

ULwebCerts Tutorials

Creating a MyHome Account





Why Create a MyHome Account?

- MyHome is where you will access ULwebCerts
- Why is ULwebCerts important?
 - It provides a unique set of tools specifically designed to assist with compliance management
 - With ULwebCerts, you can:
 - Retrieve a copy of your Certificate of Compliance at anytime
 - Issue certificates online
 - Generate reports online
 - InvoiceAnalysis
 - Certificate Inventory Reports (Monitoring and Issuing)
 - Certificate of Compliance

MyHome Account – General Information



- **Internet browser compatibility**
 - MyHome will only run properly using **Internet Explorer (most updated version) or Mozilla Firefox**
- Contact Information:
 - If you are experiencing problems or have questions regarding **MyHome**, please contact the **MyHome Administrative Team**:
 - accountassist.na@ul.com (email)
 - 1-877-854-3577 ext. 49512 (phone)
- **Creating your MyHome account: 2 Steps**
 - Step 1: Register for MyHome
 - Step 2: Request access to your company's proprietary information



Step 1: How to Set Up your MyHomeAccount

Step 1: Register for a MyHome Account

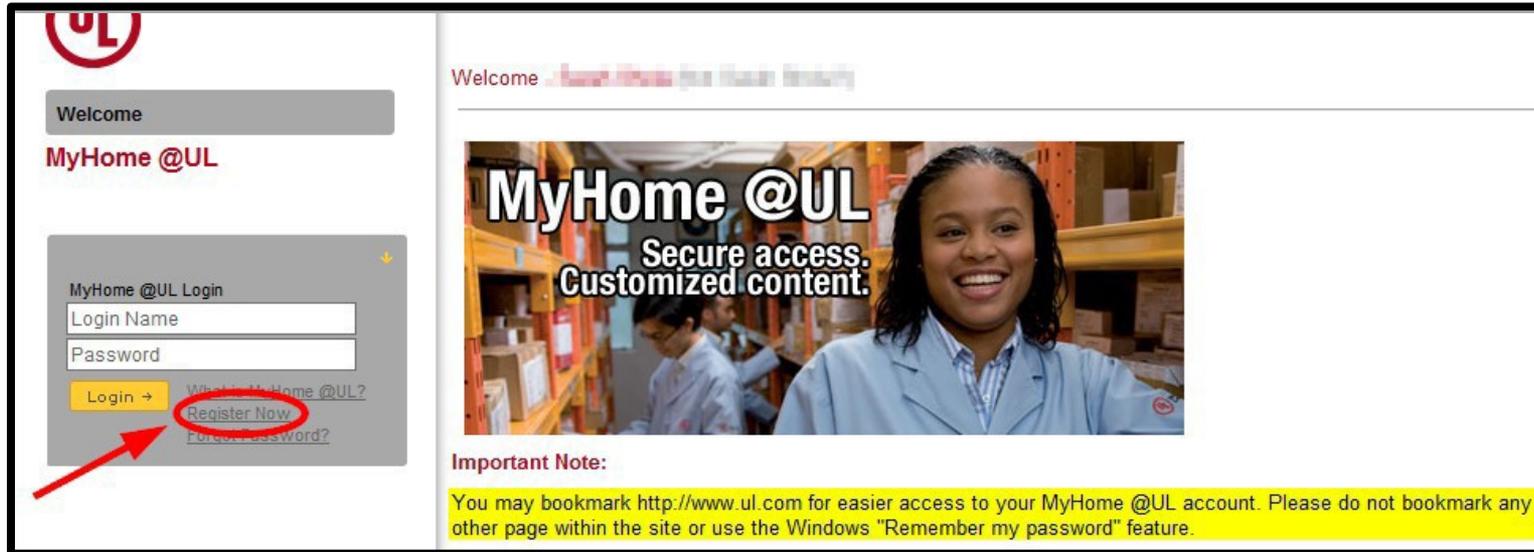


- Begin by opening Internet Explorer or Mozilla Firefox
 - MyHome is only compatible with Mozilla Firefox or Internet Explorer(the most updated version)

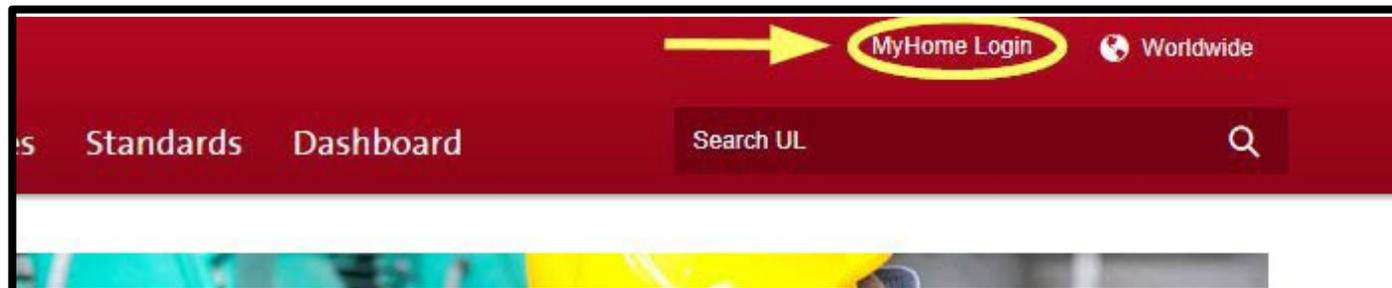
If you seem to be having technical issues while using MyHome, please verify that you are using a compatible internet browser



Navigate to **my.home.ul.com** and click on **'Register Now'**



You may also access MyHome from the **ul.com** by clicking the **'MyHome Login'** link located in the top right-hand corner



Complete the registration form by **filling out all required fields**



Language: English Date 2016-05-10 → Contact Us → Help

What is MyHome @UL?

