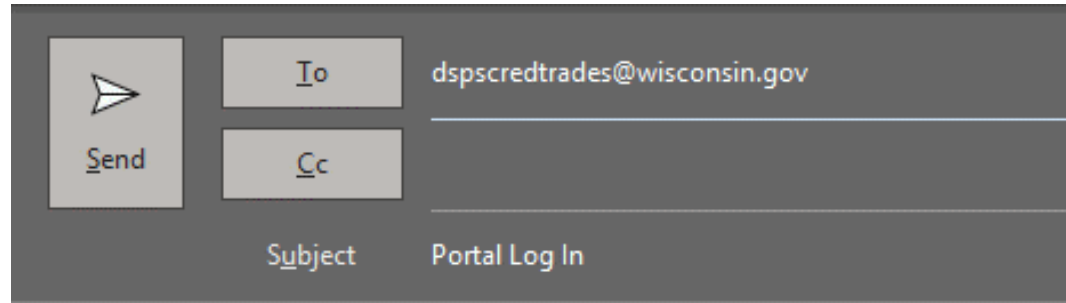
Launched October 29, 2018

# SECURITY CODE



You will be unable to obtain a security code to finish setting up your account unless we already have your name, email address, and date of birth in our system.

If we do not have these items, follow the instructions on the following slides.



Send

To dpscredtrades@wisconsin.gov

Cc

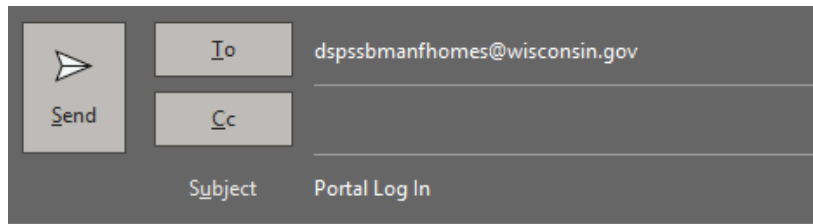
Subject Portal Log In

**JOHN SMITH**  
**CATLOVER11@EMAIL.COM**  
**11-09-1989**

## Dwelling Contractor Qualifier

- ▶ Please email - [dpscredtrades@wisconsin.gov](mailto:dpscredtrades@wisconsin.gov)
  - ▶ In the subject line write portal log in
  - ▶ In the body of the email write your full name, email address, and DOB

## Manufactured Home Credentials Installers, Salesperson, Dealers, and Manufacturers



Send

To dspssbmanfhomes@wisconsin.gov

Cc

Subject Portal Log In

**JOHN SMITH**

**[CATLOVER11@EMAIL.COM](mailto:CATLOVER11@EMAIL.COM)**

- ▶ Please email -  
[dspssbmanfhomes@wisconsin.gov](mailto:dspssbmanfhomes@wisconsin.gov)
  - ▶ In the subject line write portal log in
  - ▶ In the body of the email write your full name, email address, and DOB

The dashboard buttons shown will be relative to the credentials and the options available for you.

## Welcome to your eSLA Dashboard

+ NEW APPLICATION

+ MY ITINERARIES

+ MULTIPLE RENEWAL


MY HISTORY

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

## Your Credentials

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

SORT BY ▾

|   |  | STATUS | EXP DATE   | OPTIONS ▾   |
|---|--|--------|------------|---|
|  | Manufactured Homes Installer<br>MH-101901420 | Active | 10/28/2019 | <ul style="list-style-type: none"><li>Renew</li><li>Reinstate</li><li>Print Credential</li><li>Change Name</li><li>Submit Additional Documentation</li><li>Change Status</li><li>Change Address</li></ul> |

There is an options drop down box that will allow you to renew or makes changes as needed.

If it is too soon to renew (you may renew up to 8 weeks before you expire), or there are other requirements not met, you will receive a pop-up box telling you what your options are. If you are unable to resolve this on your own. Please email your correct department via email with your name, license number, and the issue listed in the error box.



