

My NHBC Portal.

Uploading documents



Organisation documents

The screenshot shows the NHBC My NHBC Portal interface. At the top, there is a navigation bar with the NHBC logo, 'My NHBC Portal', and a search bar containing 'Organisation Fabulous Properties Ltd - 888921'. On the right side of the navigation bar, there are links for 'Manage Account' and 'portaluser01'. Below the navigation bar, there is a 'Home' button and two buttons: 'Upload Organisation Documents' and 'View Organisation Documents'. A purple arrow points from the 'Upload Organisation Documents' button to the 'Organisation Documents' section below.

The 'Organisation Documents' section has a heading and a sub-heading: 'Use this area to view and upload documents for this organisation. Please DO NOT put documents specific to a site here.' Below this, there is a section titled 'Upload to New Bundle' with a dropdown menu labeled 'Please Select a Document Category - Please Select -'. A purple callout box points to this dropdown with the text: 'Select a document category to start uploading a new bundle of documents'.

Below the 'Upload to New Bundle' section is a section titled 'Uploaded Bundles' with a sub-heading: 'The following bundle(s) of files have been uploaded for this organisation:'. There is a search bar labeled 'Search...'. A purple callout box points to this search bar with the text: 'Search for specific documents'.

There are two bundle cards displayed. The first card is titled 'Windsor House Type' and has a sub-heading 'House Type Approval'. It shows '1 doc(s)' and a 'Download' button. A purple callout box points to this 'Download' button with the text: 'Download a zip file containing all the documents in the bundle'. The second card is titled 'House Type Approval Drawings' and has a sub-heading 'House Type Approval'. It shows '3 doc(s)' and a 'Download' button. A purple callout box points to this 'Download' button with the text: 'Download a zip file containing all the documents in the bundle'. Both cards also have a 'Delete' button. A purple callout box points to the 'Delete' button of the first card with the text: 'You can delete bundles that haven't yet been sent'. A purple callout box points to the main content area of the first card with the text: 'Click anywhere on the card to view details of the bundle and its documents'.

If you need to send documents to NHBC that do not relate to a specific site, use the Upload or View Organisation Documents buttons at the top of the home page.

Here you can upload and send documents without selecting a site, such as Type Approval information and correspondence relating to your organisation and/or NHBC registration.

Site documents

In this section you can find all of the sites you have access to for the selected organisation. You can view your site access and request changes using the 'Manage Account' at the top of the page.

Search: Status Active X

Card View Report View Exp

Site Address	NHBC Site Reference	Your Site Reference	Site Name	Status	No. of Plots	Favourite	Warnings	Delete Site	Conditions & Ris	Docs To NHBC	Docs From NHBC	P Regist
New Site, Milton Keynes, MK5 6	0006150390	New1	New Site	Active	10	☆			View	View	View	V

In this section you can find all of the sites you have access to for the selected organisation.

Search: Status Active X

East View, Milton Keynes, MK5 6 Active

Your Site Ref: N/A
NHBC Site Ref: 0006150137
Site Name: East View Site Phase 1
Plot Count: 10

[Add Favourite](#)

[Conditions & Ris](#) [Docs to NHBC](#) [Docs From NHBC](#) [Plot Registrations](#) [NHBC Contacts](#)

New Site, Milton Keynes, MK5 6 Active

Your Site Ref: N/A
NHBC Site Ref: 0006150137
Site Name: New Site
Plot Count: 10

[Add Favourite](#)

[Conditions & Ris](#) [Docs to NHBC](#)

West View, Milton Keynes, MK5 6 Active

NHBC My NHBC Portal Organisation: Fabulous Properties Ltd - 888921

New Site, Milton Keynes, MK5 6

NHBC Site Ref: 0006150390 Site Name: New Site Your Site Ref: New1 [Edit](#)

Site Overview

[Site Overview](#) [Conditions & Ris](#) [Docs to NHBC](#) [Docs from NHBC](#) [Plot Registrations](#)

[+ Site Details](#)

[- Plot Info](#)

NHBC My NHBC Portal Organisation: Fabulous Properties Ltd - 888921

East View, Milton Keynes, MK5 6

NHBC Site Ref: 0006150137 Site Name: East View Site Phase 1 Your Site Ref: Not added [Edit](#)

Conditions & Ris

[Site Overview](#) [Conditions & Ris](#) [Docs to NHBC](#) [Docs from NHBC](#) [Plot Registrations](#) [NHBC Contacts](#)

Filter List by Plot Number(s)

Type plots separated by commas or a range of plots [Apply Filter](#)

[Upload & Send Documents](#)

[Print Q's Conditions & Ris](#)

[Conditions](#) [Download Outstanding Conditions](#)

From the Sites page you can click on the quick link in either the Card or Report view to take you straight to the 'Docs to NHBC' page for any site.

