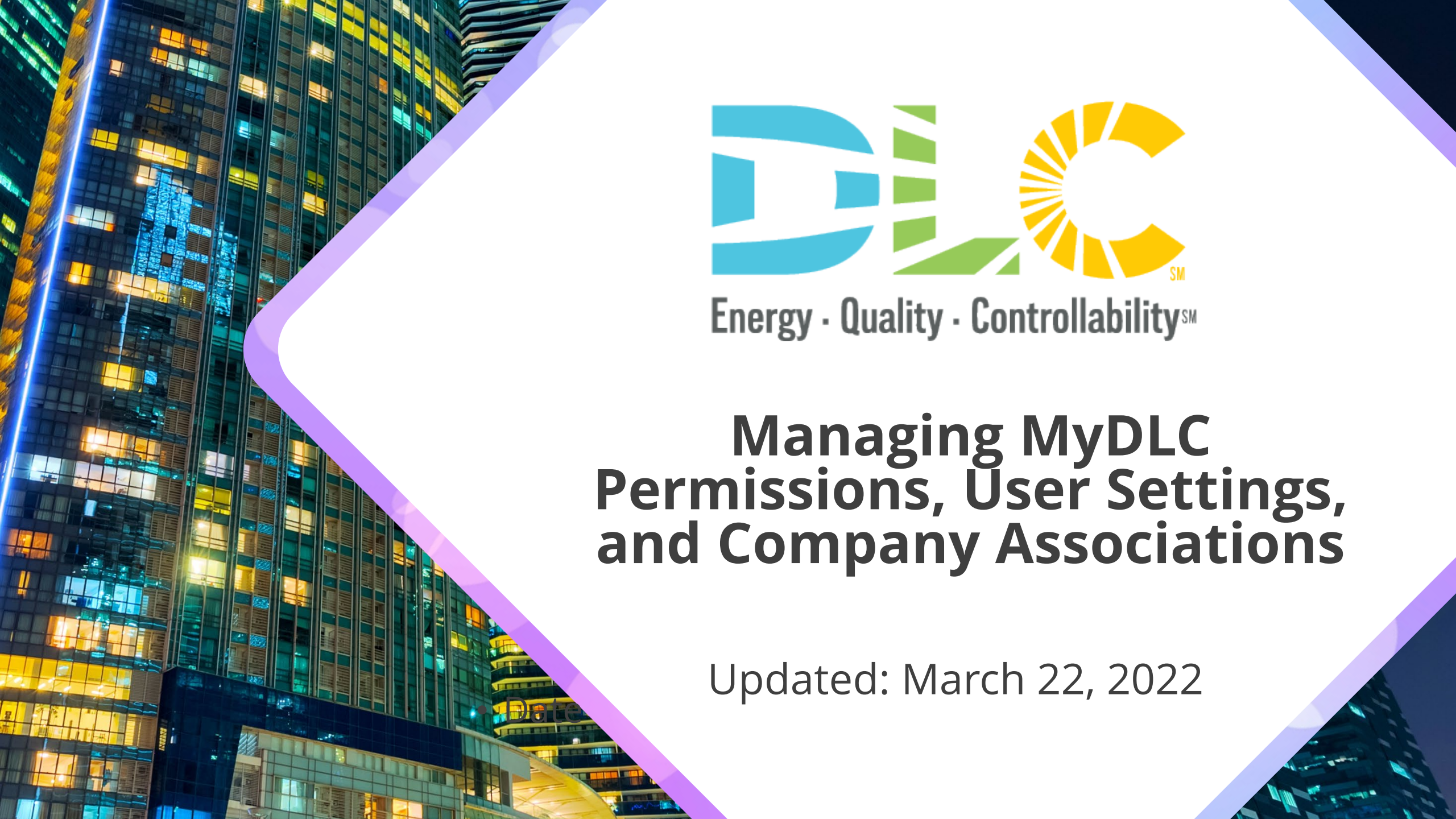

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Managing MyDLC Permissions, User Settings, and Company Associations

Updated: March 22, 2022

• Date

In this Guide:

1. **MyDLC Account Permissions**

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

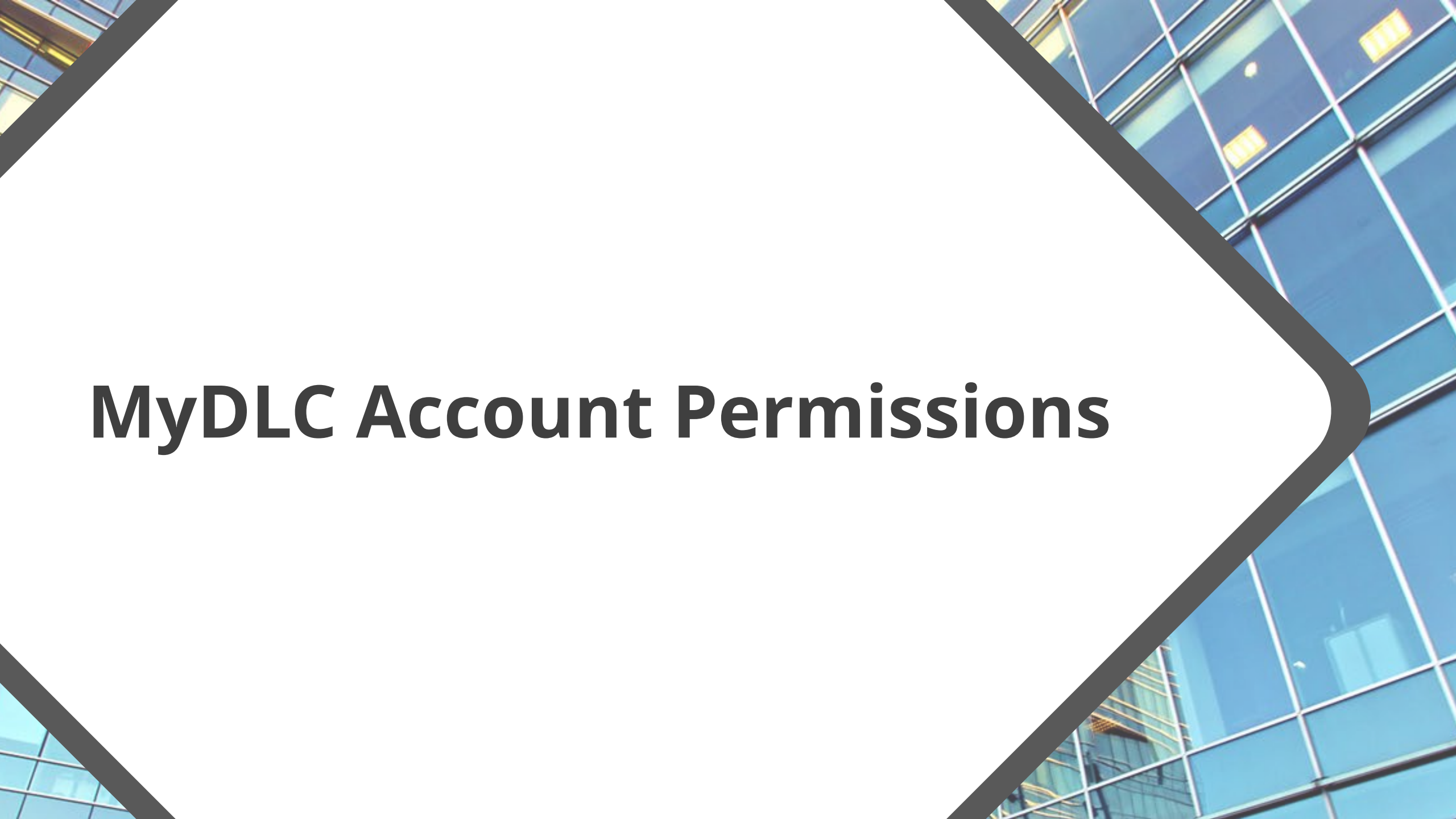
2. **Accessing/Managing Company Settings**