Depending on your answers it will alert you if you are ineligible to renew. You will need to contact DSPS to resolve the outstanding issues. Email [dspssbmanfhomes@wisconsin.gov](mailto:dspssbmanfhomes@wisconsin.gov) or [dspscredtrades@wisconsin.gov](mailto:dspscredtrades@wisconsin.gov) for assistance.

### Eligibility

By answering the following questions, eligibility for the credential application will be determined. Confirmation will be noted if eligibility is met.

Are you at least 18 years of age?

 Yes No

Have you been found responsible in any judicial or administrative forum of any violation of s. 101.96, Stats., during the past 2 years?

 Yes No

Have you been found responsible in any judicial or administrative forum for any failure to perform an installation of a manufactured home as required under contract or for defrauding any person with regard to the provision of installation services during the past 2 years?

 Yes No

Are you in compliance with the installation requirements of SPS 321 and 327?

 Yes No

# Update and verify your most current information

## Personal Information

Provide the necessary personal information in the fields to the right. All fields with (\*) are required and must be completed to continue the application process.

|               |   |                      |
|---------------|---|----------------------|
| First Name    | * | JOHN                 |
| Last Name     | * | SMITH                |
| Phone         | * | 555-5555             |
| Date of Birth | * | 11-09-1989           |
| SSN           | * | ***-**-1234          |
| Email Address | * | CATLOVER11@EMAIL.COM |

## License Mailing Address

Select a credential mailing address by clicking the appropriate checkbox to the right (this is the address used for all postal communications from the Department for this credential.) To add a new address, click Add Address, complete the required fields, and click

ADDRESS SAVED SUCCESSFULLY

[USE DIFFERENT ADDRESS](#)

123 MAIN STREET  
MADISON WI 53705  
Dane  
United States

## License Public Address

Select a public credential mailing address by clicking the appropriate checkbox to the right (this is the address that will be viewable by the public). To add a new address, click Add Address, complete the required fields, and click Save

ADDRESS SAVED SUCCESSFULLY

[USE DIFFERENT ADDRESS](#)

123 MAIN STREET  
MADISON WI 53705  
Dane  
United States

If the mailing and public address boxes are not checked as shown, you will receive an error message. It will ask you to fix this before proceeding.

At any time during your application process, you can navigate between different sections by clicking on the tabs.

## Renewal Application

Manufactured Homes Installer MH-101901420



### Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

Do you have proof of completion of 12 hours of CE within the past renewal cycle? If this is your first renewal, please answer "No."

Yes  No

# Renewal Application

Manufactured Homes Installer MH-101901420



## Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

Do you have proof of completion of 12 hours of CE within the past renewal cycle? If this is your first renewal, please answer "No."

Yes  No

SAVE & FINISH LATER

SAVE AND CONTINUE

DOWNLOAD APPLICATION

The system will ask you to upload your CE completion paperwork. If you do not have access to a scanner, you may email or fax the CE to DSPS. Fax # is 608-251-3036

You must select the box for the credential you are paying for. If there is more than one, you may select all. The blue continue button will take you to the online payment cart.

### John Smith's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

To continue paying, select the fees you wish to pay and then press the continue button.

[ITEMS](#) » [CHECKOUT](#) » [CONFIRMATION](#)

Pay For:

Select All

Renewal Fee for RNW-330909

| Type                      | Amount   | Amount Outstanding | Due Date |
|---------------------------|----------|--------------------|----------|
| MNF Installer Renewal Fee | \$100.00 | \$100.00           |          |

**CONTINUE**

Total Due: **\$0.00**

Next you will enter your payment information. You will be given a receipt number. This receipt will also be emailed to the email address on file.

**PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.**

To continue paying, select the fees you wish to pay and then press the continue button.

