

ULCVS Tutorials

Manage My Certificates - FIRE



ULCVS – Manage My Certificates



To manage your Certificates:

- login to your MyHome account
- Select 'UL Certificate Verification Services' under 'Quick Links'
- Select 'Manage My Certificates' on the ULCVS homepage

Welcome to Certificate Verification Services! We've updated the form contact us at AlarmCertificates@ul.com if you have any questions or c

[Select A Certificate By Serial Number](#)

[Select Certificates By Name or Address of a Protected Property](#)

[Select Certificates By ZIP Code and Category](#)

[Select Alarm Service Company By Category and ZIP Code](#)

[Manage My Certificates](#)

'Manage My Certificates' - Overview



From the 'Manage My Certificates' page, you can:

- Manage your Certificates
- Manage your jurisdictions
- Manage your notifications
- Set your notification preferences
- Search for a Certificate

The screenshot shows the 'Manage My Certificates' panel. It has a title bar with an up arrow and the text 'Manage My Certificates'. Below the title bar, there are two sections: 'My Certificates (24)' and 'My Jurisdictions (4)'. A red box highlights the text 'Manage Certificates and jurisdiction from the 'Manage My Certificates' Panel' next to the 'My Certificates' section. Below these sections is a button labeled 'Manage Jurisdictions'. At the bottom of the panel is a 'Certificate Search' section with a title bar and an up arrow. It contains a dropdown menu labeled 'Search by Serial Number' and a text input field labeled 'Enter Keywords'. A red box highlights the text 'Search for a specific Certificate using the 'Certificate Search' Panel' next to the search input field.

The screenshot shows the 'My Notifications' panel. It has a title bar with an up arrow and the text 'My Notifications'. Below the title bar, there is a table with columns: 'Description', 'Date', 'Serial No', and 'New Status'. The table contains five rows of notification data. A red box highlights the text 'Set your Notification Preferences using the 'My Notifications' Panel' next to the 'New Status' column. At the bottom of the panel, there is a footer with a gear icon, the text 'Less', 'Showing 1 - 5 of 200', and 'More'.

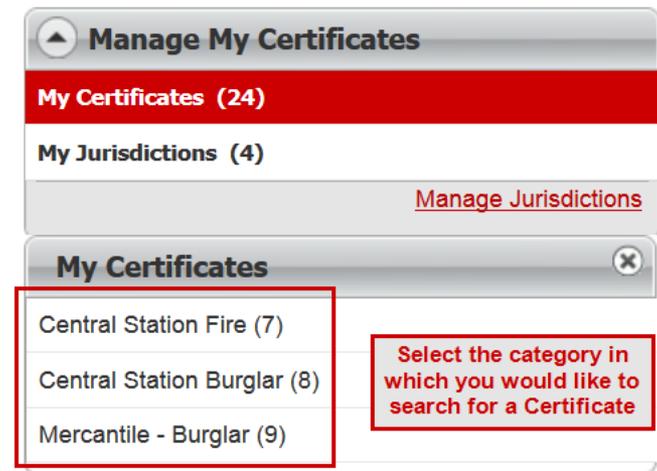
<input type="checkbox"/>	Description	Date	Serial No	New Status
<input type="checkbox"/>	It has been 30 ...	2016-10-...	PC80400185	Cancelled
<input type="checkbox"/>	It has been 30 ...	2016-10-...	PC80400187	Cancelled
<input type="checkbox"/>	It has been 30 ...	2016-10-...	PC80400182	Expired
<input type="checkbox"/>	It has been 30 ...	2016-10-...	PC80400182	Expired
<input type="checkbox"/>	It has been			Cancelled

Manage My Certificates – My Certificates



To view a specific list of Certificates:

- Select 'My Certificates'
- Select the category for which you would like to view a list of Certificates



Manage My Certificates – My Certificates



- When a category has been chosen, all Certificates within that category will populate in the **Certificate Pop-Up Window**.