   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.

MyDLC Account Permissions

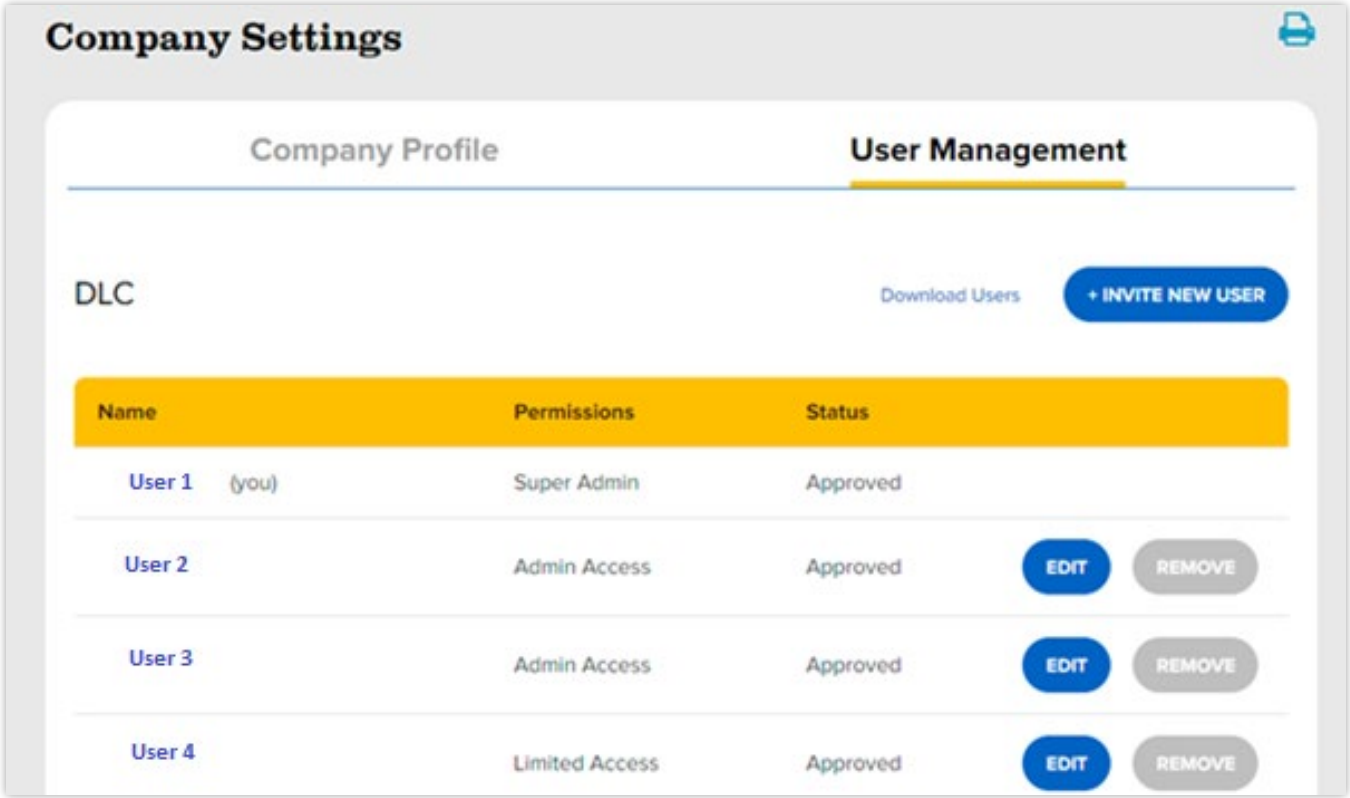


Companies may only have ONE Super Admin, but unlimited number of Admins and Limited Access users are permitted.

