



Managing MyDLC Permissions, User Settings, and Company Associations

Updated: March 22, 2022

In this Guide:

1. MyDLC Account Permissions

Learn about the three different user permissions assigned to user accounts.

2. Accessing/Managing Company Settings

As a super admin or admin, learn how to access your company's settings, which will include how to invite or remove users from your company and change user permissions.

3. MyDLC Account Guidance for Application Submitters

As a standard user AND application submitter, learn how to add your user account to another company to properly submit applications under the correct company name.

A low-angle, upward-looking photograph of a modern glass skyscraper. The building's facade is composed of a grid of dark metal frames and large glass panels. Several windows are illuminated from within, casting a warm, yellowish glow. The sky is a clear, pale blue. The image is framed by a white, rounded rectangular shape with a thick dark grey border, which is set against a white background.

MyDLC Account Permissions



Companies may only have ONE Super Admin, but unlimited number of Admins and Limited Access users are permitted.

MyDLC User Permissions

Each person associated with your organization can be set with different permissions:

1. **Super Admin**
2. **Admin**
3. **Limited Access**

The screenshot shows the 'Company Settings' interface with the 'User Management' tab selected. It displays a table of users for a specific DLC. The table has columns for Name, Permissions, and Status. There are also buttons for 'Download Users' and '+ INVITE NEW USER'.

Name	Permissions	Status	
User 1 (you)	Super Admin	Approved	
User 2	Admin Access	Approved	EDIT REMOVE
User 3	Admin Access	Approved	EDIT REMOVE
User 4	Limited Access	Approved	EDIT REMOVE

What Can Super Admin and Admins Do?

- Manages all users' settings
 - Admins may remove/edit settings for other admins, but cannot remove/edit the Super Admin
 - Remove Limited Access users and edit user settings
- Receives all email notifications (account holds, status changes, and new user requests)
- Invites new users and approve new user requests



Manufacturers and Test Labs submitting product applications:

- Super Admin or Admin users can submit and view ALL applications submitted for that company regardless of the user that submitted.
- Limited Access users may only submit and view applications that they themselves submitted on behalf the company.


A low-angle, upward-looking photograph of a modern glass skyscraper. The building's facade is composed of a grid of dark metal frames and large glass panels. Several windows are illuminated from within, casting a warm yellow glow. The sky is a clear, bright blue. The image is framed by a white, rounded rectangular shape with a thick dark grey border, which is set against a white background.

Accessing/Managing Company Settings



Only **Super Admin** and **Admins Sign** can manage company settings.

Welcome to the new DLC website! Watch a short tutorial here.



FIND PRODUCTS ▾ ABOUT US ▾ OUR WORK ▾ RESOURCES ▾ NEWS & EVENTS ▾ JOIN US ▾

Home / MyDLC

Step 1: Click MyDLC in the upper right corner

MyDLC

Sign In Create an Account

Sign in to your account

Log in here to access your DLC account, manage your saved searches and QPL downloads, and submit QPL applications.

Email Address*

Password

Forgot password?

SIGN IN →

Step 2: Sign in to your account with your email and password.

Welcome to The MyDLC Dashboard



Dashboard



QPL Search



News & Updates



Events & Webinars



Resources & Tools

Data Access & API



Company Settings



Profile Settings

Find Qualified Products

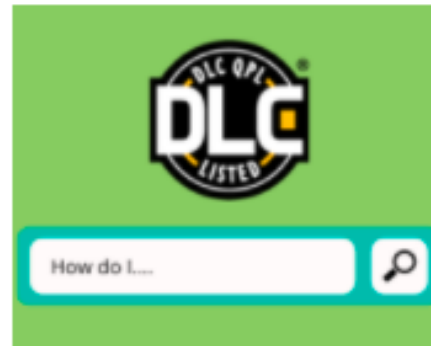
By Model or Manufacturer

Select a QPL



News & Updates

DLC NEWS



Tips for Searching the DLC Qualified Products Lists

Aug 12, 2021

Step 3: Click on Company Settings



Energy · Quality · ControllabilitySM

Company Settings

Step 4: Click on User Management

User Management

DLC

Download Users

+ INVITE NEW USER

Name	Permissions	Status		
User 1 (you)	Super Admin	Approved		
User 2	Admin Access	Approved	EDIT	REMOVE
User 3	Admin Access	Approved	EDIT	REMOVE
User 4	Limited Access	Approved	EDIT	REMOVE



From the User Management screen, INVITE NEW USERS, REMOVE users, or EDIT user setting.