Manage My Certificates

My Certificates (24)

My Jurisdictions (4)

[Manage Jurisdictions](#)

My Certificates

Central Station Fire (7)

Central Station Burglar (8)

Mercantile - Burglar (9)

Certificate Search

Search by Serial Number

Enter Keywords

My Notifications

Description	Date	Serial No	New Status
It has been 30 ...	2016-10-...	FC68496195	Cancelled
It has been 30 ...	2016-10-...	FC65034417	Cancelled

Central Station Fire Certificate Pop-Up Window

[To delete the Certificate from your Notifications](#)

[To view a Certificate](#)

[Export to Excel](#)

[To print a Certificate](#)

Property	Serial Number	Issue Date	Address	City	State	
BLST PENETRAT...	FC03290540	2016-04-01	750 ANTHONY TRAIL	NORTHBR...	IL	View Detail
EAST COAST BUL...	FC05230670	2015-12-01	133 SW NORTH PE...	MIAMI	FL	View Detail Reprint
BROOKELL VIEW T...	FC08049630	2015-11-24	940 SW 1ST AVE	CITY OF MI...	FL	View Detail Reprint
1340 MEADOW LLC	FC04172516	2015-10-29	1340 MEADOW DR	NORTHBR...	IL	View Detail Reprint
ECHO-AVENTURA...	FC07908891	2015-07-20	3050 NE 180TH ST...	AVENTURA	FL	View Detail
BMC-BUILDING 10	FC05290240	2015-06-01	907 CIRCLE DRIVE	NORTHBR...	IL	View Detail Reprint
1340 MEADOW LLC	FC07941691	2014-08-28	1340 MEADOW DR	NORTHBR...	IL	View Detail

Page 1 of 1

Showing 1 - 7 of 7



Manage My Certificates – My Jurisdictions



- To view a list of Certificates within your jurisdiction(s):
 - Select the desired **jurisdiction**
 - A **list of Certificates will be displayed** in the Certificate pop-up window.
- If you would like notifications regarding the status of a particular Certificate listed in the Certificate pop-up window, click the **+** sign on the left hand side of the Certificate.
 - This will **add** that Certificate to ‘My Certificates’
- If you no longer want to be notified of status changes of a Certificate, click the **✕** sign.
 - This will **remove** the Certificate from ‘My Certificates’



Manage My Certificates

My Certificates (24)

My Jurisdictions (4)

Manage

My Jurisdictions

- Northbrook Fire Department
- Miami Dade Fire Rescue Department
- San Francisco Fire Department
- City Of Eden Prairie Fire Department

Certificate Search

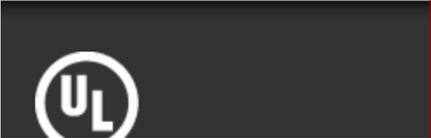
Search by Serial Number

Enter Keywords

Northbrook Fire Department

To add a Certificate to 'My Certificates' - You will be notified of status changes. [Export to Excel](#)

	Property	Serial Number	Issue Date	Address	City	State	
	1110-123456789...	FO00000100	2014-08-28	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000200	2015-04-09	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000300	2015-02-13	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000400	2016-08-19	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000500	2016-08-19	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000600	2016-10-05	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000700	2015-06-01	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000800	2016-09-26	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00000900	2016-08-09	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00001000	2016-07-28	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00001100	2016-08-09	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00001200	2016-02-22	1110-123456789...	NORTHBR...	IL	View Detail Reprint
	1110-123456789...	FO00001300	2016-09-27	1110-123456789...	NORTHBR...	IL	View Detail Reprint



To add a jurisdiction to 'My Jurisdictions':

- Select, 'Manage Jurisdictions'
- Select the **state** in which the jurisdiction is located
- Select the correct **jurisdiction**.
- Click, 'Save'



If you are unable to find your jurisdiction, select, 'Unable to find Jurisdiction'

Unable to find Jurisdiction



- If you are unable to find your jurisdiction, you will be asked to **create a new jurisdiction**.
- *Required fields are noted with an asterisk.*
- Click, '**Submit**'