MyDLC User Permissions

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

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



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

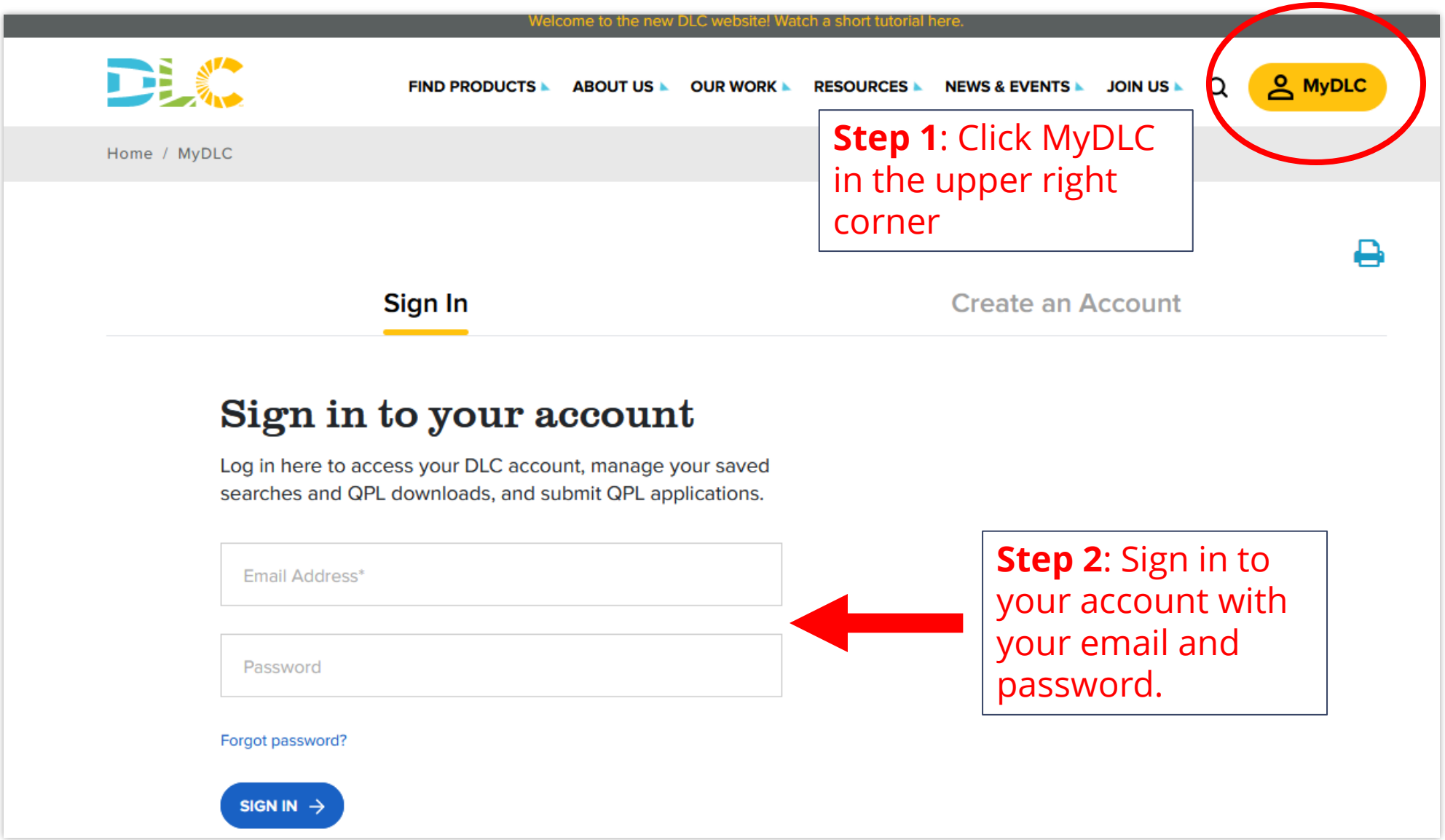
- Receives all email notifications (account holds, status changes, and new user requests)
- Invites new users and approve new user requests

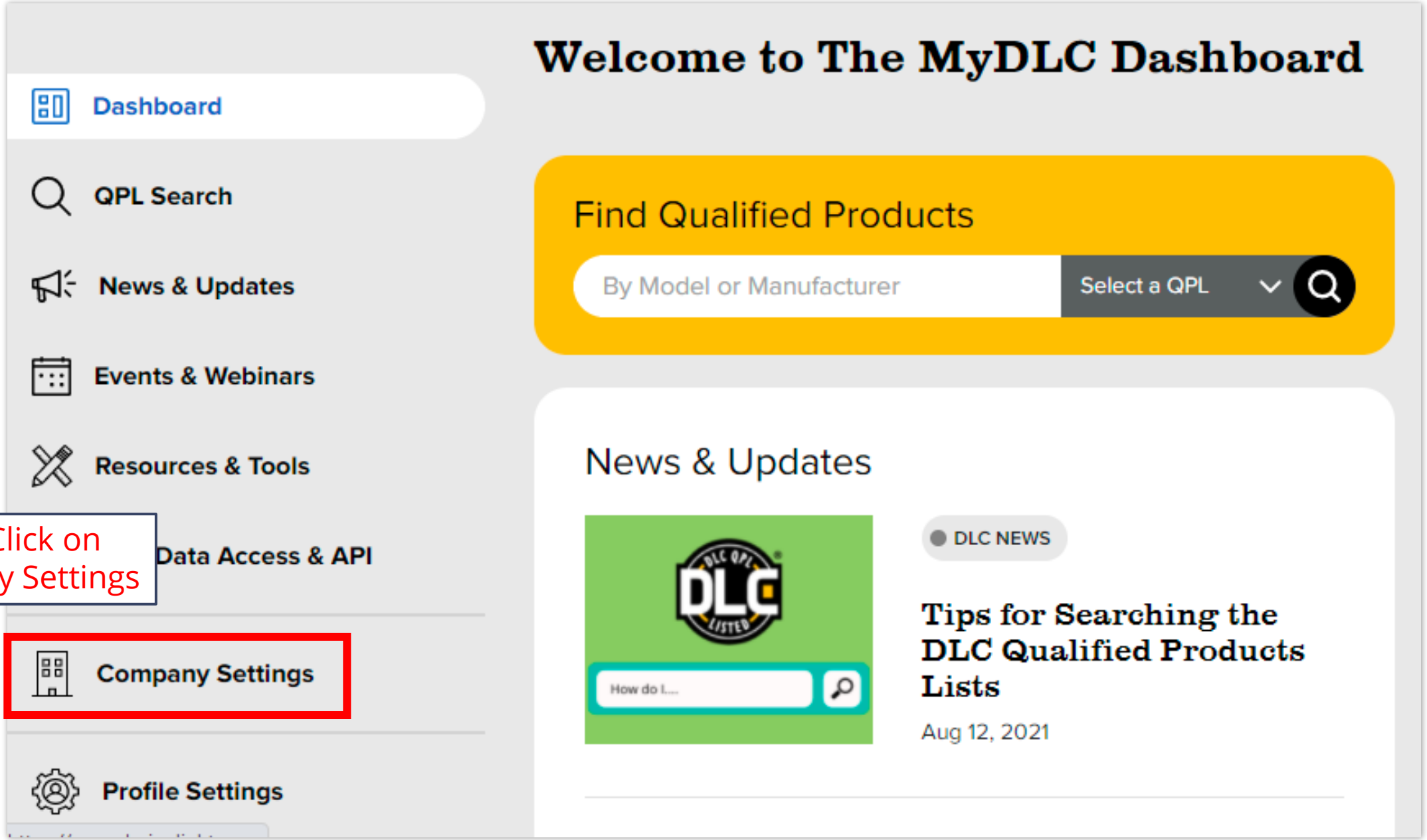
Manufacturers and Test Labs submitting product applications:

- 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.

