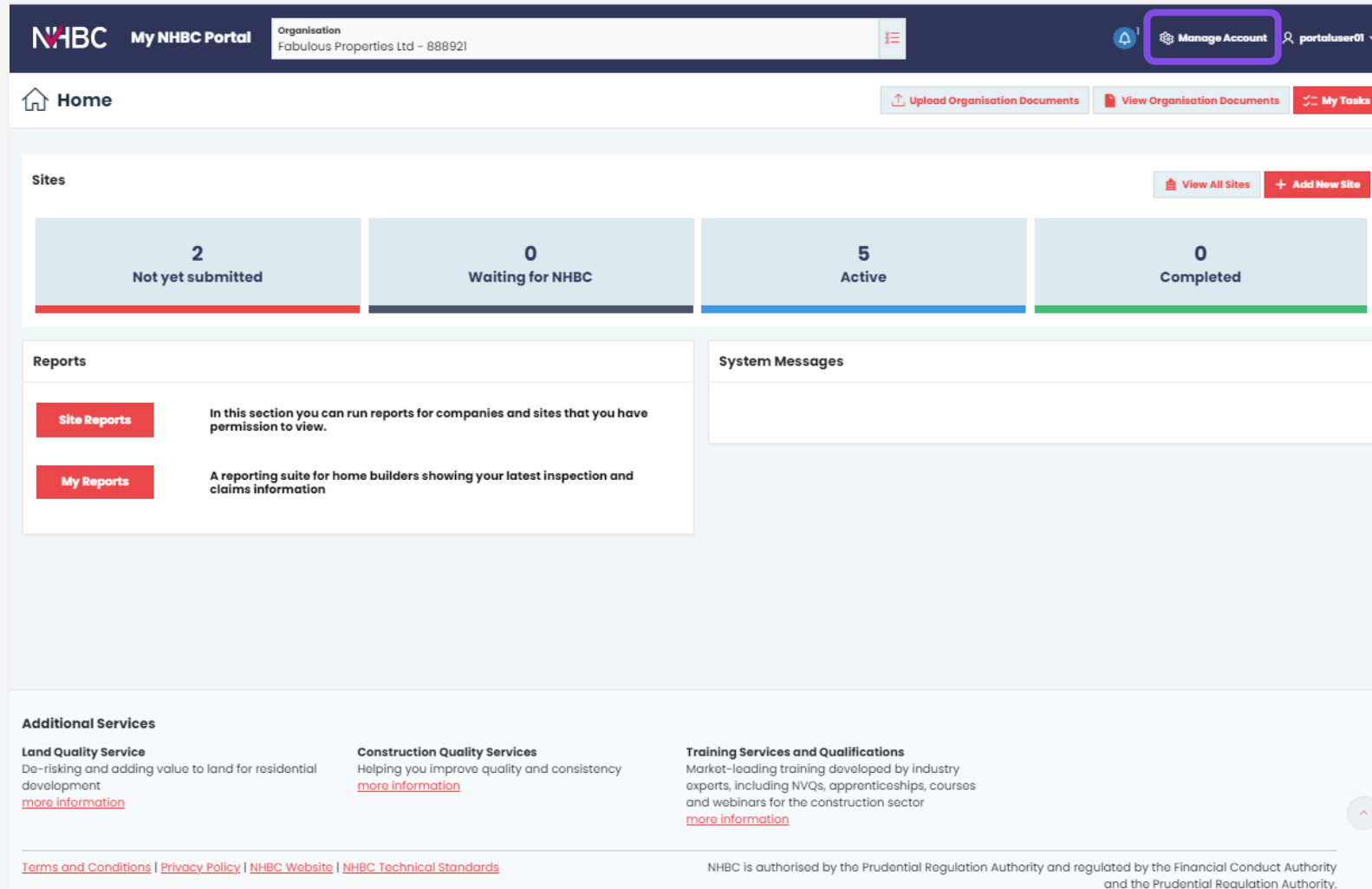


My NHBC Portal.

