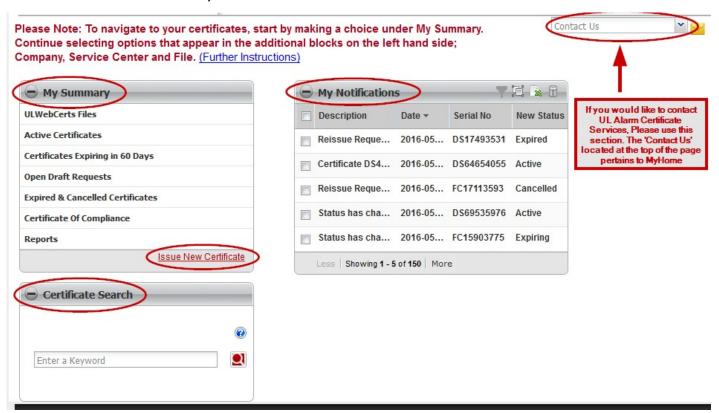# ULwebCerts Tutorials

ULwebCerts Tools and Features:
Basic Introduction

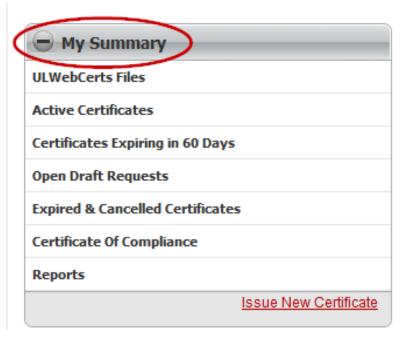# ULwebCerts Tools and Features – Basic Introduction

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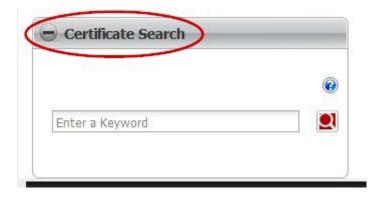
The 'My Summary' Panel

- 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
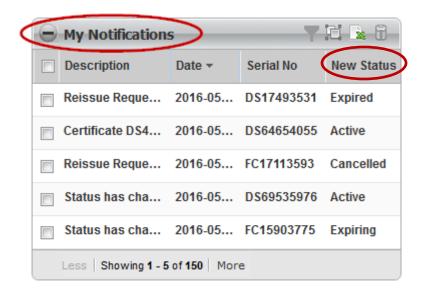
Certificate Search

- 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

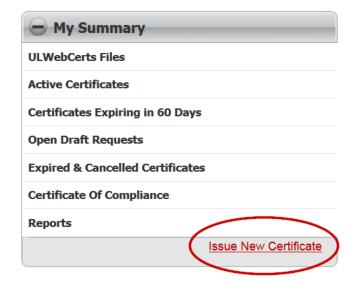   – Zip Code

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

'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
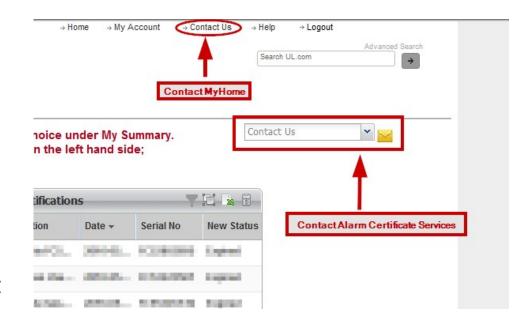
My Summary
ULWebCerts Files
Active Certificates
Certificates Expiring in 60 Days
Open Draft Requests
Expired & Cancelled Certificates
Certificate Of Compliance
Reports
Issue New Certificate

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 Certificates 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

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.