



Energy · Quality · ControllabilitySM

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.

A low-angle, upward-looking photograph of a modern skyscraper with a glass and steel facade. The building is partially obscured by a large, white, stylized arrow shape pointing towards the right. The arrow has a thick, dark grey outline. The text "MyDLC Account Permissions" is centered within the white area of the arrow.

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 with columns for Name, Permissions, and Status. The first user is 'User 1 (you)' with 'Super Admin' permissions and 'Approved' status. The other three users are 'User 2', 'User 3', and 'User 4', all with 'Admin Access' or 'Limited Access' permissions and 'Approved' status. Each user row has 'EDIT' and 'REMOVE' buttons. A '+ INVITE NEW USER' button is also present.

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



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

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?](#)

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

SIGN IN →

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



DLC NEWS

LED

NLC

Get Clarity on NLC



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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 image shows a 'User Settings' interface for 'User 1' (user1@designlights.org). A red arrow points from a text box 'To grant Admin permission, hit the toggle button.' to a toggle switch labeled 'Admin Access' and 'Give user Admin Access to company (full permissions)'. Another red arrow points from a text box 'To save changes click UPDATE.' to a blue 'UPDATE' button, which is circled in red. Below the 'UPDATE' button is a link '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

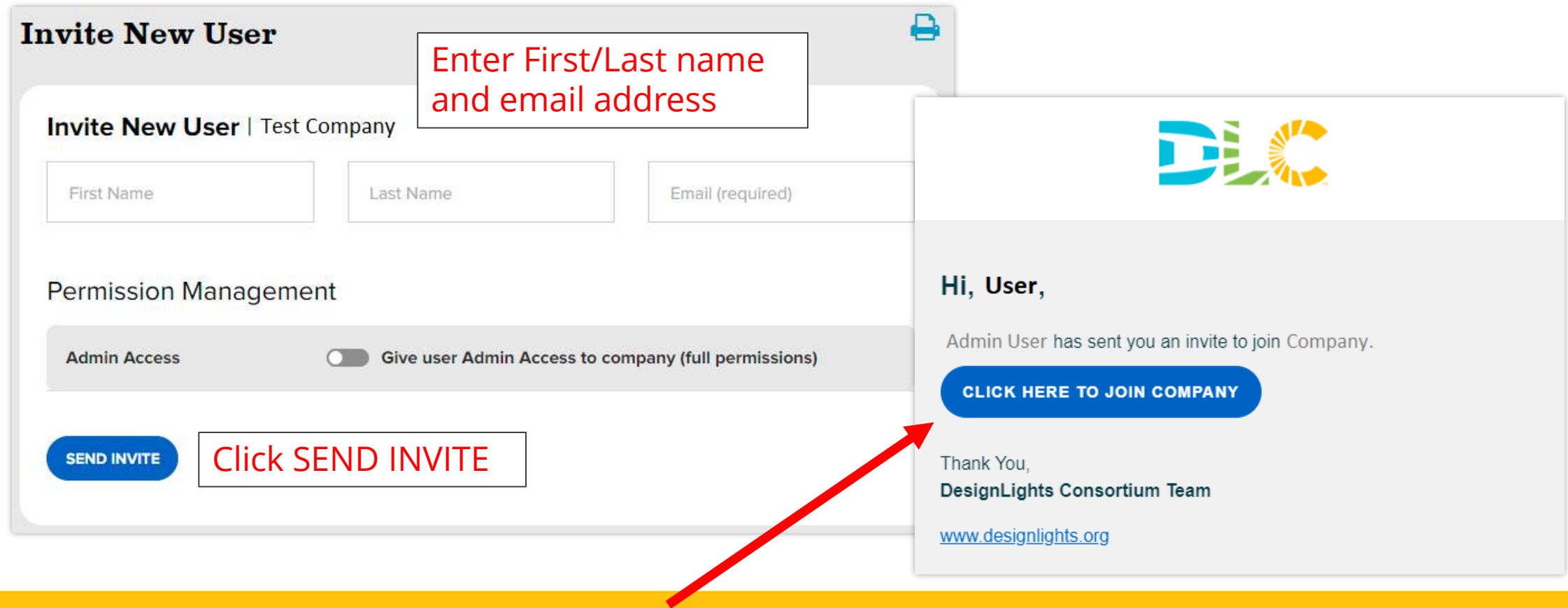
Remove User



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 image shows a web interface for inviting a new user. The form is titled "Invite New User" and includes a sub-header "Test Company". It has three input fields: "First Name", "Last Name", and "Email (required)". Below these is a "Permission Management" section with a toggle switch for "Admin Access" and a label "Give user Admin Access to company (full permissions)". At the bottom of the form is a blue "SEND INVITE" button. A red box with the text "Enter First/Last name and email address" is overlaid on the name fields. Another red box with the text "Click SEND INVITE" is overlaid on the "SEND INVITE" button. A red arrow points from the "SEND INVITE" button to an email invitation template on the right. The email template features the "DLC" logo, a greeting "Hi, User,", a message "Admin User has sent you an invite to join Company.", a blue button "CLICK HERE TO JOIN COMPANY", a sign-off "Thank You, DesignLights Consortium Team", and a link "www.designlights.org".



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

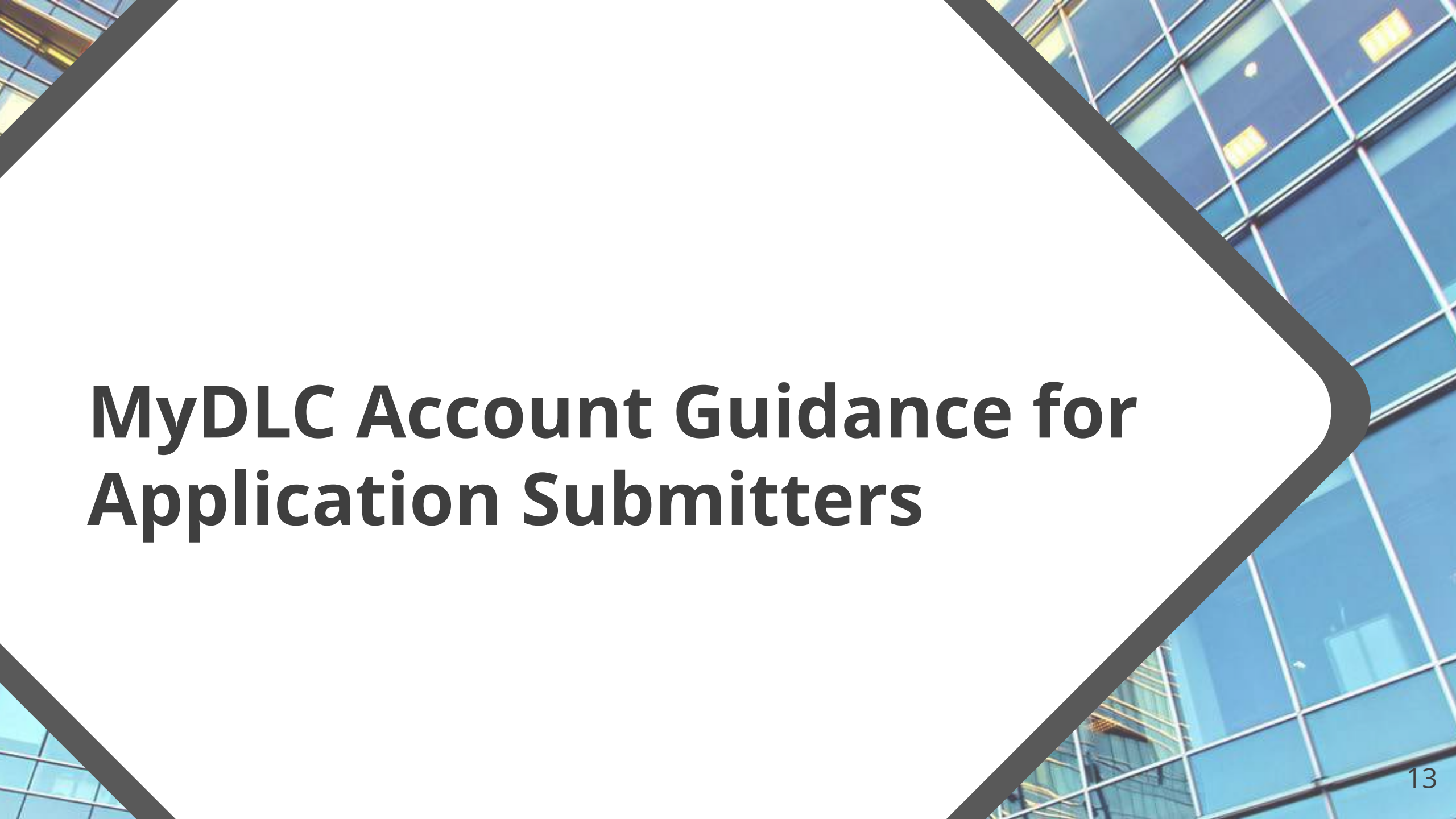


If a user submits a request to join the organization and the email domain does not match the organization's, the Super Admin/Admin will receive an email and account notification to approve the request.

