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'

*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 t̶h̶e̶ c̶o̶m̶p̶a̶n̶y̶, **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 'My Account'
- 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

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

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.