To Edit a User's Settings

The screenshot shows the 'User Settings' interface for a user named 'User 1' with the email 'user1@designlights.org'. Below the user information, there is a section for 'Admin Access' with a toggle switch that is currently turned on. A red arrow points from a text box above to this toggle. To the right of the toggle is a blue button labeled 'UPDATE', which is circled in red. Another red arrow points from a text box above to this button. Below the 'UPDATE' button is a link labeled 'Remove User'.

User Settings

User 1
user1@designlights.org

To grant Admin permission, hit the toggle button.

To save changes click UPDATE.

Admin Access Give user Admin Access to company (full permissions)

UPDATE

Remove User



Manufacturers and Test Labs submitting product applications:

- Super Admin or Admin users can submit and view ALL applications submitted for that company regardless of the user that submitted.
- Limited Access users may only submit and view applications that they themselves submitted on behalf the company.

To Invite A New User

The screenshot shows the 'Invite New User' interface for 'Test Company'. It includes input fields for 'First Name', 'Last Name', and 'Email (required)'. A red box highlights the instruction 'Enter First/Last name and email address'. Below these fields is a 'Permission Management' section with a toggle for 'Admin Access' and a button labeled 'SEND INVITE'. A red box highlights the instruction 'Click SEND INVITE'. To the right, a preview of the email invitation is shown, featuring the DLC logo, the text 'Hi, User,', 'Admin User has sent you an invite to join Company.', a blue button 'CLICK HERE TO JOIN COMPANY', and a signature from the 'DesignLights Consortium Team' with the website 'www.designlights.org'. A red arrow points from the 'SEND INVITE' button to the email preview.



Recipient will receive an email to join the company.

- If the recipient already has a MyDLC account, they should log in using their existing login credentials to accept the invitation.
- If the recipient does not have a MyDLC account, they will create a MyDLC account and select the organization during the account creation process.

To Approve A New User



Hi Admin User,

User has requested to join company on designlights.org. If you hit "approve," you will be taken to a screen where you can set default permissions for this user.

