FTTP New sites Developer Portal

User guide

openreach
Connecting you to your network

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EDC

Welcome to your Development Portal

Your gateway to managing your developments with Openreach. Helping developers, house-builders and architects to build an Openreach network on new residential or commercial developments.

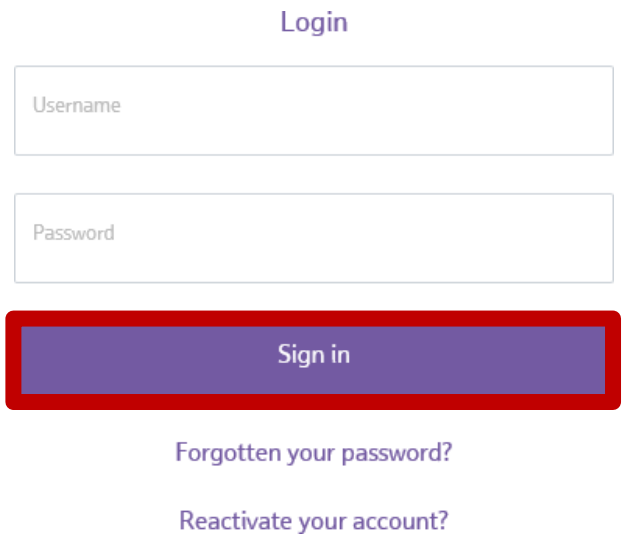
This Guide has been created to show you how to use the Developer Portal.

https://www.developers.openreach.co.uk/developerportal/index

External Login to Developer Portal

1) Visit https://www.developers.openreach.co.uk/developerportal/index
2) Click the 'Login' button at the top of the page.

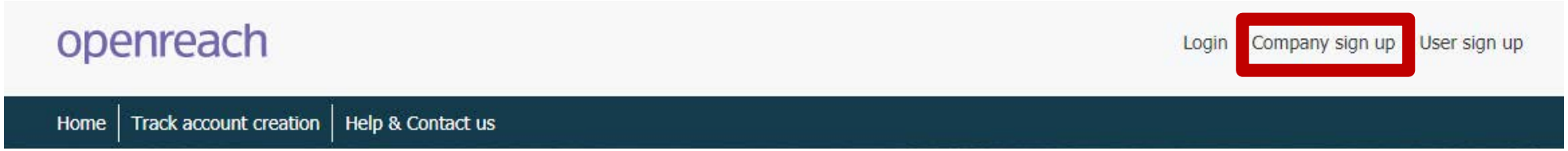
3) Enter your details into the popup window and click 'Sign-in'.



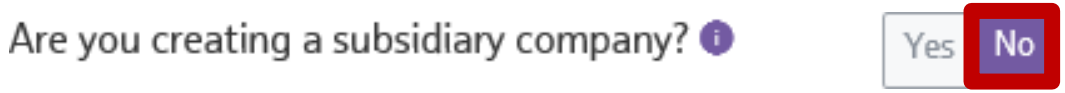
4) You should now see your company dashboard page.

Create an Account

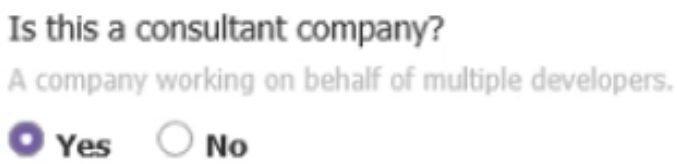
1) Visit https://www.developers.openreach.co.uk/developerportal/index
2) Right click the 'Company sign up' button at the top of the page.



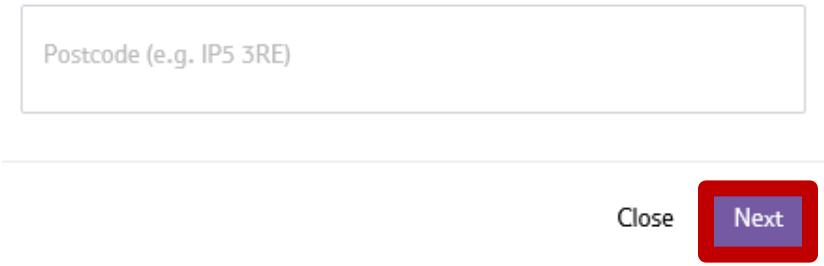
3a) In the Pop up window select 'No' to the question 'Are you creating a subsidiary company?'.



3b) If you are a consultant company working on behalf of developers, click 'Yes' to 'Is this a consultant company'.



5) Complete the company details by completing all the fields displayed, then click 'Next'.

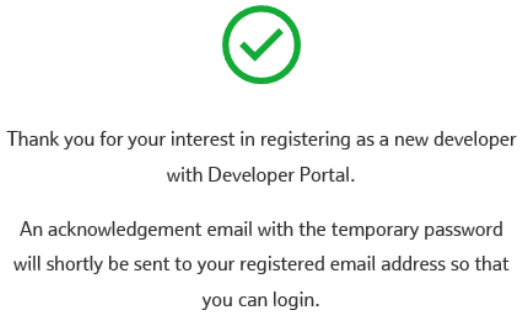


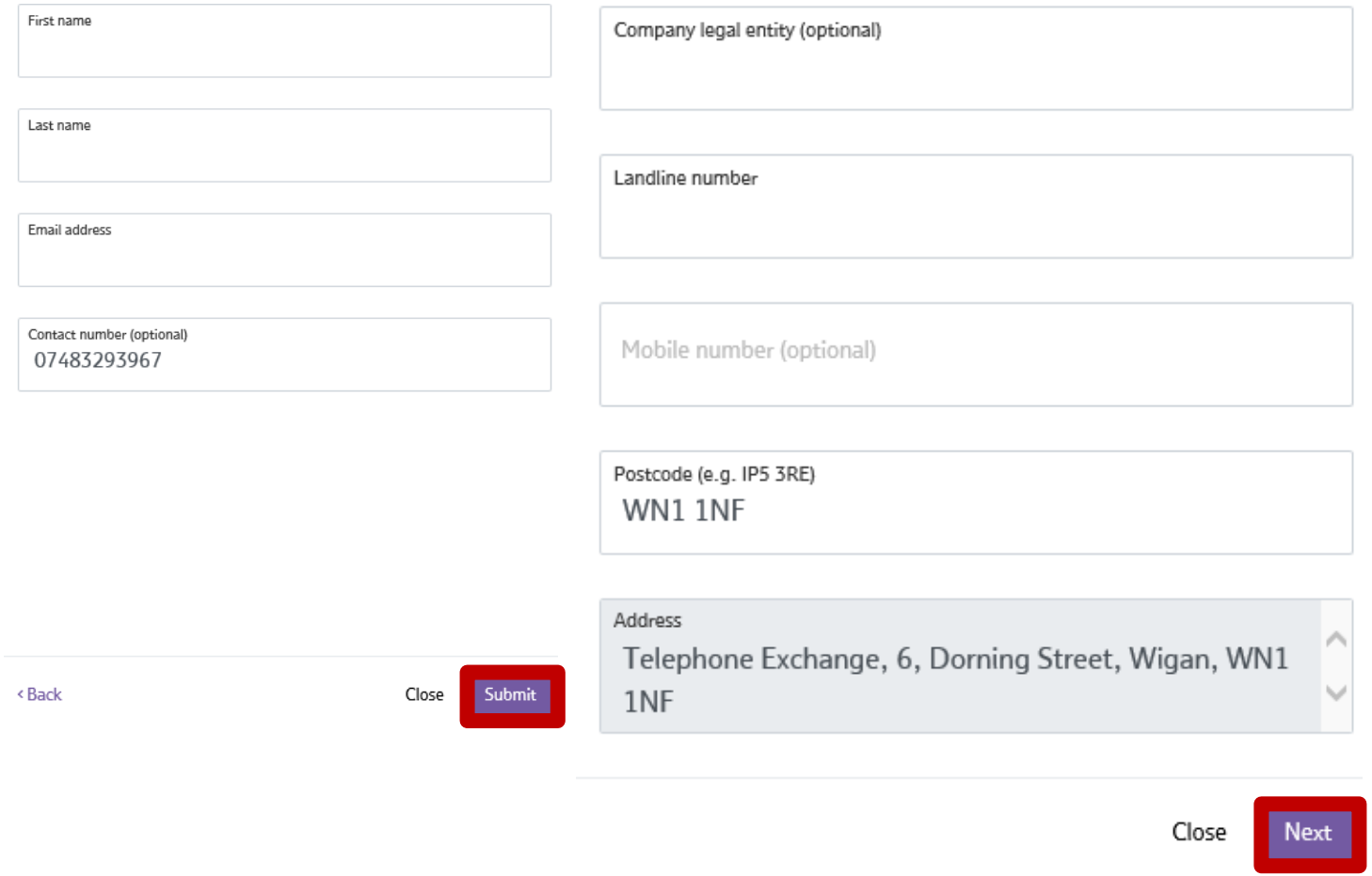
5) Continue filling out the fields with the companies details, by putting in the post code the address should auto populate so remember to select the correct address.

