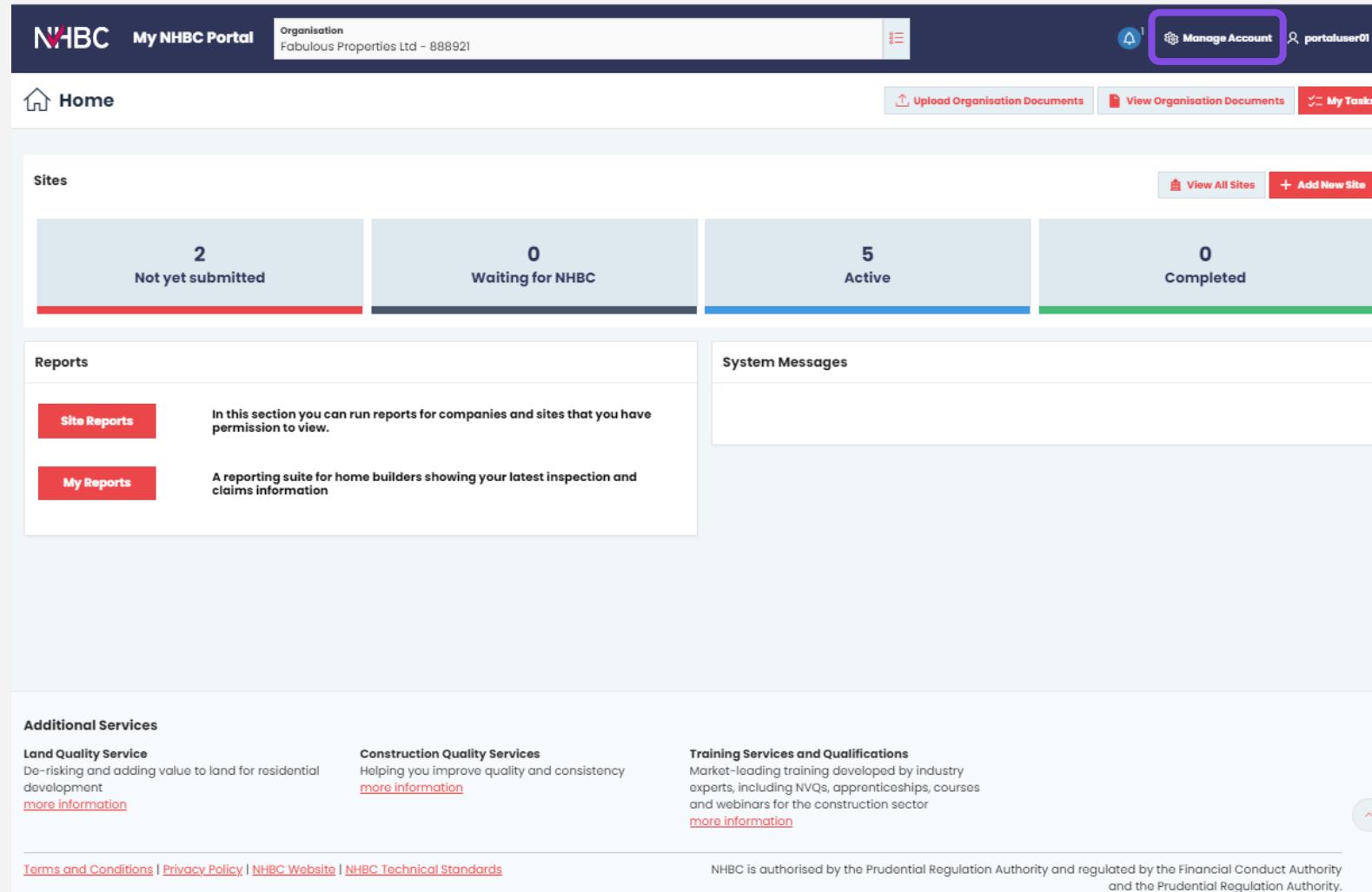


My NHBC Portal.