Manage account



Manage account



NHBC My NHBC Portal Organisation: Fabulous Properties Ltd - 888921

Manage Account portaluser01

Home Upload Organisation Documents View Organisation Documents My Tasks

Sites View All Sites Add New Site

2	0	5	0
Not yet submitted	Waiting for NHBC	Active	Completed

Reports

- Site Reports**: In this section you can run reports for companies and sites that you have permission to view.
- My Reports**: A reporting suite for home builders showing your latest inspection and claims information

System Messages

Additional Services

- Land Quality Service**: De-risking and adding value to land for residential development. [more information](#)
- Construction Quality Services**: Helping you improve quality and consistency. [more information](#)
- Training Services and Qualifications**: Market-leading training developed by industry experts, including NVQs, apprenticeships, courses and webinars for the construction sector. [more information](#)

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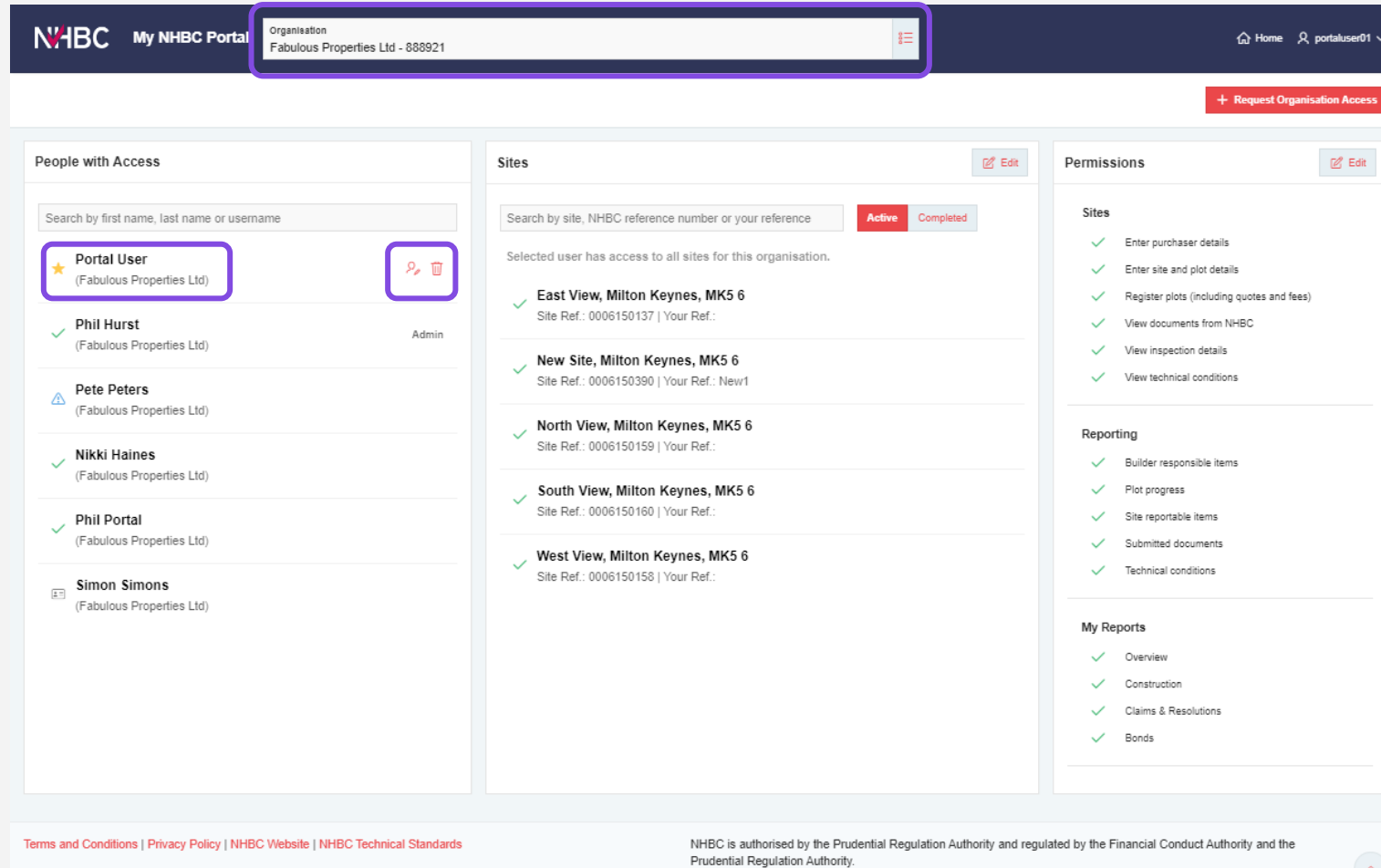
NHBC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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



NHBC My NHBC Portal Organisation Fabulous Properties Ltd - 888921 Home portaluser01

[+ Request Organisation Access](#)

People with Access

Search by first name, last name or username

- Portal User** (Fabulous Properties Ltd) [Edit] [Delete]
- 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

Sites

- 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

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

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 displays the NHBC My NHBC Portal interface. On the left, a sidebar titled 'People with Access' lists several users: Portal User, Phil Hurst, Pete Peters, Nikki Haines, Phil Portal, and Simon Simons. The 'Portal User' entry is highlighted with a purple box around its edit icon. A modal window titled 'Edit Profile' is open in the center, containing the following fields: Title (dropdown), Business Role (dropdown), Forename (text), Surname (text), Primary Organisation (text), Contact Number (text), Preferred Organisation (dropdown), and Email (text). At the bottom of the modal are buttons for 'Close', 'Change Password', 'Change Email', and 'Save'. The background shows the main portal content, including a search bar and a list of properties.