6) Click 'Next'.

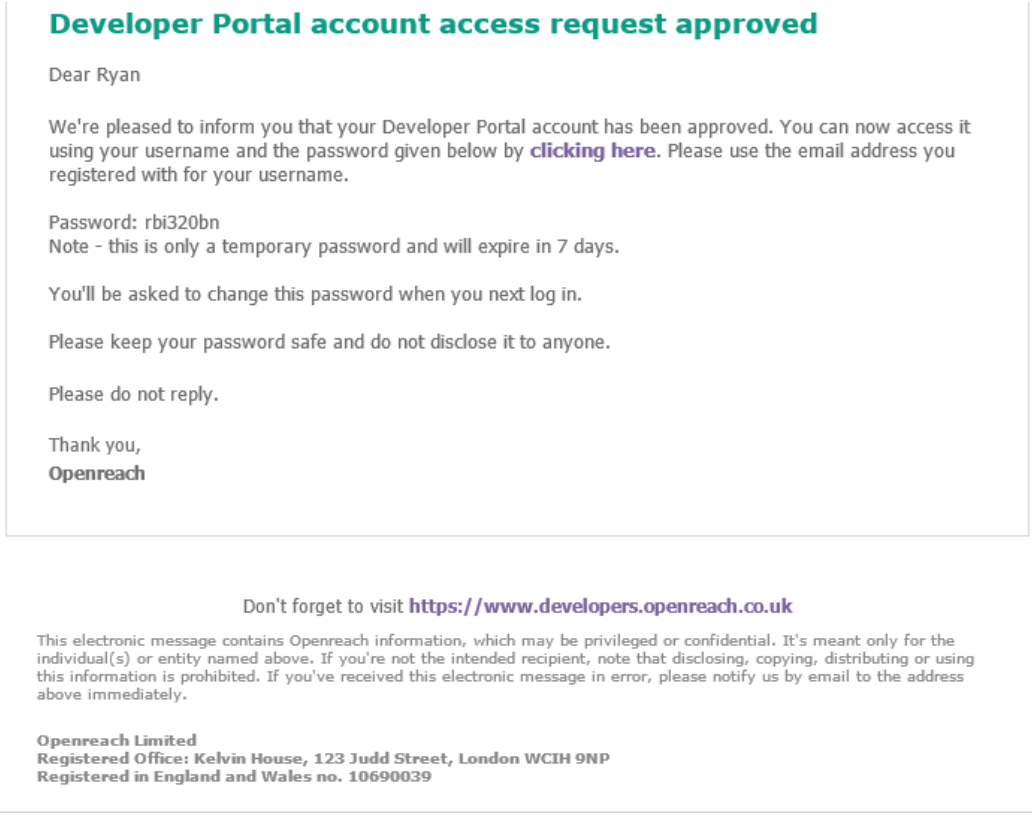
7) Add the Administrators information and click 'Submit'.

8) If successful, you will be presented with the following success message.





9) A confirmation email will be sent to the subsidiary company account manager along with a temporary login password. This must me activated within seven days or the request will be cancelled.



Developer Portal account access request approved

Dear Ryan

We're pleased to inform you that your Developer Portal account has been approved. You can now access it using your username and the password given below by **clicking here**. Please use the email address you registered with for your username.

Password: rbi320bn
Note - this is only a temporary password and will expire in 7 days.

You'll be asked to change this password when you next log in.

Please keep your password safe and do not disclose it to anyone.

Please do not reply.

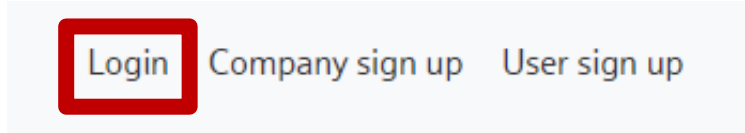
Thank you,
Openreach

Don't forget to visit **https://www.developers.openreach.co.uk**

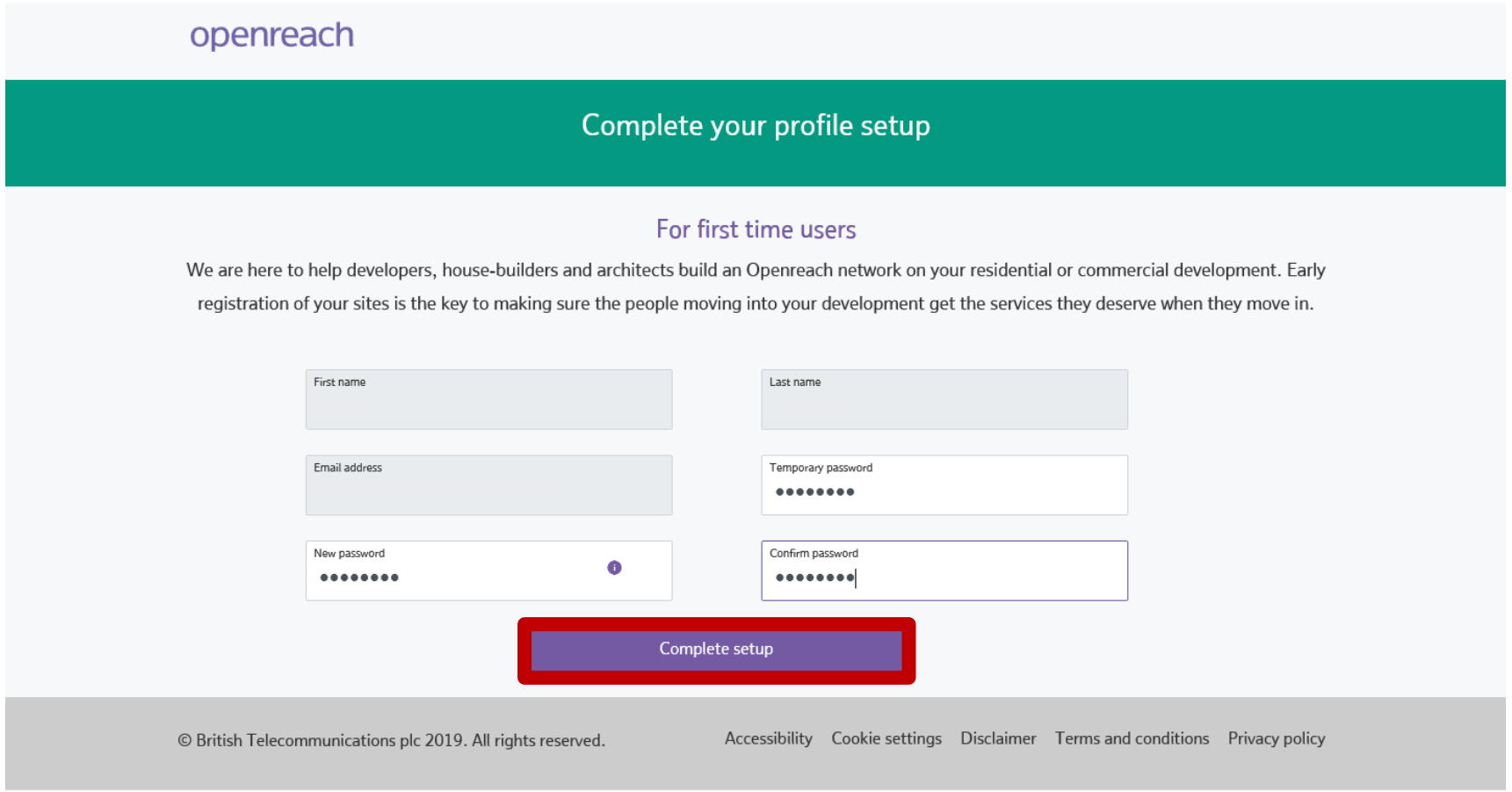
This electronic message contains Openreach information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this electronic message in error, please notify us by email to the address above immediately.

