ULCVS Tutorials

Manage My Certificates - FIRE

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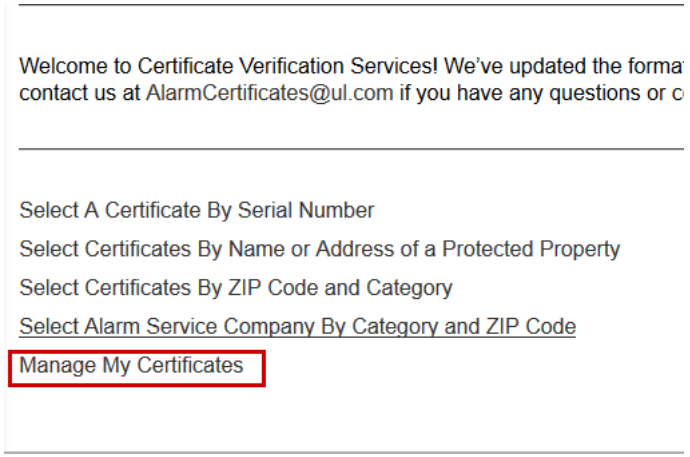
ULCVS – Manage My Certificates

To manage your Certificates:

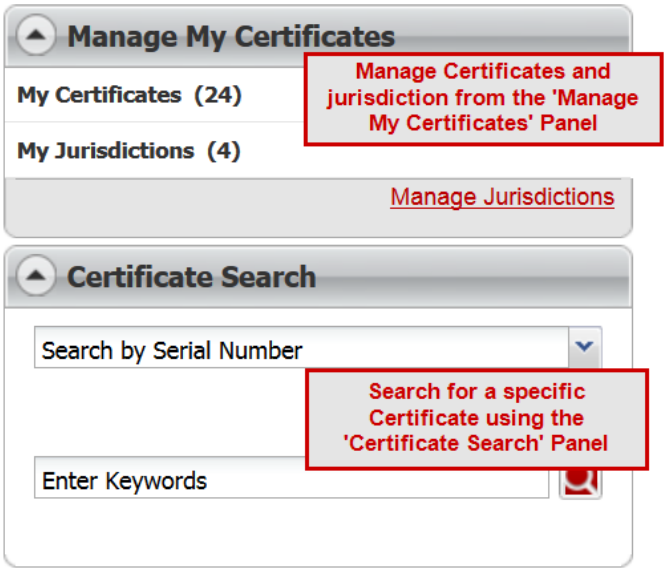
- login to your MyHome account
- Select ‘UL Certificate Verification Services’ under ‘Quick Links’
- Select ‘Manage My Certificates’ on the ULCVS homepage

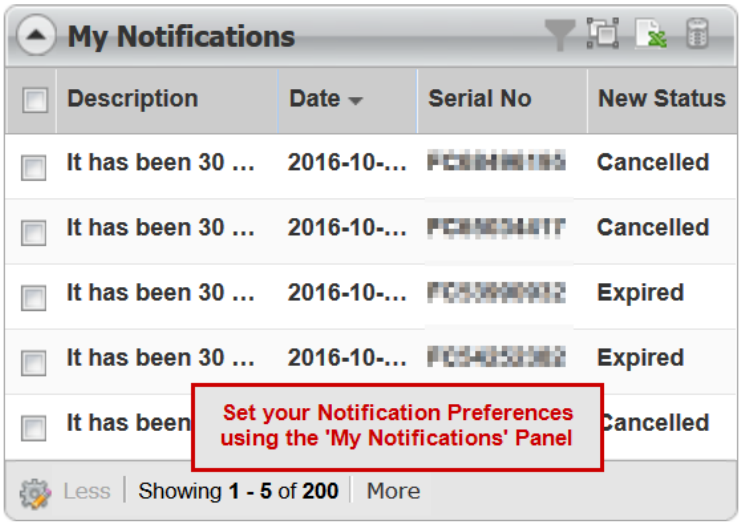


‘Manage My Certificates’ - Overview

From the ‘Manage My Certificates’ page, you can:

