

親愛的客戶，您好!

MyHome @UL是為您提供UL網上資源的捷徑，讓貴司瀏覽測試報告等各樣資料，請參考以下申請步驟：-

第一步： 登入<http://my.home.ul.com/>，點擊 "網上註冊". (圖 1)



(圖 1)

第二步： 自設您的登入名稱和密碼, 及輸入您的聯絡資料。點擊 "建立帳戶"。
請注意，"Email Address" 一項尤其重要，MyHome 所有申請訊息都會通過 "Email Address" 所提供的電子郵箱作處理。

第三步： 完成建立後，系統會提醒您註冊成功，並需要點擊 "Log in" 重新登入。(圖 2)



(圖 2)

第四步： 輸入您的登入名稱和密碼, 然後點擊"Login"。(圖 3)

(圖 3)

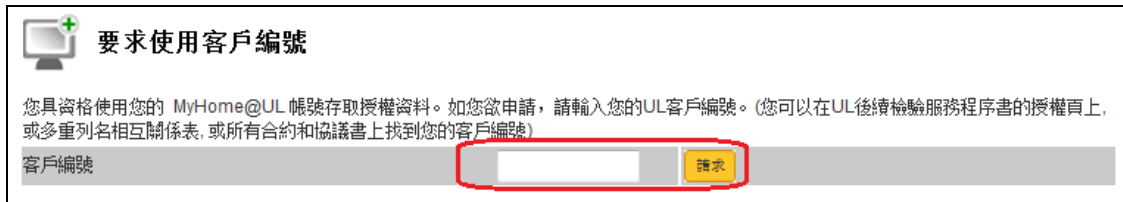
第五步： 登入後，請參照以下指引輸入貴司的 Subscriber Number, 首先點擊 "我的帳戶"。(圖 4)

(圖 4)

第六步： 點擊 "Subscriber Info"。(圖 5)

(圖 5)

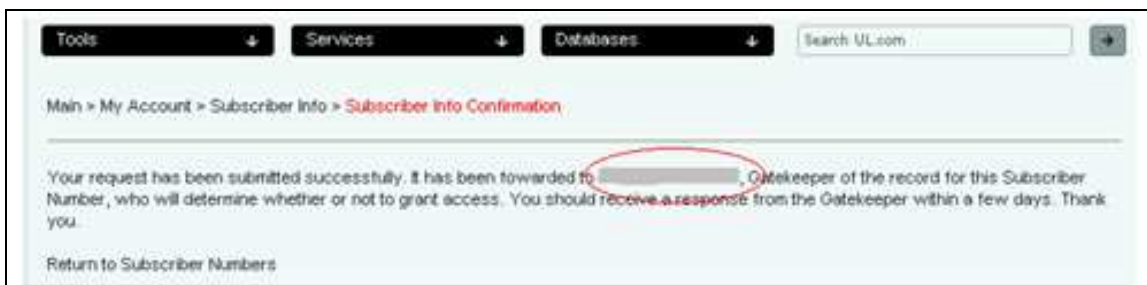
第七步： 輸入貴司的 Subscriber Number，然後點擊 "請求"。(圖 6) 請注意，Subscriber Number 是由6位數字加3位數字組成，例如123456-888。輸入時，不需要填入 "-" 符號，例如 123456888。Subscriber Number 可以在UL合約的右上角，或在UL報告的首頁找到。



The screenshot shows a form titled "要求使用客戶編號" (Request to use customer number). Below the title is a message: "您具資格使用您的 MyHome@UL 帳號存取授權資料。如您欲申請，請輸入您的UL客戶編號。(您可以在UL後續檢驗服務程序書的授權頁上, 或多重列名相互關係表, 或所有合約和協議書上找到您的客戶編號)" (You are eligible to use your MyHome@UL account to access authorization data. If you want to apply, please enter your UL customer number. (You can find your customer number on the authorization page of the UL subsequent inspection service procedure manual, or in the multiple listing relationship table, or in all contracts and agreements)). Below the message is a label "客戶編號" (Customer number) followed by a text input field and a yellow "請求" (Request) button. The input field and button are highlighted with a red rectangle.