Alternatively, if you have already selected your site, just click on the 'Docs to NHBC' button.

You can also upload documents using the 'Upload & Send Documents' button on the Conditions & Ris page for a site.

Site documents – select documents

The screenshot shows the NHBC My NHBC Portal interface. The top navigation bar includes the NHBC logo, 'My NHBC Portal', and the organization name 'Fabulous Properties Ltd - 888921'. The main content area is titled 'East View, Milton Keynes, MK5 6' and contains a 'Documents to NHBC' section. This section has a warning message: 'Your files are currently being prepared for upload. Please do not leave this page or refresh your browser, you will be redirected once this is complete.' Below the warning, there are five PDF document thumbnails with sizes: 7.9 MB, 8.6 MB, 1.9 MB, 3.8 MB, and 0.5 MB. A purple dashed box highlights these thumbnails. An 'Open' file explorer window is overlaid on the right, showing a list of files in a folder named 'PH-Aug22'. The files listed are: 'Docs to send to NHBC' (File folder), 'Development Connectivity Plan_PH-Aug22_0_9' (Adobe Acrobat), 'Drainage layout_PH-Aug22_1_2' (Adobe Acrobat), 'Plot Schedule_PH-Aug22_0_5' (Adobe Acrobat), 'Site Investigation Report_PH-Aug22_18-09-202...' (Adobe Acrobat), 'Site Investigation Report_PH-Aug22_18-09-202...' (Adobe Acrobat), 'Site Location Plan_PH-Aug22_1_0' (Adobe Acrobat), and 'Docs In a Zip file' (Compressed file). The 'Docs In a Zip file' is selected, and the file name field at the bottom shows 'Docs In a Zip file' and 'Development Connectivity Plan_PT'.

You can select documents to upload into a new bundle by dragging files, folders or zip files into the upload area, or click into the area to open the document selection window and select the files you require.

An initial scan of the documents will be carried out to prepare them for uploading. Whilst this is happening, please do not leave the page or refresh your browser.

Once this has been completed you will be automatically taken to the Bundle Details page for your bundle of documents.

Site documents – upload files

NHBC My NHBC Portal Manage Account portalfuser01

East View, Milton Keynes, MK5 6
NHBC Site Ref: 0006150137 Site Name: East View Site Phase 1 Your Site Ref: Not added [Edit](#)

[Back](#) [Save For Later](#)

Files are still being uploaded for this bundle. You can continue to complete the bundle details but this cannot be sent until all files have been uploaded

Bundle Details

Description of Bundle Notify Me:
 When Received
 When Reviewed

Send To
 Customer Services - 0006150137 - East View, Milton Keynes, MK5 6

Message

Additional Parties to Notify (email addresses separated by commas)

Bundle Documents

Drop files or folders here or click to upload.

This bundle contains the following documents:

File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
Drainage layout_PHI-Aug22_12.pdf	Drainage layout	PHI-Aug22	12			Uploaded				
Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2			Upload in Progress				
Plot 5 Foundation Layout_0_v1.pdf	Plot 5 Foundation Layout	0	v1			Upload in Progress				

Whilst your files are uploading you can continue to enter details of the bundle on this page.

You can see the upload status of each file in the table at the bottom of the page.

Once all files have been uploaded and you've completed the required details, you will be able to send the bundle of documents to us.

If you have large files to upload you can click 'Back' or 'Save for Later' (if you have entered bundle details) and carry on using the portal for other tasks – but note that you will need to return here to send the documents to us.

Site documents

– edit bundle details

NHBC My NHBC Portal Manage Account portaluser01

New Site, Milton Keynes, MK5 6
NHBC Site Ref: 0006150390 Site Name New Site Your Site Ref: New1 [Edit](#)

[Back](#) [Save For Later](#) [Send Documents](#)

Bundle Details

Description of Bundle

Notify Me:
 When Received
 When Reviewed

* Send To
 Building Control - 01530/2023/HO - New Site, Milton Keynes, MK5 6
 Customer Services - 0006150390 - New Site, Milton Keynes, MK5 6

Message

Additional Parties to Notify (email addresses separated by commas)

Bundle Documents

Drop files or folders here or click to upload.