Openreach Limited
Registered Office: Kelvin House, 123 Judd Street, London WCIH 9NP
Registered in England and Wales no. 10690039

10) Click the link on the email to return to the Developer Portal and select the 'Login' function and complete login requirements using the temporary password that was received by email.



11) A security window will be presented, prompting password reset. Once the new password is entered and verified, click 'Complete setup'.

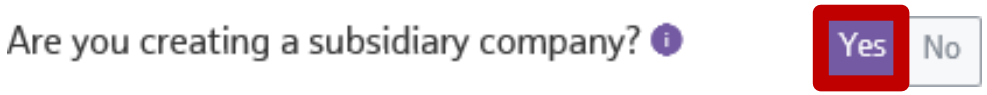


12) A Confirmation window will be displayed and a confirmation email will also be sent to the company administrator confirming that the password has been updated.

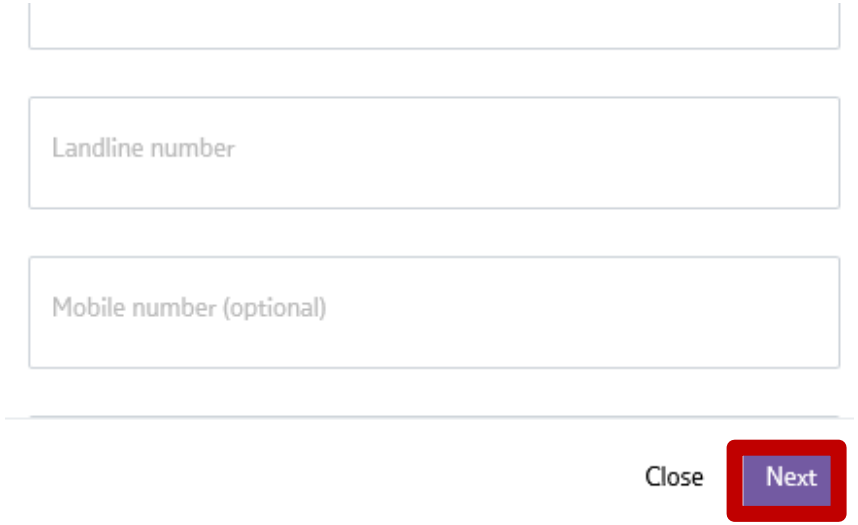
Create a subsidiary company

1) Visit https://www.developers.openreach.co.uk/developerportal/index
2) Right click on 'Company sign up' as seen below.

3) In the Pop up window select 'Yes' to the question 'Are you creating a subsidiary company?'.



4) Complete the company details by completing all the fields displayed, then click 'Next'.

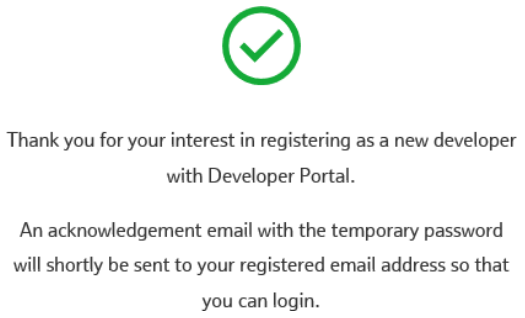


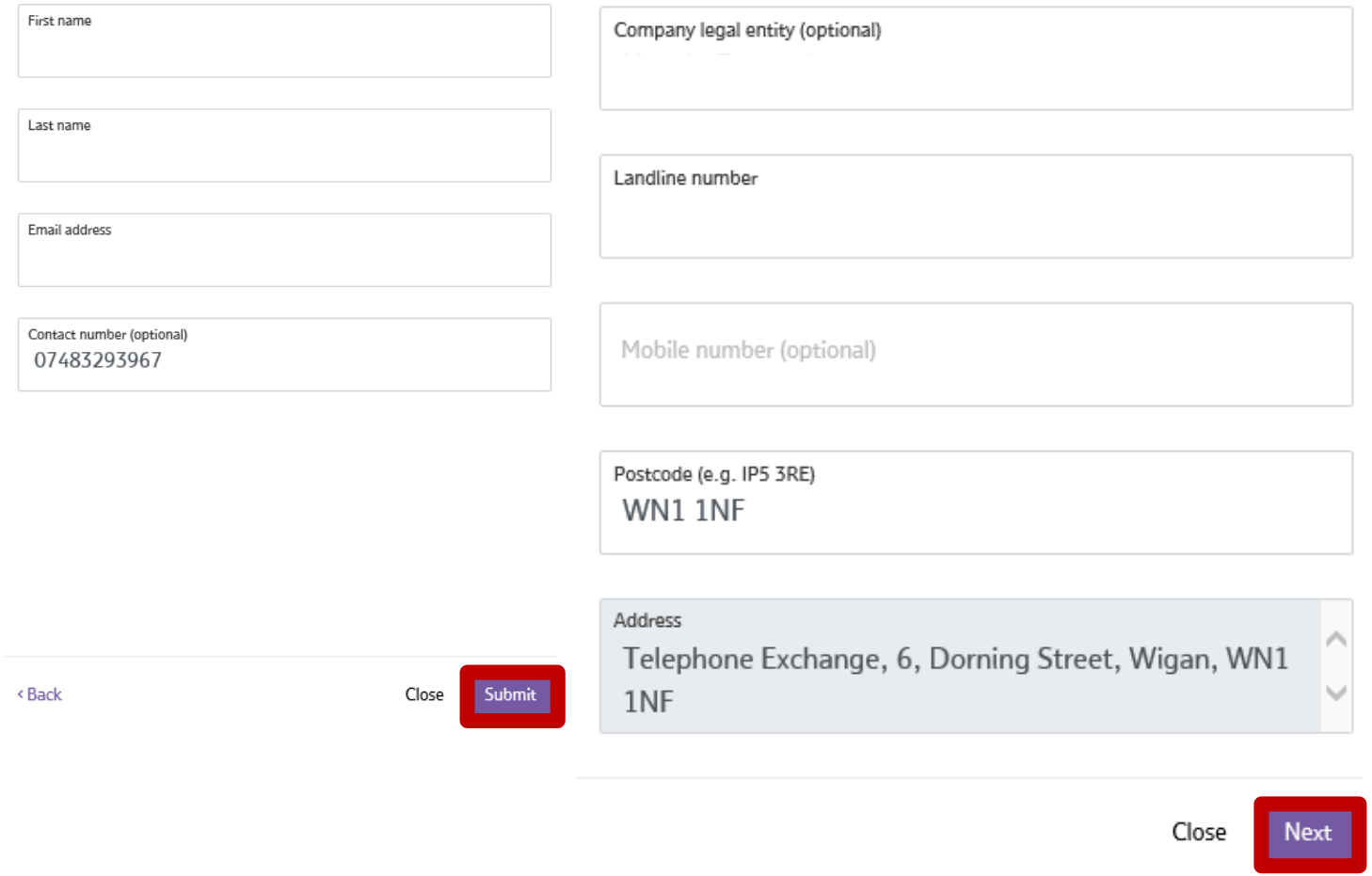
5) Continue filling out the fields with the companies details, by putting in the post code the address should auto populate so remember to select the correct address.

6) Click 'Next'.

