

# Conveyancing Portal.

Getting started



## Welcome to Conveyancing Portal

If you already have a Conveyancing Portal account please enter your username and password below, then click the Sign In button.

[Forgotten password](#)

Sign In

or

Whether your company is already signed up to Conveyancing Portal or not, creating your personal account is quick and easy, click the Sign Up button to get started.

Sign Up

For any assistance please visit our [help page](#).

National House-Building Council (NHBC) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in respect of carrying on its insurance business and its insurance distribution activities. NHBC is registered in England and Wales under company number 00320784. NHBC's registered address is NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP. Note that only certain parts of NHBC's products and services are within the scope of UK financial services regulation. For more information on our products and services, please see our website [nhbc.co.uk](http://nhbc.co.uk) or your NHBC product documentation. Copyright © 2023

# Logging into the Conveyancing Portal

If you are an **Existing User** sign in via step 1.

If you are a **New User** sign up via step 2.



## Sign up for NHBC Conveyancing Portal

Please provide your details below to sign up for the NHBC Conveyancing Portal. You will then be sent an email with instructions on how to proceed.

|                                       |  |
|---------------------------------------|--|
| Title <input type="text"/>            | Contact Number <input type="text"/>    |
| <input type="text"/>                  | <input type="text"/>                   |
| <input type="text"/>                  |  |
| <input type="button" value="Cancel"/> | <input type="button" value="Confirm"/> |

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# Sign up For new users

The 'Sign Up' link will take you to this page.

All mandatory fields (marked with a red triangle) must be filled in.

Once confirmed an email will be sent with a link to complete the registration process.



### Select a Case

If you have been pre-allocated a conveyancing case, the details will show below. Review the details and click 'Next' to proceed.

If you are signing up for NHBC Portal without being invited by a colleague at your company, you need to provide policy details to proceed.

- Select Case**
- Confirm Company
- Confirm Office
- Create User Profile
- Register

Please enter details of your policy to proceed with your registration.

You will need the policy number and the activation code, without this information you will not be able to complete your registration to the NHBC Conveyancing Portal.

|               |                 |
|---------------|-----------------|
| Policy Number | Activation Code |
|---------------|-----------------|

Exit

Next

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# Sign up For new users

The link in the email will take you to this page.

**Please Note:** This email could be generated by completing the sign-up form or from a colleague/builder providing your email address.

To continue the registration, you will be asked to provide a policy number and activation code.

**It is worth noting this section here:** it will show you what steps are left to complete registration.



## Select your Company

If the company you are registering with is known, it will be shown below. If you recognise this company please click 'Next' to proceed.

- Select Case
- Confirm Company**
- Confirm Office
- Create User Profile
- Register

Company Name  
NHBC

Company Address  
NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP, UK

Contact Number  Ext

Company Number

Exit

Next

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# Sign up For new users

If your company details are not showing, please fill these in before clicking Next.

If we match your email domain to an existing company this will be displayed.



### Select a Company Office

Please check the office at which you are based below. If this is incorrect, use the selector to choose your office.

If your office is not listed, please select 'My office is not listed' in the office dropdown, and you can create a new office for your company. Alternatively, select any office and you will have the opportunity to create your office once you have registered and assign yourself to that office.

- Select Case
- Confirm Company
- Confirm Office**
- Create User Profile
- Register

Office  
NHBC Head Office

Office Address  
Davey Avenue, Milton Keynes, Bucks, MK5 8FP, UK

Contact Number  
01908 747474

Ext

Dx Number  
DX12345

DX Exchange  
EX9876

Exit

Next

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# Sign up For new users

If it is a new company, you can add your office details as per the previous page.

If the company is known the current offices will be selectable.



### Create a User Profile

Please review and update your details as part of your user profile. Your username will be your email address. Your email address can't be changed.

- Select Case
- Confirm Company
- Confirm Office
- Create User Profile**
- Register

Title

First Name  Last Name

Email Address (and Username)

Contact Number

Password

The password must be at least 10 characters long, contain at least 1 number, upper case letter and lower case letter and should not contain your name or username.

Confirm Password

# Sign up

## For new users

Review your details here and update them if needed.

Create a password for your login credentials.

- ✓ Select Case
- ✓ Confirm Company
- ✓ Confirm Office
- ✓ Create User Profile
- **Register**

### NHBC

Company Number

Address

NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP, UK

Contact Number

Ext

### NHBC Head Office

Address

Davey Avenue, Milton Keynes, Bucks, MK5 8FP, UK

Contact Number

01908 747474

Ext

DX Number

DX12345

DX Exchange

EX9876

### Your Username: **patricia@test-nhbc.co.uk**

Email Address

Full Name

Patricia Arnott

Contact Number

← Restart

[Terms & Conditions](#)

[Register](#)

# Sign up

## For new users

All the information you have entered throughout the registration process is visible for you to review.

Please click the 'Terms & Conditions' link to review and accept before registering.

Click Register and then log in to the Conveyancing Portal via the first sign in page.



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# Conveyancing Portal log in page

Once you have registered you won't need to repeat this again. You will be able to sign in quickly and easily.

# Need support?

For more information about My NHBC Portal, please contact NHBC's Portal Support team on 0344 633 1000 or email us at [ccsupport@nhbc.co.uk](mailto:ccsupport@nhbc.co.uk)