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](#)



A low-angle, upward-looking photograph of a modern skyscraper with a glass and steel facade. The building is partially obscured by a large, white, stylized arrow shape pointing towards the right. The arrow has a thick, dark grey outline. The text is centered within the white area of the arrow.

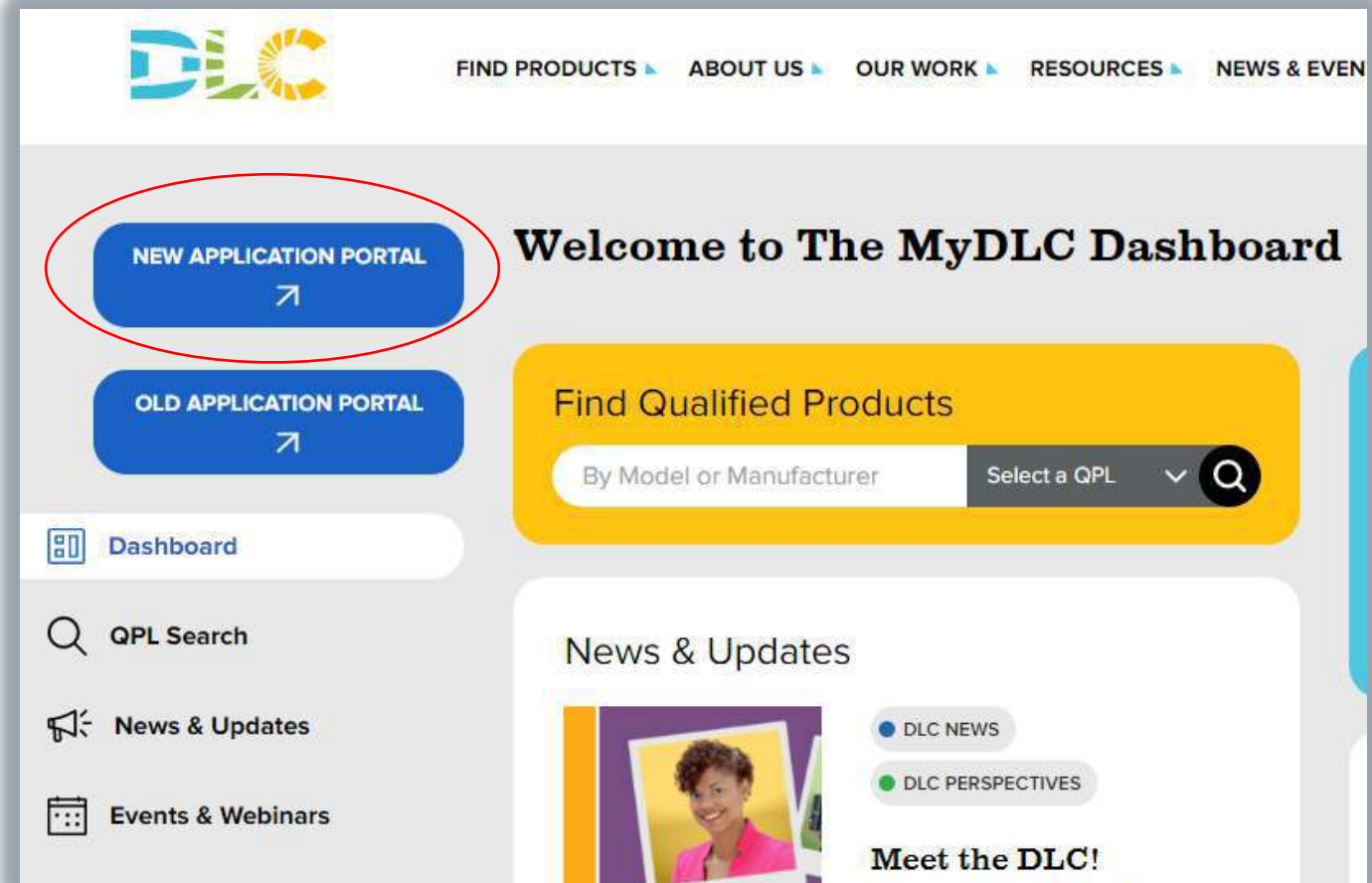
MyDLC Account Guidance for Application Submitters