(圖 6)

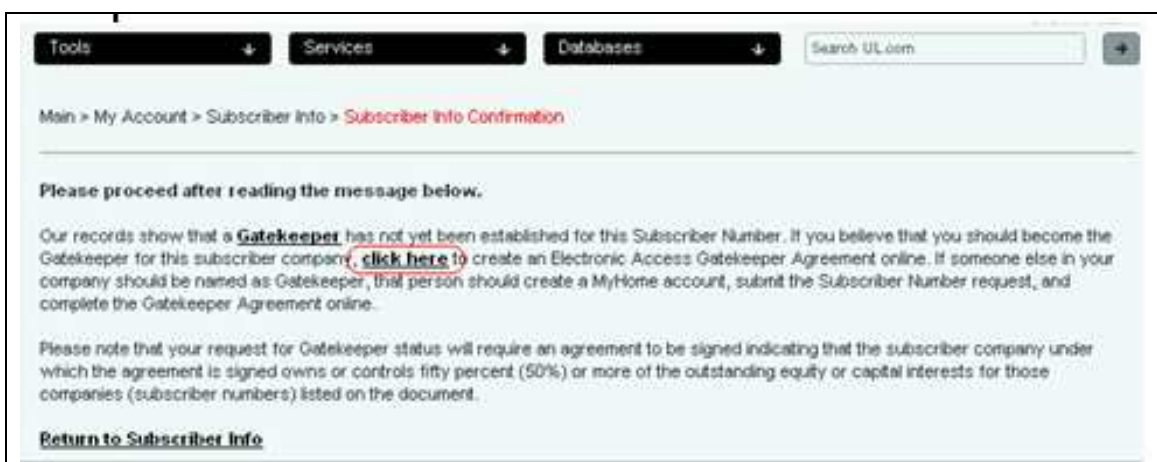
第八步： 若貴司之前已簽署L41合約，就會出現下圖 (圖 7a)，系統隨即會發送電郵給貴司的同事(紅圈中)進行批核程序。若批核完成，系統會發送電郵通知閣下。申請步驟亦到此完成。



The screenshot shows the "Subscriber Info Confirmation" page. The breadcrumb trail is "Main > My Account > Subscriber Info > Subscriber Info Confirmation". The main content area contains the text: "Your request has been submitted successfully. It has been forwarded to [redacted], Gatekeeper of the record for this Subscriber Number, who will determine whether or not to grant access. You should receive a response from the Gatekeeper within a few days. Thank you." The name of the Gatekeeper is redacted with a grey box and circled in red. Below the text is a link "Return to Subscriber Numbers".

(圖 7a)

若貴司之前並未有簽署L41合約，就會出現下圖(圖 7b)，請點擊 "[click here](#)"。並繼續如下第九步至第十三步。



The screenshot shows the "Subscriber Info Confirmation" page for users who have not signed the L41 agreement. The breadcrumb trail is "Main > My Account > Subscriber Info > Subscriber Info Confirmation". The main content area contains the text: "Please proceed after reading the message below. 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 subscriber 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." Below the text is a link "Return to Subscriber Info".

(圖 7b)

第九步： 以下是建立L41合約之指引(圖 8)。首先點擊 "Create/Revise Draft Gatekeeper Agreement"。

Create a Request

STEP 1
Create/Revise Draft Gatekeeper Agreement
Enter your subscriber Numbers to create or revise a draft Gatekeeper Agreement as needed; revisions can be made at any time until you complete Step 3.

STEP 2
Complete and Sign Gatekeeper Agreement
Instructions on how to prepare the Gatekeeper Agreement for submittal

STEP 3
Send Gatekeeper Agreement to UL
Send the completed Gatekeeper Agreement to UL for processing

(圖 8)

第十步： 再次輸入貴司的Subscriber Number，點擊 "Submit"。(圖 9)

NOTE: Enter only those Subscriber Numbers for your company or its affiliates. Your company must own or control fifty percent (50%) or more of the outstanding equity or capital interests of an affiliate.