This bundle contains the following documents:

	File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
<input type="checkbox"/>	Drainage layout_PH-Aug22_12.pdf	Drainage layout	PH-Aug22	12			Uploaded				
<input type="checkbox"/>	Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2			Uploaded				

[Tag/Untag Conditions](#) [Delete Selected Documents](#)

Give the bundle a description – this will be used as the title, so make it useful if you want to easily find the bundle later.

Select the department(s) you want the documents to go to. Please note: Customer Services typically only need information relating to plot registrations or the set-up of your site or Initial Notice, not technical documents.

You can add a message to send to us with your documents.

When you send your documents to us you can also notify other parties by email (separating multiple email addresses with a comma).

Site documents – bundle documents

Bundle Details

Description of Bundle: Building Control Documents

Notify Me:
 When Received
 When Reviewed

* Send To:
 Building Control - 01830/2023/110 - New Site, Milton Keynes, MK5 6
 Customer Services - 0008150390 - New Site, Milton Keynes, MK5 6

Message

Additional Parties to Notify (email addresses separated by commas)

Bundle Documents

Drop files or folders here or click to upload.

This bundle contains the following documents:

<input type="checkbox"/>	File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
<input type="checkbox"/>	Drainage layout_PH- Aug22_12.pdf	Drainage layout	PH- Aug22	12	ENGL, WAI	<input type="checkbox"/>	Uploaded				
<input type="checkbox"/>	Plot 2 Foundation Layout_0_V2.pdf	Plot 2 Foundation Layout	0	v2	ENGL	<input type="checkbox"/>	Uploaded				
<input type="checkbox"/>	Plot 5 Foundation Layout_0_v1 .pdf	Plot 5 Foundation Layout	0	v1	WAI	<input type="checkbox"/>	Uploaded				
<input type="checkbox"/>	Plot Schedule_PH- Aug22_0.5.pdf	Plot Schedule	PH- Aug22	0.5		<input type="checkbox"/>	Uploaded				

row(s) 1 - 4 of 4

The lower section of the page lists the files you previously selected for upload. Each file has an upload status displayed, clearly showing if the upload is in progress, complete or the file has been rejected.

If you are sending documents to clear certain conditions, you can 'tag' the condition(s) against the relevant file. This will help make it clear to your NHBC contact why the document has been sent, it also makes the document available from the condition/RI screen.

You can also use the checkboxes to select and 'tag' multiple conditions at the same time.

Site documents – file naming

Bundle Documents

Drop files or folders here or click to upload.

This bundle contains the following documents:

<input type="checkbox"/>	File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
<input type="checkbox"/>	Drainage layout_PH-Aug22_1.2.pdf	Drainage layout	PH-Aug22	1.2	ENGL WAI		Uploaded				
<input type="checkbox"/>	Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2	ENGL		Uploaded				
<input type="checkbox"/>	Plot 5 Foundation Layout_0_v1 .pdf	Plot 5 Foundation Layout	0	v1	WAI		Uploaded				
<input type="checkbox"/>	Plot Schedule_PH-Aug22_0.5.pdf	Plot Schedule	PH-Aug22	0.5			Uploaded				

row(s) 1 - 4 of 4

Each file you have uploaded will be listed on screen.

The naming of files before submission helps ensure the information is reviewed as quickly as possible by us.

Use underscores to break up your filenames into Description_Reference_Version and the fields will be automatically populated for you.

Subject/description: The plot number/block name/area of site/technical condition ref. and type of document.

Reference: Drawing number or report number.

Version: Drawing revision number or date of report.

Site documents – send to NHBC

My NHBC Portal Manage Account portaluser01

New Site, Milton Keynes, MK5 6
NHBC Site Ref: 0006150390 Site Name New Site Your Site Ref: New1 [Edit](#) [Back](#) [Save For Later](#) [Send Documents](#)

Bundle Details

Description of Bundle

Notify Me:
 When Received
 When Reviewed

* Send To
 Building Control - 01530/2023/HO - New Site, Milton Keynes, MK5 6
 Customer Services - 0006150390 - New Site, Milton Keynes, MK5 6

Message

Additional Parties to Notify (email addresses separated by commas)

Bundle Documents

Drop files or folders here or click to upload.

This bundle contains the following documents:

	File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
<input type="checkbox"/>	Drainage layout_PH-Aug22_L2.pdf	Drainage layout	PH-Aug22	1.2			Uploaded				
<input type="checkbox"/>	Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2			Uploaded				

You can add documents to the bundle by dropping them into the upload area or clicking to open the file selector.

If you are not yet ready to send the bundle to us you can use the 'Save for Later' button and return later to amend or send.

You can delete files by clicking the delete icons or select and delete multiple files using the 'Delete Selected Documents' button.