- Manage your Certificates
- Manage your jurisdictions
- Manage your notifications
- Set your notification preferences
- Search for a Certificate

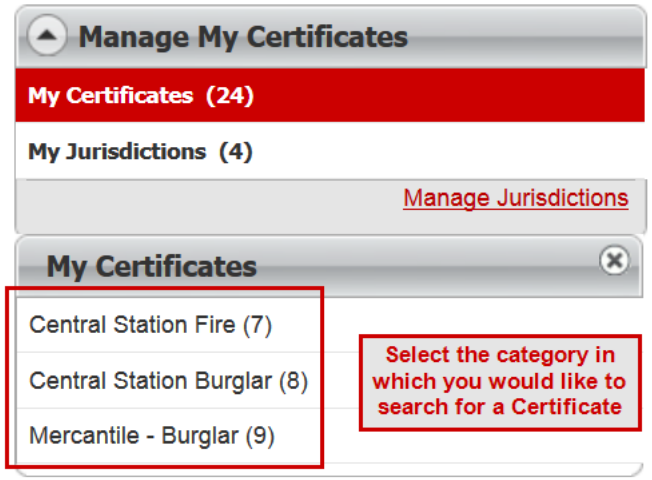




Manage My Certificates – My Certificates

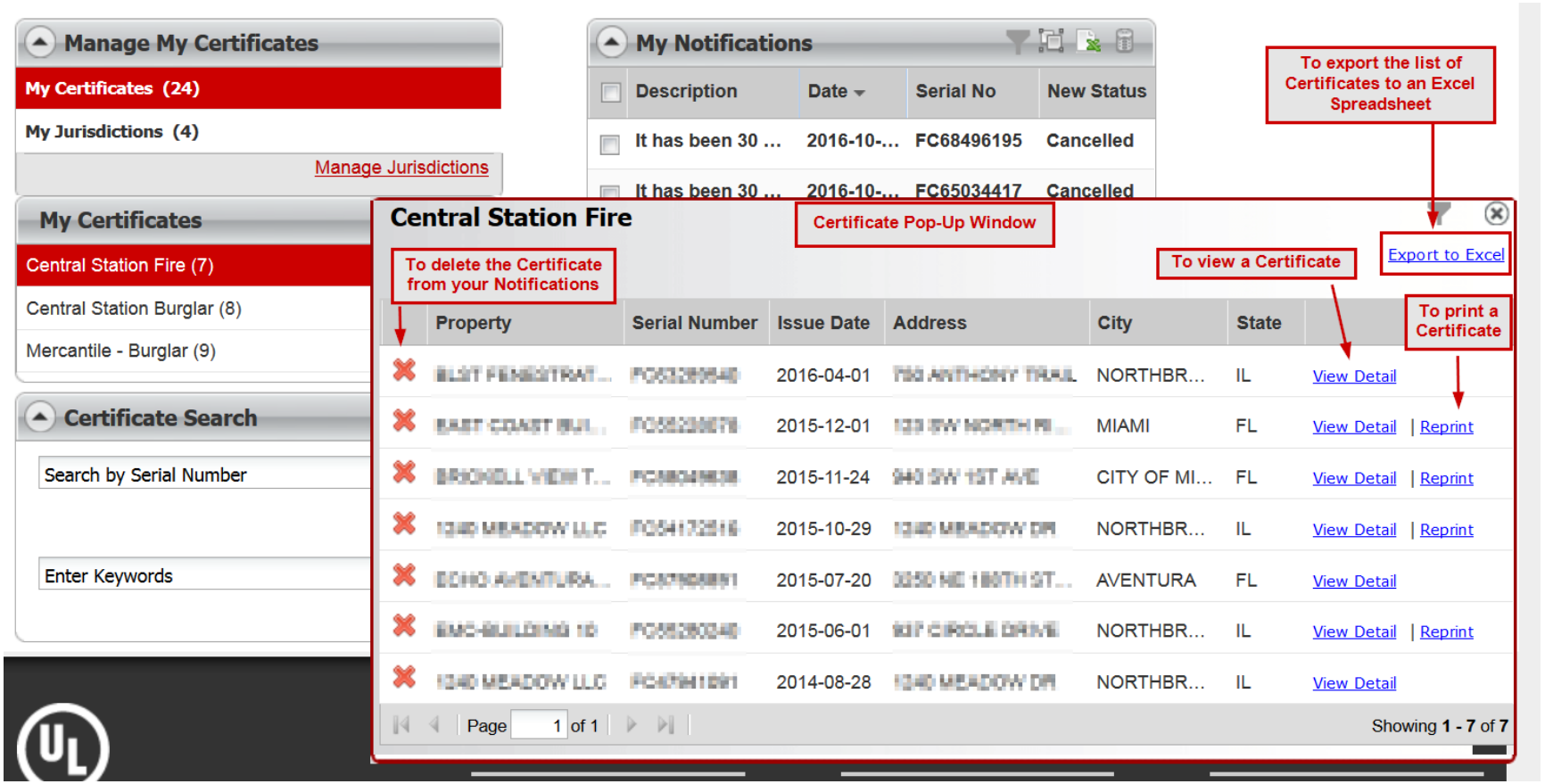
To view a specific list of Certificates:

