

Completing or Editing the Builder Profile in New Home Buyer Protection System

Overview

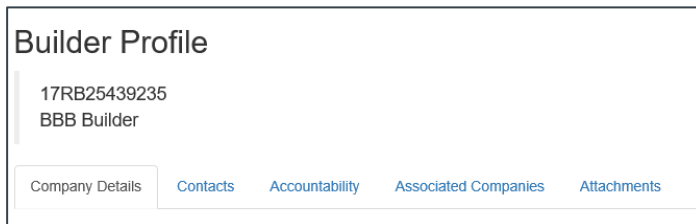
- The company's Builder Profile is created with the base information provided in New Home Buyer Protection System (NHBPS) Access Request form and can be edited in NHBPS by the Account Administrator(s) for that builder.
- Ensure your organization's Builder Profile is complete and accurate before submitting a builder licence application.

Points to remember

- Refer to Quick Reference Guide on Accessing the New Home Buyer Protection System for instructions on accessing NHBPS.
- While filling out a builder licence application:
 - If the logged-in user is associated with more than one organization in NHBPS, all accessible organization will appear in the **Working As Builder** dropdown list. Before modifying a Builder Profile, ensure that the correct organization is selected in the **Working As Builder** field.

To complete or edit a builder profile

1. Click on **Builder Profile** in the primary navigation menu; the Builder Profile will be displayed. The Builder Profile has five tabs:

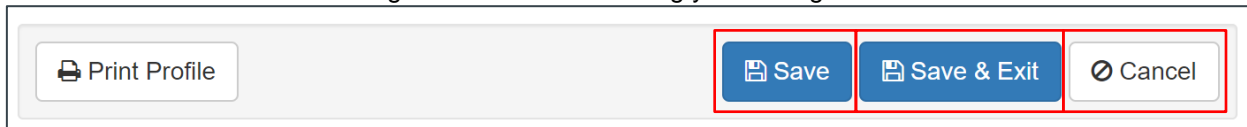


Builder Profile

17RB25439235
BBB Builder

Company Details Contacts Accountability Associated Companies Attachments

- At the end of the form of each tab, click the **Save** button to update the Builder Profile and remain on the profile or click the **Save & Exit** button to save the profile and return to the **All Applications** tab. Or click the **Cancel** button to reset the form to its original state without saving your changes.

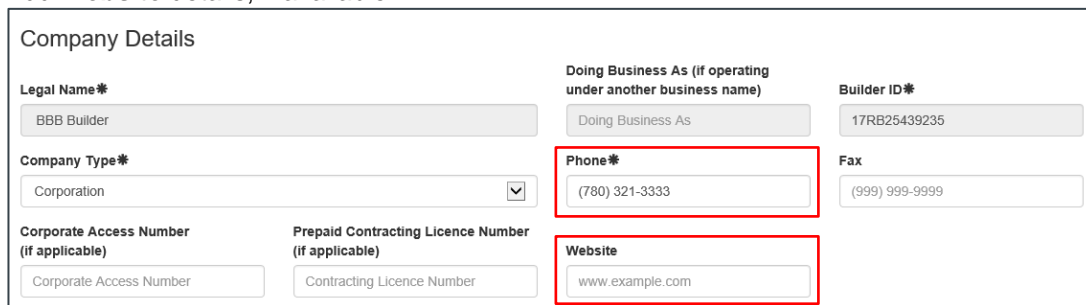


Print Profile Save Save & Exit Cancel

2. **Company Details**

Note: Legal Name, Doing Business As, Builder ID, and Company Type cannot be edited by the builder.

- a. Add **Website** details, if available.



Company Details

Legal Name* Doing Business As (if operating under another business name) Builder ID*

BBB Builder Doing Business As 17RB25439235

Company Type* Phone* Fax

Corporation (780) 321-3333 (999) 999-9999

Corporate Access Number (if applicable) Prepaid Contracting Licence Number (if applicable) Website

Corporate Access Number Contracting Licence Number www.example.com

- b. The **Licence** section of the Builder Profile contains information on all builder licences issued to the organization by the RPP.
- c. **Notification Recipient** email address will be auto-populated from the Access Request Form. All NHBPS generated email notifications will be sent to this address while some may be sent to additional recipients.
- d. Edit **Physical Address** and **Mailing Address**, if necessary.

Notification Recipient

Notification Email*

All system generated email notifications will be sent to the address specified below.

Physical Address

Address Line 1* City*

Address Line 2 Province / Territory* Postal Code*

Mailing Address

Physical & mailing addresses are: the same different

3. Contacts

Note: Contacts cannot be deleted by the builder within NHBPS

- a. Contacts can be added using the **New Contact** tool.

Contacts

Please provide information about all the individuals in the applying corporation who fit one or more of the descriptions below:

1. Director: a registered director of the corporation, or a shareholder who manages the corporation pursuant to a unanimous shareholders agreement.
2. Shareholder: a shareholder of the corporation who owns at least 25% of voting shares.
3. Officer: either (1) an employee of the corporation who is actually performing work that, if the employee were not working for the corporation, would require a licence (engaging in, managing or arranging for the construction of a new home), and (2) a supervisor of any employee described in (1).

Using the attachments tab, please upload a digital copy (in PDF or JPG format) of a driver's licence (or other government-issued identification acceptable to the Registrar) for each of the individuals identified in your organization.

+ New Contact

Reset Filters

- i. Use the radio buttons to indicate whether the contact is a Person in Control.

Add/Modify Person in Organization

Is this a Person in Control? Yes No

A Person in Control is an individual who is legally in control of the organization.

This includes individual owners, partners or company shareholders (directors) and individuals who have 25% or more of company shares.

- ii. Provide all required information in the **Name** and **Contact Methods** sections for the contact.

