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.

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.

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 <mark>+ Add Organization</mark> button from the drop down under your profile name.

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

ADD USERS TO THE ACCOUNT

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