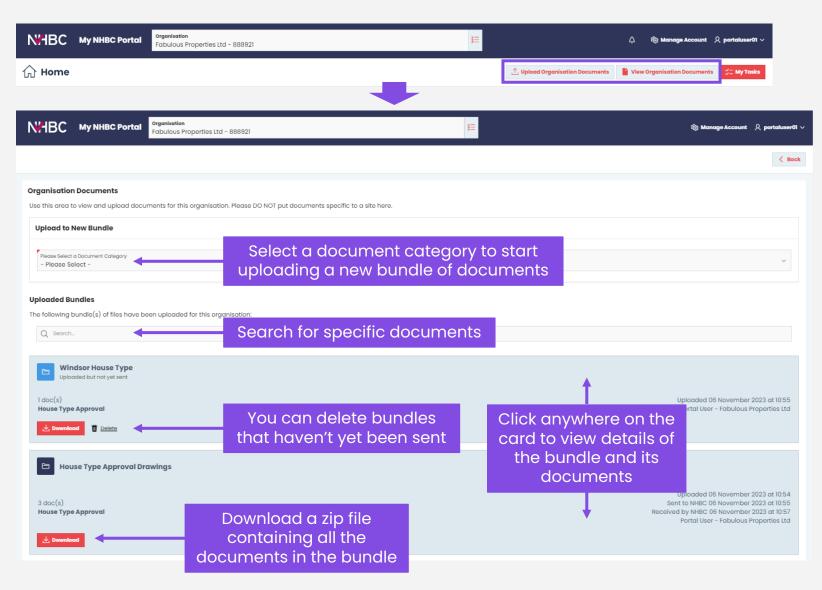
## MyNHBC Portal.

Uploading documents





### Organisation documents

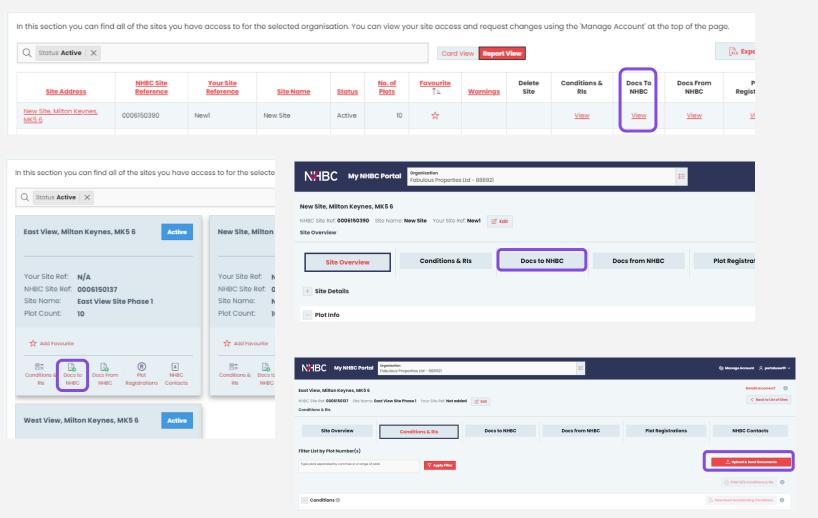


If you need to send documents to NHBC that do not relate to a specific site, use the Upload or View Organisation Documents buttons at the top of the home page.

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



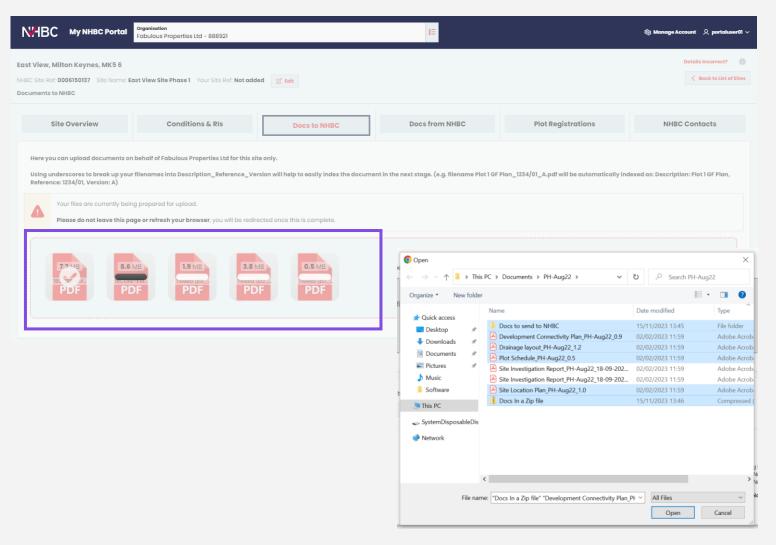
From the Sites page you can click on the quick link in either the Card or Report view to take you straight to the 'Docs to NHBC' page for any site.

