



MyHome @UL 帳號建立及權限開啟步驟說明

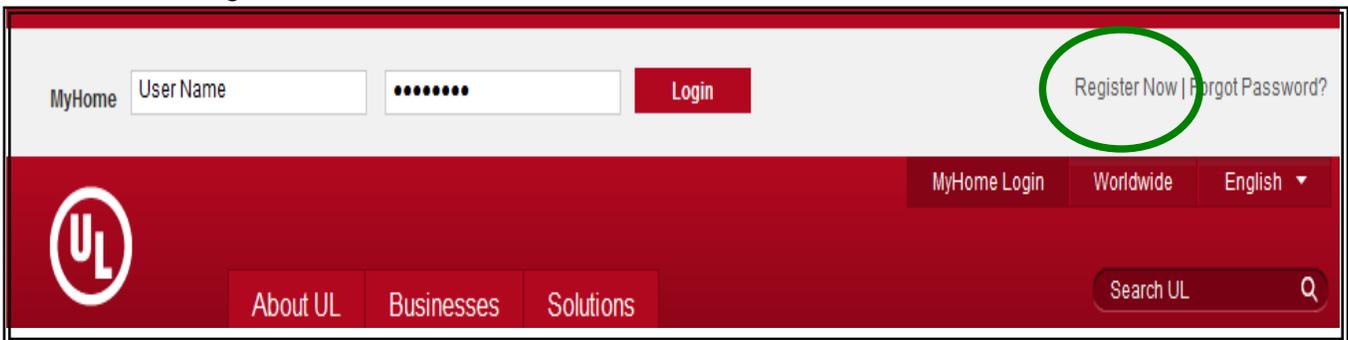
謝謝您申請 MyHome @UL。本說明分為兩大部分 (1) 建立帳號 (2) 申請及簽署 MyHome 合約 (L41)，為幫助您充分的運用 MyHome，請確實完成各步驟。

(1) 建立帳號

步驟一: 請登入網站 <http://www.ul.com> 並點選上方 “MyHome Login”



接著，請點選 "Register Now"，建立您的帳號及密碼。



* 下次再登入時，請輸入 “登入名稱(Login Name)” & “密碼>Password)” 之後再點選 “Login” 即可。

步驟二: 請輸入您的個人資訊(請以 “英文” 輸入)。

* 請依需要點選 “Language” 選擇顯示的語言，目前有 English / 日本語 / 簡體中文 / 繁體中文

請注意!!

- * 登入名稱 - 最多不能超過 30個字元，不能有”空格”、”-“ 或 ”_”。
- * 密碼 - 至少要有 8 碼，而且8 碼中至少要有 1 碼是數字。



語言: 繁體中文

日期 2012-01-17

-> 聯絡我們

[MyHome @UL是什麼?](#)

請以“英文字母”填寫完成下列表格, 勾選接受UL使用條款, 並按下建立帳號

請更新您的聯絡資料 (粗體字為必填項目)

國家

登入名稱

最多30個英文字母, 不可包含空格或連字號(如: jsmith 或jsmith@wgdco.com).

密碼

最少8個英文字母, 其中需包含至少1個數字(如: mypassword1或1984bkZn)。請注意密碼的英文字母有大小寫之分。

名

請填入您與UL進行業務時所使用的名字。

姓

職稱

公司名稱

地址

城市

州/省

郵遞區號

電話

傳真

電郵

請填入正確的 email 帳號, 以確保您會收到有關您帳戶的重要通知 (如密碼變更通知及您所需協助的回覆)

主要工作

主要產業

請隨時通知我相關產業的新服務消息。UL將會透過電子郵件、電話或其他方式進行新服務的調查及提供行銷資料。

By completing the Account Profile and logging into the Customer Extranet, you agree to accept the following terms and conditions.

使用條款 IF YOU DO NOT WISH TO BE BOUND BY THIS AGREEMENT, PLEASE DO NOT COMPLETE THE ACCOUNT PROFILE OR LOG INTO THE CUSTOMER EXTRANET SITE.