APPROVE

REJECT

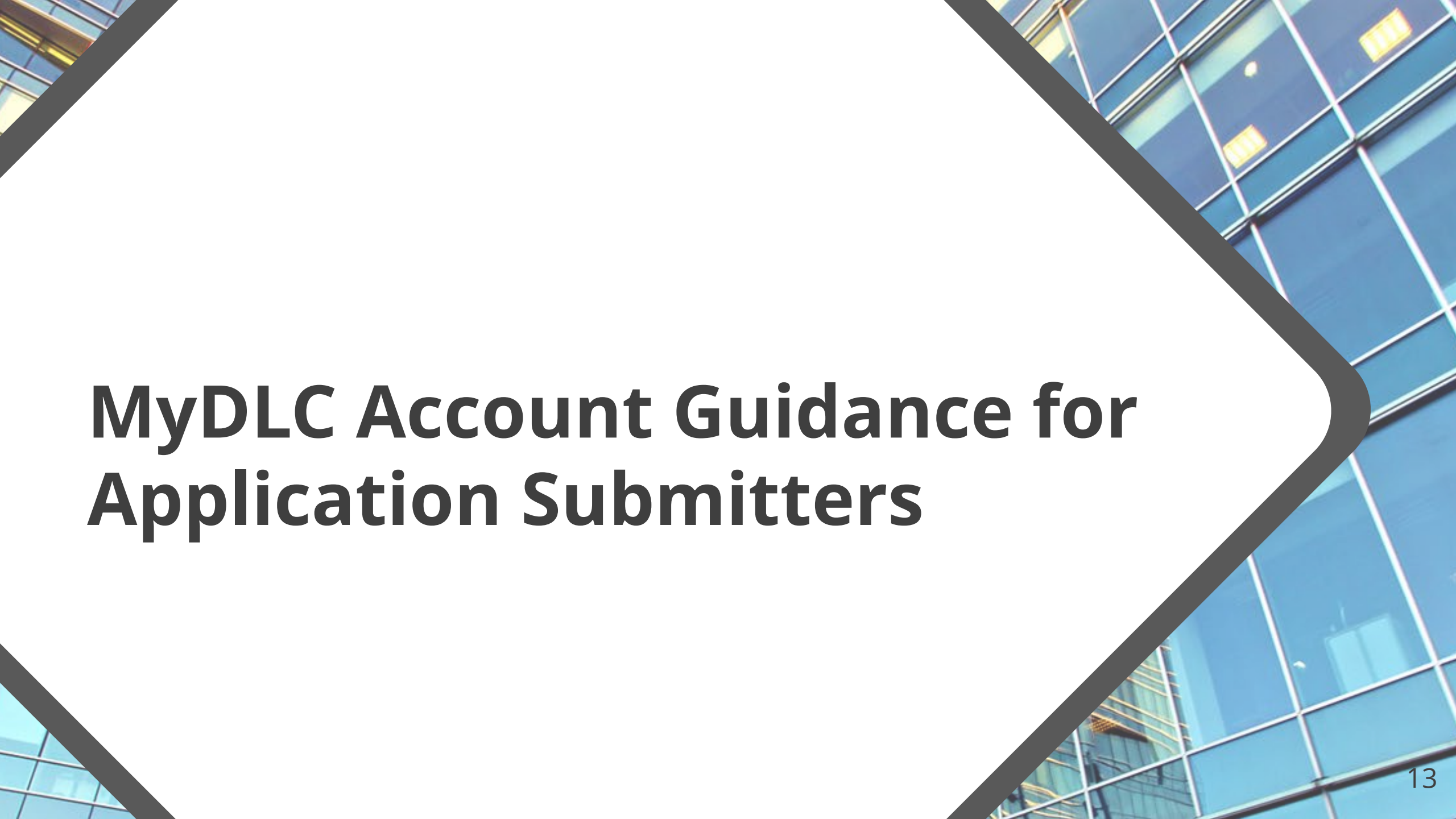
Thank You,
DesignLights Consortium Team



If a user submits a request to join the organization, the Super Admin/Admin will receive an email and account notification to approve the request.

Welcome to The MyDLC Dashboard **1** Notifications. [Click to view](#)

• You have 1 user(s) pending approval to access your organization. [Click here to manage access settings](#)

A modern glass building facade with a grid pattern and some lit windows, viewed from a low angle. The image is partially obscured by a large white arrow shape pointing to the right, which has a thick dark grey border.

MyDLC Account Guidance for Application Submitters

To access the new application portal, sign into your MyDLC account.