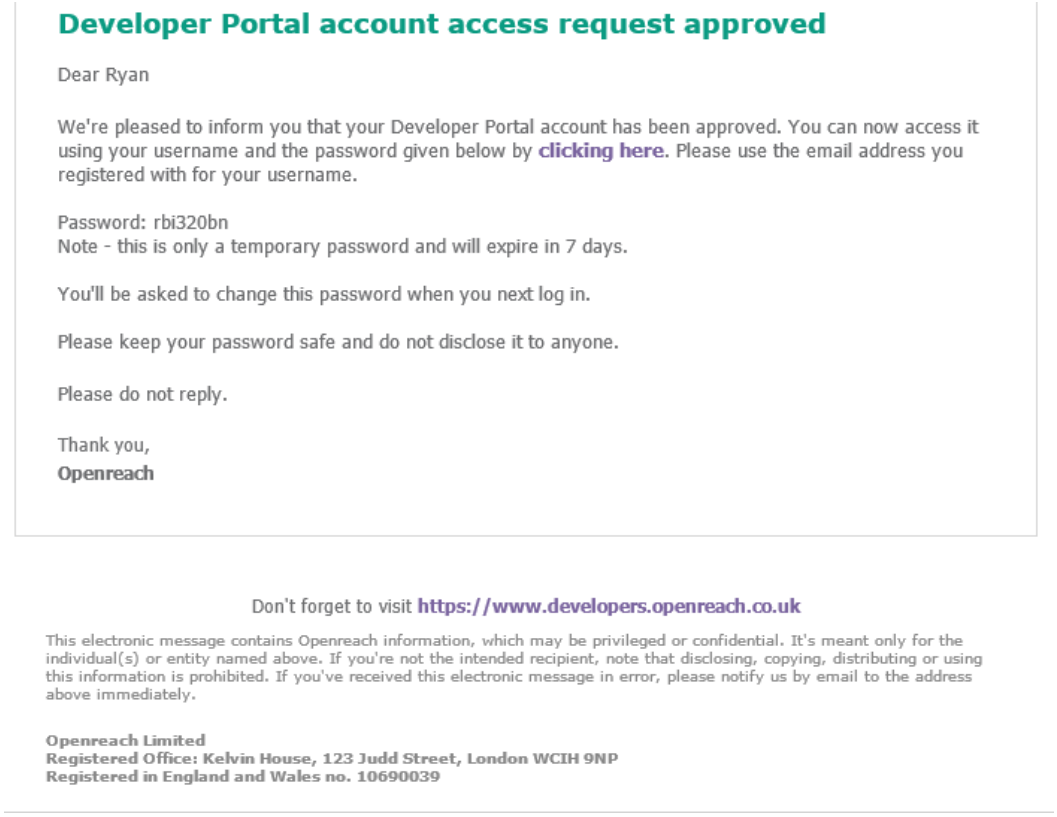
7) Add the Administrators information and click 'Submit'.

8) If successful, you will be presented with the following success message.





9) An email is generated for the administrator to verify their email address by clocking on the link in the body of the email.



Developer Portal account access request approved

Dear Ryan

We're pleased to inform you that your Developer Portal account has been approved. You can now access it using your username and the password given below by **clicking here**. Please use the email address you registered with for your username.

Password: rbi320bn
Note - this is only a temporary password and will expire in 7 days.

You'll be asked to change this password when you next log in.

Please keep your password safe and do not disclose it to anyone.

Please do not reply.

Thank you,
Openreach

Don't forget to visit **https://www.developers.openreach.co.uk**

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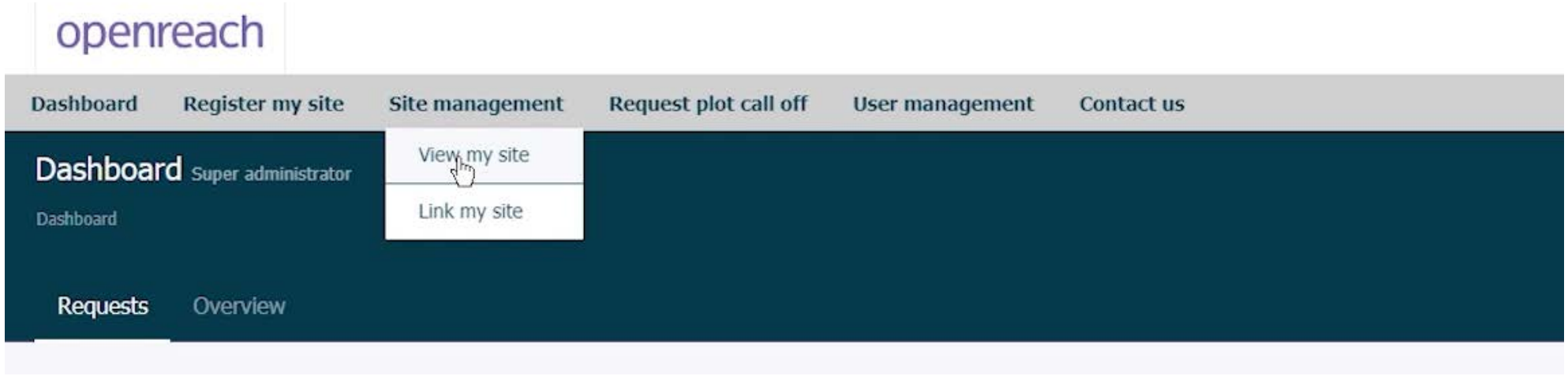
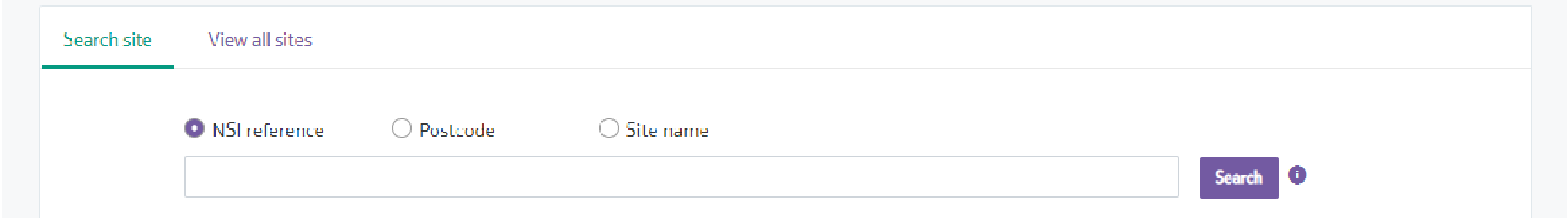
View my site

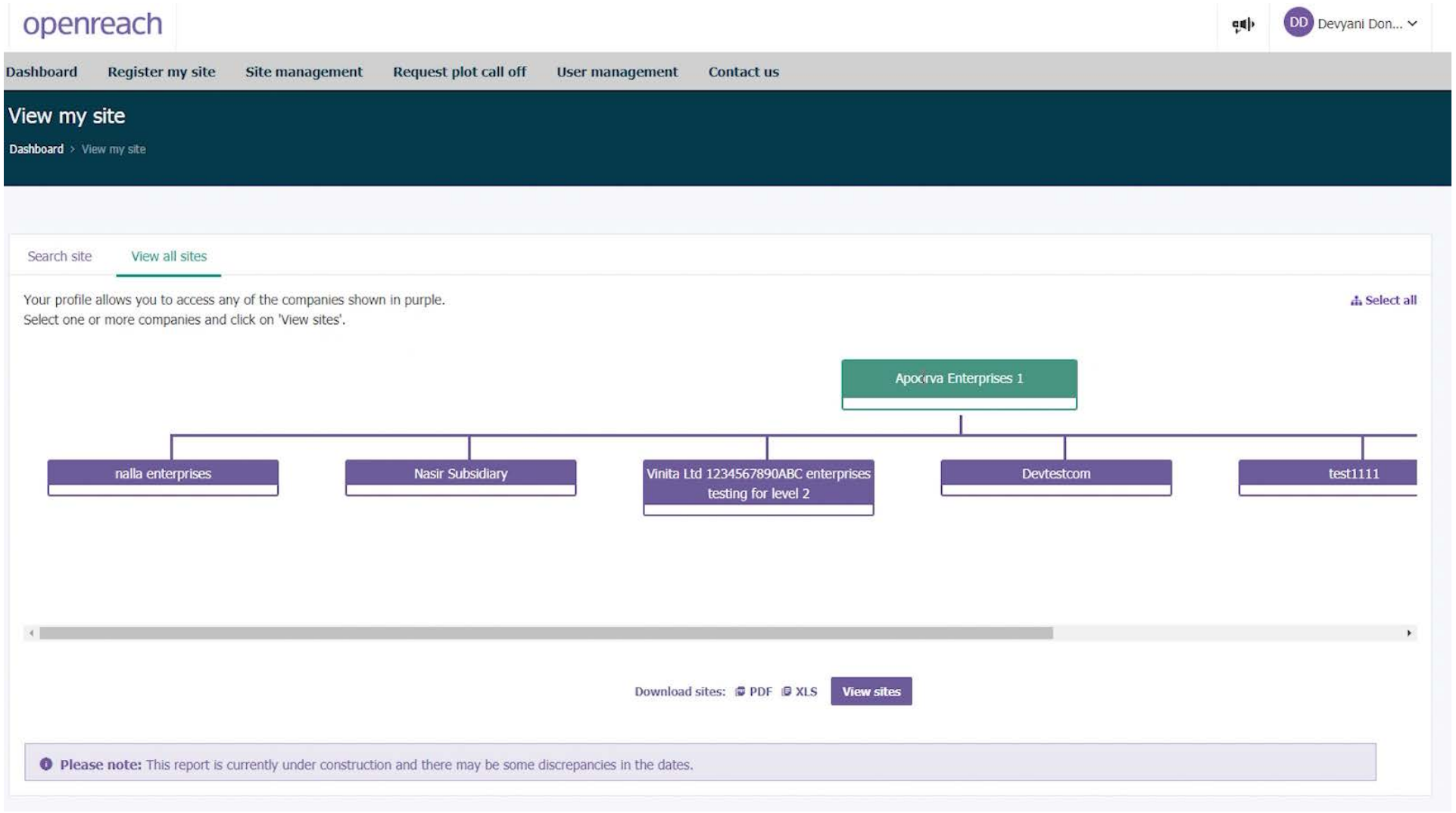
1) Once logged in hover over 'Site management' and click 'View my site'



