

ULwebCerts Tutorials

Establishing a Gatekeeper





Request Access to Company Proprietary Information

- Login to your **MyHome account**
- Click on the link pictured below to access **proprietary information for your company**
- This link can be found in the upper right corner of your MyHome homepage



To Access Your Company's Proprietary Information



Enter your **Subscriber/Party Site number*** in the indicated field window, then click **'Make Request'**

A screenshot of the UL website's 'Request Access to Subscriber/Party Site Numbers' page. The page has a breadcrumb trail: 'Main > My Account > Subscriber/Party Site Information'. On the left, there is a navigation menu with the UL logo, a 'Welcome' message, and 'MyHome @UL'. The main content area features a computer icon with a plus sign and the title 'Request Access to Subscriber/Party Site Numbers'. Below the title is a paragraph of text: '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.)'. At the bottom of the form, there is a text input field labeled 'Subscriber/Party Site Number:' with a red arrow pointing to it, and a yellow 'Make Request' button circled in red. A red-bordered box at the bottom of the form contains the text: '**Your Subscriber Number is the same as your Applicant Number**'.

*Use your **Subscriber/Party Site number** when applying for access. This number can be found in the **upper right hand corner** of your **Certificate of Compliance**.

Complete a Gatekeeper Agreement



- Follow the instructions
- When prompted, [click here](#)' (see below) to create an electronic access gatekeeper.

Our records show that a **Gatekeeper** has not yet been established for this Subscriber Number. If you believe that you should become the Gatekeeper for this company, **click here** to create an Electronic Access Gatekeeper Agreement online. If someone else in your company should be named as Gatekeeper, that person should create a MyHome account, submit the Subscriber Number request, and complete the Gatekeeper Agreement online.

Please note that your request for Gatekeeper status will require an agreement to be signed indicating that the subscriber company under which the agreement is signed owns or controls fifty percent (50%) or more of the outstanding equity or capital interests for those companies (subscriber numbers) listed on the document.

Gatekeeper Agreement – Step 1



Step 1: Create/Revise Draft Gatekeeper Agreement

- Enter your **subscriber/party site number** (applicant number)
- Validate and Finalize*
- Click '**Request Agreement**'

The gatekeeper agreement may be revised, at any time, **until the moment it is finalized.*

Gatekeeper Agreement – Step 2



Step 2: Complete and sign the gatekeeper agreement

- The gatekeeper agreement will be sent to you via email
 - **Print a copy**
- On the printed hardcopy, fill in all required information
- The person who is authorized to sign company documents, must sign the completed hardcopy of the gatekeeper agreement

*The authorized signer **cannot** be the same person as the gatekeeper*
- Once the gatekeeper agreement is completed, **scan and save the document as a .pdf or .tif file.**

Gatekeeper Agreement – Step 3



Step 3: Send the gatekeeper agreement to UL

- Login to your **MyHome account**
- Go to **'MyAccount'**
- Enter your **Subscriber/Party Site Number (applicant number)**
- Click the **'Click Here'** link at the bottom of the Request Access window to submit your request

A screenshot of a web application interface. On the left is a sidebar with the UL logo and the text 'MyHome @UL'. The main content area is titled 'Request Access to Subscriber Numbers'. It contains a form with a 'Subscriber Number' input field and a yellow 'Make Request' button. Below the form, there is a red circle around a link that says 'Click Here to submit, and accept the Gatekeeper Agreement that you have already created.' A large red arrow points from the left towards this link.

Verify ULwebCerts Access



- Once your gatekeeper agreement is received, verified, and processed, you will be granted access to ULwebCerts
 - Please allow 1-2 business days for this process to be completed
- Once access has been granted, you will see the 'ULwebCerts' link listed under 'Quick Links' on your MyHome homepage

A screenshot of the MyHome @UL homepage. At the top left is the UL logo. Below it is a grey bar with the text 'Welcome [Name] [Last Name]'. 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 experiencing **problems with MyHome**, please contact the MyHome Administrative Team at:

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

If you are experiencing **problems with ULwebCerts**, or have 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.