You can choose to receive an email notification when the bundle has been received and/or reviewed by us.

Once you are happy with the bundle, click 'Send Documents'. Once sent the information can no longer be edited.

Site documents

– documents sent to NHBC

NHBC My NHBC Portal Organisation: Fabulous Properties Ltd - 888921 Manage Account portaluser01

New Site, Milton Keynes, MK5 6 Details Incorrect?
NHBC Site Ref: 0006150390 Site Name: New Site Your Site Ref: New1 Edit Back to List of Sites

Documents to NHBC

Site Overview Conditions & Ris **Docs to NHBC** Docs from NHBC Plot Registrations NHBC Contacts

Here you can upload documents on behalf of Fabulous Properties Ltd for this site only.
Using underscores to break up your filenames into Description_Reference_Version will help to easily index the document in the next stage. (e.g. filename Plot 1 OF Plan_1234/01_A.pdf will be automatically indexed as: Description: Plot 1 OF Plan, Reference: 1234/01, Version: A)

Drop files or folders here or click to upload.

Below is a searchable list of bundles/documents that have previously been uploaded. You can download the whole bundle or, by clicking through to the bundle detail, you can view and download individual documents within the bundle.

Search: Bundle Type: All bundles

Building Control Documents	Portal User - Fabulous Properties Ltd
4 doc(s) Tagged to conditions: No conditions tagged	Uploaded on 06 Dec 2023 10:31 Sent on 06 Dec 2023 11:14
Download	
New Site Application	Portal User - Fabulous Properties Ltd
9 doc(s) Tagged to conditions: No conditions tagged	Uploaded on 04 Dec 2023 10:39 Sent on 04 Dec 2023 11:16 Received by NHBC on 04 Dec 2023 11:17
Download	

Total 2

All documents uploaded and submitted using My NHBC Portal will be available to view and download.

You can search uploaded bundles for a specific document and filter to show particular types of bundle.

You can see all bundles submitted for a specific site, along with key information including when it was uploaded, who sent it and when.

You can download a zip file containing all the documents in the bundle by clicking the Download button.

Click on a bundle to view the details and contents of the bundle.

Site documents – view bundle details

NHBC My NHBC Portal Manage Account portaluser01

New Site, Milton Keynes, MK5 6
NHBC Site Ref: 0006150390 Site Name New Site Your Site Ref: New1 [Edit](#) [Back](#)

Bundle Details

Description of Bundle: Building Control Documents

Notify Me:
 When Received
 When Reviewed

Sent to NHBC on 06 December 2023 at 11:14
Received by NHBC on 06 December 2023 at 11:17

Send To:
 Building Control - 01530/2023/HO - New Site, Milton Keynes, MK5 6

Message

Additional Parties to Notify (email addresses separated by commas)

Bundle Documents

This bundle contains the following documents:

File Name	Subject / Description	Reference	Version	Conditions Tagged	Preview	Download
Drainage layout_PH- Aug22_12.pdf	Drainage layout	PH- Aug22	12	ENGL, WA1		
Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2	ENGI		
Plot 5 Foundation Layout_0_v1 .pdf	Plot 5 Foundation Layout	0	v1	WA1		
Plot Schedule_PH- Aug22_0.5.pdf	Plot Schedule	PH- Aug22	0.5			

row(s) 1 - 4 of 4

You can view (but not edit) details of sent bundles.

If you want to view an individual document within the bundle, click on the Preview button.

Alternatively, you can download and save a copy of a document using the Download button.

Site documents – conditions & RIs

The screenshot shows the NHBC My NHBC Portal interface. At the top, the user is logged in as 'portaluser01'. The main content area is titled 'New Site, Milton Keynes, MK5 6'. Below this, there are navigation tabs: 'Site Overview', 'Conditions & RIs' (which is selected), 'Docs to NHBC', 'Docs from NHBC', 'Plot Registrations', and 'NHBC Contacts'. A filter box allows users to search for plots by number. The 'Conditions & RIs' section shows a list of conditions, with 'ENG1' selected. A modal window titled 'Documents for Condition' is open, showing a table of documents tagged to this condition.

Document Description	Bundle Name	Submitted By	Preview	Download
Drainage layout_PH-Aug22_12.pdf	Building Control Documents	06-Dec-2023 by Portal User		
Plot 2 Foundation Layout_0_v2.pdf	Building Control Documents	06-Dec-2023 by Portal User		

If you tagged any files with conditions they will also be listed against that particular condition on the 'Conditions & RIs' screen.

Simply click the 'Documents Tagged to this Condition' link to see details of the tagged documents.

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

