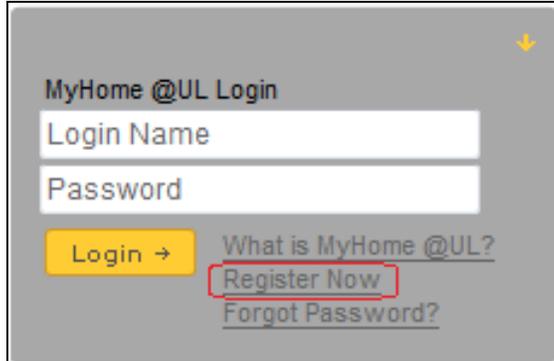


# Register Your MyHome Account

Step 1: Please go to <http://my.home.ul.com> and Click "Register Now". (Fig 1)

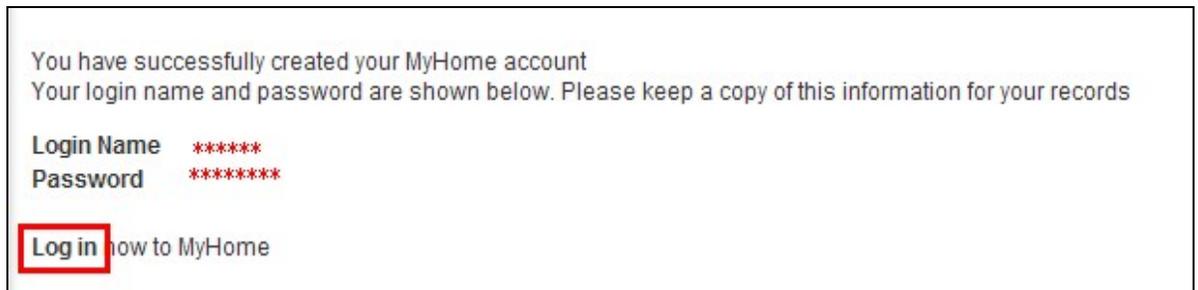


(Fig 1)

Step 2: Enter the information for your account profile, accept the UL Terms of Use, and then click "Create Account". (Fig 2)  
(Please make sure the email address being entered is correct, in order to receive important notices about your account.)

(Fig 2)

Step 3: Click "Log in" to login your MyHome account again. (Fig 3)



(Fig 3)

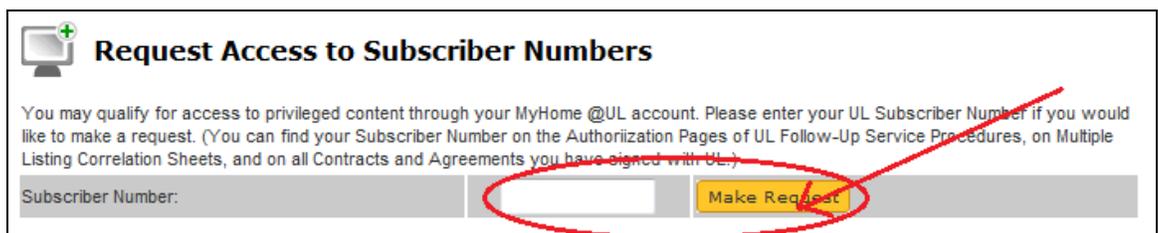
## Get your L41 Agreement

Step 4: After login, please click the "Subscriber Information" button to access your company's subscriber information. (Fig 4)



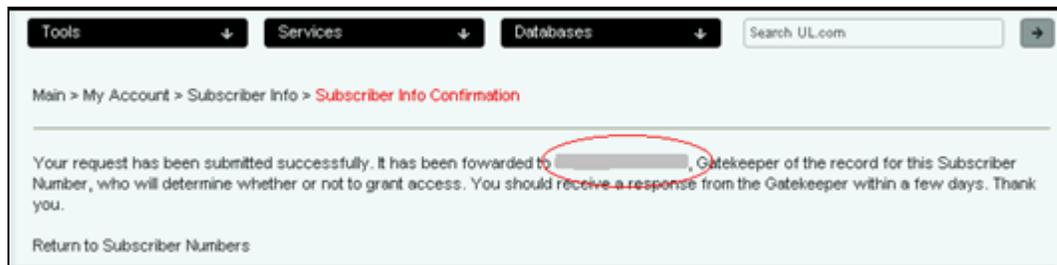
(Fig 4)