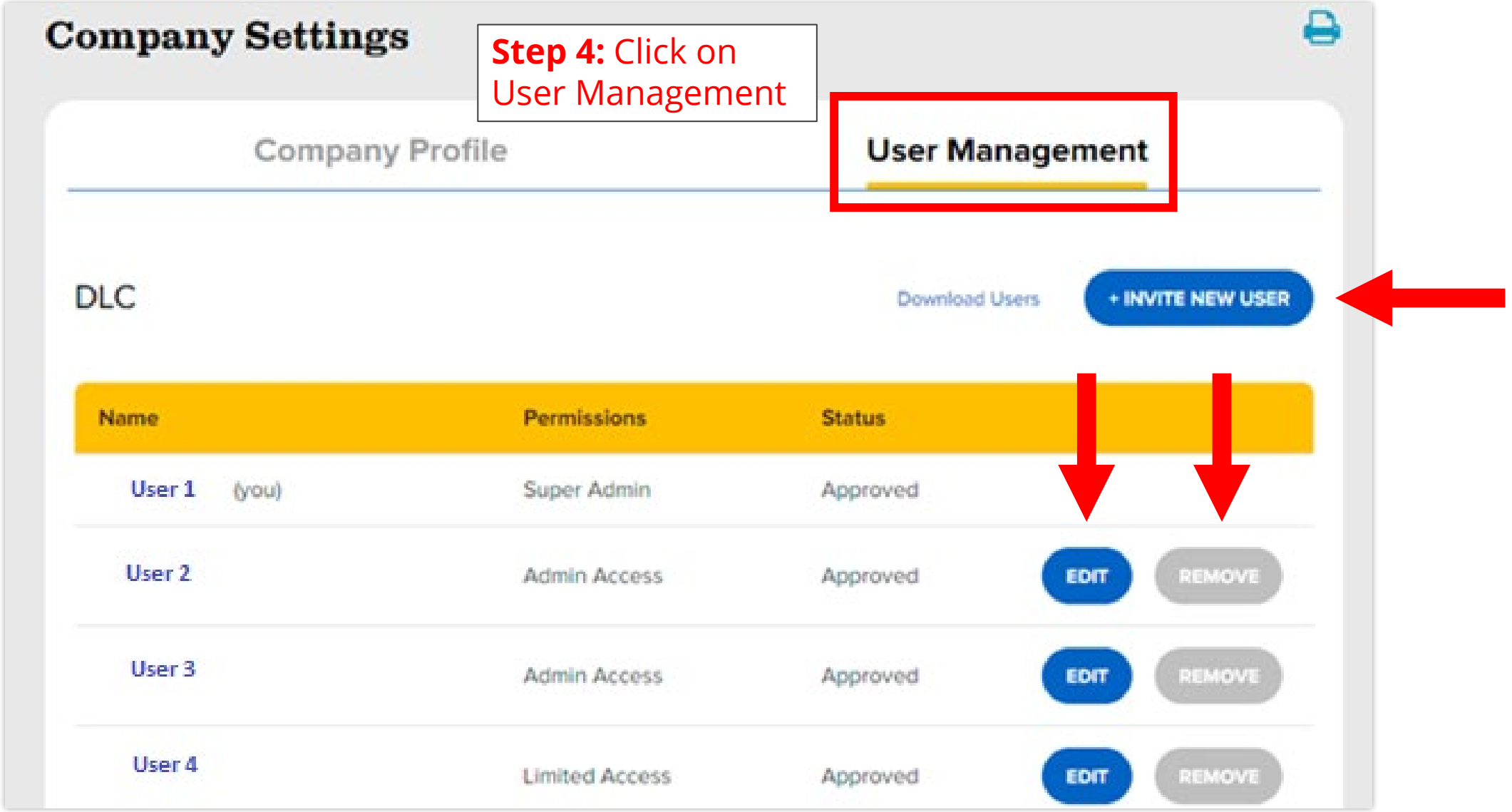
Accessing/Managing Company Settings

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



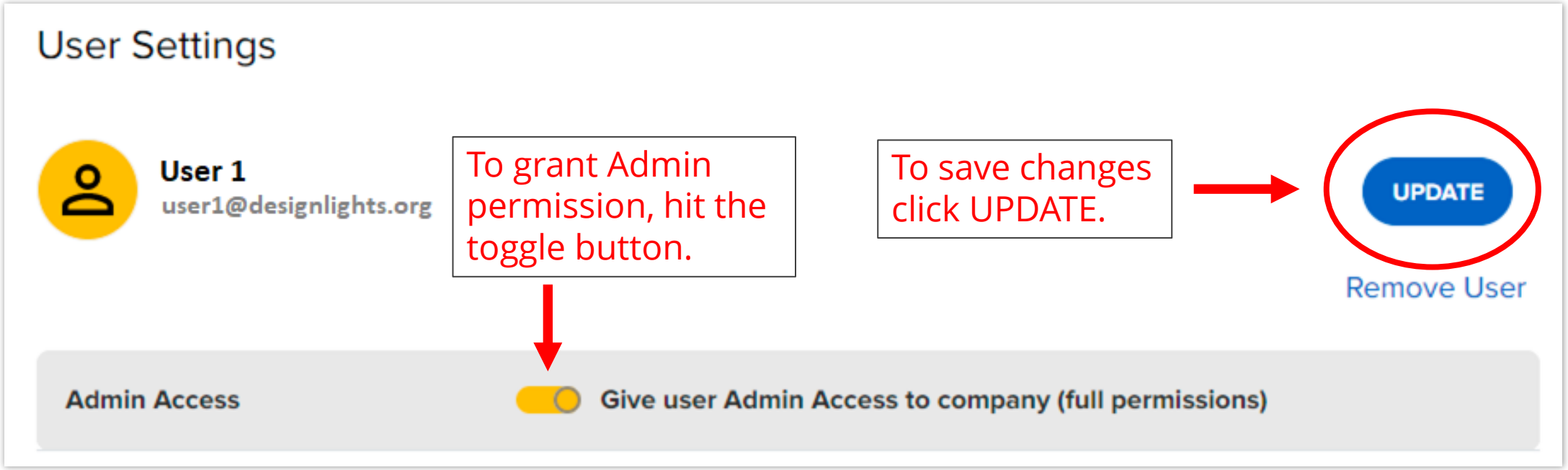


Step 3: Click on Company Settings



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

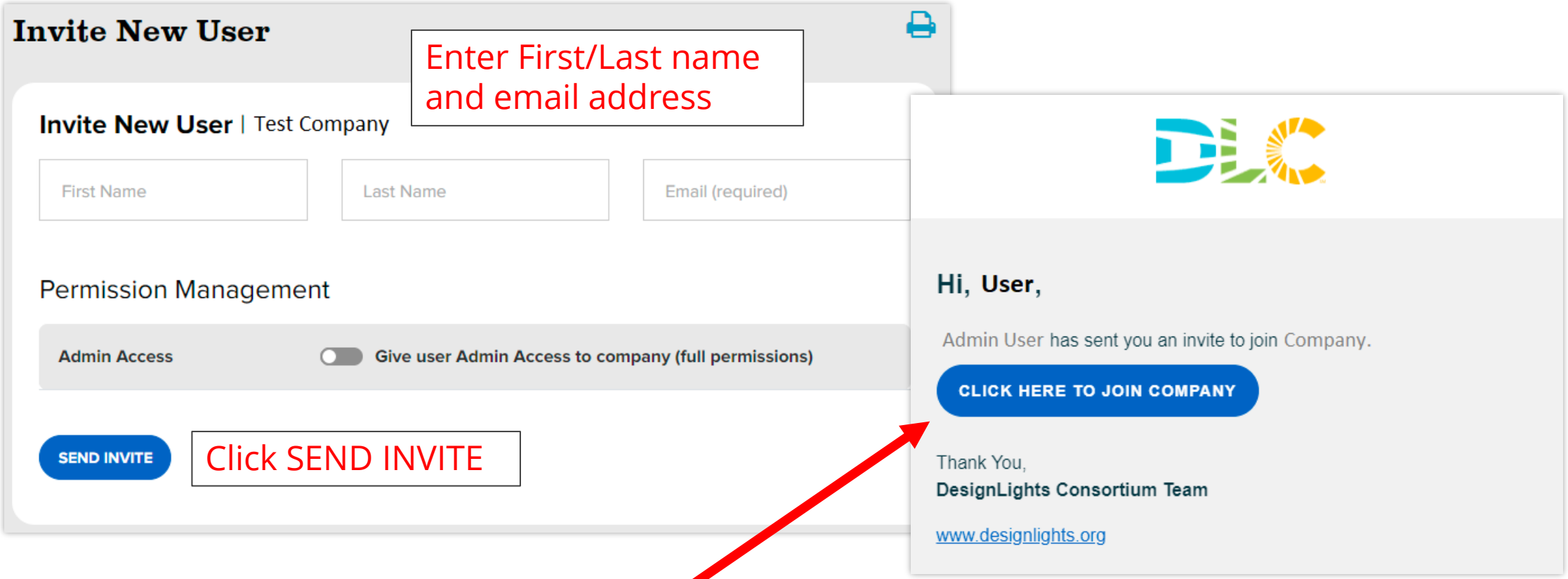
To Edit a User's Settings



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.

