



Managing MyDLC Permissions, User Settings, and Company Associations

Updated: February 5, 2025

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

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**

Company Settings

The screenshot shows the 'User Management' tab of the 'Company Settings' interface. It displays a table of users for the company 'DLC'. The table has columns for Name, Permissions, and Status. Each user row includes 'EDIT' and 'REMOVE' buttons. The users listed are:

Name	Permissions	Status	
User 1 (you)	Super Admin	Approved	EDIT REMOVE
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.

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.

DLC

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

Home / MyDLC

MyDLC

Step 1: Click MyDLC in the upper right corner

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**

 **Connect with DLC**

 **News & Updates**

 **Events & Webinars**

 **Application Pre-submission**

 **Tools**

 **Resources & Tools**

 **QPL Data Access & API**

 **Company Settings**

Find Qualified Products

By Model or Manufacturer

Select a QPL



News & Updates



 DLC NEWS

 DLC PERSPECTIVES

 NLC

Kickstarting Connected Lighting in Energy Efficiency Programs: New DLC Playbook

Jan 29, 2025

Step 3: Click on Company Settings



 DLC NEWS

 LED

 NLC

Get Clarity on NLC



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Company Settings

Step 4: Click on
User Management



Company Profile

User Management

DLC

Download Users

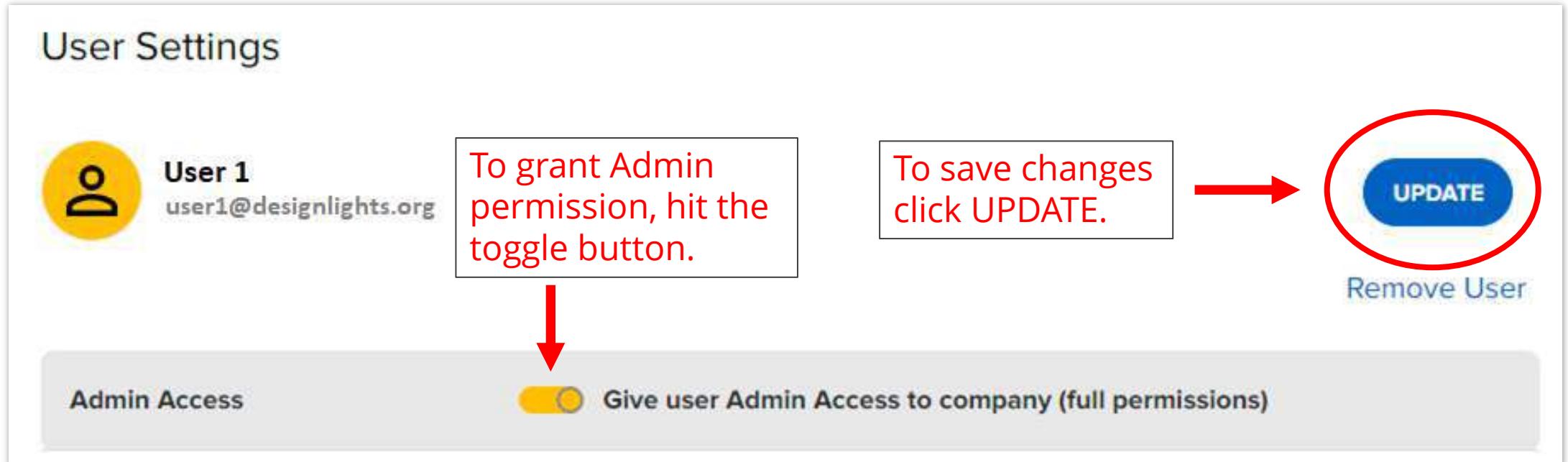
+ INVITE NEW USER

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



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

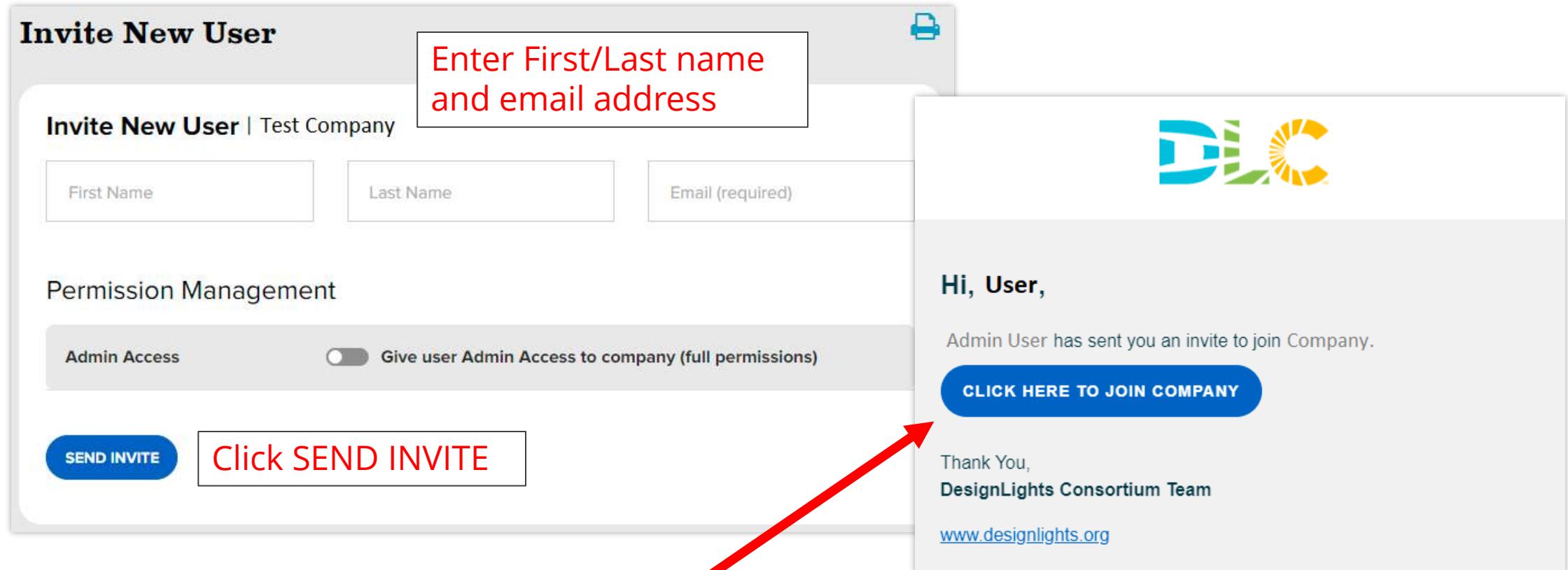
Remove User



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 image shows a split-screen interface. On the left, a 'Invite New User' form is displayed. It includes fields for 'First Name', 'Last Name', and 'Email (required)'. A red box highlights the 'Email (required)' field with the text 'Enter First/Last name and email address'. Below these fields is a 'Permission Management' section with a 'Admin Access' toggle switch and a label 'Give user Admin Access to company (full permissions)'. A blue 'SEND INVITE' button is at the bottom left, and a red box highlights the text 'Click SEND INVITE' next to it. On the right, a sample invitation email is shown. It features the DLC logo, a greeting 'Hi, User,', and a message stating 'Admin User has sent you an invite to join Company.' A blue button labeled 'CLICK HERE TO JOIN COMPANY' is present. Below the button, the text 'Thank You, DesignLights Consortium Team' and the website 'www.designlights.org' are shown. A red arrow points from the 'Click SEND INVITE' text on the left to the 'CLICK HERE TO JOIN COMPANY' button on the right.



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 and the email domain does not match the organization's, 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](#) X