- Select ‘My Certificates’
- Select the category for which you would like to view a list of Certificates



Manage My Certificates – My Certificates

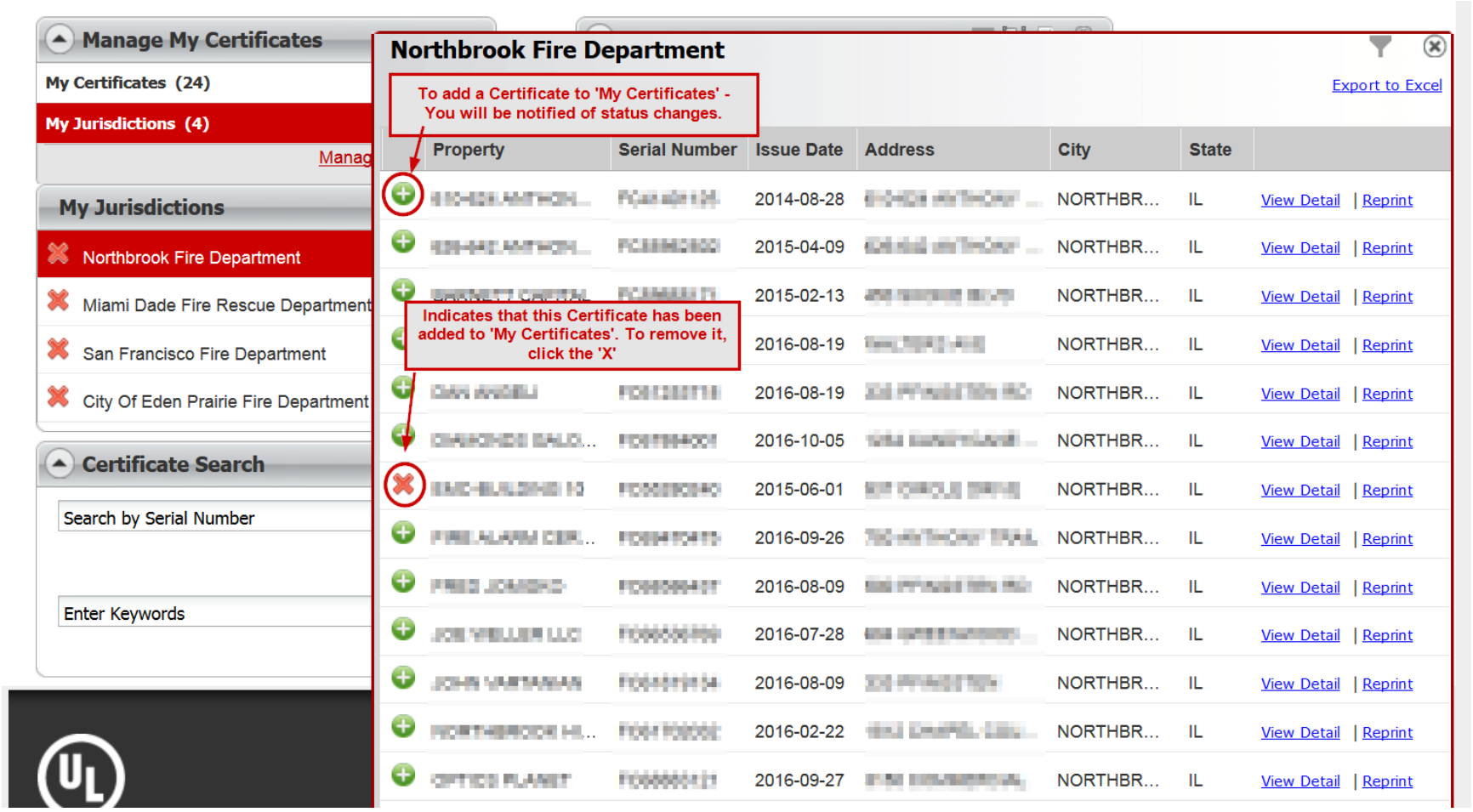
- When a category has been chosen, all Certificates within that category will populate in the Certificate Pop-Up Window.