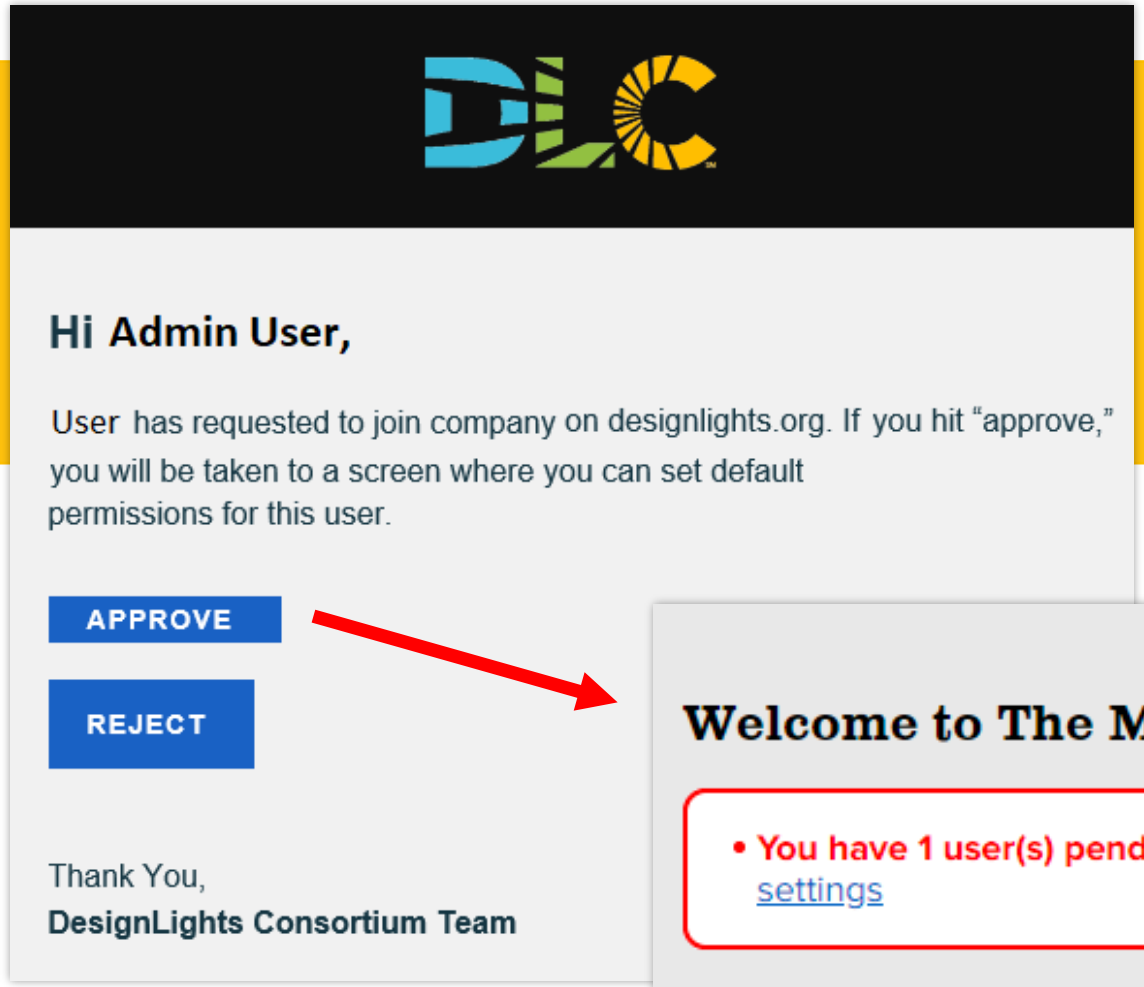
To Invite A New User



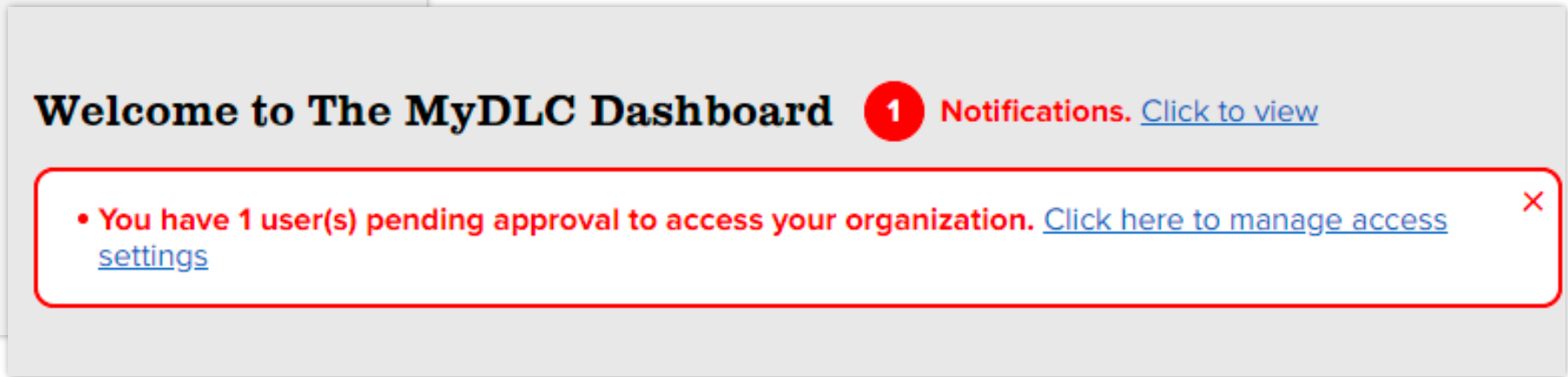
Recipient will receive an email to join the company.