Manage account



Manage account



The screenshot shows the NHBC My NHBC Portal home page. At the top, the NHBC logo and 'My NHBC Portal' are on the left, and the organization details 'Organisation Fabulous Properties Ltd - B88921' are in the center. On the right, there are three buttons: 'Upload Organisation Documents', 'View Organisation Documents', and 'My Tasks'. The 'Manage Account' button is highlighted with a purple box. Below the header, there are sections for 'Sites' (with counts: 2 Not yet submitted, 0 Waiting for NHBC, 5 Active, 0 Completed), 'Reports' (with 'Site Reports' and 'My Reports' buttons), and 'System Messages'. At the bottom, there are 'Additional Services' sections for 'Land Quality Service', 'Construction Quality Services', and 'Training Services and Qualifications', each with a 'more information' link. The footer contains links for 'Terms and Conditions', 'Privacy Policy', 'NHBC Website', and 'NHBC Technical Standards', along with a statement about regulatory authorisation.

Your portal account is specific to you.

To view and manage your account details, click the 'Manage Account' link at the top of the page.

A new window will open.

Your details

The screenshot shows the 'Manage Account' page for the organisation 'Fabulous Properties Ltd - 888921'. The top navigation bar includes the NHBC logo, 'My NHBC Portal' link, and the organisation name. A purple box highlights the organisation name in the top bar. The main content is divided into three columns: 'People with Access', 'Sites', and 'Permissions'. The 'People with Access' column lists users with access, including 'Portal User' (Fabulous Properties Ltd) as the selected user, and others like 'Phil Hurst', 'Pete Peters', 'Nikki Haines', 'Phil Portal', and 'Simon Simons'. The 'Sites' column lists five sites: 'East View, Milton Keynes, MK5 6', 'New Site, Milton Keynes, MK5 6', 'North View, Milton Keynes, MK5 6', 'South View, Milton Keynes, MK5 6', and 'West View, Milton Keynes, MK5 6'. The 'Permissions' column details the specific permissions for this organisation, such as 'Enter purchaser details', 'Enter site and plot details', and 'View documents from NHBC'. At the bottom, there are links for 'Terms and Conditions', 'Privacy Policy', 'NHBC Website', and 'NHBC Technical Standards'.

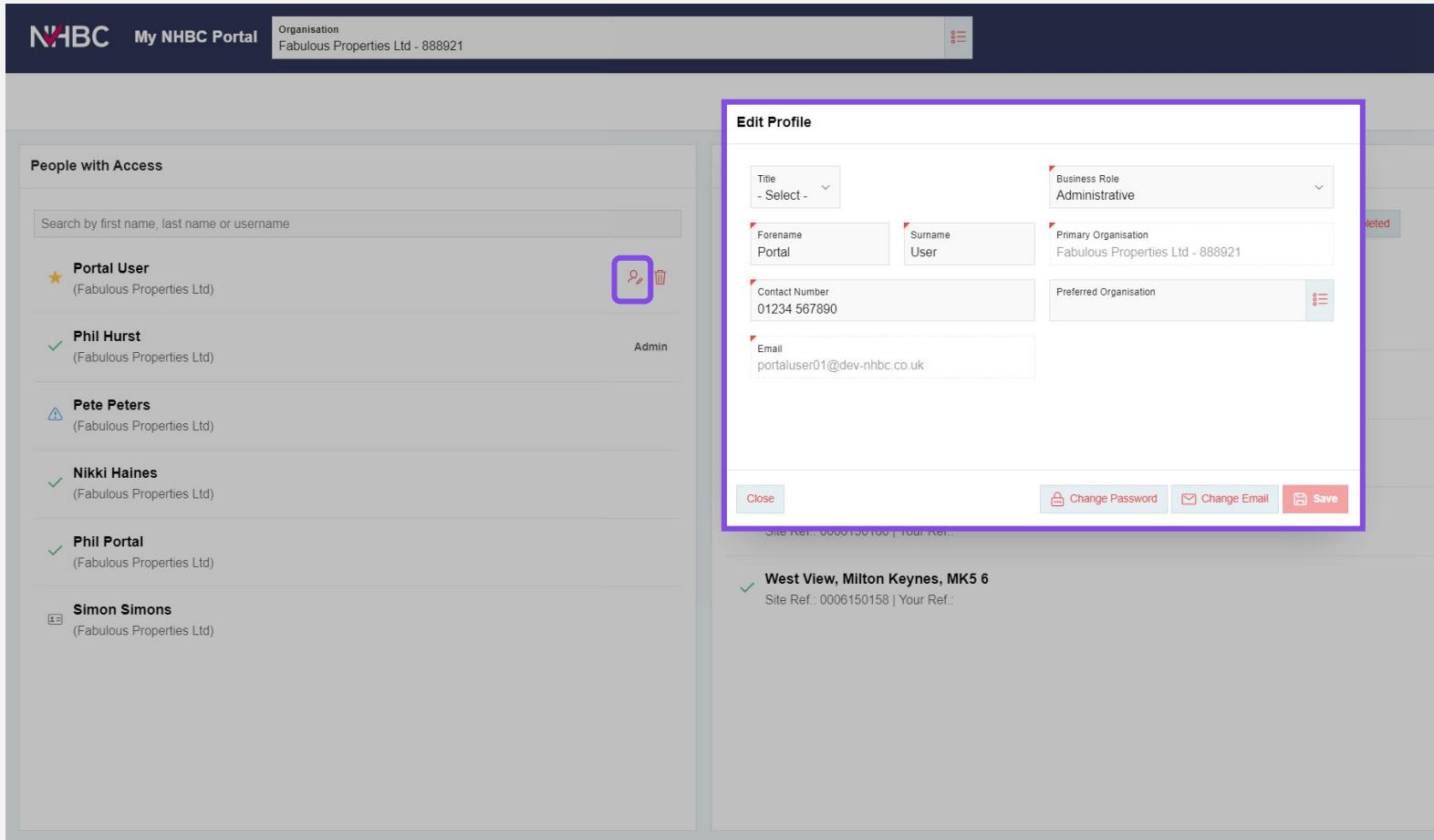
When you open Manage Account, your access and permissions for the selected organisation are displayed.

