

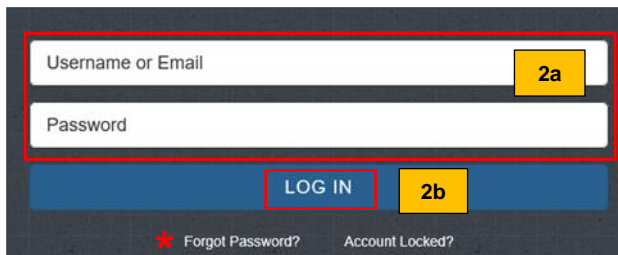
Residential Builder Access to the New Home Buyer Protection System

This quick reference guide (QRG) provides information for residential builders to access the New Home Buyer Protection System (NHBPS). Please note that NHBPS is compatible only with desktop and laptop computers.

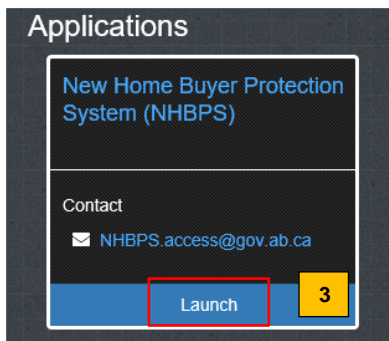
1. If you already have an account and login credentials, go to <https://www.maconnect.alberta.ca/> to access MA Connect portal. If your company does not have an account, you may need to submit an [NHBPS Access Request](#); if your company has an account but you require login credentials, contact your organization's NHBPS Administrator.



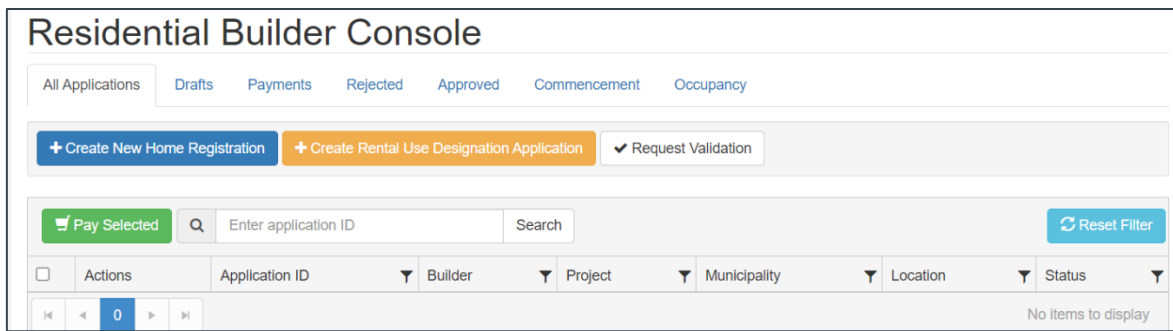
2. a) On the MA Connect login screen, enter your username or email and password in the appropriate fields.
b) Click the 'Log in' button.
* Click 'Forgot Password' if you do not remember your password – your user ID is your email address used to create your user account.



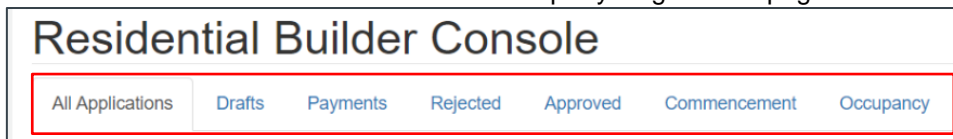
3. Click the 'Launch' button in the NHBPS access panel.



- If you are a Residential Builder: You will be redirected to the Residential Builder Console, which is the landing page of the Residential Builder Portal of NHBPS.
Note: The Residential Builder Console page provides access to the tools used by residential builders to carry out various activities within the system, including submitting validation requests to warranty providers, creating and submitting builder licence applications, new home registration, creating and submitting applications for rental use designation, paying application fees, downloading Registrar Certificates for approved applications, and providing commencement and occupancy dates.



Within the Residential Builder Console the Property Registration page includes seven tabs:



- a. **All Applications** - Lists all new home registrations and rental use designations associated with the account.
 - b. **Drafts** - Lists all New Home Registrations and Rental Use Designations that have been saved as drafts (not yet submitted into NHBPS workflow).
 - c. **Payments** - Lists all new home registrations and rental use designations for which the processing fee has not yet been paid, including those for which payment is in progress and not yet complete. Filtering tools enable retrieval of payment transactions with other statuses, such as "Paid", "Declined", "Timed Out", etc., as well as transaction records for completed refund requests.
 - d. **Rejected** - Lists all new home registrations associated with the account that have been rejected by the warranty provider to whom they were submitted.
 - e. **Approved** - Lists all new home registrations and rental use designations associated with the account that have been approved by the RPP. Registrar's certificates can be downloaded from this screen.
 - f. **Commencement** - Provides access to the warranty commencement date entry tools for all approved new home registrations associated with the account.
 - g. **Occupancy** - Provides access to the occupancy date entry tools for all approved rental use designation associated with the account.
4. The primary navigation menu for the Residential Builder Portal of NHBPS can be found at the top of the NHBPS page, below NHBPS banner.



The primary navigation menu includes following tabs:

- a. **Property Registration** – Links to the Residential Builder Console page.
- b. **Application Search** – Links to an advanced search form providing comprehensive search options for finding applications for new home registration and rental use designation.
- c. **Property Reports** – Links to the system-generated reports associated with property registrations (e.g., Financial Reports on the status of application processing fees for New Home Registrations and Rental Use Designations).
- d. **Builder Profile** – Links to the Builder Profile for the organization to which the logged-in user belongs; if the user belongs to more than one organization, this will link to the profile for the organization selected in the **Working as Builder** dropdown list. The Builder Profile will be editable only if the logged-in user is an administrative user for the organization.
- e. **Licensing Reports** – Links to the system-generated reports associated with builder licence applications (e.g., Financial Reports on the status of application processing fees for builder licence applications).

- f. **Licensing** – Links to tools for creating and managing builder licence applications and viewing the status of licences issued to the organization.
- g. **Account Administration** – Links to administration tools that allow administrative users to request access for new users, change organizations and/or roles of existing users, and create new accounts for additional companies.