Manage My Certificates – My Jurisdictions

- To view a list of Certificates within your jurisdiction(s):
  - Select the desired jurisdiction
  - A list of Certificates will be displayed in the Certificate pop-up window.

- If you would like notifications regarding the status of a particular Certificate listed in the Certificate pop-up window, click the sign on the left hand side of the Certificate.
  - This will add that Certificate to ‘My Certificates’
- If you no longer want to be notified of status changes of a Certificate, click the sign.
  - This will remove the Certificate from ‘My Certificates’


Manage My Certificates
My Certificates (24)
My Jurisdictions (4)
Manag
My Jurisdictions
Northbrook Fire Department
Miami Dade Fire Rescue Department
San Francisco Fire Department
City Of Eden Prairie Fire Department
Certificate Search
Search by Serial Number
Enter Keywords
Northbrook Fire Department
To add a Certificate to 'My Certificates' - You will be notified of status changes.
Export to Excel
Property
Serial Number
Issue Date
Address
City
State
Indicates that this Certificate has been added to 'My Certificates'. To remove it, click the 'X'
2014-08-28
2015-04-09
2015-02-13
2016-08-19
2016-08-19
2016-10-05
2015-06-01
2016-09-26
2016-08-09
2016-07-28
2016-08-09
2016-02-22
2016-09-27
NORTHBR...
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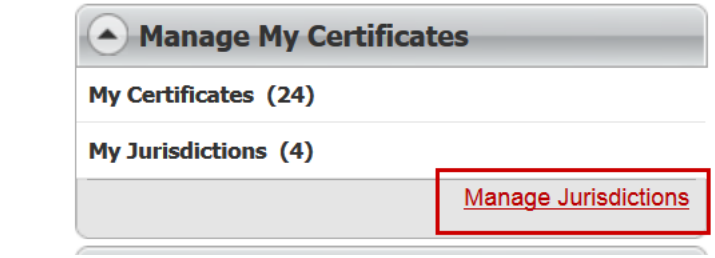
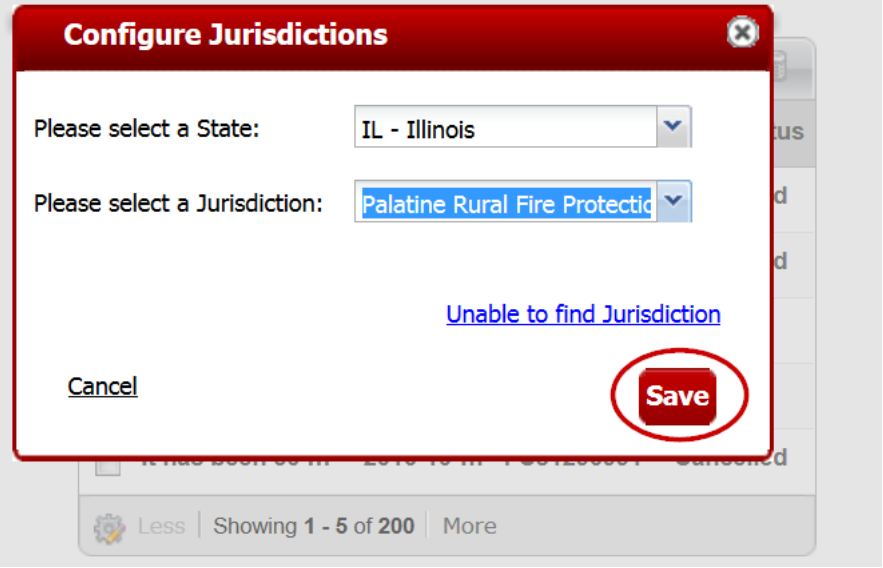
View Detail | Reprint