Your details and a list of other people with access (or awaiting access) to the organisation are on the left.

The two buttons to the right of your name enable you to view and edit your profile details or remove your access to the organisation if no longer needed.

Your site access and permissions are specific to each organisation – if you have access to more than one, you can change the organisation using the Organisation selector at the top of the page.

Edit profile



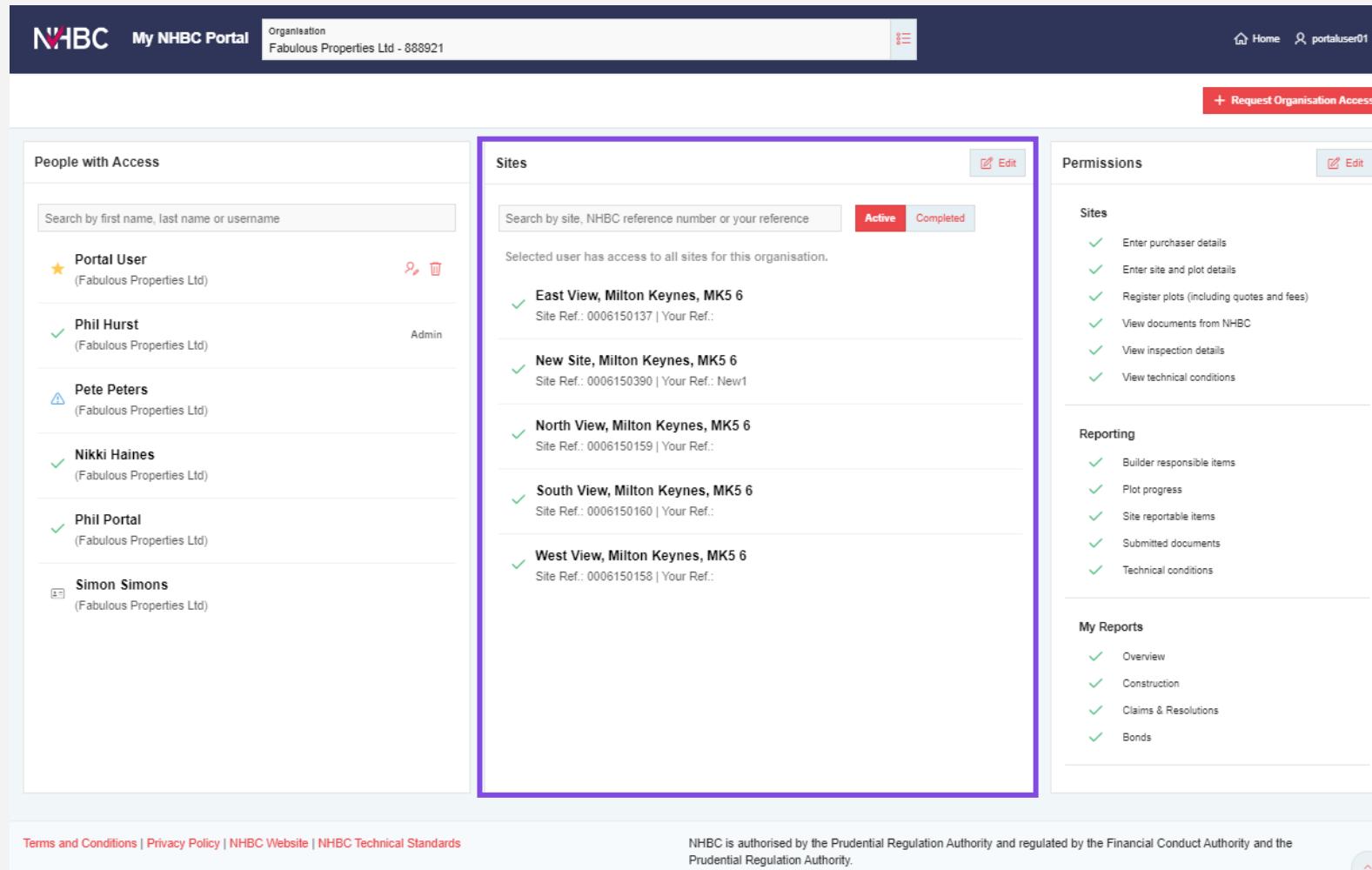
The screenshot shows the 'My NHBC Portal' interface. At the top, the NHBC logo and 'My NHBC Portal' are visible, along with the organization details: 'Organisation' and 'Fabulous Properties Ltd - 888921'. On the left, a sidebar titled 'People with Access' lists several users with their names, roles, and organization. One user, 'Portal User', is highlighted with a yellow star icon. On the right, a modal window titled 'Edit Profile' is open, containing fields for 'Forename' (Portal), 'Surname' (User), 'Business Role' (Administrative), 'Primary Organisation' (Fabulous Properties Ltd - 888921), 'Contact Number' (01234 567890), and 'Email' (portaluser01@dev-nhbc.co.uk). The 'Save' button is highlighted with a purple box. The background shows a site reference 'West View, Milton Keynes, MK5 6' and a site ID '0006150158'.

Click the 'Edit Profile' button to view and edit your details.

You can:

- edit your personal details
- set or change your Preferred Organisation (the default organisation when you sign in)
