Authority of the Gatekeeper

Step 1: Go to http://my.home.ul.com , and login your MyHome Account.

Step 2: Click "Gatekeeper Center". (Fig 1)

(Fig 1)

Step 3: Click "User Access Request Queue". (Fig 2)

(Fig 2)

Step 4: Select the User Account that requests for access. (Fig 3)

(Fig 3)

Revised on Aug 17, 2012.

Step 5: You will see the screen as below. Please select your option. (Fig 4a)

(Fig 4a)

"**Grant access to Subscriber Number**" → To grant the company access to the New User, and allow the New User to access your company information as well as all the UL related document(s)

"**Deny access to Subscriber Number**" → To deny the New User to view your company information as well as all the UL related document(s)

"**Request Information from user before processing request**" → To ask the New User for additional information before processing request. (Fig 4b)

(Fig 4b)

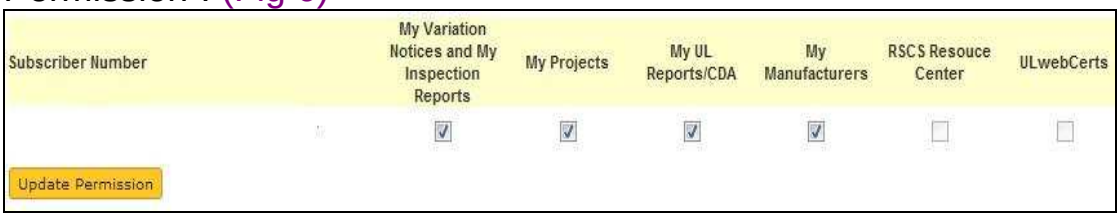
"**Place request on hold**" → To put the request on hold

Manage User Permissions

Step 6: Click "Manage User Permissions". (Fig 5)

(Fig 5)

Step 7: You can manage the access limitation of the user. Select the topics that you willing to share with the user and then click “Update Permission”. (Fig 6)



(Fig 6)