接受UL 使用條款

建立帳戶

取消

清除

輸入完成之後, 請勾選“接受 UL 使用條款” 並點選“建立帳戶”。

當您看到以下畫面, 代表您的帳號已建立完成, 其中“登入名稱” 與“密碼” 將用於未來的每一次



登入，建議您記錄下來，以免因久未使用而忘記。

接著請點選“Return to My Account”進行登入及簽署合約。



(2) 申請及簽署 MyHome 合約 (L41)

步驟一：輸入帳號及密碼登入後請在主頁點選“Subscriber Information”。

主頁 > 首頁





步驟二： 請輸入貴公司的 UL 客戶編號並點選 " Make Request" 。

主頁 > 我的帳戶 > 客戶資料

 **Request Access to Subscriber Numbers**

You may qualify for access to privileged content through your MyHome @UL account. Please enter your UL Subscriber Number if you would like to make a request. (You can find your Subscriber Number on the Authorization Pages of UL Follow-Up Service Procedures, on Multiple Listing Correlation Sheets, and on all Contracts and Agreements you have signed with UL.)

Subscriber Number: [Make Request](#)

[Click here](#) to submit, edit or cancel a Gatekeeper Agreement that you have already created.

註： 該編號(Subscriber Number) 是由 9 碼數字組成，例如：123456-001(其中的“-“不需輸入)，可在以下資料中找到

- UL 報告：「授權頁」或“Follow-Up Service Procedure”的頁面，公司名稱前。
- 貴公司之前簽署過的 UL 合約 (如：L30 / L40 / GSA...等) 的右上角。

➤ 若貴公司尚未簽署過 **L41 (把關者授權同意書)**，則會出現以下畫面，請點選 "click here"，並接著操作 **步驟三**。

主頁 > 我的帳戶 > 客戶資料

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.

[Return to Subscriber Info](#)

➤ 若貴公司的客戶編號 (**Subscriber Number**) 已設有把關者 (**Gatekeeper**)，則將出現以下畫面，我們會主動將您的資料轉給原設定的把關者，由其決定是否開啟您的權限。若把關者同意您的申請，則您將於幾天之內收到相關回覆，您亦可主動聯繫該把關者。以下步驟則不用繼續操作。

 Your request has been submitted successfully. It has been forwarded to _____, 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.

[Return to Subscriber Numbers](#)



* 若把關者不清楚如何授權，歡迎致電 886-2-55598168*2 或 email 至 cec.tw@tw.ul.com 洽詢。

步驟三：請點選 Step 1 的"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

步驟四：進入以下畫面請再次輸入貴公司的 UL 客戶編號 (Subscriber Number) 並點選 "Submit"。

主頁 > 工具 > 把關者管理中心 > Gatekeeper Agreement Request > Gatekeeper Select
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:
<input type="text" value="XXXXXXXX"/> <input type="button" value="Submit"/>

步驟五：之後畫面會出現您所輸入的「UL 客戶編號」及登記在 UL 檔案的公司英文名稱。請您確認無誤後，點選 "Validate Subscriber Numbers and Finalize"。