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)

Edit Profile

Title: - Select - Business Role: Administrative

Forename: Portal Surname: User Primary Organisation: Fabulous Properties Ltd - 888921

Contact Number: 01234 567890 Preferred Organisation: [dropdown]

Email: portaluser01@dev-nhbc.co.uk

Close Change Password Change Email Save

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

NHBC My NHBC Portal Organisation: Fabulous Properties Ltd - 888921 [Home](#) [portaluser01](#) [+ Request Organisation Access](#)

People with Access

Search by first name, last name or username

- ★ **Portal User** (Fabulous Properties Ltd) [Edit](#) [Delete](#)
- ✓ **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](#) [Edit](#)

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

[Edit](#)

Sites

- ✓ 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

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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

<input type="checkbox"/>	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 displays the NHBC My NHBC Portal interface. The top navigation bar includes the NHBC logo, the text 'My NHBC Portal', the organisation name 'Fabulous Properties Ltd - 888921', and user information 'portaluser01'. A red button labeled '+ Request Organisation Access' is located in the top right. The main content area is divided into three panels: 'People with Access', 'Sites', and 'Permissions'. The 'Permissions' panel on the right is highlighted with a purple border. It contains three sections: 'Sites' with permissions for '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' with permissions for 'Builder responsible items', 'Plot progress', 'Site reportable items', 'Submitted documents', and 'Technical conditions'; and 'My Reports' with permissions for 'Overview', 'Construction', 'Claims & Resolutions', and 'Bonds'.

People with Access	Sites	Permissions
Portal User (Fabulous Properties Ltd)	East View, Milton Keynes, MK5 6 Site Ref. 0006150137 Your Ref.	Sites <ul style="list-style-type: none">✓ Enter purchaser details✓ Enter site and plot details✓ Register plots (including quotes and fees)✓ View documents from NHBC✗ View inspection details✗ View technical conditions
Phil Hurst (Fabulous Properties Ltd)	New Site, Milton Keynes, MK5 6 Site Ref. 0006150390 Your Ref. New1	Reporting <ul style="list-style-type: none">✗ Builder responsible items✓ Plot progress✓ Site reportable items✓ Submitted documents✗ Technical conditions
Pete Peters (Fabulous Properties Ltd)	North View, Milton Keynes, MK5 6 Site Ref. 0006150159 Your Ref.	My Reports <ul style="list-style-type: none">✓ Overview✗ Construction✓ Claims & Resolutions✓ Bonds
Nikki Haines (Fabulous Properties Ltd)	South View, Milton Keynes, MK5 6 Site Ref. 0006150160 Your Ref.	
Phil Portal (Fabulous Properties Ltd)	West View, Milton Keynes, MK5 6 Site Ref. 0006150158 Your Ref.	
Simon Simons (Fabulous Properties Ltd)		

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 NHBC My NHBC Portal interface. The main content area is divided into two panels. The left panel, titled 'People with Access', lists users with their roles and a search bar. The right panel, titled 'Sites', lists various sites with their references and a search bar. A modal window titled 'Edit Permissions' is open on the right side of the screen, highlighted with a purple border. This modal contains three sections: 'Sites', 'Reporting', and 'My Reports'. Each section has a list of permissions with checkboxes. The 'Sites' section includes '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'. The 'Reporting' section includes 'Builder responsible items', 'Plot progress', 'Site reportable items', 'Submitted documents', and 'Technical conditions'. The 'My Reports' section includes 'Overview', 'Construction', 'Claims & Resolutions', and 'Bonds'. At the bottom of the modal are 'Cancel' and 'Save' buttons.

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.:

Edit Permissions

Sites

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

Select All Deselect All

Reporting

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

Select All Deselect All

My Reports

- ☒ Overview
- ☐ Construction
- ☒ Claims & Resolutions
- ☒ Bonds

Select All Deselect All

Cancel Save

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

The screenshot illustrates the process of requesting organisation access. On the left, the 'Manage Account' page is shown with a red box highlighting the '+ Request Organisation Access' button. A purple arrow points from this button to a modal window titled 'Request Organisation Access'. The modal window contains a search bar with the text 'Super Homes' entered. Below the search bar, a list of search results is displayed, with 'Super Homes Ltd - 39043' selected, indicated by a blue checkmark. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

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