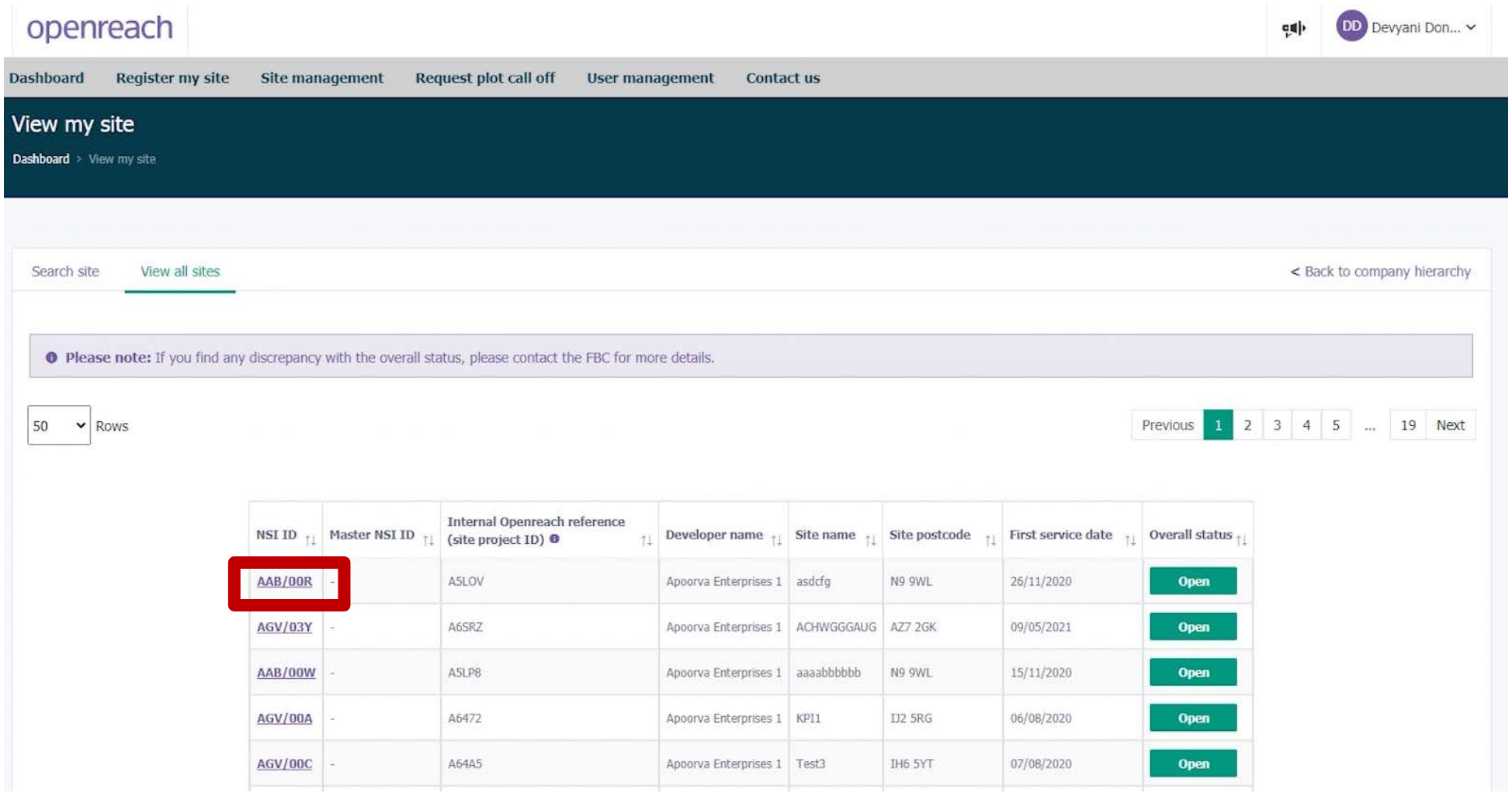
2) You can then 'Search Site' by NSI Reference, Postcode or Site name. You can also view all your sites by clicking 'View all sites'. This will bring up a drop down menu of all your sites.



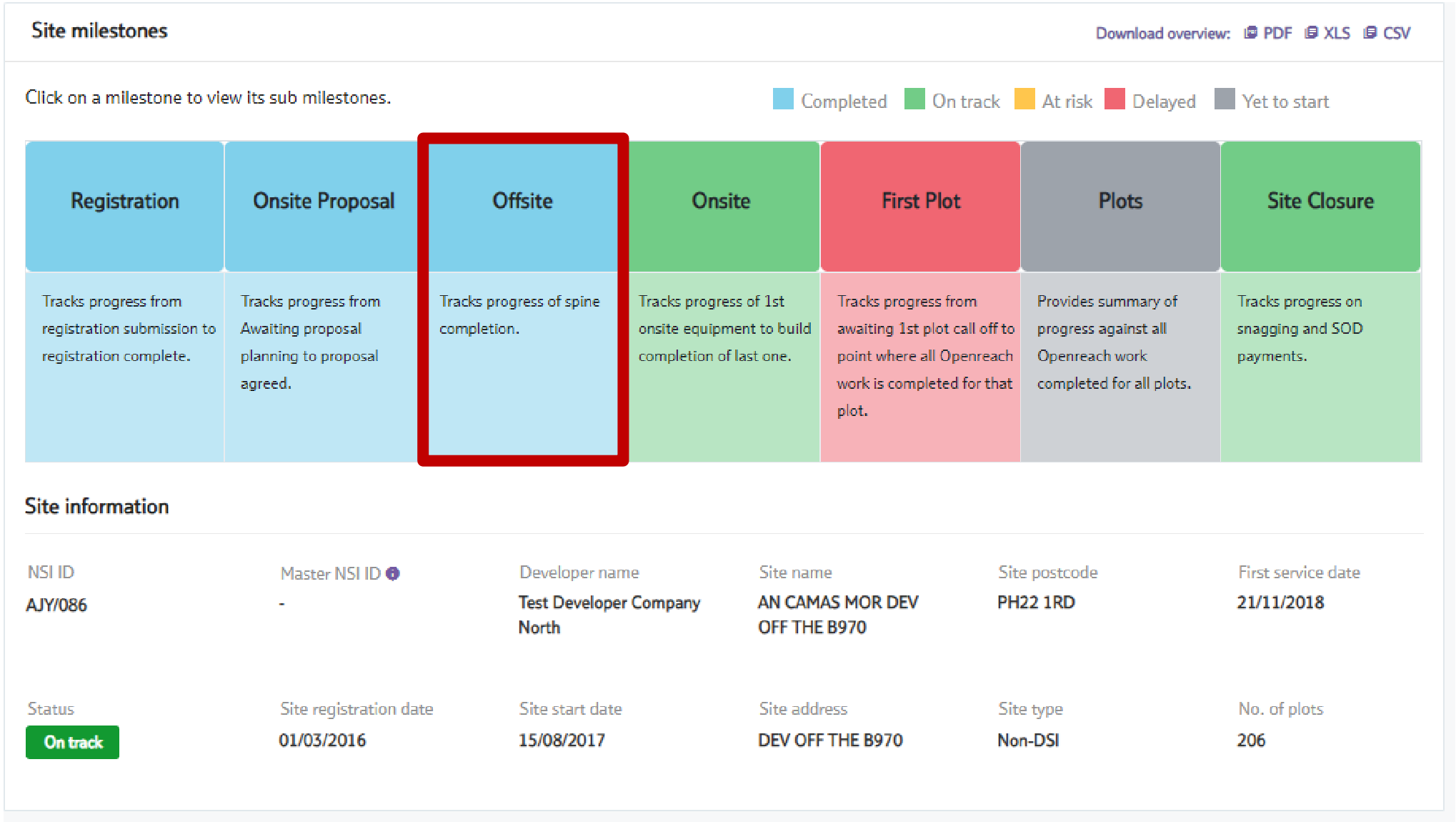
3) When using 'View all sites' you should select the site from the list presented. This will also bring up the company hierarchy. To view that site, just click on the site you want in the purple box (this will then turn green) and 'View sites'.