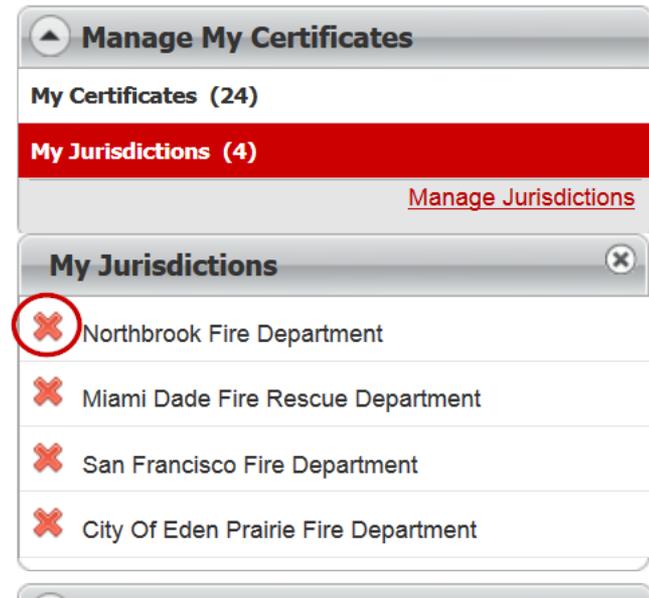
A screenshot of a web application window titled "Create New Jurisdiction". The window has a red header bar with a close button (X) in the top right corner. The form contains several input fields, each with a yellow highlight and an asterisk indicating it is required. The fields are: "Name*" (text input), "Address*" (text input), "City:" (text input), "State*" (dropdown menu), "Zip Code:" (text input with a hyphen separator), "Contact:" (text input), "Title:" (text input), "Phone*" (text input), "Fax:" (text input), and "Email*" (text input). At the bottom left of the form is a "Cancel" link. At the bottom right are two red buttons: "Reset" and "Submit". The footer of the window contains the text "Verification Services" and "UL Collaborative Standards Development System".

To Remove a Jurisdiction from 'My Jurisdictions'



To **remove a jurisdiction** from 'My Jurisdictions', simply click the ✘ symbol.

You will no longer receive Certificate status notifications from that jurisdiction.

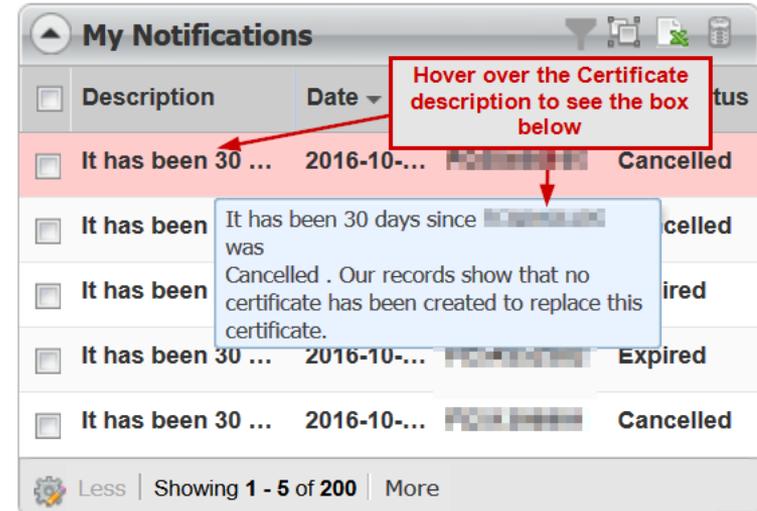


The 'My Notifications' Panel



The 'My Notifications' Panel was designed to notify an AHJ of Certificate status changes

- You can customize:
 - The Certificates for which you would like status notifications
 - When you would like to be notified of a Certificate status change
 - 30 days after expiration or cancellation
 - 45 days after expiration or cancellation
 - If you would like notifications sent to you via email



The 'Certificate Search' Panel



The Certificate search allows you to locate a particular Certificate by

- Certificate serial number
- Key words
 - Protected property name, address, city, state, etc.

A screenshot of a web application interface titled 'Certificate Search'. The panel has a grey header with a back arrow icon and the title. Below the header, there are two input fields. The first is a dropdown menu with the text 'Search by Serial Number' and a downward-pointing arrow. The second is a text input field with the placeholder text 'Enter Keywords' and a red square icon with a white magnifying glass to its right.

Contact Certificate Services



If you would like to contact the Alarm Certificates Group, click the

 [Contact Certificate Services](#) icon located in the right hand corner of the ULCVS 'Manage My Certificates' page.

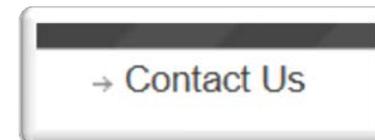
NOTE:

If you click the 'Contact Us' at the top of the webpage, you will be directed to the UL MyHome team and not Alarm Certificates Services.

To contact **Alarm Certificate Services**, click:



To contact the **MyHome administrative team**, click:



THANK YOU

