



MyDLC Account Quick Start Guide

This guide provides instructions to DLC website account users on completing common tasks using the MyDLC Account.

CREATING AN ACCOUNT

To create a new MyDLC account, click the yellow **MyDLC button** in the top right corner, then select **Create an Account**. Complete the contact fields including your email and create a password.

Updates to SSL Technical Requirements V5.0 due to COVID-19.



ABOUT US JOIN US PROGRAM PLATFORMS RESOURCES NEWS & EVENTS CONTACT

MyDLC

Home / MyDLC

Sign In

Create an Account

Sign Up & Request Approval

Please fill out the form below to create a new DLC account. You may use this account to save QPL search criteria, download QPL searches, and submit and manage your QPL applications.

First Name*	Last Name*
Phone Number*	Ext.
	Job Title*
Email Address*	Confirm Email Address*

After your account is approved, you will have access to your MyDLC Dashboard. Here you will find QPL Search & Download Access, News & Updates, Events & Webinars and Resources & Tools.

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Heather Jones
hjones@designlights.org
Profile Settings

DesignLights Consortium

TestCompany

+ Add Organization

Sign Out

Upcoming Events

No Upcoming Event Found

Past Events / Webinars

Welcome to The MyDLC Dashboard

QPL Search

By Model or Manufacturer

QPL



News & Updates

SSL WEBINARS



First Draft SSL Technical Requirements V5.0 Overview Webinar

Jan 20, 2021

Dashboard

QPL Search

News & Updates

Events & Webinars

Resource & Tools

API Access

Company Settings

Profile Settings

ADD AN ORGANIZATION

Some users of the DLC website are associated with more than one company. For example, a lab that submits products on behalf of a manufacturer. In cases like this, you can add more than one organization name to your account. Click the **+ Add Organization** button from the drop down under your profile name.

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Events & Webinars

Resource & Tools

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Profile Settings

Add Organization

Company / Organization

Organization Name

Search for the Organization name and **Submit**. If the organization name does not appear in the search, you can add it by clicking **Create a New Organization**.



- Dashboard
- QPL Search
- News & Updates
- Events & Webinars
- Resource & Tools
- API Access
- Profile Settings

Add Organization

Company / Organization

SUBMIT

Select existing organization from list or Confirm to create new

We've found a few accounts with similar names. If you are an employee of one of these organizations, please select it below.

- TestCompany
- Testcompany3

If your organization isn't listed above, click to [create a new organization](#)

ADD USERS TO THE ACCOUNT

Select **Company Settings** on the left-side menu, then select **User Management**. Here you set user permissions and invite new users.



- Dashboard
- QPL Search
- News & Updates
- Events & Webinars
- Resource & Tools
- API Access
- Company Settings**
- Profile Settings

Company Settings

Company Profile

User Management

TestCompany

Download Users

+ INVITE NEW USER

Name	Permissions	Status	
Donaldo Ortiz	Super Admin	Approved	
Heather Jones (You)	Admin Access	Approved	
Heather Jones	Limited Access	Pending	EDIT REMOVE