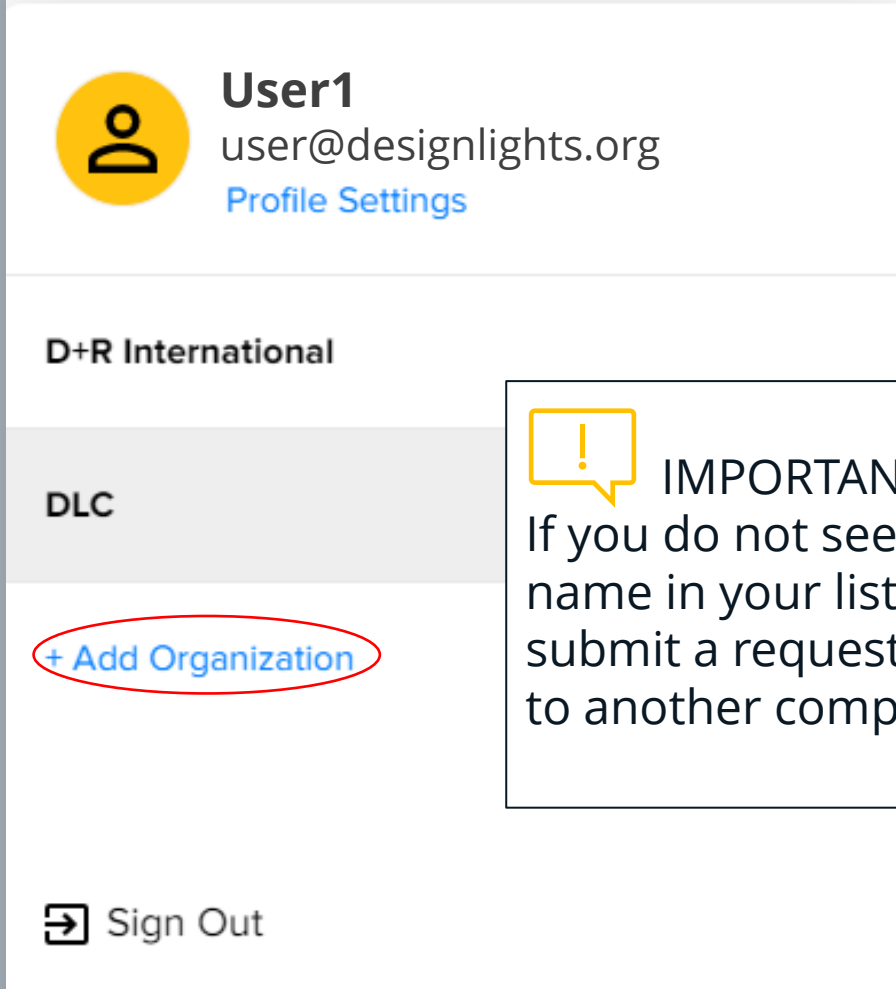
IMPORTANT

- Credentials used for the old application portal at ams.designlights.org are NOT the same credentials used for your MyDLC account.
- User accounts may be added to multiple companies, so you only need to maintain one username/password even if you submit applications for other companies than your own.

The screenshot shows the MyDLC Dashboard interface. At the top left is the DLC logo. To its right is a navigation menu with links for 'FIND PRODUCTS', 'ABOUT US', 'OUR WORK', 'RESOURCES', and 'NEWS & EVENTS'. Below the navigation, there are two blue buttons: 'NEW APPLICATION PORTAL' (circled in red) and 'OLD APPLICATION PORTAL'. To the right of these buttons is a large yellow box titled 'Find Qualified Products' with a search input field containing 'By Model or Manufacturer' and a dropdown menu for 'Select a QPL'. Below the search bar is a 'News & Updates' section with a photo of a woman and two category buttons: 'DLC NEWS' and 'DLC PERSPECTIVES'. At the bottom right of the news section is the text 'Meet the DLC!'. On the left side of the dashboard, there is a vertical menu with icons and labels for 'Dashboard', 'QPL Search', 'News & Updates', and 'Events & Webinars'.

You may only submit applications for companies that appear in the drop-down list on your MyDLC account.

- When **submitting on behalf of a Private Labeler**, you must be added to the Private Label company; you do not need to be added to the OEM company.
- When **submitting on behalf of an OEM manufacturer**, you must be added to the manufacturer company.



User1
user@designlights.org
[Profile Settings](#)

D+R International

DLC

[+ Add Organization](#)

Sign Out



IMPORTANT

If you do not see a company name in your list, you **MUST** submit a request to be added to another company.



The manufacturer drop-down list (in the application portal) will only show companies your MyDLC user account has been added to.

Please enter a name for this application and confirm selection of manufacturer:

Application Type

Application Name

Manufacturer

Selected manufacturer will appear on QPL.


Important Instructions for Private Label Applications

For the manufacturer drop-down above, please select the private label manufacturer that is to be reported on the product(s) that will be listed or updated on the QPL. Applications submitted with an OEM manufacturer selected cannot be used to qualify products for a private label manufacturer. The private label manufacturer must be selected. To add manufacturers to your drop-down, please see the [Account Roles Resource](#) for information on how to gain access and associate your user account with other manufacturers.

To add your user account to another company:

1. Click + *Add Organization* at the bottom of the company list in your MyDLC account.
2. Search for the company you want to be added to.
3. Select the correct company name from the list. If the organization name does not appear in the search results, you can create it by clicking *create a new organization*.


The image shows a user profile on the left and a modal window for adding an organization on the right. The user profile includes a yellow circular avatar with a 'D' icon, the name 'User1', the email 'user@designlights.org', and a 'Profile Settings' link. Below this are sections for 'D+R International' and 'DLC'. In the 'DLC' section, a '+ Add Organization' link is circled in red. At the bottom of the profile is a 'Sign Out' button with an external link icon. The modal window is titled 'Add Organization' and features a search input field with 'TestCompany' entered and a blue 'SUBMIT' button. Below the search field is a pink instruction bar: 'Select existing organization from list or Confirm to create new'. A yellow box contains the text: 'We've found a few accounts with similar names. If you are an employee of one of these organizations, please select it below.' followed by a bulleted list: '• TestCompany' and '• Testcompany3'. At the bottom of the yellow box is the text: 'If your organization isn't listed above, click to *create a new organization*'.

 **User1**
user@designlights.org
[Profile Settings](#)

D+R International

DLC

[+ Add Organization](#)

 Sign Out

Add Organization

Company / Organization

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*

Please contact info@designlights.org for additional assistance.

For additional information on the new application portal watch the [video tutorials](#).