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



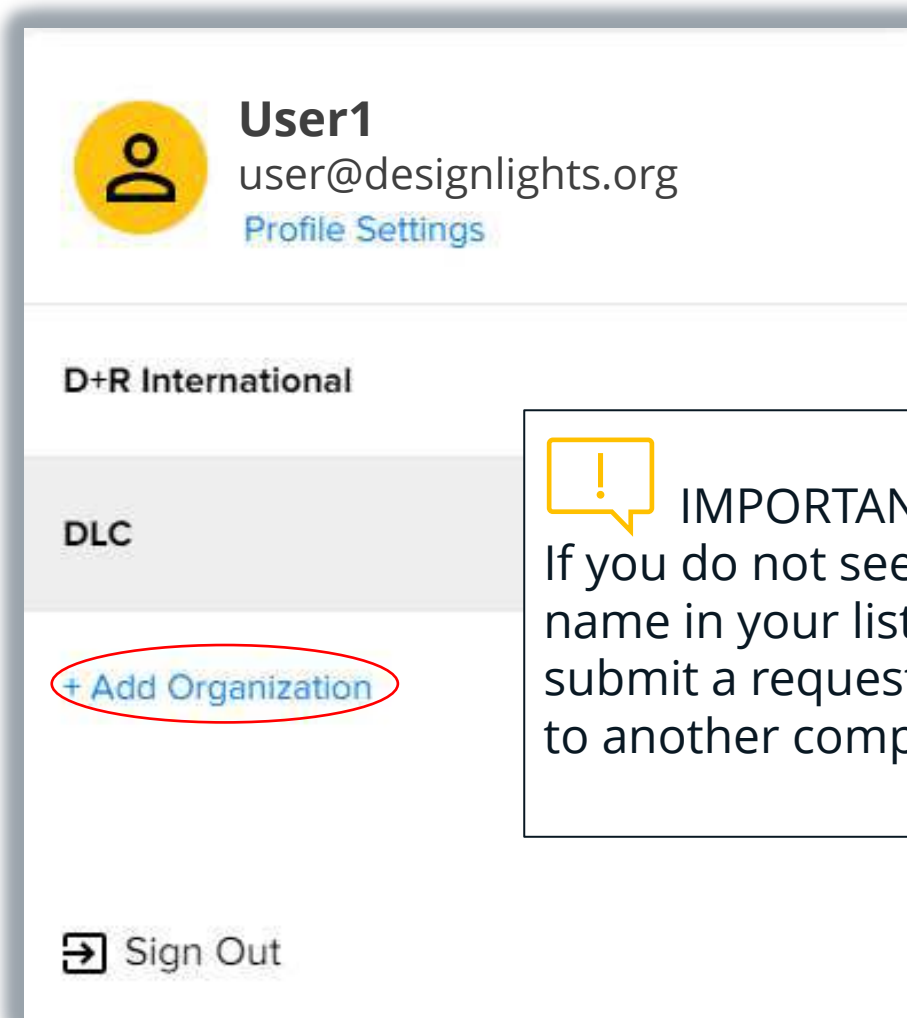
IMPORTANT

- 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.



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	Solid State Lighting - Private Label New ▼
Application Name	<input type="text" value="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.

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 interface for a MyDLC account. On the left is a sidebar with the user's profile (User1, user@designlights.org, Profile Settings), a list of organizations (D+R International, DLC), and a '+ Add Organization' button circled in red. At the bottom of the sidebar is a 'Sign Out' button. On the right is a modal titled 'Add Organization'. It features a search bar labeled 'Company / Organization' with 'TestCompany' entered and a blue 'SUBMIT' button. Below the search bar is a pink message: 'Select existing organization from list or Confirm to create new'. This is followed by a yellow box containing 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.' Below this text is a bulleted list with '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

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

Please contact info@designlights.org for additional assistance.

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