To add a jurisdiction to ‘My Jurisdictions’:

- Select, ‘Manage Jurisdictions’
- Select the state in which the jurisdiction is located
- Select the correct jurisdiction.
- Click, ‘Save’

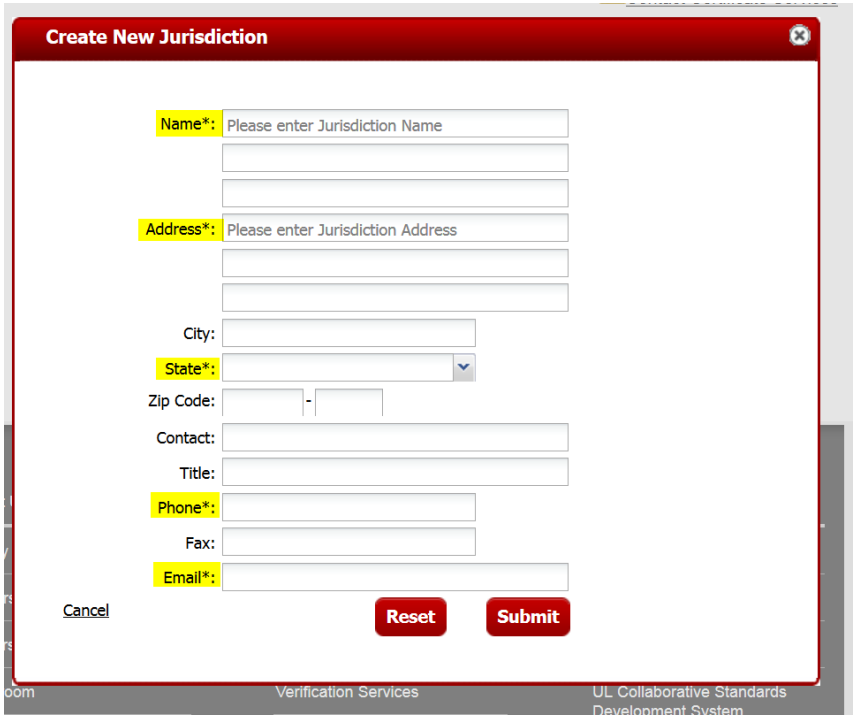
If you are unable to find your jurisdiction, select, ‘Unable to find Jurisdiction’





Unable to find Jurisdiction

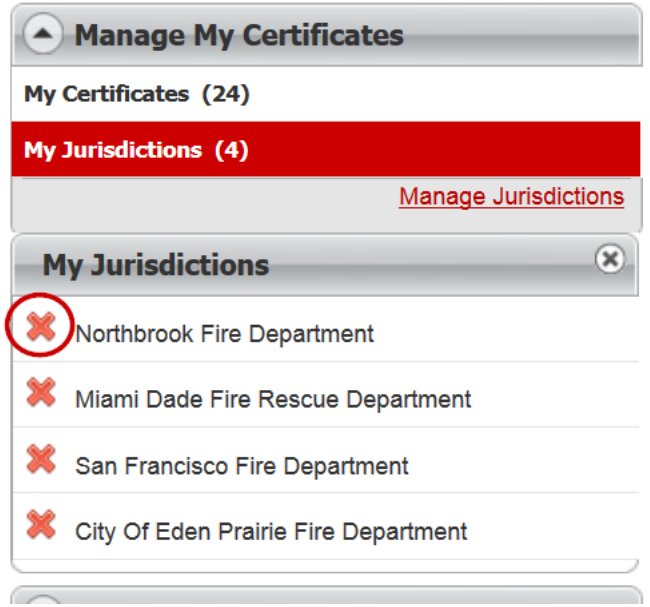
- If you are unable to find your jurisdiction, you will be asked to create a new jurisdiction.
- *Required fields are noted with an astrisk.*
- Click, 'Submit'