- change your email address
- change your password.

Site access



The screenshot shows the 'Site access' section of the NHBC My NHBC Portal. The 'Sites' section is highlighted with a purple border. It displays a list of sites with their respective site and your reference numbers. To the right of the 'Sites' section are 'Permissions' and 'Reporting' sections, both listing various access rights. At the top right of the 'Sites' section is an 'Edit' button.

People with Access

Search by first name, last name or username

Portal User (Fabulous Properties Ltd)

Phil Hurst (Fabulous Properties Ltd) Admin

Pete Peters (Fabulous Properties Ltd)

Nikki Haines (Fabulous Properties Ltd)

Phil Portal (Fabulous Properties Ltd)

Simon Simons (Fabulous Properties Ltd)

Sites

Search by site, NHBC reference number or your reference

Active Completed

Selected user has access to all sites for this organisation.

- ✓ East View, Milton Keynes, MK5 6 Site Ref.: 0006150137 | Your Ref.:
- ✓ New Site, Milton Keynes, MK5 6 Site Ref.: 0006150390 | Your Ref.: New1
- ✓ North View, Milton Keynes, MK5 6 Site Ref.: 0006150159 | Your Ref.:
- ✓ South View, Milton Keynes, MK5 6 Site Ref.: 0006150160 | Your Ref.:
- ✓ West View, Milton Keynes, MK5 6 Site Ref.: 0006150158 | Your Ref.:

Permissions

✓ Enter purchaser details
✓ Enter site and plot details
✓ Register plots (including quotes and fees)
✓ View documents from NHBC
✓ View inspection details
✓ View technical conditions