Enter the subscriber numbers that you will be managing as gatekeeper under this subscriber number/company.

Please enter the subscriber number:

(圖 9)

第十一步： 請確認貴司的名稱及Subscriber Number是否正確。確認正確後，點擊 "Validate subscriber Numbers and Finalize"。(圖 10)

NOTE: Enter only those Subscriber Numbers for your company or its affiliates. Your company must own or control fifty percent (50%) or more of the outstanding equity or capital interests of an affiliate.

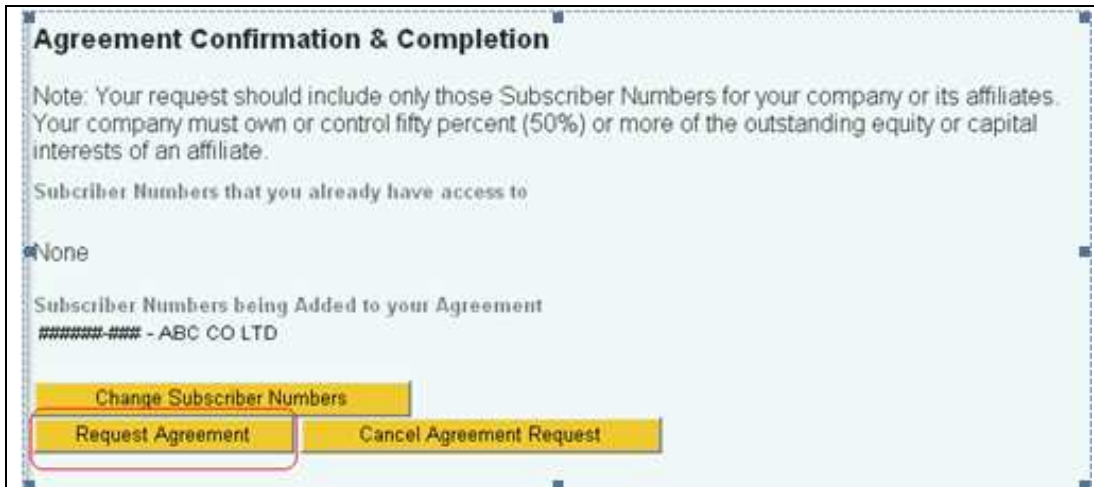
Enter the subscriber numbers that you will be managing as gatekeeper under this subscriber number/company.

Subscriber No: #####-###
Company: ABC CD LTD

#####	

(圖 10)

第十二步：點擊 "Request Agreement"。(圖 11)



Agreement Confirmation & Completion

Note: Your request should include only those Subscriber Numbers for your company or its affiliates. Your company must own or control fifty percent (50%) or more of the outstanding equity or capital interests of an affiliate.

Subscriber Numbers that you already have access to

None

Subscriber Numbers being Added to your Agreement

- ABC CO LTD

Change Subscriber Numbers

Request Agreement

Cancel Agreement Request

(圖 11)

第十三步：UL的L41英文合約(連同作參考用之中文釋本)將會在一個工作天內以電郵發送到閣下所登記的電子郵箱。請按下列步驟簽署及提交L41英文合約：

1. 列印並簽署L41英文合約。
2. 簽署者必須有公司許可權。請注意，簽署L41合約者與合約上的Gatekeeper 不可以是同一個人。
3. 用英文填寫需要部分。
4. 以".pdf" 或 ".tif" 格式儲存。請注意，".jpg" 格式暫不接受。
5. 按照電郵的鏈結，上載已完成的L41英文合約，或以電郵提交到相關的UL客戶服務部郵箱。
6. UL收到合約及審核無誤後，會發送電郵通知貴司。