4) You should then be presented with a full list of the sites. To view a site click on the 'NSI ID' column with the site you require.



5) You should now see the 'Site milestone' screen. The colours indicate if the milestone is Complete, On track, At risk, Delayed or Yet to Start. For further information click a milestone.



Welcome

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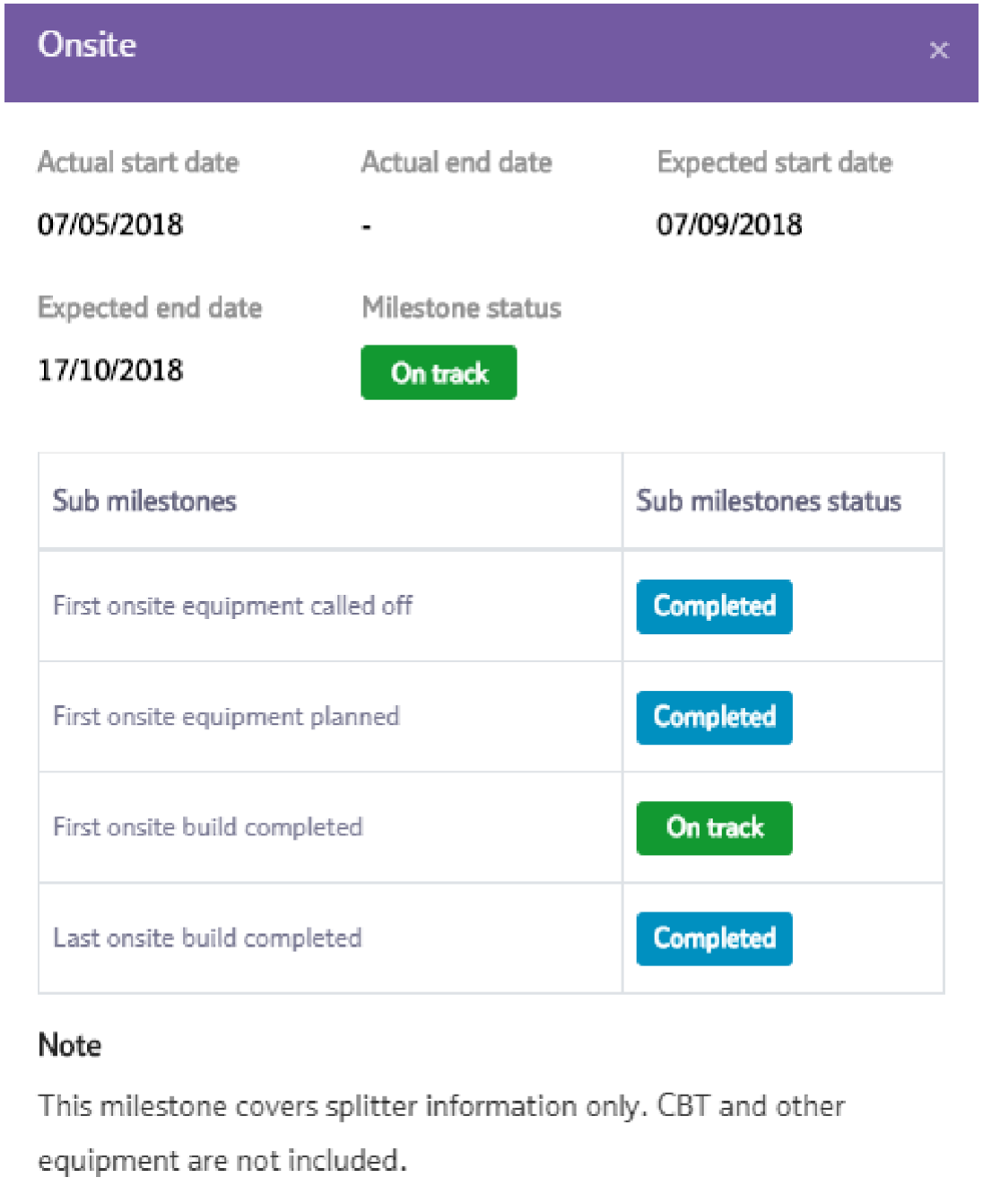
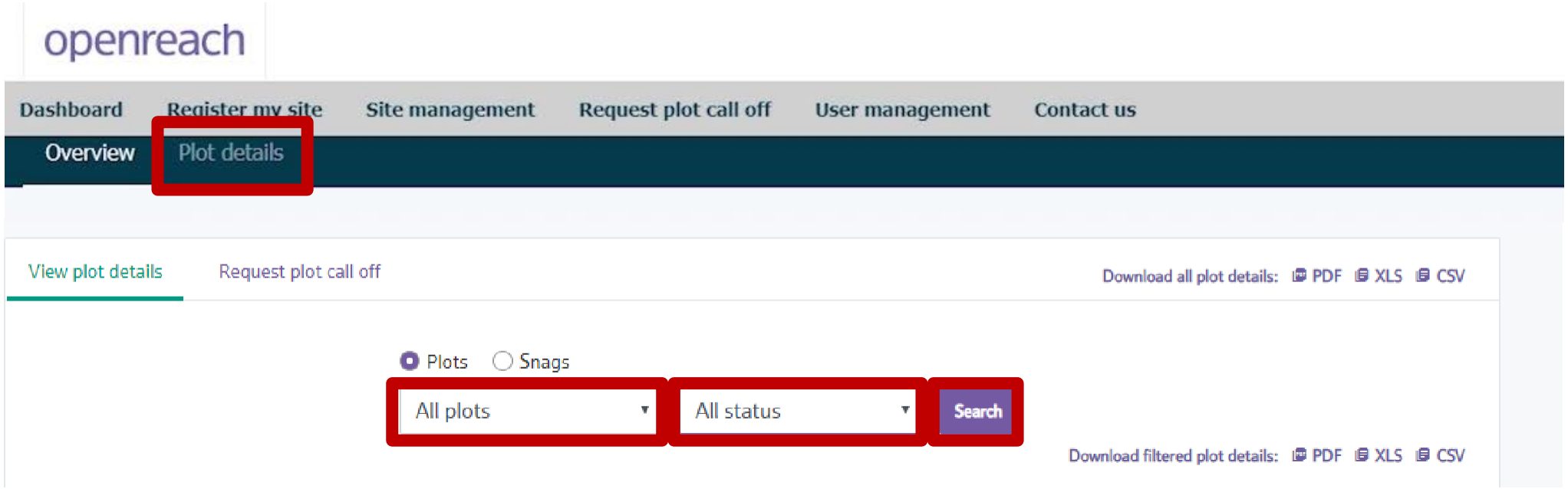
EDC

6) This will now bring up a pop-up with sub milestones and additional details.