Reporting

✓ Builder responsible items
✓ Plot progress
✓ Site reportable items
✓ Submitted documents
✓ Technical conditions

My Reports

✓ Overview
✓ Construction
✓ Claims & Resolutions
✓ Bonds

Terms and Conditions | Privacy Policy | NHBC Website | NHBC Technical Standards

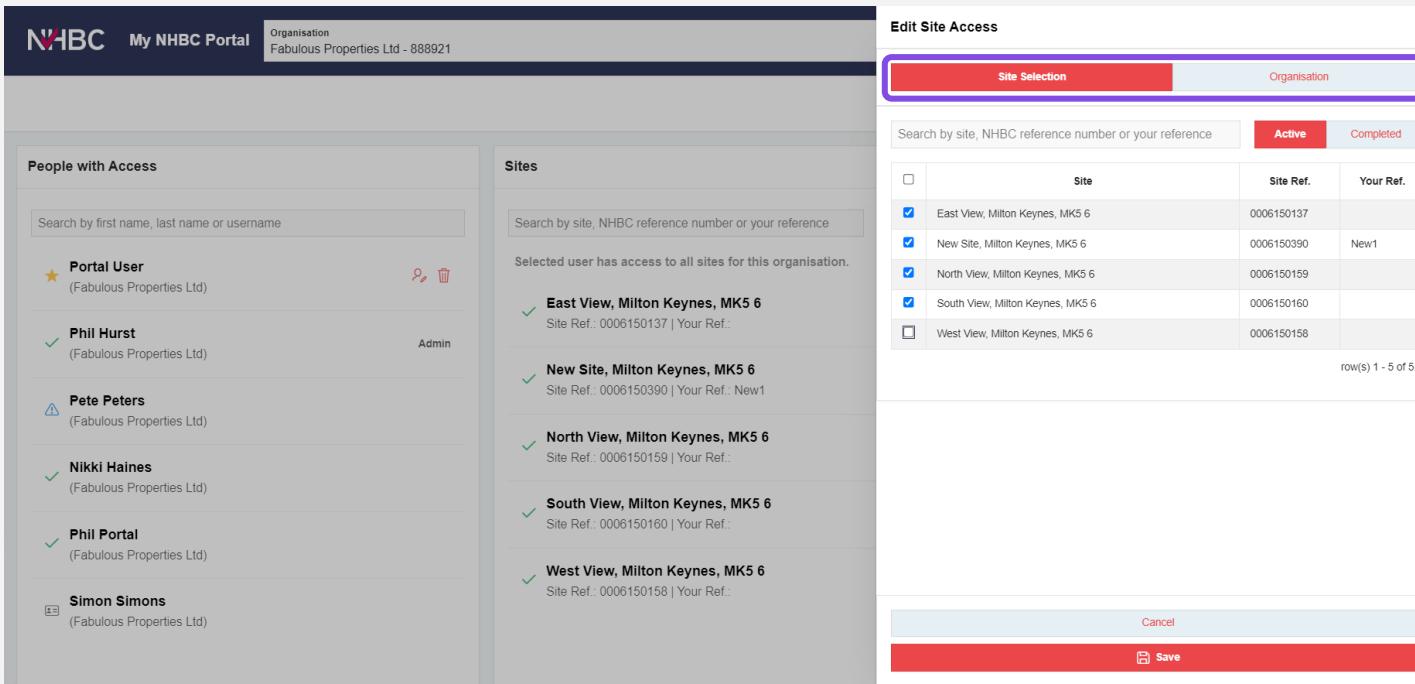
NHBC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

The central 'Sites' section shows the sites that you have been given access to (with ticks) and any sites you don't have access to (with crosses).

Switch between Active sites and Completed sites using the toggle buttons at the top.

To request access to additional sites, or remove access to specific sites, click the 'Edit' button at the top right corner of the Sites section.

Edit site access



My NHBC Portal

Organisation
Fabulous Properties Ltd - 888921

People with Access

Search by first name, last name or username

Portal User
(Fabulous Properties Ltd)

Phil Hurst
(Fabulous Properties Ltd) Admin

Pete Peters
(Fabulous Properties Ltd)

Nikki Haines
(Fabulous Properties Ltd)

Phil Portal
(Fabulous Properties Ltd)

Simon Simons
(Fabulous Properties Ltd)

Sites

Search by site, NHBC reference number or your reference

Selected user has access to all sites for this organisation.

