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How to add the Builders Insurance Broker as a service provider role to your builder account

Service Provider engagement

As a Delegate, the services we will be able to provide include:

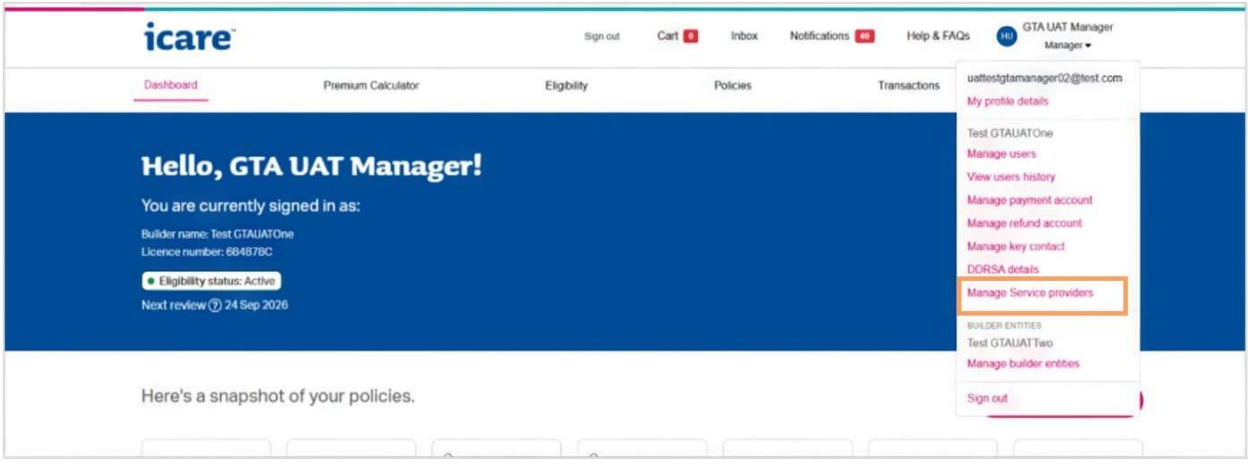
- HBCF Certificate applications
- Guidance on complex projects
- Reviewing applications prior to submission
- Portal administration and support
- Annual review assistance
- Assistance with eligibility and compliance requirements
- Liaising directly with icare
- Identifying issues that may delay approval

If the Builders Insurance Broker is not selected as a Service Provider/Delegate on your builder account, we will not be able to act on your behalf.

This guide shows you how to add the Builders Insurance Broker as a Service Provider/Delegate to your builder account.

Add a service provider to your HBCF Portal account

- Login to the HBCF Portal
- Click the **drop-down arrow** (top-right) next to Manager



- Select "**Manage service providers**"

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- Click “**Add new service provider”**
- Search “The Builders Insurance Broker” or 37 003 084 384 and select.
- Select “Yes” to Send a copy of all Eligibility emails for this Builder.
- Select ‘Delegate’ Under Service provider role from the drop-down box under User Role.
- Click “**Add new Service provider”** in pink