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



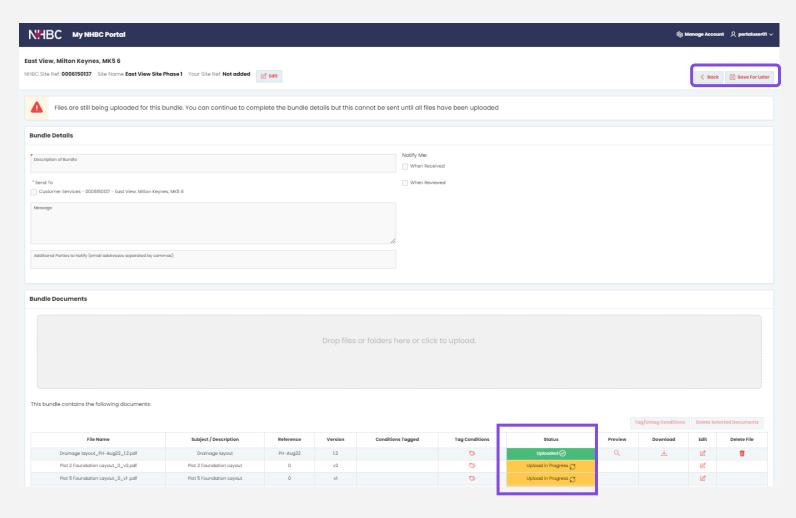
You can select documents to upload into a new bundle by dragging files, folders or zip files into the upload area, or click into the area to open the document selection window and select the files you require.

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



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			
	e, Milton Keynes, MK5 6 Ref: 0006150390 Site Name New Site Your	Site Ref: New1					< 1	Back Save F	or Later	✓ Send Documents			
Bundle Details													
Description of Bundle  *Send To  Building Control - 01530/2023/HO - New Site, Milton Keynes, MK5 6  Customer Services - 0006150390 - New Site, Milton Keynes, MK5 6					Notify Mo:  When Received  When Reviewed	When Received							
Additio	nal Parties to Notify (email addresses separated by comma	a)	L.										
Bundle	Documents												
Drop files or folders here or click to upload.													
This bundle contains the following documents:  Tog/Untag Conditions Delete Selected Documents										cted Documents			
0	File Name	Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File		
	Drainage layout_PH-Aug22_1.2.pdf	Drainage layout	PH-Aug22	1.2		♦	Uploaded 🕢	Q	₾	ď	Ü		
	Plot 2 Foundation Layout_0_v2.pdf	Plot 2 Foundation Layout	0	v2		♦	Uploaded 🕢	Q	₾	ď	Ü		

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

N'.¹BC My NHBC Portal ⊗ Manage Account  ♀ portaluses									ount 🙎 portaluser01 🗸		
New Site, Milton Keynes, MK5 6 NHBC Site Ref: 0006150390 Site Name Ne	w Site Your Site Re	f: New1 & Edit					< Back ☐ San	ve For Later	✓ Send Documents		
Bundle Details											
Description of Bundle Building Control Documents					Notify Me:  When Received						
* Send To  Building Control - 01530/2023/HO - New Site, Militon Keynes, MK5 6  Customer Services - 0008150390 - New Site, Militon 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 docu	ments:								Tag/Untag Conditions	Delete Se	elected Documents
☐ File Name		Subject / Description	Reference	Version	Conditions Tagged	Tag Conditions	Status	Preview	Download	Edit	Delete File
☐ Drainage layout_PH-A	ug22_1.2.pdf	Drainage layout	PH-Aug22	1.2	ENGI, WAI	<b>♡</b>	Uploaded 🕢	Q	ዾ	Ø	Ü
☐ Plot 2 Foundation Layo	ut_0_v2.pdf	Plot 2 Foundation Layout	0	v2	ENGI	0)	Uploaded 🕢	Q	. <u>₩</u>	Ø	Ü
☐ Plot 5 Foundation Layo		Plot 5 Foundation Layout	0	vI	WAI	<b>&gt;</b>	Uploaded ⊘	Q		Ø	Ü
Plot Schedule_PH-Au	g22_0.5.pdf	Plot Schedule	PH-Aug22	0.5		0	Uploaded 🔗	Q	<u></u>	Ø	Ü
											row(s) 1 - 4 of 4

