



# **Expedited Compliance Services Onboarding Instructions**

Welcome to Consumer Testing Laboratories, a UL company

## 1. Requesting an Account

- In order to submit applications for testing and access other useful resources, please request an account. To get started visit, <u>www.consumertesting.com</u>.
- On the home page, click Request Account under the login tab.
- Complete the required form with your contact information and company details.
- The Laboratory used most often should be the location where you will primarily submit your samples. See locations below for details on our laboratories.
- When the form is complete, click Submit Request. The lab will review your information and email you with your username and a password.

## 2. Menu Options

- Once you have received your username and password, use it to Login to the website. When logged in, you will be presented with a list of menu options. Below is a description of each option.
- Expedited Compliance Service (ECS) Select this option to be taken to our Test Request Forms. These forms are web-based forms to allow you to complete and submit within the web browser window. Once completed, the form will allow you to download and print a PDF to be submitted with your samples to the appropriate lab.
  - Account maintenance and help functions are also available in OTA
- **Manage My Account** This menu option will allow you to change your account password as well as View and Edit your account contact information.
- **Corporate View** This Business Intelligence tool provides you with full transparency to testing reports for your products. You can run on-demand historical queries differentiated by rating, item or style information, test date, etc.; as well as see the status of testing in progress.

# 3. Standard Turn Around Time

- When samples are received at the lab, they are logged into our system to begin the testing process. The standard turn time by lab is listed below:
- Softlines (Textiles) In most cases 3 Business Days
- Hardlines (Hard Goods) In most cases 5 Business Days
- Express Service 2 Business days (100% surcharge)
  - Please Note: Some items cannot be expressed due to extended testing requirements associated with some labeled claims.





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### 4. Locations

USA: Textile Laboratory (Apparel, Accessories, Handbags/Backpacks) Consumer Testing Laboratories Inc. / UL 2601 SE Otis Corley Dr Bentonville, AR 72712 Tel: 479-286-2300 • Fax: 479-464-2921 Customer\_service.softlines.us@consumertesting.com

Hardlines Laboratory (Jewelry, Footwear) Consumer Testing Laboratories Inc. / UL 611 Dream Valley Road Rogers, AR 72756 Tel: 479-636-8782 • Fax: 479-636-8961 Customer\_service.hardlines.us@consumertesting.com

#### Hong Kong:

Textile and Hardlines Laboratory (Apparel, Accessories, Handbag/Backpacks, Jewelry) Consumer Testing Laboratories (Far East) Ltd. / UL Room 702-704, 7th Floor (Hardlines) Room 1405, 14th floor (Softlines) Riley House, 88 Lei Muk Road Kwai Chung, N.T. Hong Kong Tel: 852-2423-7161 • Fax: 852-2480-4758 <u>Customer\_service.softlines.hk@consumertesting.com</u> <u>Customer\_service.hardlines.hk@consumertesting.com</u>

#### Shenzhen:

Footwear Laboratory Consumer Testing Laboratories (Shenzhen) Co. Ltd. / UL 4th Floor-Yuhui Building, 52 Yumin Cun Heping Road, Luohu Shenzhen, 518001 China Tel: 86 (755) 8211 7958 • Fax: 86 (755) 8247 3061 Customer\_service.softlines.bd@consumertesting.com