East View, Milton Keynes, MK5 6
Site Ref.: 0006150137 | Your Ref.:

New Site, Milton Keynes, MK5 6
Site Ref.: 0006150390 | Your Ref.: New1

North View, Milton Keynes, MK5 6
Site Ref.: 0006150159 | Your Ref.:

South View, Milton Keynes, MK5 6
Site Ref.: 0006150160 | Your Ref.:

West View, Milton Keynes, MK5 6
Site Ref.: 0006150158 | Your Ref.:

Edit Site Access

Site Selection Organisation

Search by site, NHBC reference number or your reference

Active Completed

	Site	Site Ref.	Your Ref.
<input checked="" type="checkbox"/>	East View, Milton Keynes, MK5 6	0006150137	
<input checked="" type="checkbox"/>	New Site, Milton Keynes, MK5 6	0006150390	New1
<input checked="" type="checkbox"/>	North View, Milton Keynes, MK5 6	0006150159	
<input checked="" type="checkbox"/>	South View, Milton Keynes, MK5 6	0006150160	
<input type="checkbox"/>	West View, Milton Keynes, MK5 6	0006150158	

row(s) 1 - 5 of 5

Cancel Save

To request access to all active and completed sites for an organisation (including new sites as they become active):

- click 'Organisation'
- click 'Save'.

To request access to specific sites:

- click 'Site Selection'
- tick the sites you need access to (you can toggle between Active and Completed sites)
- click 'Save'.

If you have added any sites, you can enter a comment and send the approval request to your organisation's portal administrator(s).

You will receive an email confirmation once the request has been approved (or rejected).

Permissions

The screenshot shows the 'My NHBC Portal' interface for the organisation 'Fabulous Properties Ltd - 888921'. The 'People with Access' section lists users with access, including 'Portal User' (Fabulous Properties Ltd) and several other users with checkmarks. The 'Sites' section lists five sites: 'East View, Milton Keynes, MK5 6', 'New Site, Milton Keynes, MK5 6', 'North View, Milton Keynes, MK5 6', 'South View, Milton Keynes, MK5 6', and 'West View, Milton Keynes, MK5 6'. The 'Permissions' section, highlighted with a purple box, lists various permissions for the selected user. The permissions are categorized into 'Sites', 'Reporting', and 'My Reports'. 'Sites' permissions include: Enter purchaser details (✓), Enter site and plot details (✓), Register plots (including quotes and fees) (✓), View documents from NHBC (✓), View inspection details (✗), and View technical conditions (✗). 'Reporting' permissions include: Builder responsible items (✗), Plot progress (✓), Site reportable items (✓), Submitted documents (✓), and Technical conditions (✗). 'My Reports' permissions include: Overview (✓), Construction (✗), Claims & Resolutions (✓), and Bonds (✓).

The 'Permissions' section on the right shows the portal permissions you have for the sites you have access to for the selected organisation.

To change your permissions, click the 'Edit' button at the top right corner of the Permissions section.

To access Buildmark certificates, 'Enter purchaser details' and 'View documents from NHBC' must be selected from the list of permissions.

Edit permissions

The screenshot shows the 'Edit permissions' interface within the My NHBC Portal. The 'Sites' section is highlighted with a purple border. It contains the following permissions:

- Enter purchaser details
- Enter site and plot details
- Register plots (including quotes and fees)
- View documents from NHBC
- View inspection details
- View technical conditions

The 'Reporting' section contains:

- Builder responsible items
- Plot progress
- Site reportable items
- Submitted documents
- Technical conditions

The 'My Reports' section contains:

- Overview
- Construction
- Claims & Resolutions
- Bonds

At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Select the permissions you require for this organisation:

