

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 Not yet submitted	0 Waiting for NHBC	5 Active	0 Completed
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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] [Remove]
- ✓ **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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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 NHBC My NHBC Portal interface. At the top, the logo and 'My NHBC Portal' are visible, along with the organisation name 'Fabulous Properties Ltd - 888921'. On the left, a list titled 'People with Access' includes users like Portal User, Phil Hurst, Pete Peters, Nikki Haines, Phil Portal, and Simon Simons. The 'Portal User' entry is highlighted with a purple box and an edit icon. A modal window titled 'Edit Profile' is open, containing the following fields: Title (- Select -), Business Role (Administrative), Forename (Portal), Surname (User), Primary Organisation (Fabulous Properties Ltd - 888921), Contact Number (01234 567890), Preferred Organisation, and Email (portaluser01@dev-nhbc.co.uk). At the bottom of the modal are buttons for 'Close', 'Change Password', 'Change Email', and '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

The screenshot shows the NHBC My NHBC Portal interface. At the top, the user is logged in as 'portaluser01' for 'Fabulous Properties Ltd - 888921'. A red button '+ Request Organisation Access' is visible. The main content area is divided into three sections: 'People with Access', 'Sites', and 'Permissions'. The 'Sites' section is highlighted with a purple border and contains a search bar, toggle buttons for 'Active' and 'Completed', and a list of sites with their reference numbers. The 'Permissions' section lists various site-related tasks with checkmarks indicating access status. The footer contains legal information and a small up arrow icon.

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 Edit

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 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

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 shows the NHBC My NHBC Portal interface. The top navigation bar includes the NHBC logo, the text 'My NHBC Portal', the organization name 'Fabulous Properties Ltd - 888921', and a search bar. A '+ Request Organisation Access' button is visible in the top right. The main content area is divided into three panels: 'People with Access', 'Sites', and 'Permissions'. The 'Permissions' panel is highlighted with a purple border and contains the following items:

- 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

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.

Edit permissions

The screenshot shows the NHBC My NHBC Portal interface. The main content area is dimmed, and a modal titled 'Edit Permissions' is open. The modal is divided into three sections: 'Sites', 'Reporting', and 'My Reports'. Each section contains a list of permissions with checkboxes. The 'Sites' section has four permissions: 'Enter purchaser details', 'Enter site and plot details', 'Register plots (including quotes and fees)', and 'View documents from NHBC'. The 'Reporting' section has four permissions: 'Builder responsible items', 'Plot progress', 'Site reportable items', and 'Submitted documents'. The 'My Reports' section has three permissions: 'Overview', 'Construction', and 'Claims & Resolutions'. At the bottom of the modal are 'Cancel' and 'Save' buttons.

Organisation: Fabulous Properties Ltd - 888921

People with Access

- 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

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
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- View technical conditions

Reporting

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

My Reports

- Overview
- Construction
- Claims & Resolutions
- Bonds

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 main portal interface shows a navigation menu, a user profile dropdown, and a '+ Request Organisation Access' button highlighted in red. An arrow points from this button to a modal window titled 'Request Organisation Access'. The modal contains a search bar with 'Super Homes' entered, a search icon, and a list of results with 'Super Homes Ltd - 39043' selected with a blue checkmark. At the bottom of the modal 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