主頁 > 工具 > 把關者管理中心 > Gatekeeper Agreement Request > Gatekeeper Select

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

Validate subscriber Numbers and Finalize

步驟六： 接著會出現以下畫面。確定申請，請點選 "Request Agreement"。

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

Change Subscriber Numbers

Request Agreement

Cancel Agreement Request

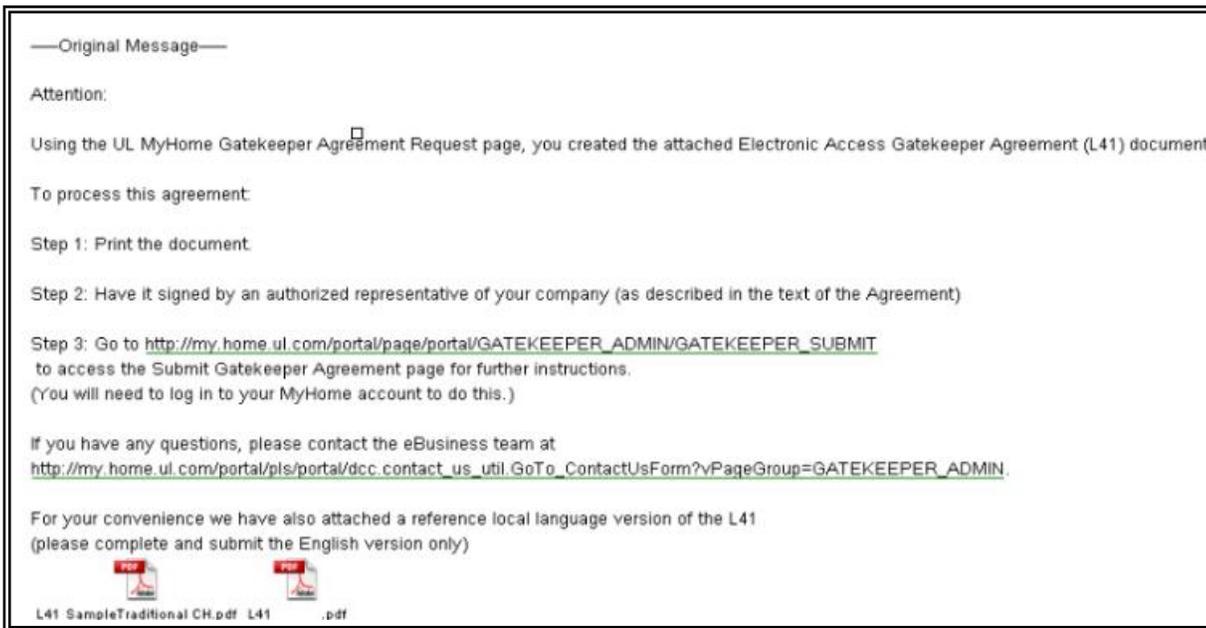


步驟七：當您看到以下畫面時，表示您的申請已告一段落。待收到 L41 時請接續 **步驟八** 的說明。



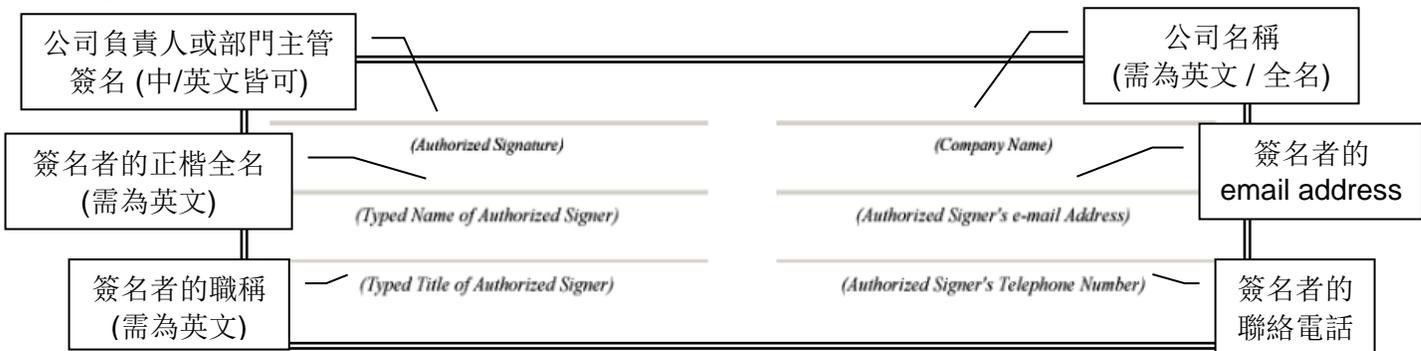
步驟八：我們會在 12 小時之內 email L41 合約書(Gatekeeper Agreement)至您登錄的信箱。

以下為 email 範本，主旨為 UL MyHome L41 Request for 貴公司英文名稱 Company Name - Request Number xxxxx