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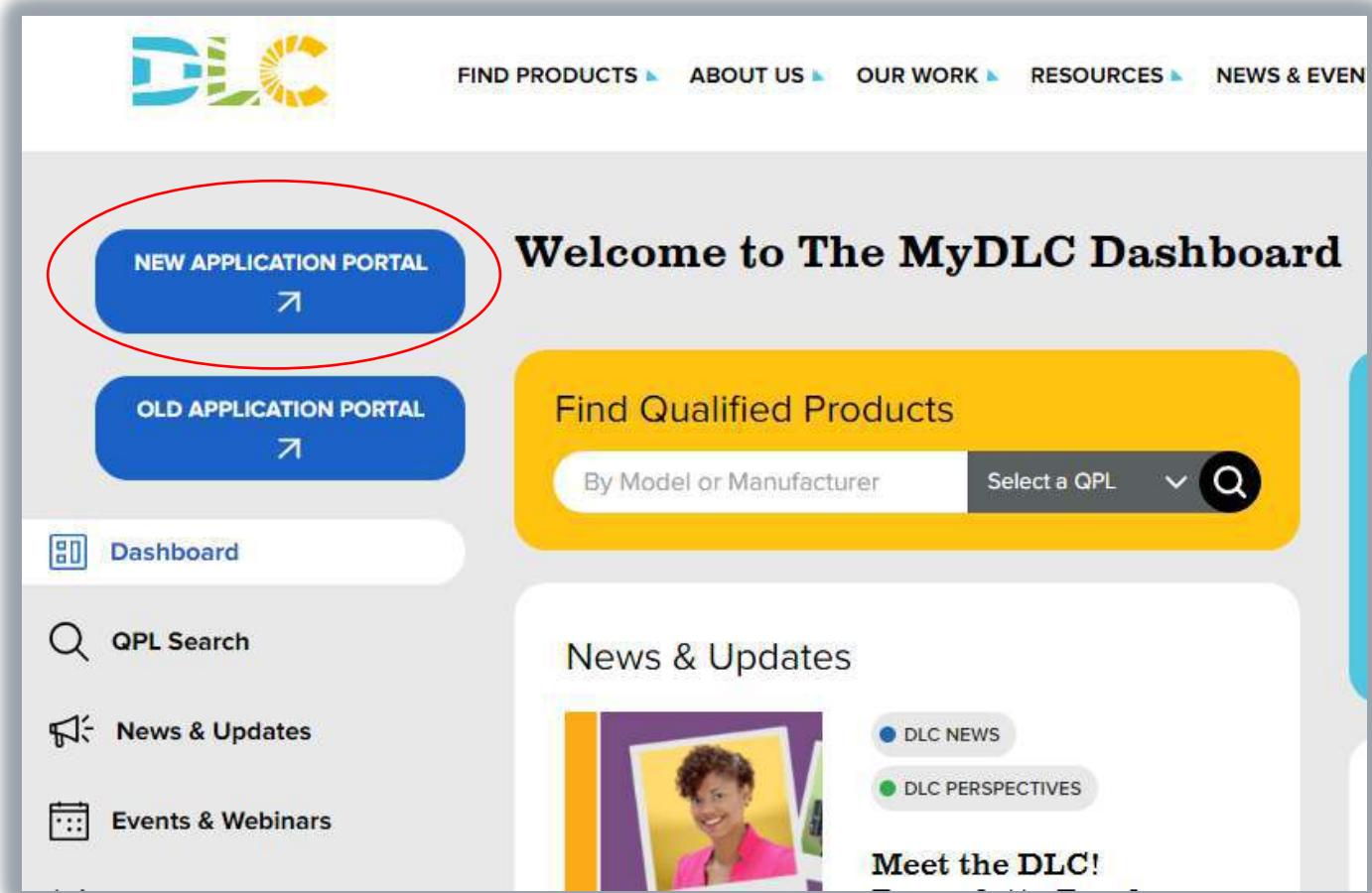
MyDLC Account Guidance for Application Submitters

