

# ULwebCert Tutorials

## Certificate Inventory Reports – Issuing and Monitoring



# Navigate to **My.Home.UL.com**



Welcome

**MyHome @UL**

MyHome @UL Login

Login Name

Password

Login +

[What is MyHome @UL?](#)

[Register Now](#)

[Forgot Password?](#)

Language: English

Date 2016-01-15

[Contact Us](#)

[Help](#)



### Important Note:

You may bookmark <http://www.ul.com> for easier access to your MyHome @UL account. Please do not bookmark any other page within the site or use the Windows "Remember my password" feature.

*Verify that the internet browser you are using is either **Mozilla Firefox** or the **most updated version of Internet Explorer**. MyHome will not run properly on any other internet browser.*

# Login using your MyHome Username and Password

A screenshot of the MyHome @UL login interface. At the top left is the UL logo. Below it is a grey bar with the text 'Welcome'. Underneath is the text 'MyHome @UL' in red. The main login area is a grey box with a yellow arrow icon in the top right corner. It contains the text 'MyHome @UL Login', a text input field for 'MyHome Username', and a password input field with seven dots. Below the password field is a yellow 'Login →' button. To the right of the button are three links: 'What is MyHome @UL?', 'Register Now', and 'Forgot Password?'.

# Select **ULwebCerts** on the left-hand side under 'Quick Links'



Welcome CDS Test User

**MyHome @UL**

## Quick Links

Request for Quote (RFQ)

Access FTP

My Projects

My UL Reports/CDA

My Manufacturers

My Variation Notices

My Inspection Reports

ULIQ Family of Databases

Gatekeeper Center

**ULwebCerts**

UL Certificate Verification Service

Standards Certification Customer Library

**MY FAVORITES**

Language: English | Date 2016-01-15 | → Home | → My Account

Tools | Services | Databases

| System Administrator

Main > Home

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**MyHome @UL**  
The tools to manage your compliance process.

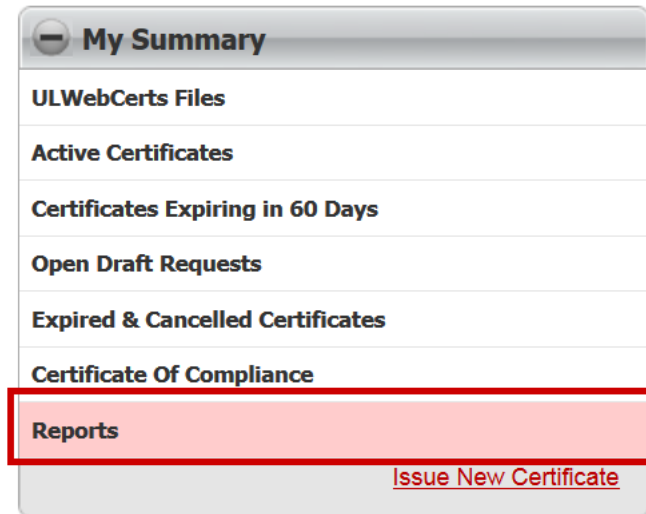
**UL** has announced 2016 Follow-Up Services (FUS) Program Updates. [Click here](#) for more information.

Remember you **MUST** log into MyHome at least once per year to keep your account active.

# Certificate Inventory Report



Select 'Reports' under 'My Summary'



# Certificate Inventory Report - Issuing



For a list of the **certificates your company issues**

- Select '**Issuing Inventory Report**' under 'My Reports'.

A screenshot of a web application interface showing a sidebar menu. The menu has a header '+ My Summary' and a sub-section 'My Reports' with a close button. Under 'My Reports', there are three items: 'Invoice Analysis', 'Issuing Inventory Report' (highlighted in red), and 'Monitoring Inventory Report'.

- Select your **File number** and **Service Center number**.
- Select '**Generate Report**'

A screenshot of a web application form titled 'Issuing Inventory Reports'. The form has a red header with a close button. It contains several input fields: 'File No:' with a dropdown menu showing 'S25111' (circled in red), 'SCN No:' with a dropdown menu showing '2 - CA, SAN JOSE' (circled in red), 'State:' with a text input field containing 'Enter State', and 'Email Id:' with a text input field containing 'Enter Email Id'. At the bottom, there is a 'Reports' section with a button labeled 'Generate Report' (circled in red) and a link labeled 'Send Email'.

# Certificate Inventory Report - Monitoring



For a list of the **certificates your company monitors**

- Select '**Monitoring Inventory Report**' under 'My Reports'.

A screenshot of a web application menu. At the top is a button labeled '+ My Summary'. Below it is a button labeled 'My Reports' with a close icon (x) on the right. Underneath 'My Reports' are three menu items: 'Invoice Analysis', 'Issuing Inventory Report', and 'Monitoring Inventory Report'. The 'Monitoring Inventory Report' item is highlighted with a light red background.

- Select your **File number** and **Service Center number**.
- Select '**Generate Report**'

A screenshot of a web application form titled 'Monitoring Inventory Reports' with a close icon (x) in the top right corner. The form contains the following fields:

- File No:** A dropdown menu with 'S25110' selected.
- SCN No:** A dropdown menu with '1 - IL, NORTHBROOK' selected.
- State:** A text input field with the placeholder text 'Enter State'.
- Email Id:** A text input field with the placeholder text 'Enter Email Id'.

At the bottom of the form, there is a section labeled 'Reports' containing two buttons: 'Generate Report' (circled in red) and 'Send Email'.

# For any additional questions, please contact



- **Your UL Auditor, or**
- **Your local Certificate Services Office**
  - **USA – [alarmcertificateservices@ul.com](mailto:alarmcertificateservices@ul.com)**
  - **Canada – [trt.certificate@ul.com](mailto:trt.certificate@ul.com)**



**THANK YOU.**