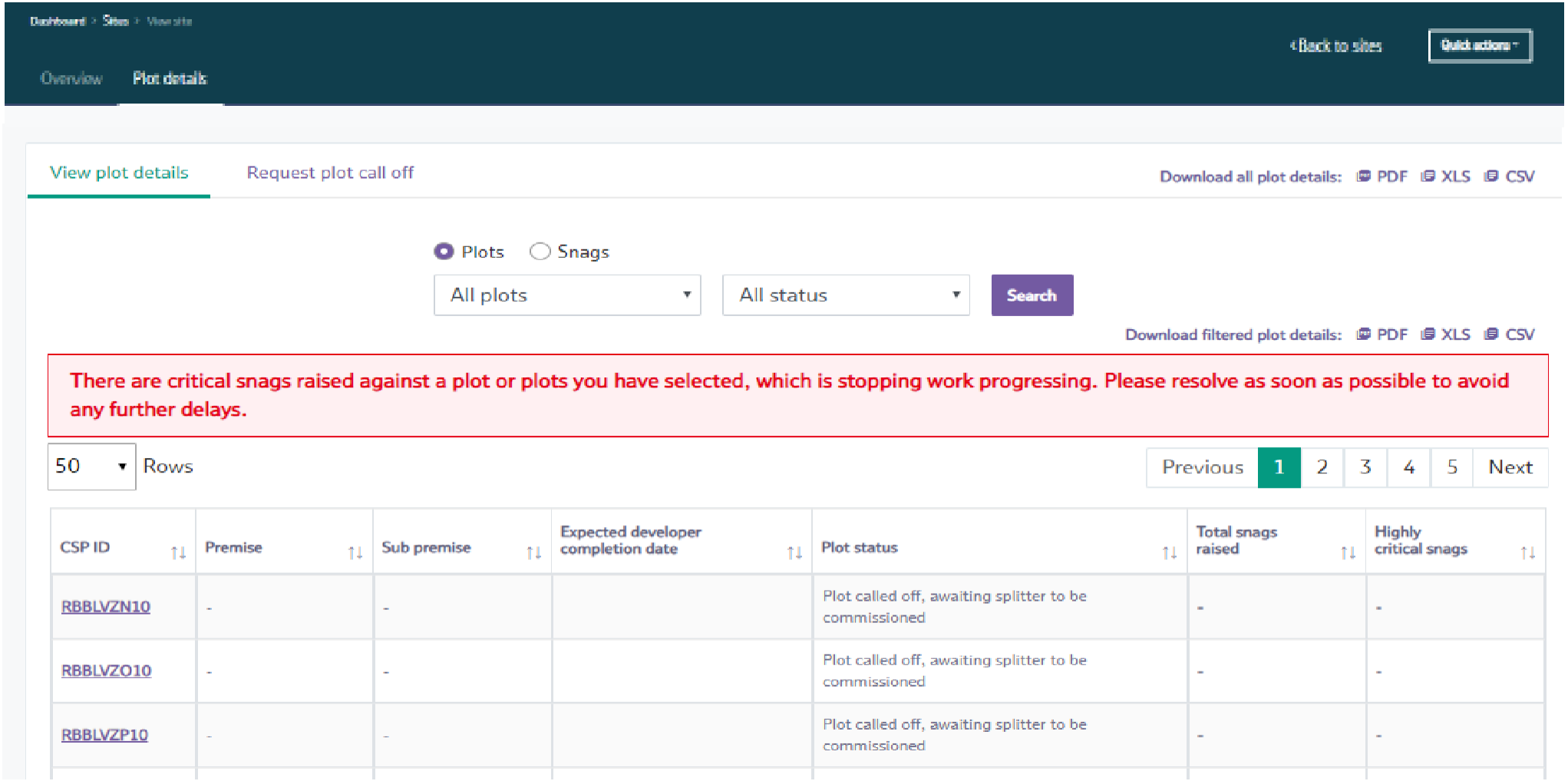


7) From the Site milestones page you can also see the details for plots on the site. To do this click on 'Plot details'.



8) Use the drop down menus to select the plot or status, then click 'Search'.

9) You will then be presented with a list of plots based on the filters that where selected.



EDC

Expected Developer Completion (EDC) is a term which refers to the expected date the developer will complete all the required work for the plot to enable plot call off. This date enables Openreach Field Based Co-Ordinators (FBCs) to have a forward view of when plot call off will be required for certain plots and schedule ahead for a site visit at the right time.

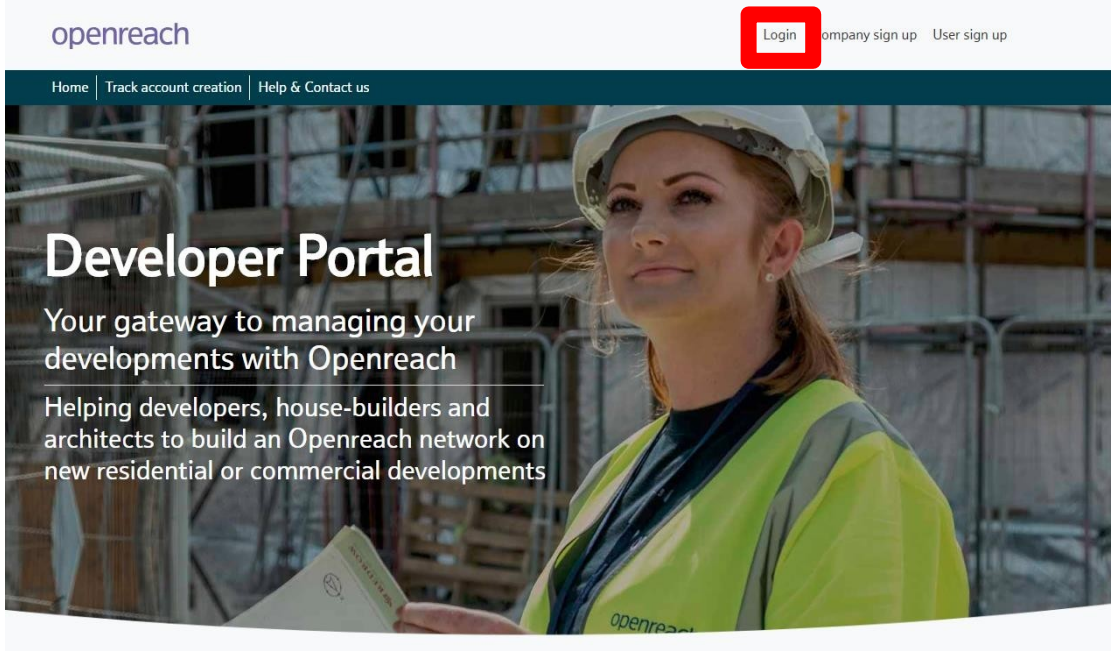
The EDC bulk upload feature enables multiple EDC dates for multiple plots to be submitted or changed by downloading, editing and re-uploading changes directly to the portal.

Please note: EDC dates to be provided at least 21 days ahead of plot call off.

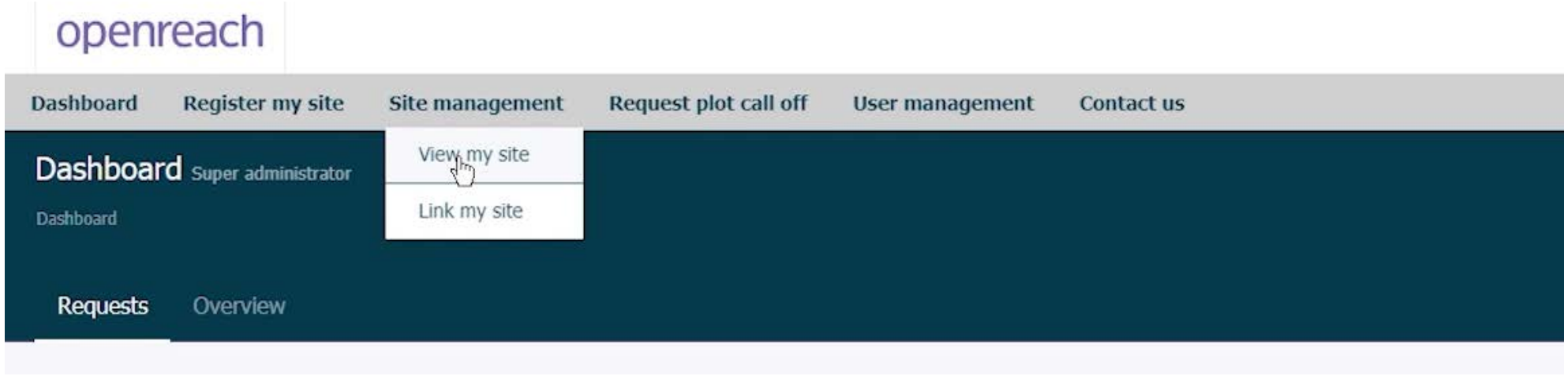
To access the Developer Portal front page, go to the following link:

https://www.developers.openreach.co.uk

Click on the 'Login' button to view the dashboard.