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



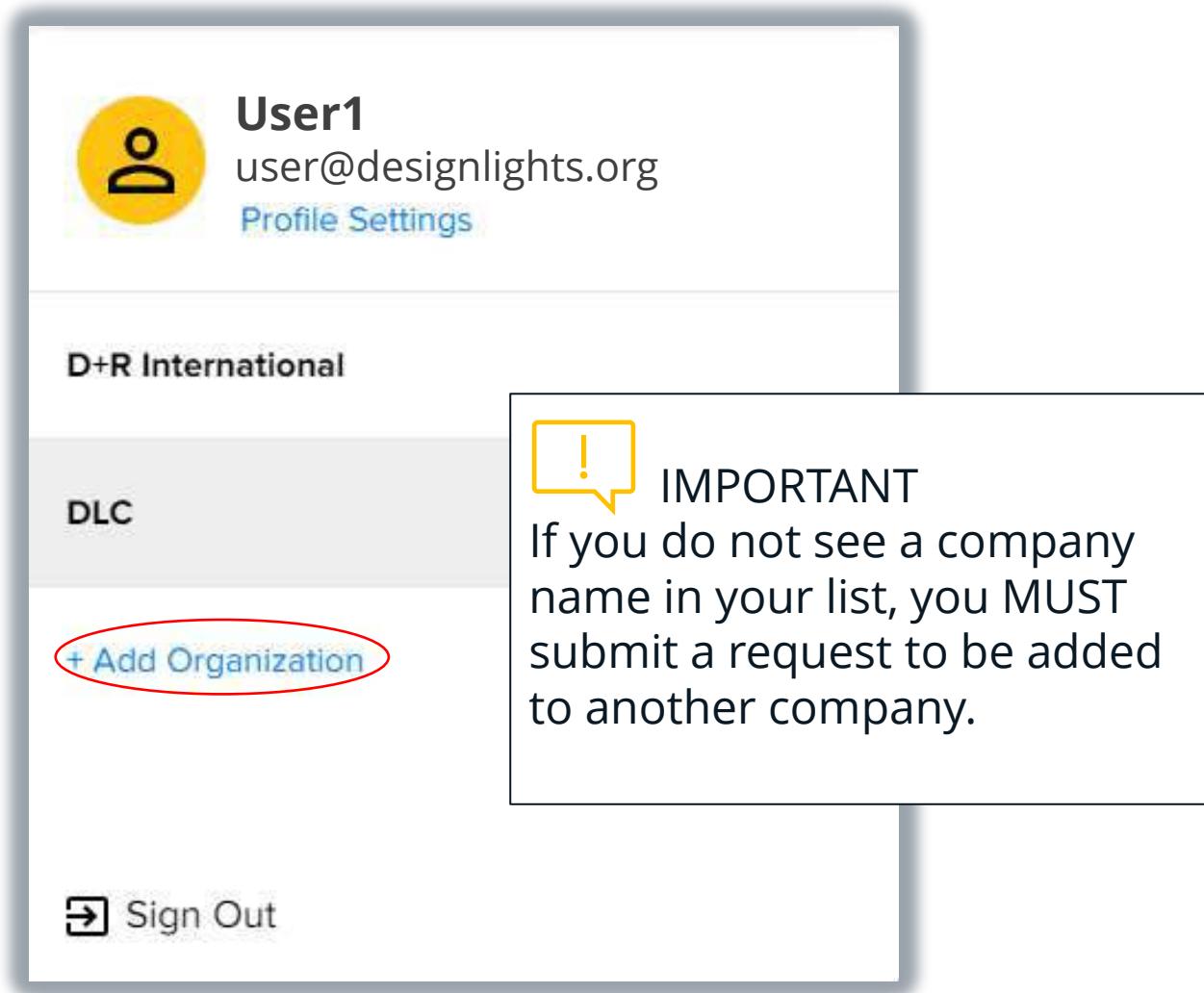
IMPORTANT

- 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 screenshot shows a user profile for "User1" with the email "user@designlights.org" and a "Profile Settings" link. Below the profile, there are two dropdown menus: "D+R International" and "DLC". A red oval highlights the "Add Organization" button, which is located at the bottom of the "DLC" dropdown menu. A callout box with an exclamation mark icon contains the text: "IMPORTANT: If you do not see a company name in your list, you MUST submit a request to be added to another company."

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

D+R International

DLC

[+ Add Organization](#)

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

➔ Sign Out

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 Solid State Lighting - Private Label New

Application Name Enter a short application name for your reference

Manufacturer Manufacturer Name

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.