To Remove a Jurisdiction from ‘My Jurisdictions’

To remove a jurisdiction from ‘My Jurisdictions, simply click the ✖ symbol.

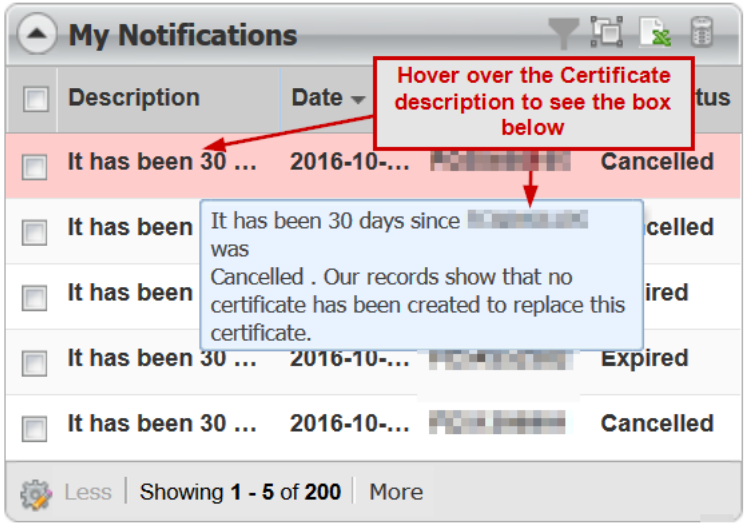
You will no longer receive Certificate status notifications from that jurisdiction.



The ‘My Notifications’ Panel

The ‘My Notifications’ Panel was designed to notify an AHJ of Certificate status changes

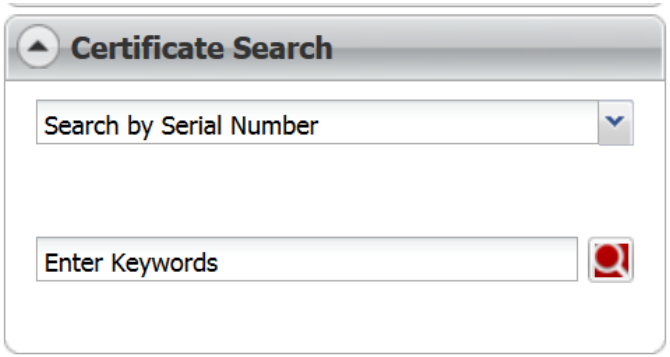
- You can customize:
  - The Certificates for which you would like status notifications
  - When you would like to be notified of a Certificate status change
    - 30 days after expiration or cancellation
    - 45 days after expiration or cancellation
  - If you would like notifications sent to you via email



The ‘Certificate Search’ Panel

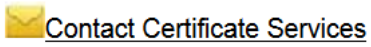
The Certifiate search allows you to locate a particular Certificate by

- Certificate serial number
- Key words
  - Protected property name, address, city, state, etc.



Contact Certificate Services

If you would like to contact the Alarm Certificates Group, click the



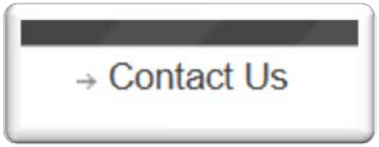
icon located in the right hand corner of the ULCVS ‘Manage My Certificates’ page.

NOTE:

If you click the ‘Contact Us’ at the top of the webpage, you will be directed to the UL MyHome team and not Alarm Certificates Services.

To contact Alarm Certificate Services, click:

To contact the MyHome administrative team, click:



THANK YOU