

NHBC Portal – Getting Started

 Raising standards to protect homeowners

NHBC Online

Sign in

To sign in, please enter your username and password below, then click the Enter button.

Username

Password

[Forgotten details?](#)

Sign up

Whether your company is already signed up to NHBC Online or not, creating your personal account is quick and easy.

For step by step help please refer to the user guide:
NHBC Portal - Signing Up and Getting Started

Please DO NOT create Bookmarks or Favourites from this page, only create them once you have logged in.

Welcome to the NHBC Portal, let's get started!

You need to have an account to access NHBC Portal. Sign up at <http://online.nhbc.co.uk/PartnerPortal>

Note:

- Only one user can be logged in to an account at any one time. Therefore having one universal account for your company is not a good idea.
- A saved favourite in your browser from this Sign in screen will not work. Create a favourite once you have successfully signed in.

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Sign up

To sign up for NHBC Online, please provide the below information:

* Forename:

* Surname:

Job title:

Tel No: This will only be used to contact you with any queries relating to your sign up request.

* Company search: This is the company you are employed by, **not** the client you will be working for. Once your account has been created, you will be able to request additional access to other companies.

ny name or reg number to begin search

* Username: Usernames are not case sensitive and must be at least 8 characters long. Once a username has been set it cannot be changed.

* Email:

* Confirm Email:

* Password: Your password must be between 6 and 20 characters long, contain numbers and a mixture of upper and lower case letters.

* Confirm Password:

* mandatory fields

[← Back](#) [→ Sign up](#)

Enter your details and click 'Sign up'. Your account request will be sent to your company's Portal Administrator for approval.

Note: When entering your Company name, type four letters and wait for matching results to be displayed. Continue typing to further refine your search results if necessary and then select your company from the list. You can also search by entering your NHBC registration number (if applicable).

If your company name is not found, select 'Create a new company not listed...' and provide the information requested.

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Terms and Conditions

NHBC Portal: Terms & Conditions

Date of Last Review: 06th Dec 2013

These terms and conditions (**Terms**) govern your use of the NHBC Portal Site (**Site**) operated by National House Building Council, a company limited by guarantee and registered in England under company number 00320784 at NHBC House, Davy Avenue, Knowlhill, Milton Keynes, MK5 8FP (**NHBC**). Any reference to NHBC in these Terms shall include any NHBC Group Company (which for these purposes shall mean any holding company of NHBC, any subsidiaries of NHBC or any subsidiary of any holding company of NHBC (as the terms holding company and subsidiary are defined in section 1159 companies Act 2006))(Group Company). These terms and conditions are in addition to

- the NHBC [Terms of Website Use](#) which also apply to any use of the NHBC Portal; and
- the terms and conditions which relate to the specific services being accessed through the NHBC Portal.

In the event of any conflict between these Terms, the terms and conditions which relate to the specific services being accessed through the NHBC Portal, and the NHBC Terms of Website Use, the order of precedence shall be as follows:

1. the terms and conditions which relate to the specific services being accessed through the NHBC Portal;
2. these Terms;
3. the NHBC Terms of Website Use.

1 Registration and Administration of the Site

- 1.1 Access to the Site is subject to acceptance of the Terms.
- 1.2 Each business entity (whether company, partnership, unincorporated trading entity or otherwise) wishing to utilise the Site (**Partner**) must appoint and register at least one administrator (**Administrator**) who will be responsible for administering use of, and access to the information and data on the Site on behalf of the Partner.
- 1.3 NHBC must be notified immediately if the only Administrator acting on behalf of a Partner ceases to have authority or permission to act on behalf of the Partner.
- 1.4 In acting as an Administrator for and on behalf of a Partner the individual acting as Administrator acknowledges and warrants that they have full power and authorisation from the Partner on whose behalf they are acting to accept and bind the Partner to these Terms (including all liabilities imposed on the

Once your request has been approved you will receive an email confirming such, along with a link to the Portal.

The first time you sign in you will need to accept the NHBC Portal Terms and Conditions.



