

### **ULwebCerts Tutorials**

**Correcting your UL Certificate** 

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# You can search for the Certificate you would like to correct using the 'My Summary' tools; or by using the 'Certificate Search' panel.

You can search by **serial number** or by **property details** (name, address, zip code)

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	Certificate Search
•	€ Test
	Search Results
	Managed Video Services (3)
	Central Station Burglar (21)
	National Industrial Security (53)

If you see the option to 'correct', then you may make corrections *without changing the serial number*. However, you will not be able to change the dates.



1 - IL, NORTHBROOK - S25110 - Central Station Fire								
				Issue New Certificate Export to Excel				
Property	Serial Num	Status	Issue Date	۲				
FIRE CERTIFICATE	FC66252710	Active	2016-02-04	Replace Correct Cancel View Detail Reprint				
EMC-BUILDING 10	FC55280240	Active	2015-06-01	Replace   Cancel   View Detail   Reprint				

#### If you do not see the 'correct' option, then choose '<u>Replace</u>'. Keep in mind, the serial number will change when you replace a certificate.

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				Issue New Certificate Export to Excel				
Property	Serial Num	Status	Issue Date	۲				
FIRE CERTIFICATE	FC66252710	Active	2016-02-04	Replace   Correct   Cancel   View Detail   Reprint				
EMC-BUILDING 10	FC55280240	Active	2015-06-01	Replace   Cancel   View Detail   Reprint				

#### There are no additional charges to correct or replace a certificate





For any additional questions, please contact:

- Your UL Auditor
- Your local Certificate Services Office:
  - USA <u>alarmcertificateservices@ul.com</u>
  - Canada trt.certificate@ul.com

## THANK YOU.