DLC | EnergyGlobe

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 screenshot shows the MyDLC user interface. On the left, the user profile is displayed with the name 'User1' and email 'user@designlights.org'. Below the profile are sections for 'D+R International' and 'DLC'. A red oval highlights the blue link '+ Add Organization' located at the bottom of the 'DLC' section. A modal dialog box titled 'Add Organization' is open. It contains a search bar with the text 'TestCompany' and a 'SUBMIT' button. Below the search bar is a pink bar with the text 'Select existing organization from list or Confirm to create new'. A yellow box contains a message: '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 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

Add Organization

Company / Organization

Q TestCompany

SUBMIT

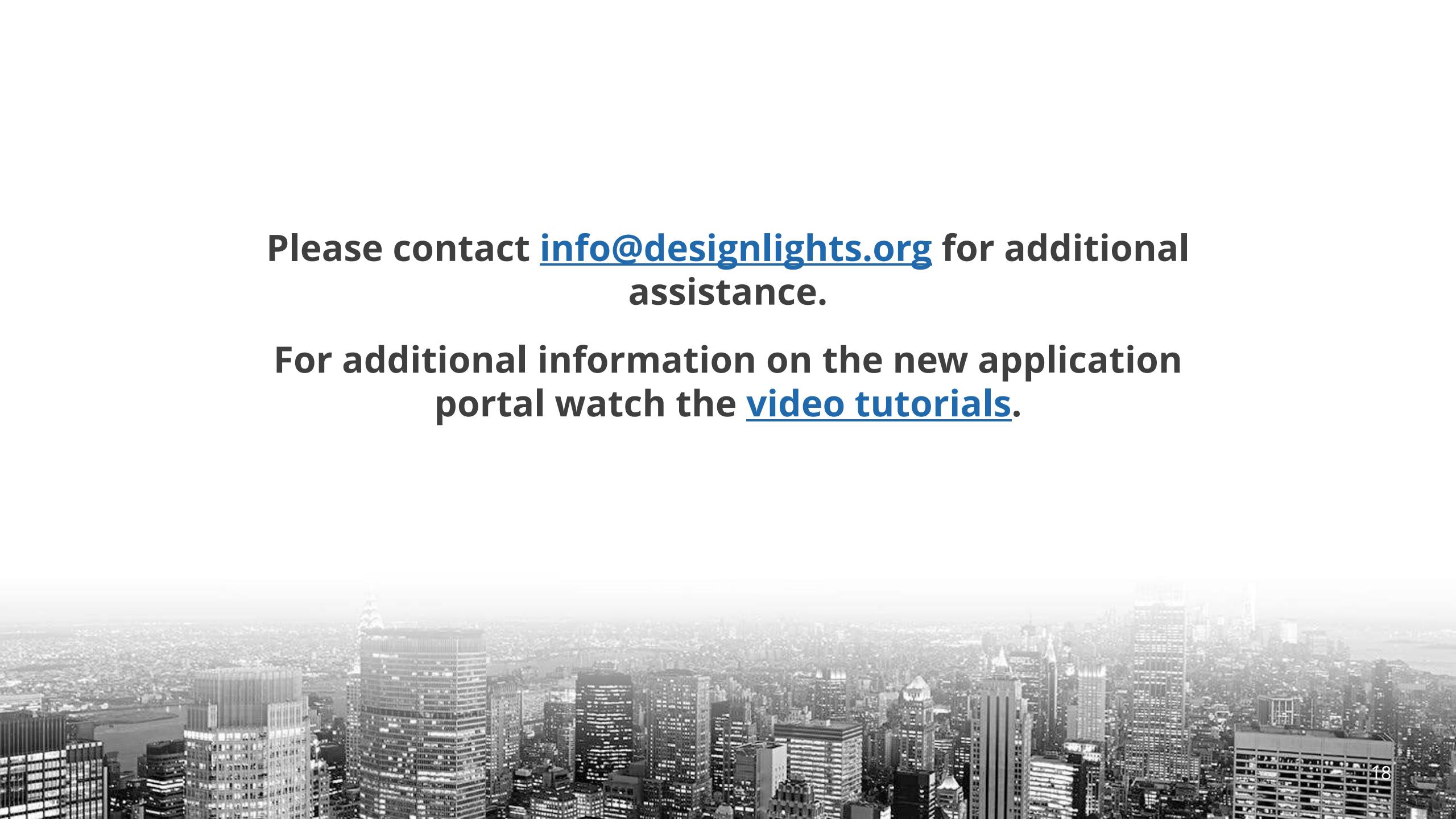
Select existing organization from list or Confirm to create new

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](#)

Sign Out



Please contact info@designlights.org for additional assistance.

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