NHBC Portal – Getting Started

The screenshot shows the NHBC Portal interface. At the top, there is a navigation bar with the NHBC logo and the word 'Portal'. To the right of the logo are links for 'My Sites', 'My Reports', 'Technical Standards', 'Company Docs', 'Help', and 'Sign out'. Below this is a dark blue header bar with 'Construction Giants Ltd' on the left and 'Nadia Jones Account Management' on the right. A secondary dark blue bar contains tabs for 'Sites', 'New site application - SNIN', and 'Reporting', along with a link 'Upload documents to a site not listed'. The main content area has a heading 'In this section you can find all sites where a formal request for products or services has been received and processed by NHBC.' Below this is a search bar and a 'Search' button. To the right of the search bar is a 'Sort by: Address' dropdown menu and a 'Print' button. A modal dialog box titled 'Add a Favorite' is open in the center. It features a yellow star icon and the text 'Add a Favorite' and 'Add this webpage as a favorite. To access your favorites, visit the Favorites Center.' The dialog has a text input field for 'Name:' containing 'NHBC Portal', a dropdown menu for 'Create in:' set to 'Favorites', and buttons for 'New folder', 'Add', and 'Cancel'. In the background, a list of sites is visible, including 'Cavalier Close', 'Hargrave Avenue Parcel 2B', 'Queen Anne Te', and 'The Old Paddocks, Wolsey Road, NORTHWOOD, HA6 2ED', each with an SNIN reference and a plot count.

Now that you are signed in you can create a Favourite for the Portal.

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The screenshot shows the NHBC Portal interface. At the top, there is a navigation bar with links for 'My Sites', 'My Reports', 'Technical Standards', and 'Company Do'. Below this, the user is logged in as 'Nadia Jones' for 'Construction Giants Ltd'. A dropdown menu is open, showing a list of companies: 'Bishops Building Services', 'Construction Giants Ltd 97184', and a red-bordered link that says '> Request access to another company...'. Below the dropdown, there is a search bar with a 'Search >' button and a 'Sort by: Address' dropdown. The search results show two entries: 'Cavalier Close, LUTON, LU3 2XS' with a note '1 plot(s) started but not registered!' and 'Hargrave Avenue, Needham Market, IPSWICH, IP6 8' with 'Parcel 2B'.

If you have access to multiple companies you can switch between them by using the Company dropdown towards the top left of the page.

You can also request access to additional companies from here (the link takes you into Account Management).

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The screenshot shows the NHBC Portal interface. At the top, there is a navigation bar with links for 'My Sites', 'My Reports', 'Technical Standards', 'Company Docs', 'Help' (highlighted with a red box), and 'Sign out'. Below this is a header for 'Construction Giants Ltd' and a user profile for 'Nadia Jones' with an 'Account Management' link. The main content area has a dark blue navigation bar with tabs for 'Sites', 'New site application - SNIN', and 'Reporting'. A sub-header reads 'Upload documents to a site not listed'. Below this, a message states: 'In this section you can find all sites where a formal request for products or services has been received and processed by NHBC.' There is a search bar with a 'Search >' button and a 'Sort by: Address' dropdown menu. A 'Print' button is also visible. The main content area displays a list of sites:

Site Address	SNIN ref.	Plots
Cavalier Close, LUTON, LU3 2XS	0006086558	15 plots
Hargrave Avenue, Needham Market, IPSWICH, IP6 8 Parcel 2B	0006086754	10 plots
Queen Anne Terrace, PLYMOUTH, PL4 8EG	0006086552	10 plots
The Old Paddocks, Wolsey Road, NORTHWOOD, HA6 2ED	0006086589	5 plots

Note: The site 'Queen Anne Terrace, PLYMOUTH, PL4 8EG' has a red warning icon and text: '4 plot(s) started but not registered!'.

You're now ready to start exploring the Portal!

My Sites is the default landing page – this is where you will start every time you sign in. From here you have quick and easy access to every area of the Portal.

You can click on any of the sites listed to view details for a specific site. You will be able to access plot information, technical information relating to conditions and reportable items, upload documents and submit them to NHBC, view and manage your plot quotes and registrations, and see details for all your NHBC contacts.

You can also complete and submit a SNIN for a new site, run various reports, access the Technical Standards, and manage your account.

If you get stuck, refer to the Help section.

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For more information about NHBC Portal, please contact NHBCs Online Support team on 01908 746142 or onlinesupport@nhbc.co.uk