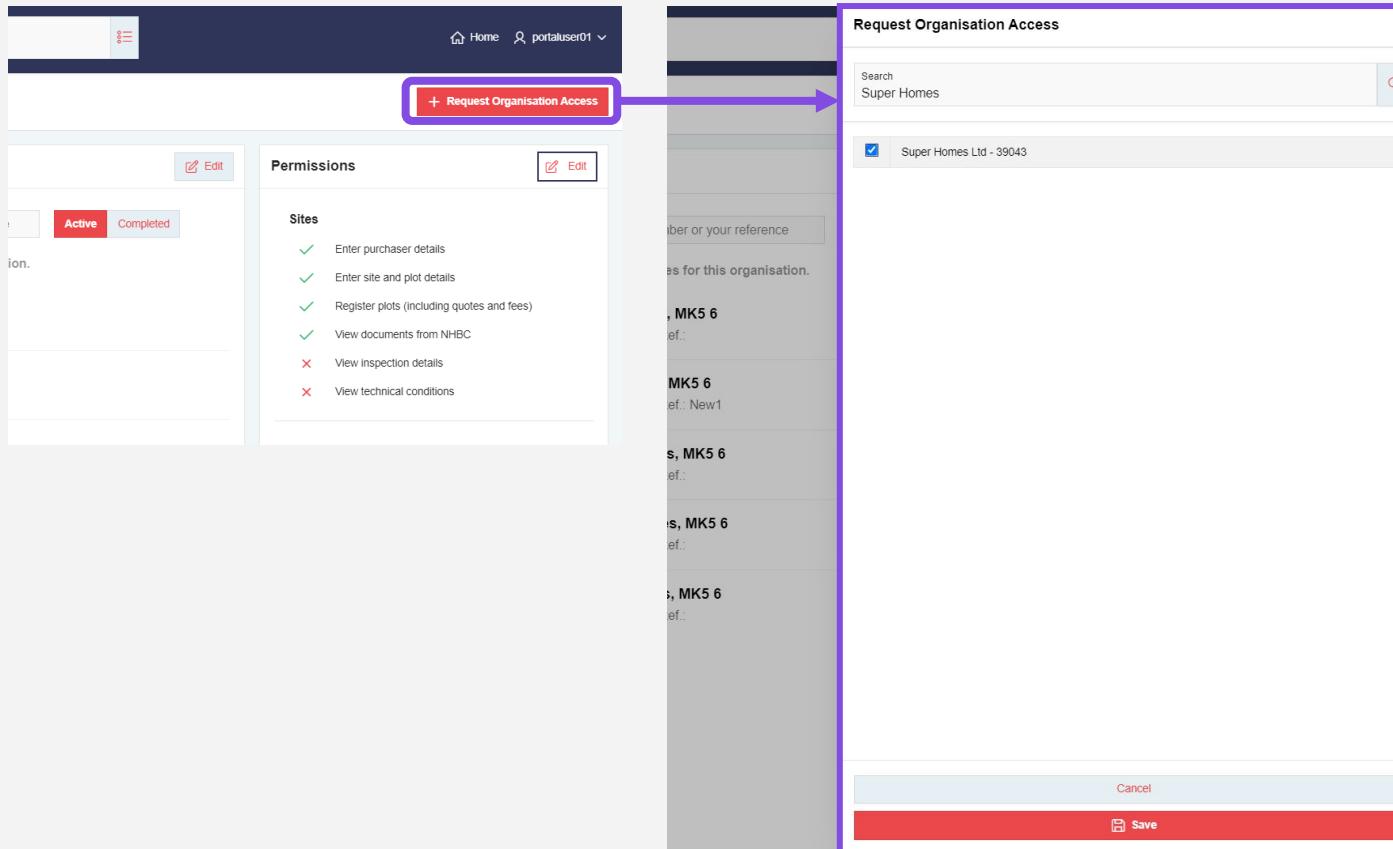
- Sites – these allow you to carry out actions and view information within the portal.
- Reporting – these allow you to run specific site reports.
- My Reports – these give you access to specific dashboards in My Reports.

Click 'Save' to apply the changes.

If you have requested additional permissions, you can enter a comment and send the approval request to your organisation's portal administrator(s).

You will receive an email confirmation once the request has been approved (or rejected).

Request organisation access



You can request access to an additional organisation by clicking the 'Request Organisation Access' button on the top right of the Manage Account page.

Search for the organisation you require using their name, NHBC registration ID or details of one of their sites.

Select the required organisation and click 'Save'.

You can enter a comment and send the approval request to the selected organisation's portal administrator(s).

You will receive an email confirmation once the request has been approved (or rejected).

Need support?

For more information about
My NHBC Portal, please contact
NHBC's Portal Support team on
0344 633 1000 or email us
at onlinesupport@nhbc.co.uk