- 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.

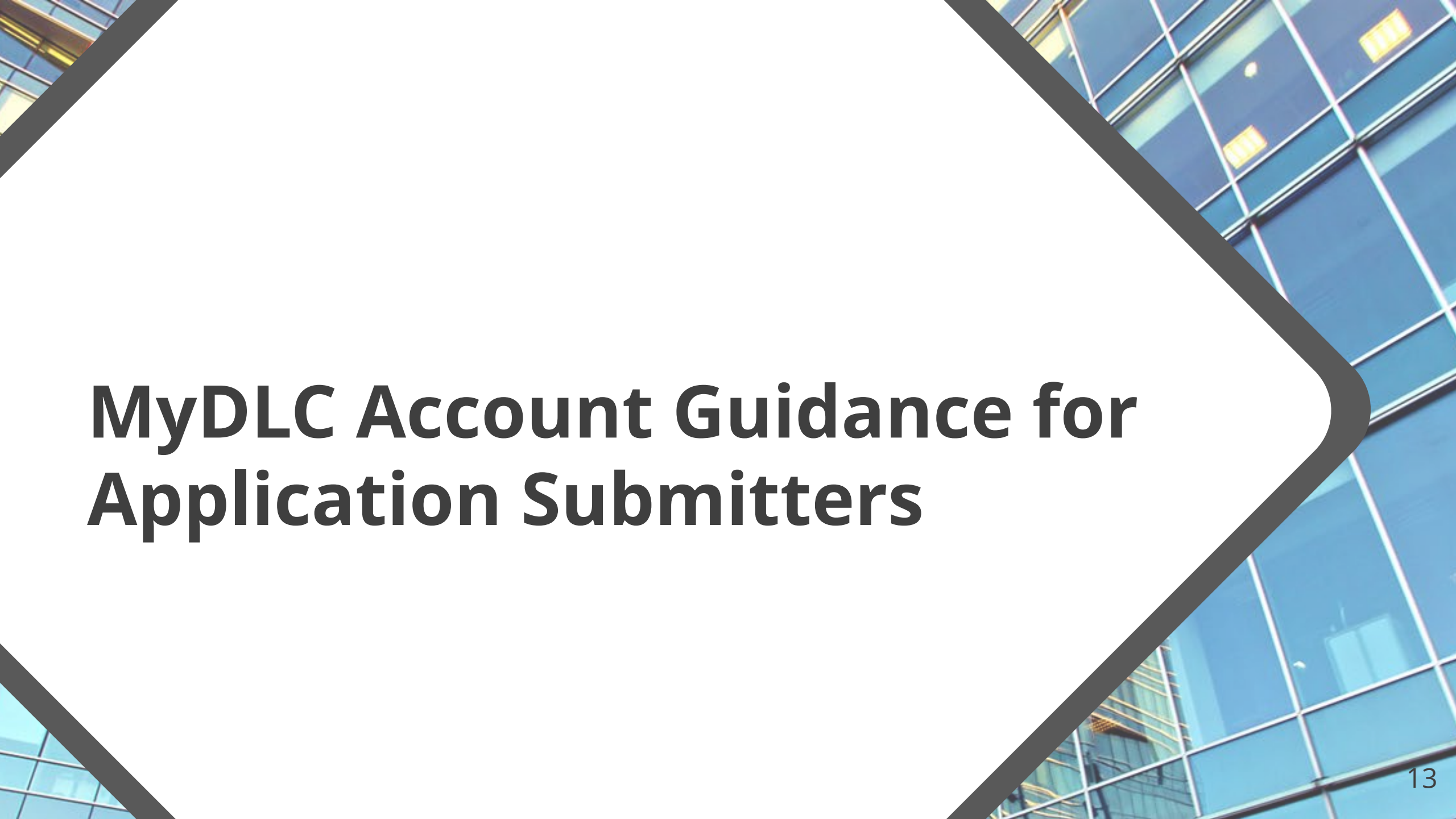
To Approve A New User



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.



