

# ULwebCerts Tutorials

Issue New Certificate - USA





# Login to your MyHome account at [My.Home.UL.com](http://My.Home.UL.com)



The screenshot shows the MyHome @UL login page. At the top right, there is a language dropdown menu set to 'English', the date '2016-01-27', and links for 'Contact Us' and 'Help'. On the left side, there is a 'Welcome' message and the 'MyHome @UL' logo. Below this is a login form with fields for 'Login Name' and 'Password', a 'Login' button, and links for 'What is MyHome @UL?', 'Register Now', and 'Forgot Password?'. The main content area features a banner image of a smiling woman in a lab coat with the text 'MyHome @UL Secure access. Customized content.' Below the banner is an 'Important Note' section with the text: '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.'



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

Main > Home

System Administration



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

APPLY  
to  
Propri

IDES  
ULP  
Search  
Cards  
and m



# Issue New Certificate – Option 1 of 3

## Option 1: 'Issue New Certificate' Link on the 'MySummary' Panel

Select **'Issue New Certificate'** link

My Summary

- ULWebCerts Files
- Active Certificates
- Certificates Expiring in 60 Days
- Open Draft Requests
- Expired & Cancelled Certificates
- Certificate Of Compliance
- Reports

**Issue New Certificate**

Select your **File No.** and **Service Center No.** from the Drop Downs.

Issue New Certificate

Select a Service Center No:

Service Center No

Select a File No:

BP10572

BP10573

BP10574

BP20924

S25110

S25111

S6836

[Issue New Certificate](#)

Select, **'Issue New Certificate'**



# Issue New Certificate – Option 2 of 3

## Option 2: Using 'ULwebCerts Files'

Select 'ULWebCerts Files' link

My Summary

- ULWebCerts Files
- Active Certificates
- Certificates Expiring in 60 Days
- Open Draft Requests
- Expired & Cancelled Certificates
- Certificate Of Compliance
- Reports

[Issue New Certificate](#)

Select your Company Name.

My Summary

My Companies

- UL INTERNAL SYSTEM TESTING
- UL INTERNAL SYSTEM TESTING (NAV2)
- UL INTERNAL SYSTEM TESTING 1 (NA)

Select 'Issue New Certificate' link

File Number	Alarm Type	CCN	Active Certificates	
BP10573	Mercantile - Burglar	CVSG	8	<a href="#">Issue New Certificate</a>
BP10574	National Industrial Security	CRZH	4	<a href="#">Issue New Certificate</a>
S25111	Local, Auxiliary, Remote ...	UUJS	2	<a href="#">Issue New Certificate</a>

# Issuing New Certificates – Option 3 of 3



## Option 3: Using 'Active Certificates'

Select '**ULWebCerts**' link

My Summary

ULWebCerts Files

**Active Certificates**

Certificates Expiring in 60 Days

Open Draft Requests

Expired & Cancelled Certificates

Certificate Of Compliance

Reports

[Issue New Certificate](#)



Select your **Company Name**.

My Summary

My Companies

UL INTERNAL SYSTEM TESTING

UL INTERNAL SYSTEM TESTING (NAV2)

**UL INTERNAL SYSTEM TESTING 1 (NA)**



Select your **Service Center No.**

My Summary

My Companies

My Service Centers

2 - CA, SAN JOSE

*Continued on next slide*



# Issuing New Certificates – Option 3 of 3



Select the **File No.**

*Continued from previous slide*



- + My Summary
- + My Companies ✕
- + My Service Centers ✕
- My Files ✕

BP10573 - Mercantile - Burglar

**BP10574 - National Industrial Security**

S25111 - Local, Auxiliary, Remote Station, or Pr...



Select '**Issue New Certificate**'

**2 - CA, SAN JOSE - BP10574 - National Industrial Security** ✕

[Issue New Certificate](#) [Export to Excel](#)

Property	Serial Num...	Status	Issue Date	
2435	DS54761708	Active	2015-09-03	<a href="#">Replace</a>   <a href="#">Cancel</a>   <a href="#">View Detail</a>   <a href="#">Reprint</a>
TEST CERT 6 1 15	DS53106986	Active	2015-06-01	<a href="#">Replace</a>   <a href="#">Cancel</a>   <a href="#">View Detail</a>   <a href="#">Reprint</a>
CRZH TEST ONE	DS57027941	Active	2015-05-30	<a href="#">Replace</a>   <a href="#">Cancel</a>   <a href="#">View Detail</a>   <a href="#">Reprint</a>



# 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.**