Step 5: Enter your company Party Site / Subscriber Number (6 or 9 digits, no spaces), and then click "Make Request". (Fig 5)  
(Subscriber Number is a UL assigned 9 digit number associated with your company's UL information, which can be found on UL agreement and on the Authorization Page of your UL Report/Procedure.)



(Fig 5)

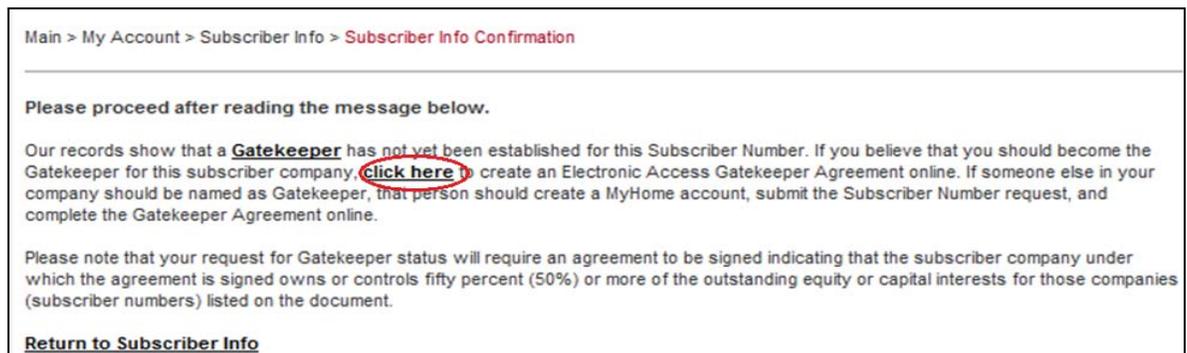
Step 6: If there is already a Gatekeeper established for the party site or subscriber number that you are requesting for access, the message below will appear (Fig 6a). Your request will be forwarded to the Gatekeeper on record (oval in Red), who will determine whether or not to grant access. You should receive a response from the Gatekeeper within a few days.



(Fig 6a)

If there is no Gatekeeper established for the party site or subscriber number that you are requesting for access, the below message will appear. (Fig 6b)

Please click on the "[click here](#)" link and continue the Step 7 to 12.



(Fig 6b)

Step 7: Click "Create/Revise Draft Gatekeeper Agreement". (Fig 7)

**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

(Fig 7)

Step 8: Enter the party site or subscriber number again, and then click "Submit". (Fig 8)

**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:

(Fig 8)

Step 9: Please review your company name and party site / subscriber number, and then click on "Validate subscriber Numbers and Finalize". (Fig 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.

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

#####	

(Fig 9)

Step 10: Click on "Request Agreement" button to request for the Gatekeeper Agreement. (Fig 10)

**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

(Fig 10)

Step 11: The following statement will appear to indicate you that your agreement request has been applied successfully. (Fig 11)

Your Agreement request has been sent for document creation.  
You will receive your Agreement via email shortly.

[Return to Gatekeeper Agreement Request page](#)

(Fig 11)

Step 12: The Gatekeeper Agreement (L41) will be sent to you by email within 12 hours. Please complete and sign the agreement as soon as possible.

1. Print the Gatekeeper Agreement for English Version.
2. Fill in the information of the authorized signer onto the agreement.
3. Please have the authorized signer sign the agreement. (The signer cannot be the same person as the gatekeeper)
4. Scan and save the agreement as a \*.pdf" or \*.tif image.
5. Upload the signed agreement or return to related Customer Service email box.
6. Once got the signed agreement from you, UL will verify and reply you shortly.