

Authority of the Gatekeeper

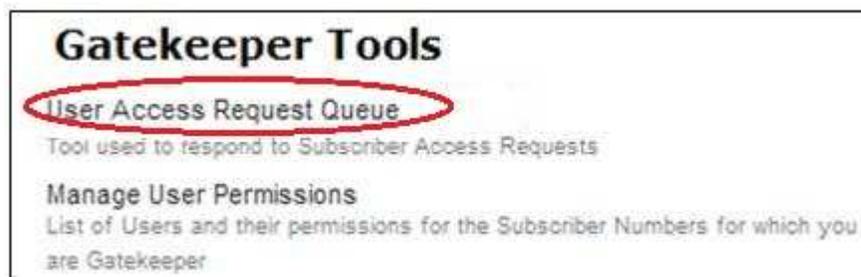
Step 1: Go to <http://my.home.ul.com> , and login your MyHome Account.

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)

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



Grant access to Subscriber Number
Deny access to Subscriber Number
Request information from user before processing request
Place request on hold (return to Request Queue)

(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)



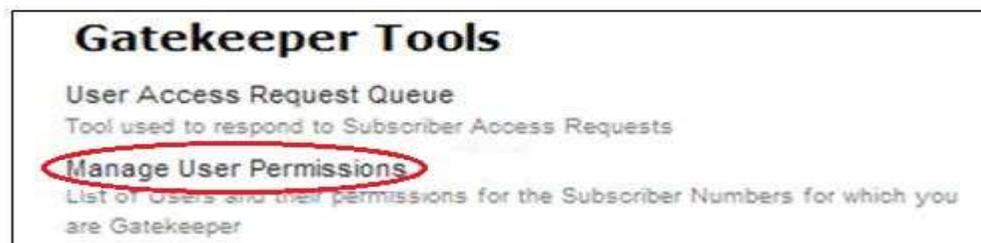
<input type="checkbox"/> Requester's title
<input type="checkbox"/> Requester's department or function
<input type="checkbox"/> Requester's Company affiliation
<input type="checkbox"/> Requester's justification for requesting access
<input type="checkbox"/> Other: <input type="text"/>
<input type="button" value="Submit"/>

(Fig 4b)

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

Manage User Permissions

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



Gatekeeper Tools

User Access Request Queue

Tool used to respond to Subscriber Access Requests

Manage User Permissions

List of Users and their permissions for the Subscriber Numbers for which you are Gatekeeper

(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)

Subscriber Number	My Variation Notices and My Inspection Reports	My Projects	My UL Reports/CDA	My Manufacturers	RSCS Resouce Center	ULwebCerts
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Update Permission"/>						

(Fig 6)