[ITEMS](#) » [CHECKOUT](#) » [CONFIRMATION](#)

Total Amount: \$100.00


You will be redirected to a payment gateway to complete this transaction

BACK


CONTINUE


All credentials are emailed once processed; you will receive this as an attachment. You may print or use electronically.

Sandbox: DSPS Renewal Complete



11:33 AM

 The actual sender of this message is different than the normal sender. [Click here to learn more.](#)  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Credential\_Trades\_Card\_Renewal\_20191028.pdf  
111 KB

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**This message is auto-generated by the eSLA**

**\*Please do not reply to this email\***

10/28/2019



## License/Renewal Information

License reminders to renew are emailed 30 and 60 days before the expiration date. You will no longer receive any renewal paperwork in the mail.

Once your license is issued or renewed the card is emailed to you. Actual cards are no longer mailed.

Are lienholders  
from the prior  
system now  
converted to  
eSLA?

▶ Yes, this was completed a few weeks ago. If you come across any when performing a search that you believe are incorrect, please email or call us to investigate it.

## Are co-owners now listed for titles?

- ▶ Yes, this was completed a few weeks ago. To locate co-owners you will search by the serial number. If you come across any when performing a search that you believe are incorrect, please email or call us to investigate it.

Can you apply online for a new installer or dwelling contractor qualifier credential?

- ▶ Yes, you may apply online and upload all documentation in eSLA to become licensed. This includes your education certificate.

What number should be listed on a building permit?

- ▶ The new credential number from eSLA is the number you should use for building permits.

# For best search results in locating a credential: Select Individual, leave the state blank, all fields do not need to be completed.

Search: INDIVIDUAL | BUSINESS | TITLE | PLUMBING PRODUCTS

|   |  |   |                      |
|---|--|---|----------------------|
| Last Name   | First Name                               | Middle Name                             | Alias                |
| <input type="text" value="routh"/>                                    | <input type="text" value="matt"/>        | <input type="text"/>                    | <input type="text"/> |
| City  | State                                    | County                                  |                      |
| <input type="text"/>  | <input type="text" value="---Select--"/> | <input type="text" value="--None--"/>   |                      |
| Select Application Type   | Select Credential/Permit Type            | Status                                  |                      |
| <input type="text" value="--None--"/>                                 | <input type="text" value="--None--"/>    | <input type="text" value="--None--"/>   |                      |
| Enter Credential, Plan Review, Permit, Serial Number or Object Number | Site Id                                  | Locked and Vacant?                      |                      |
| <input type="text"/>  | <input type="text"/>                     | <input type="text"/>                    |                      |
| Expiration Date   | <input type="text" value="mm/dd/yyyy"/>  |   |                      |
| <input type="button" value="SEARCH"/>                                 |  | <input type="button" value="DOWNLOAD"/> |                      |

| Name            | Type                          | Credential/Plan Review or PTO# | Status | Sub Status | City   | State     | County |
|-----------------|-------------------------------|--------------------------------|--------|------------|--------|-----------|--------|
| MATT JOHN ROUTH | Dwelling Contractor Qualifier | DCQ-060800163                  | Active |            | DULUTH | Minnesota | ▼      |

# Searching for a title in eSLA

Use the serial # to  
see the home's  
history

The county shows  
for those where the  
information has  
been submitted to  
us

# For best search results in locating a title:

Leave the state blank, all fields do not need to be completed

🔍 Search: INDIVIDUAL | BUSINESS | TITLE | PLUMBING PRODUCTS

|  |                                       |                      |
|--|---------------------------------------|----------------------|
| Name                                     | Serial Number                         | Title Number         |
| <input type="text"/>                     | <input type="text"/>                  | <input type="text"/> |
| State                                    | County                                |                      |
| <input type="text" value="---Select--"/> | <input type="text" value="--None--"/> |                      |

SEARCH

DOWNLOAD



# Questions ?



# Thank You

This presentation will be available  
next week on the Housing Alliance  
Website