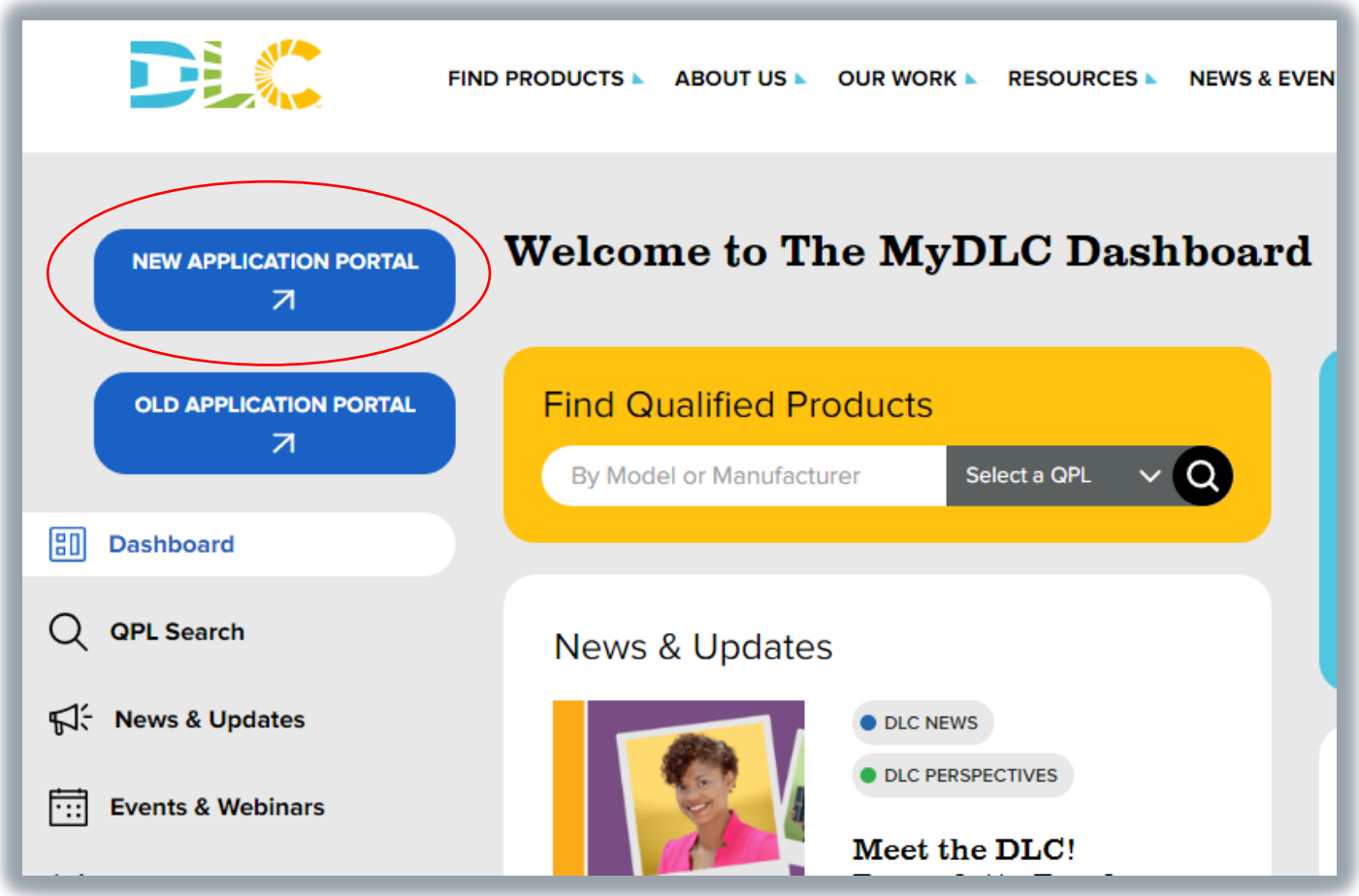
MyDLC Account Guidance for Application Submitters



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

IMPORTANT

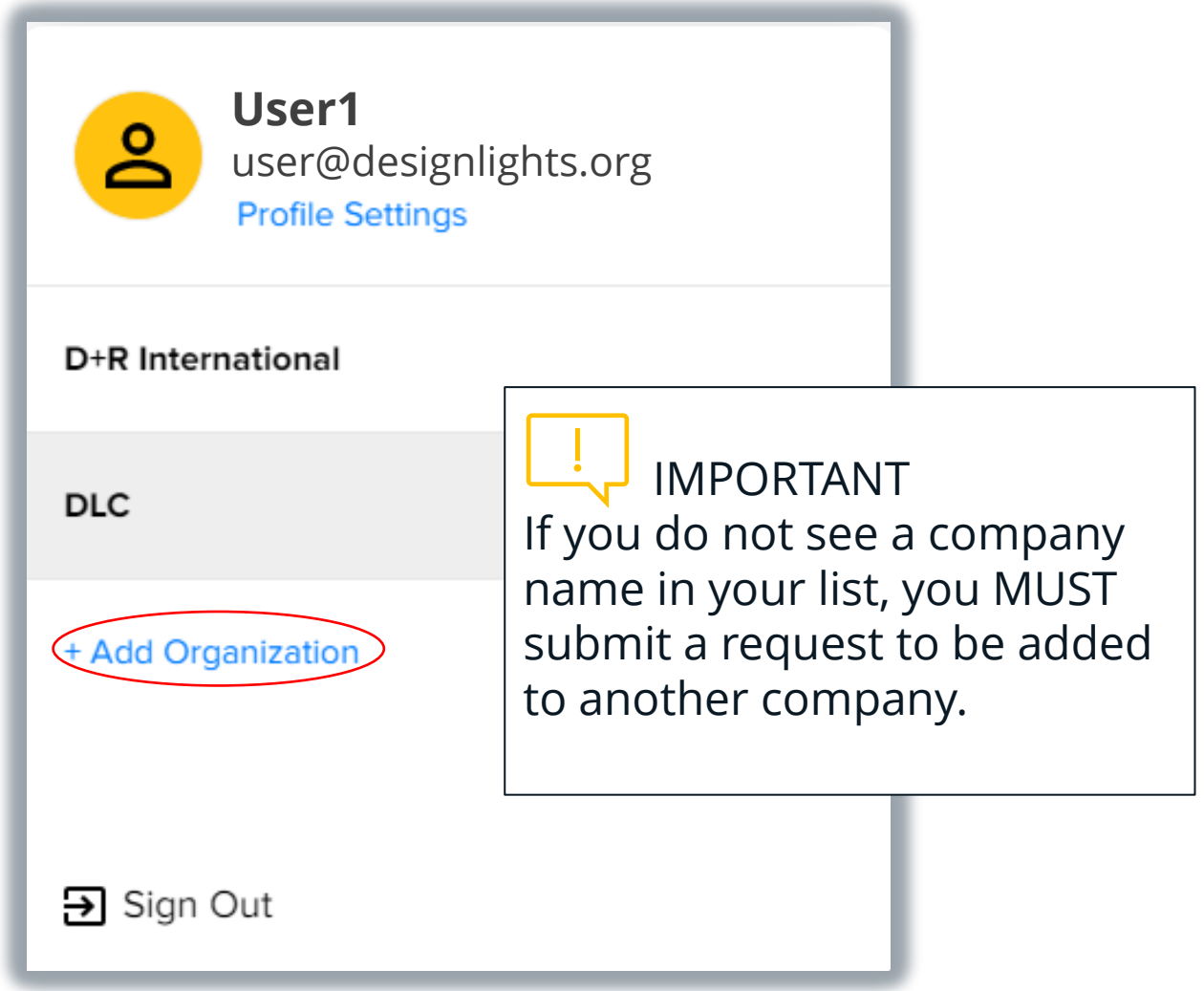
- Credentials used for the old application portal at ams.designlights.org are NOT the same credentials used for your MyDLC account.
- User accounts may be added to multiple companies, so you only need to maintain one username/password even if you submit applications for other companies than your own.