Name	Contact Methods
<p>First Name*</p> <input style="width: 100%;" type="text" value="FIRST NAME"/>	<p>Email Address*</p> <input style="width: 100%;" type="text" value="EXAMPLE@EMAIL.COM"/>
<p>Middle Name</p> <input style="width: 100%;" type="text" value="MIDDLE NAME"/>	<p>Phone*</p> <input style="width: 100%;" type="text" value="(999) 999-9999"/>
<p>Last Name*</p> <input style="width: 100%;" type="text" value="LAST NAME"/>	<p>Cell</p> <input style="width: 100%;" type="text" value="(999) 999-9999"/>

- iii. If the contact is a Person in Control, provide the additional information in **Personal Details** and **Address**, and ensure that at least one **Role** is identified. The Add Attachment function for Drivers License is located in the Person in Control tool. A Drivers License is required for every person in control and can be added later from the Attachments tab.

Personal Details

Date of Birth*

Driver's Licence **Province / Territory**

DRIVER'S LICENCE

-SELECT-

If no Driver's Licence then please provide government issued photo ID:

ID Type

-SELECT-

ID	Description	Province / Territory
ID NUMBER	DESCRIPTION	-SELECT-

Mailing Address

Organization & mailing addresses are: the same different

Please provide a personal mailing address if this contact is identified as a Person in Control.

Canada International

Address Line 1*	City*	Province / Territory*
ADDRESS LINE 1	CITY	-SELECT-
Address Line 2	Country*	Postal Code*
ADDRESS LINE 2	CANADA	POSTAL CODE

Roles

Roles within the Organization *

Select all that apply. Please ensure that at least one role is selected if this contact is identified as a Person in Control.

- DIRECTOR
- OFFICER
- PARTNER
- MAJORITY SHAREHOLDER
- OWNER
- SENIOR MANAGER
- OTHER


- b. Contacts can be edited by clicking the in the Actions column of the contact entry.
 - i. Edit the contact data as needed.
- c. Contacts can be retired by clicking the in the Actions column of the contact entry.
 - i. Click on the **Retire Contact** button.
 1. If the selected contact is the organization's only designated Person in Control, the contact cannot be retired until another Person in Control is designated.
 2. If the contact can be retired, the Retire Contact window will open with an explanation of the outcome of retiring a contact.


Retire Contact


Save

Save & Exit

Cancel

- ii. Use the  (calendar icon) to set the date the contact's association with the company ended and then, click the **Retire** button to retire the contact.

- d. A retired contact can be reinstated by clicking the  in the Actions column of the contact entry.
- i. Click on the **Reinstate Contact** button. The Reinstate Contact window will open with an explanation of the outcome of reinstating a contact.

- ii. Use the  (calendar icon) to set the date the contact's association with the company began again and then, click the **Reinstate** button to reinstate the contact.

4. Accountability

- a. To select from the list of existing contacts, select **An Existing Contact** and select a contact from the dropdown list.

Authorized Agent for the company is:

An Existing Contact A New Contact

- b. To add a new contact, select **A New Contact**, enter the data required in the fields provided, and click the **Save** button.

Authorized Agent for the company is:

An Existing Contact A New Contact

First Name*
FIRST NAME

Last Name*
LAST NAME

Email Address*
EXAMPLE@EMAIL.COM

Phone*
(999) 999-9999

Cell
(999) 999-9999

Save **Save & Exit** **Cancel**

5. Associated Companies

Note: Use Associated Companies tab to provide information on other building-related companies that have at least one Person in Control in common with the organization. This information will be verified during the builder licence application process. Please note that associated companies cannot be deleted by the builder within NHBPS.

- a. Associated Companies can be added using the **New Associated Company**.

Associated Companies

Please provide information about any other building-related companies with which your organization is associated.

Companies are considered to be associated if there is a common Person in Control or if one is the subsidiary of the other. Two companies that are associated with the same company are deemed to be associated with each other.

Please note that only building-related associated companies must be listed here.

+ New Associated Company **Reset Filters**

- i. Enter the **Company Name** (as registered in CORES).
- ii. Use the dropdown list to select the appropriate **Company Type**.
- iii. Under **Period of Association**, enter the date (month and year) when the association began as **Start** date. If the company is still associated with the organization, do not enter an **End** date.
- iv. Provide the **Mailing Address** for the associated company.

Add/Modify Associated Company

Company

Company Name* Company Type* Period of Association

Start* End

Address

Address Line 1* City*

Address Line 2 Province / Territory* Postal Code*

- v. Use the Persons in Control “swap” tool to indicate which of your organization’s Persons in Control are (or were) Persons in Control for the associated company.
 1. Persons in Control of your organization will appear in the **Available** list.
 2. To indicate that a Person in Control is/was a Person in Control of the associated company, use the buttons with right-pointing arrows (➡) to move that Persons in Control to the **Selected** list.
 3. Use the left-pointing arrows (⬅) to remove contacts from the **Selected** list as needed.

Persons In Control

Available - showing 2

Filter

A B
A B

➡



➡

⬅

⬅

Selected - showing 0

Filter

- b. Associated Companies can be edited by clicking the  in the Actions column of the contact entry.
- c. A period of association end date can be added to an existing Associated Company by clicking the  in the Actions column of the contact entry.

6. Attachments

Note: Use Attachments tab to upload supporting documents to the Builder Profile in PDF, Word, or JPG format. Once uploaded, these attachments cannot be deleted by the builder within NHBPS.

- a. Click on Add Attachment to upload a copy of the Drivers Licence (or other government photo identification) for each of the organization’s Persons in Control. Drivers License can also be added through the Person in Control contact card.

Company Details | **Contacts** | Accountability | Associated Companies | Attachments

+ Add Attachment Reset Filter