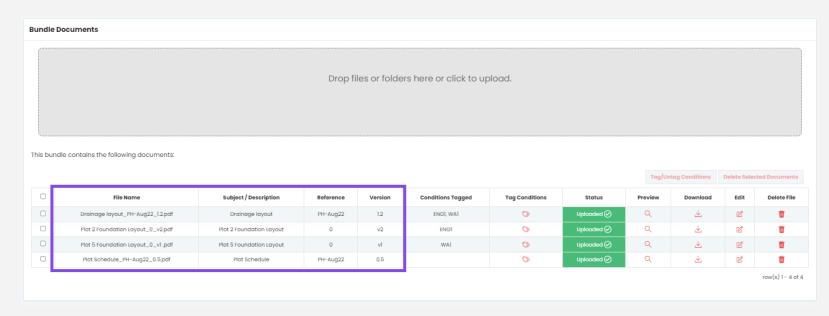
The lower section of the page lists the files you previously selected for upload. Each file has an upload status displayed, clearly showing if the upload is in progress, complete or the file has been rejected.

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



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.

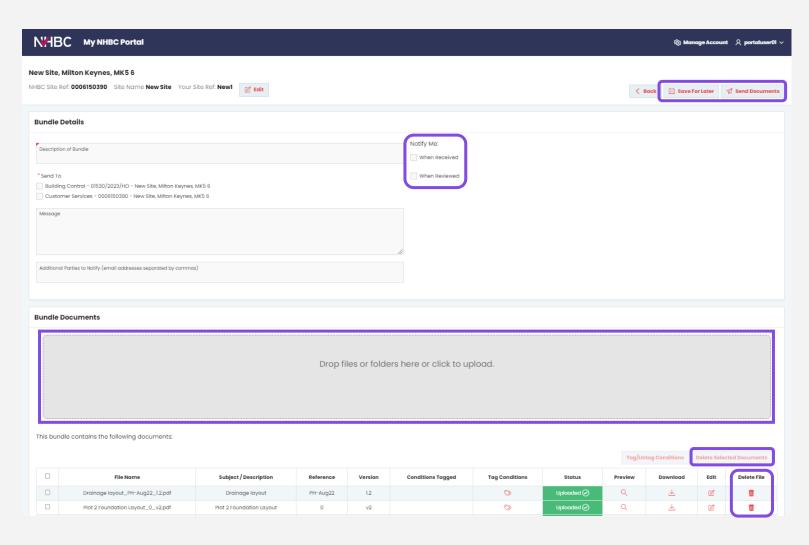
**Subject/description:** The plot number/block name/area of site/technical condition ref. and type of document.

