

ULwebCerts Tutorials

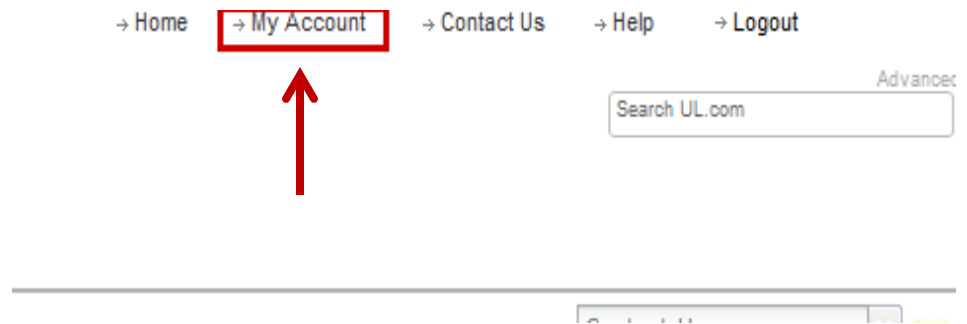


MyHome – My Account

MyHome – ‘My Account’



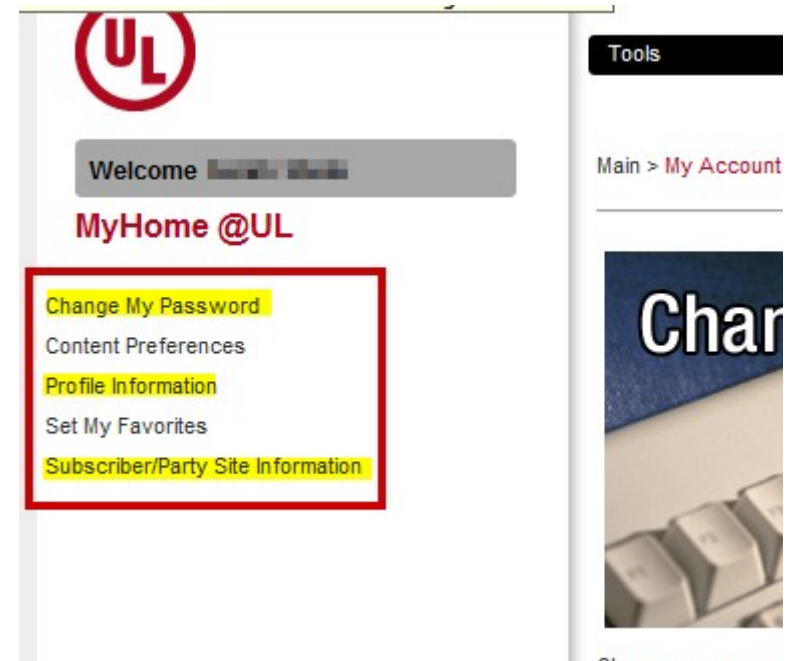
- ‘My Account’ is where you will manage your MyHome and ULwebCerts **account settings**
 - Password Changes
 - Content Preferences
 - Profile Information
 - Set 'My Favorites'
 - Subscriber/Party Site Information
- ‘My Account’ is located at the top of your MyHome homepage and ULwebCerts homepage



MyHome 'My Account' Quick Tips



- To **change your MyHome account password**, click 'Change My Password'
- You will use the Profile Information link to **update contact information**
- Use the 'Subscriber/Party Site Information' link to **add or update subscriber/party site information** or **view account permissions**



Subscriber/Party Site Information



- Request account access
- View accounts for which **access has been granted**

Main < My Account > Subscriber/Party Site Information

Request access to your company's proprietary information under 'My Account' >> 'Subscriber Party Site Information'

Request Access to Subscriber/Party Site Numbers

You may qualify for access to privileged content through your MyHome @UL account. Please enter your UL Subscriber/Party Site Number if you would like to make a request. (You can find your Subscriber/Party Site 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/Party Site Number:

My Account Permissions

Subscriber/Party Site Number	Company Name	My Variation Notices and My Inspection Reports	My Projects	My UL Reports/CDA	My Manufacturers	ULwebCerts	Gatekeeper
XXXXXXXXXX	XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



For any additional questions, please contact:

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

THANK YOU.