為加速申請流程，請務必參照以下簽署要項：

- (1) 中文版 L41 只是為了方便您參考條文內容，請簽署英文版本。
- (2) 僅第二頁下方六個欄位需要填寫，各欄位說明如下：

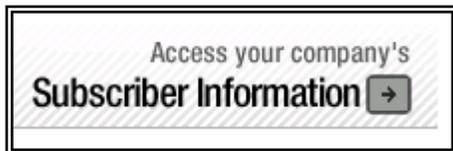




* L41 合約書的簽名授權者與把關者 (Gatekeeper) 依規定不能是同一人，除非把關者是公司負責人。簽名授權者是指貴公司主管或負責人可以做為權利授權者，而把關者 (Gatekeeper) 則指貴公司負責管理維護 MyHome 資料庫，其控管登入貴公司專屬的 MyHome 網站之人員。

(3) 簽署完成之後兩頁一同傳回。您可選擇以下任一方式回傳：

- Email 回覆至 cec.tw@tw.ul.com
- 傳真回覆至 886-2-28907430 / 886-2-28907431
- 到 MyHome 的網站上傳 - 請登入 MyHome，在 MyHome 首頁請點選



進入以下畫面，請點選“Click here”

主頁 > 我的帳戶 > [客戶資料](#)

 **Request Access to Subscriber Numbers**

You may qualify for access to privileged content through your MyHome @UL account. Please enter your I would like to make a request. (You can find your Subscriber Number on the Authorization Pages of UL Fol Multiple Listing Correlation Sheets, and on all Contracts and Agreements you have signed with UL.)

Subscriber Number: [Make Request](#)

Click here to submit, edit or cancel a Gatekeeper Agreement that you have already created.

再點選 Step 3 –Send Gatekeeper Agreement to UL，系統將引導您輸入簽名者的相關資訊，並請您夾帶已簽署的合約書，請務必點選 Submit Agreement。



主頁 > 工具 > 把關者管理中心 > Gatekeeper Agreement Request > Gatekeeper Submit

For fastest service, use the "Upload" feature to attach the signed Agreement directly to this request. Save the signed Agreement as a PDF or TIFF image on your computer, then follow the instructions below.

You may also opt to return the signed Agreement via fax, email or mail.

Company Name:

Please enter the following information about the person who signed the Agreement.

Name

Title

Company Name

Telephone Number

Email Address

Please select the method you will use to send the signed Agreement to UL:

Upload

If you will be uploading the signed Agreement, use the "Browse" button to search your computer and attach the file. The "Display column content" link will allow you to preview the file after you submit it.

Request ID =

恭喜您完成 MyHome 的申請，我們會在 24 小時之內為您進行後續權限的設定。謝謝您！

最後提醒您!! 為了讓您可以瀏覽最貼切您需要的相關資訊，請依照以下步驟進行設定 –

* 在 MyHome 首頁點選“我的帳戶”，進入以下畫面之後請點選“偏好設定”，



請勾選貴公司相關的產業別，完成之後請點選“Update Preferences”。



主頁 > 我的帳戶 > 偏好設定



Select any of the industry preferences below to populate related tools and information to your page

- | | |
|--|--|
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Building Materials |
| <input type="checkbox"/> Consumer Electronics | <input type="checkbox"/> Electromagnetic Compatibility |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Gas and Oil |
| <input type="checkbox"/> Hazardous Location Equipment | <input type="checkbox"/> Heating, Ventilation and Air Conditioning |
| <input type="checkbox"/> Industrial Control | <input type="checkbox"/> Information Technology Equipment |
| <input type="checkbox"/> Insulating Materials and Device | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Medical and Dental Products | <input type="checkbox"/> Personnel Protection Equipment |
| <input type="checkbox"/> Power Distribution | <input type="checkbox"/> Renewable Energy |
| <input type="checkbox"/> Security & Signaling Equipment | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Water and Related Products | <input type="checkbox"/> Wire & Cable |
| <input type="checkbox"/> Wiring Devices | |

Update Preferences