ULwebCerts Tutorials

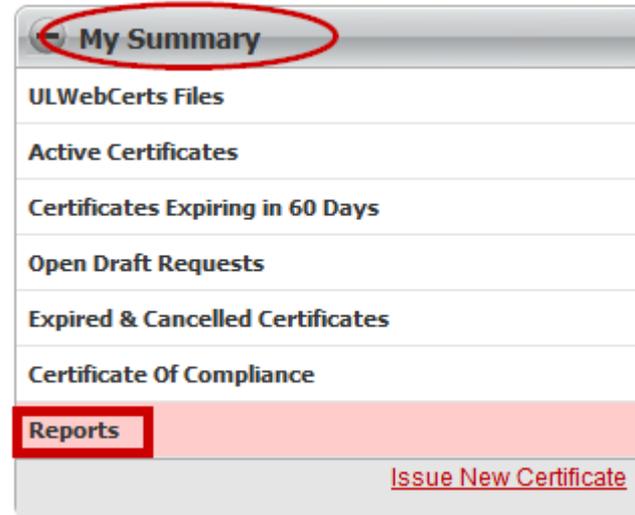**Generating an Invoice Analysis**

Generating an Invoice Analysis

- Login to your MyHome account (my.home.ul.com)

  - Click on 'ULwebCerts' under 'Quick Links'

- Select 'Reports' under 'My Summary' on your ULwebCerts homepage

- Under 'My Reports', Select 'Invoice Analysis'

Generating An Invoice Report

- In the 'Invoice Analysis' pop-up window:

  - Fill out all required information (highlighted in the picture)

  - Select how you would like the report generated

    – PDF, or

    – Exported to Microsoft Excel

  - Click 'Generate Report'

  If you would like the report emailed to you, be sure to enter an 'Email Id'

Contact Us

For any additional questions, please contact:

- Your UL Auditor
- Your local Certificate Services Office
    - USA – alarmcertificateservices@ul.com
    - Canada – trt.certificate@ul.com

THANK YOU.