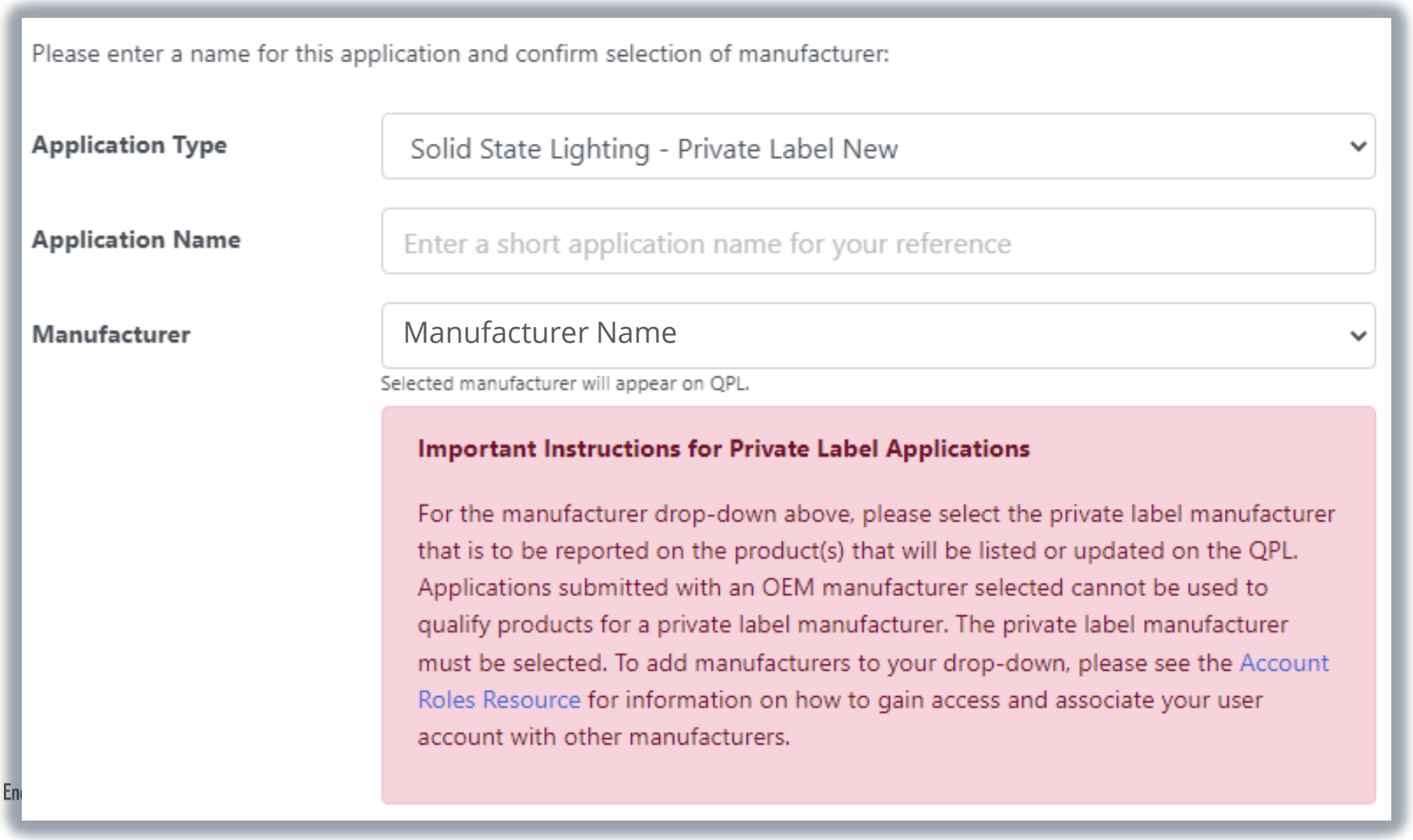
You may only submit applications for companies that appear in the drop-down list on your MyDLC account.

- 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.

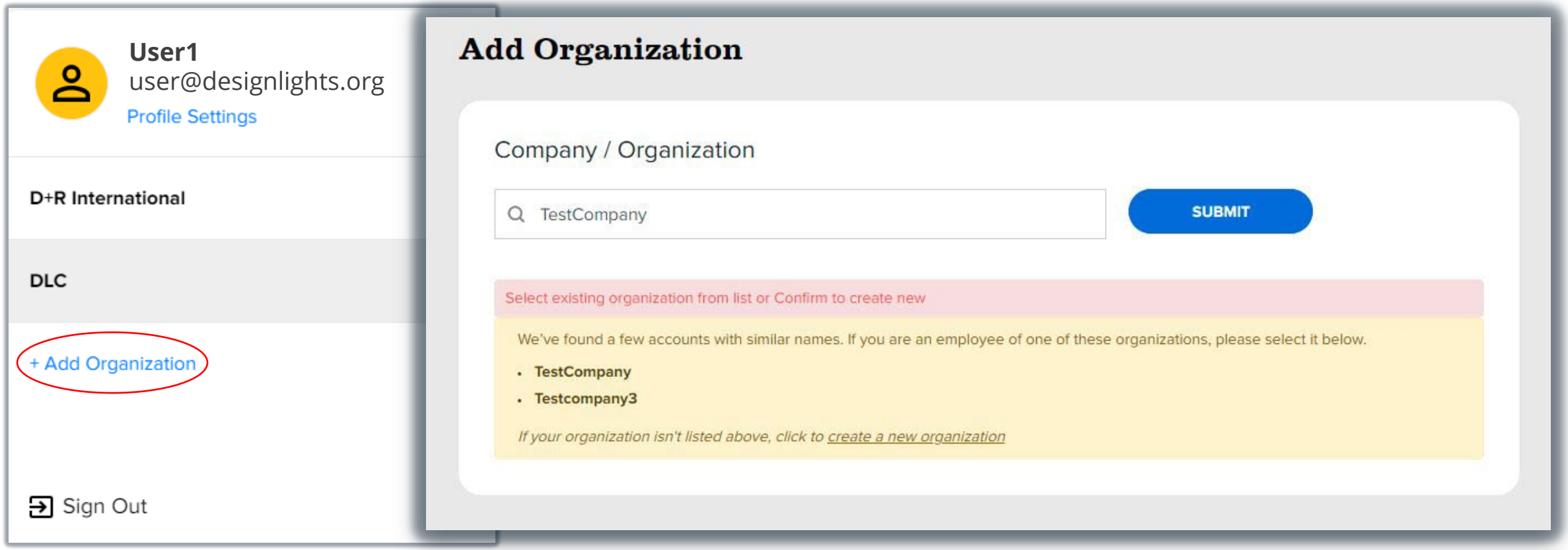


The manufacturer drop-down list (in the application portal) will only show companies your MyDLC user account has been added to.



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*.



Please contact info@designlights.org for additional assistance.

For additional information on the new application portal watch the video tutorials.