

# ULwebCerts Tutorials

**ULwebCerts Tools and Features:  
Basic Introduction**



# ULwebCerts Tools and Features – Basic Introduction



- It is important to become familiar with each of the ULwebCerts panels
  - My Summary, Certificate Search, My Notifications, Issue New Certificate, and Contact us

Please Note: To navigate to your certificates, start by making a choice under My Summary. Continue selecting options that appear in the additional blocks on the left hand side; Company, Service Center and File. [\(Further Instructions\)](#)

Contact Us

**My Summary**

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

[Issue New Certificate](#)

**My Notifications**

<input type="checkbox"/>	Description	Date	Serial No	New Status
<input type="checkbox"/>	Reissue Reque...	2016-05...	DS17493531	Expired
<input type="checkbox"/>	Certificate DS4...	2016-05...	DS64654055	Active
<input type="checkbox"/>	Reissue Reque...	2016-05...	FC17113593	Cancelled
<input type="checkbox"/>	Status has cha...	2016-05...	DS69535976	Active
<input type="checkbox"/>	Status has cha...	2016-05...	FC15903775	Expiring

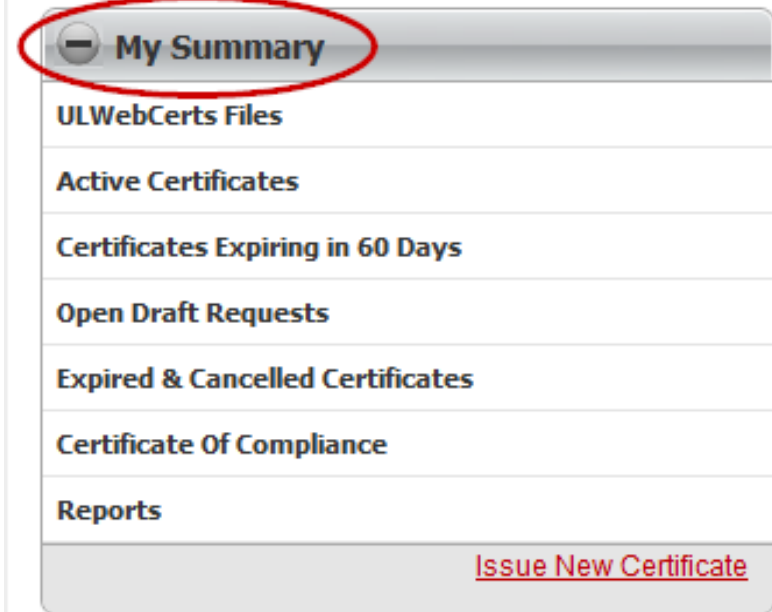
Less | Showing 1 - 5 of 150 | More

If you would like to contact UL Alarm Certificate Services, Please use this section. The 'Contact Us' located at the top of the page pertains to MyHome

# The 'My Summary' Panel



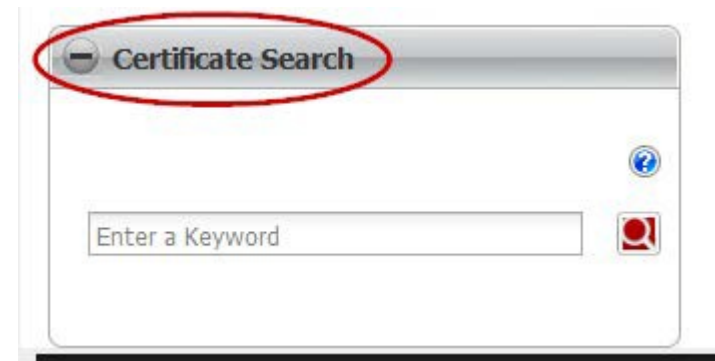
- The 'My Summary' panel contains helpful tools for compliance management
  - View and manage your UL files
  - view certificates that will expire within the next 60 days
  - View/complete draft requests
  - View and/or reissue expired and/or cancelled certificates
  - Retrieve your Certificate of Compliance
  - Generate Reports
    - CoC
    - Certificate Inventory
      - Issuing and monitoring
      - Invoice Analysis
  - Issue a new Certificate



# Certificate Search



- You can use the **Certificate Search** tool to search for a specific Certificate
- You can search for a specific Certificate by:
  - The **Certificate Serial Number**
  - The **Certificate Issue Date**
  - Entering the **Property Details**
    - Company Name
    - Company Address
    - City
    - Zip Code



# The 'My Notifications' Panel



- The 'My Notifications' panel is designed to notify you of any changes in Certificate status'.
- You will be notified when:
  - A certificate has expired
  - A certificate is active
    - Reissue Request
  - A certificate is expiring soon
  - When a certificate has been cancelled

The screenshot shows a web interface titled 'My Notifications'. The title bar and the 'New Status' column header are circled in red. The table below lists several notifications with columns for Description, Date, Serial No, and New Status. The 'New Status' column contains values like 'Expired', 'Active', 'Cancelled', and 'Expiring'. At the bottom, there is a pagination control showing 'Showing 1 - 5 of 150'.

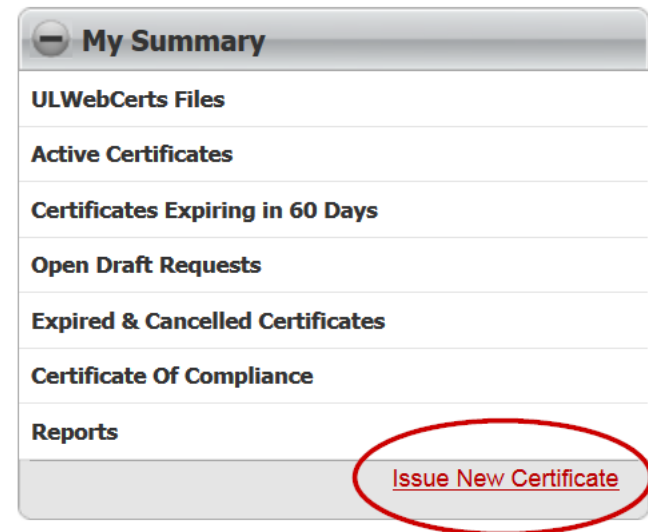
<input type="checkbox"/>	Description	Date ▾	Serial No	New Status
<input type="checkbox"/>	Reissue Reque...	2016-05...	DS17493531	Expired
<input type="checkbox"/>	Certificate DS4...	2016-05...	DS64654055	Active
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<input type="checkbox"/>	Status has cha...	2016-05...	FC15903775	Expiring

Less | Showing 1 - 5 of 150 | More

# 'Issue A New Certificate' Tool



To issue a new Certificate from the ULwebCerts homepage, you can simply click the '**Issue New Certificate**' link located in the bottom right hand corner of the 'My Summary' panel



*For step-by-step instructions on how to Issue a New Certificate, please refer to the '**Issuing a New Certificate**' tutorial*

# Using the 'Contact Us' Tool



- The 'Contact Us' tool connects you *directly* to your local Alarm Certificate Services
  - If you wish to be connected with Alarm Certificate Services, you **MUST** use the 'Contact Us' dropdown box
- If you use the 'Contact Us' link at the very top of the webpage, you will be connected to the MyHome Administrative Team

→ Home → My Account → **Contact Us** → Help → Logout

Advanced Search  
Search UL.com

**Contact MyHome**

voice under My Summary.  
n the left hand side;

**Contact Us**

**Contact Alarm Certificate Services**

Notification	Date	Serial No	New Status
...	...	...	Expired
...	...	...	Expired
...	...	...	Expired



# 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.**