Please complete the form below using ENGLISH CHARACTERS ONLY, check Accept UL Terms of Use and click Create Account.
For instructions on how to access proprietary information for your company please [click here](#).
Please make sure to add *@ul.com to your email clients spam filter to ensure that you receive communications from MyHome confirming that your account has been created.

Please update your Contact Information **(required fields in bold):**

Country [dropdown]
Login Name [text]
Password [text]
First Name [text]
Last Name [text]
Job Title [text]
Company Name [text]
Address [text]
City [text]
State / Province [text]
Postal Code [text]
Telephone [text]
Fax [text]
eMail [text]

Primary Job [dropdown]
Primary Industry [dropdown]

Keep me informed about new service offerings relative to the Industries I selected on Content Preferences. UL may conduct surveys and provide marketing material for new services by email, phone or otherwise.

Terms of Use
IF YOU DO NOT WISH TO BE BOUND BY THIS AGREEMENT, PLEASE DO NOT COMPLETE THE ACCOUNT PROFILE OR LOG INTO THE CUSTOMER EXTRANET SITE.
 Accept UL Terms of Use

- Required fields are indicated by **bold** text
- After completing the registration form:
 - Read and accept the **UL Terms of Use**
 - Click **'Create Account'**

Terms of Use
IF YOU DO NOT WISH TO BE BOUND BY THIS AGREEMENT, PLEASE DO NOT COMPLETE THE ACCOUNT PROFILE OR LOG INTO THE CUSTOMER EXTRANET SITE.
 Accept UL Terms of Use



Step 2: Request Access to Proprietary Information

Request Access to Proprietary Information



- Click the button (pictured below) located in the upper right hand corner of your MyHome homepage.





Requesting Access to Proprietary Information

Access Your Company's Subscriber Information

-> [My Account](#) -> [Subscriber Info](#)

 **Request Access to Subscriber Numbers**

You may qualify for access to privileged content through your MyHome @UL account. Please enter your UL Subscriber Number if you would like to make a request. (You can find your Subscriber Number on the Authorization Pages of UL Follow-Up Service Procedures, on Multiple Listing Correlation Sheets, and on all Contracts and Agreements you have signed with UL.)

Subscriber Number: [Make Request](#)

- **Enter nine-digit subscriber number in box.** Subscriber number can be found on the Authorization Page of UL Follow-Up Service Procedure, on Contracts and Agreements signed with UL and on Multiple Listing Correlation Sheets.
- **Click – Make Request.** Your company's gatekeeper will be alerted and will respond to your request.

Need to establish a gatekeeper for your company's subscriber records?

-> [Help](#) -> [Quick Tips](#) -> [Gatekeeper](#) -> [Establish a Gatekeeper](#)

NOTE 1: Accounts are NOT Transferable from one person to another

NOTE 2: Accounts must be accessed at least once per year to remain active

NOTE 3: First / Last Names and eMail address cannot be changed without UL validation

- Enter your Subscriber Number*
- Click 'Make Request'

The **Subscriber number and the applicant number are interchangeable and can be found in the upper right-hand corner of your Certificate of Compliance*



To Access Your Company's Proprietary Information - Gatekeeper

- If your company **has not** established a gatekeeper, please refer to the 'Establishing a Gatekeeper' tutorial
- If your company **has** established a gatekeeper, he/she will authorize your request and grant you access*.

*Alarm Certificates Services **cannot** grant access to company proprietary information

Welcome to the ULwebCerts Portal!



- Your registration is complete once the 'ULwebCerts' link appears under 'Quick Links' on your MyHome homepage.

The screenshot shows the UL MyHome @UL portal interface. At the top left is the UL logo. Below it is a grey bar with the text "Welcome Terry Richard". Underneath is the heading "MyHome @UL". A section titled "Quick Links" lists several options: "Request for Quote (RFQ)", "Access FTP", "My Projects", "My UL Reports/CDA", "My Manufacturers", "My Variation Notices", "My Inspection Reports", "ULiQ Family of Databases", "ULwebCerts", and "Standards Certification Customer Library". The "ULwebCerts" link is circled in red, and a red arrow points to it from the left. At the bottom is a grey bar with the text "MY FAVORITES" and a downward arrow.



Contact Us

If you are having trouble creating your MyHome account, please contact the MyHome Administrative Team.

- accountassist.na@ul.com
- 1-877-854-3577 ext. 49512

For questions regarding ULwebCerts, or any additional questions, please contact:

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

**Congratulations! You may now login
to MyHome and access the
ULwebCerts Portal.**



THANK YOU.