**Reference:** Drawing number or report number.

**Version:** Drawing revision number or date of report.



#### Site documents - send to NHBC



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 MyNHBCPort	organisation Fabulous Properties Ltd - 888921		=		ର୍ଷ୍ଟ Manage Account ୍ୟ portaluser01 ∨
ew Site, Milton Keynes, MK5 6					Details Incorrect?
	ne: New Site Your Site Ref: New1				⟨ Back to List of Sites
ocuments to NHBC					
Site Overview	Conditions & RIs	Does to NHBC	Docs from NHBC	Plot Registrations	NHBC Contacts
Here you can upload documen	ts on behalf of Fabulous Properties Ltd for this site only.				
	your filenames into Description_Reference_Version wil	I help to easily index the document in the next	stage. (e.g. filename Plot 1 GF Plan_1234/01_A.pd	f will be automatically indexed as: Description: Plo	1 GF Plan, Reference: 1234/01, Version: A)
		Dan files on folders	- h     -   -   -   -		
		Drop files or folder	s here or click to upload.		
£					
Below is a searchable list of bur	dles/documents that have previously been uploaded. Yo	u can download the whole bundle or, by clicking	g through to the bundle detail, you can view and d	ownload individual documents within the bundle.	
Q Search			.,	Bundle Type All bundles ∨	
				sundicity with a surface of the surf	
Building Control Doc	uments				
4 doc(s)					Portal User - Fabulous Properties Ltd
Tagged to conditions: No conditions tagged					Uploaded on 06 Dec 2023 10:31 Sent on 06 Dec 2023 11:14
<u></u> Download					
New Site Application					
					Portal User - Fabulous Properties Ltd
9 doc(s) Tagged to conditions:					Uploaded on 04 Dec 2023 10:39 Sent on 04 Dec 2023 11:16
No conditions tagged					Received by NHBC on 04 Dec 2023 11:17
<u></u> 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.

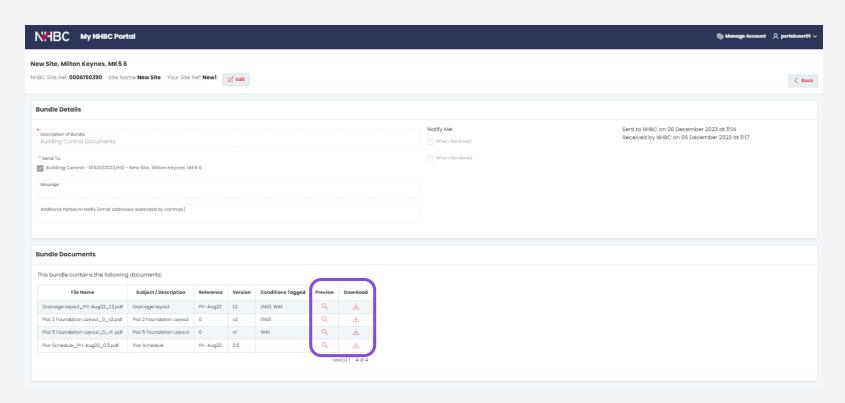
You can see all bundles submitted for a specific site, along with key information including when it was uploaded, who sent it and when.

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



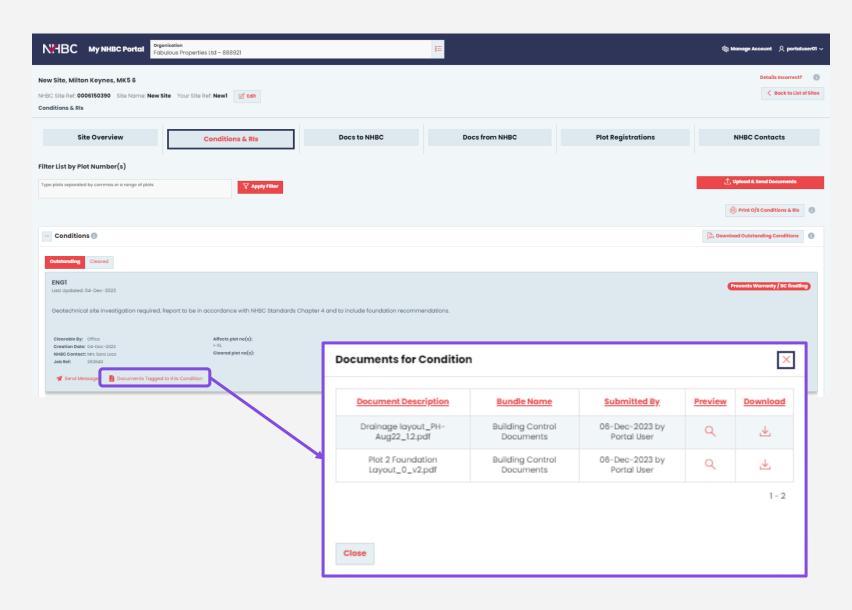
You can view (but not edit) details of sent bundles.

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



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 <a href="mailto:onlinesupport@nhbc.co.uk">onlinesupport@nhbc.co.uk</a>