1) On the dashboard screen, hover over the 'Site management' option and choose 'View my site'.



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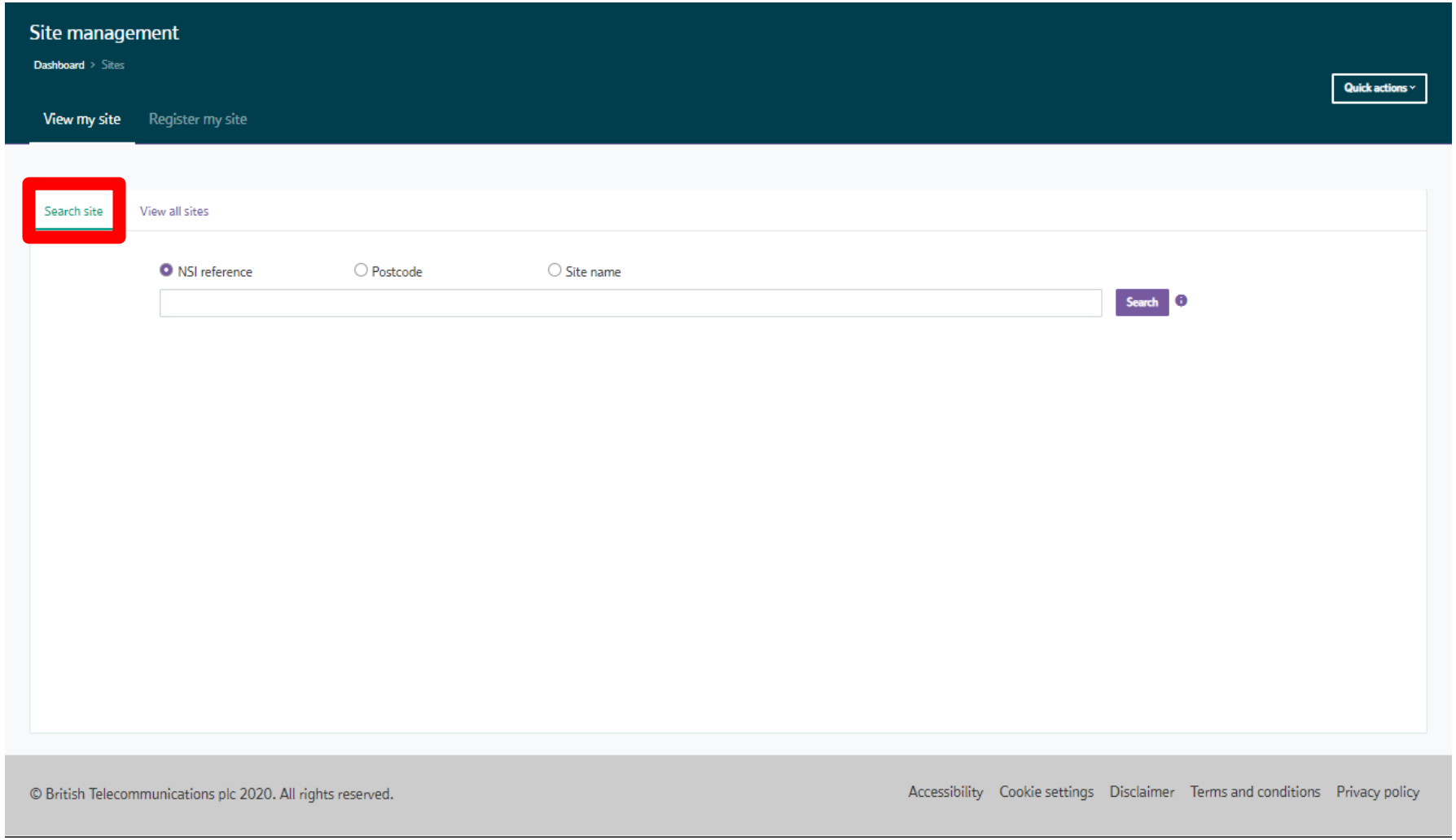
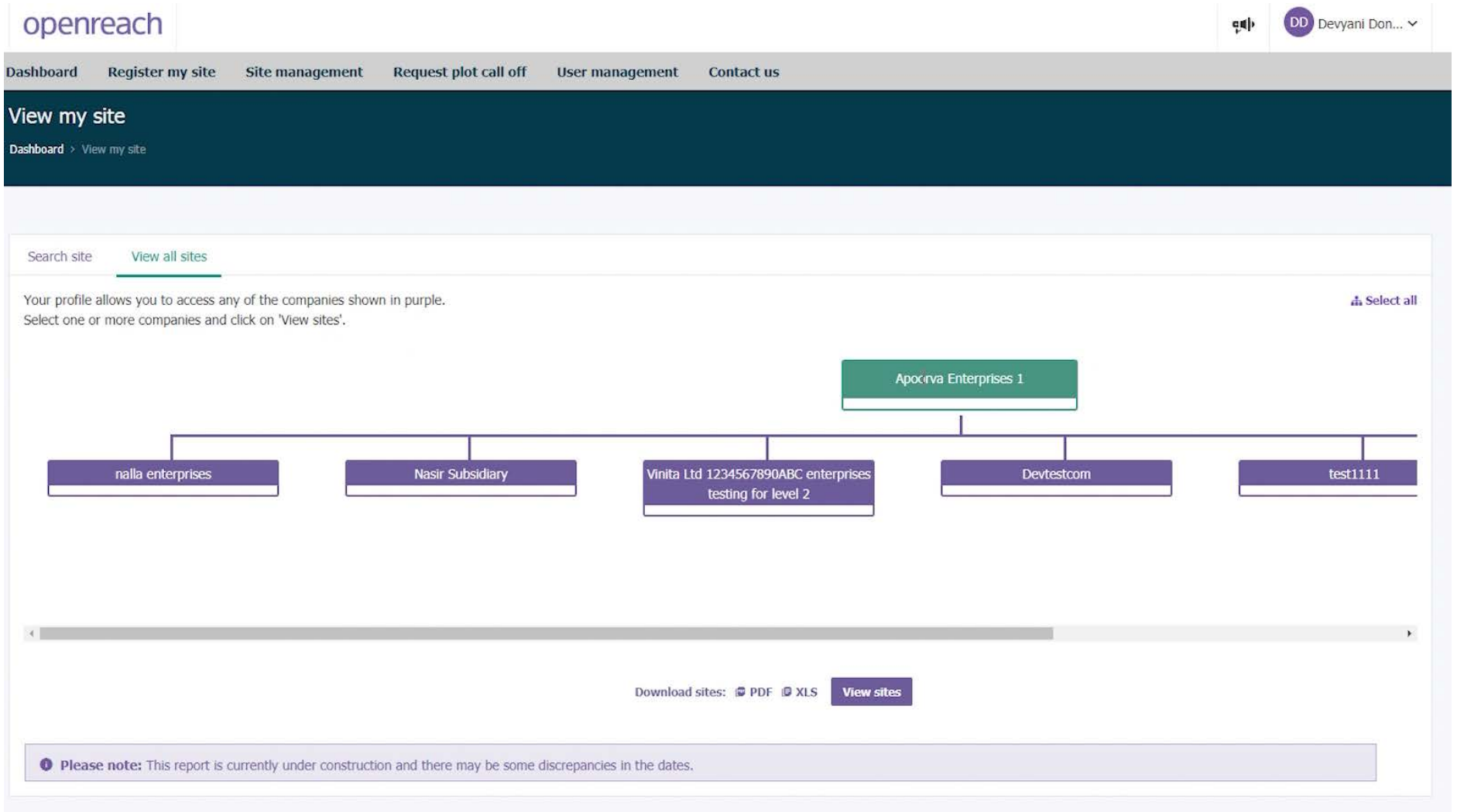
EDC

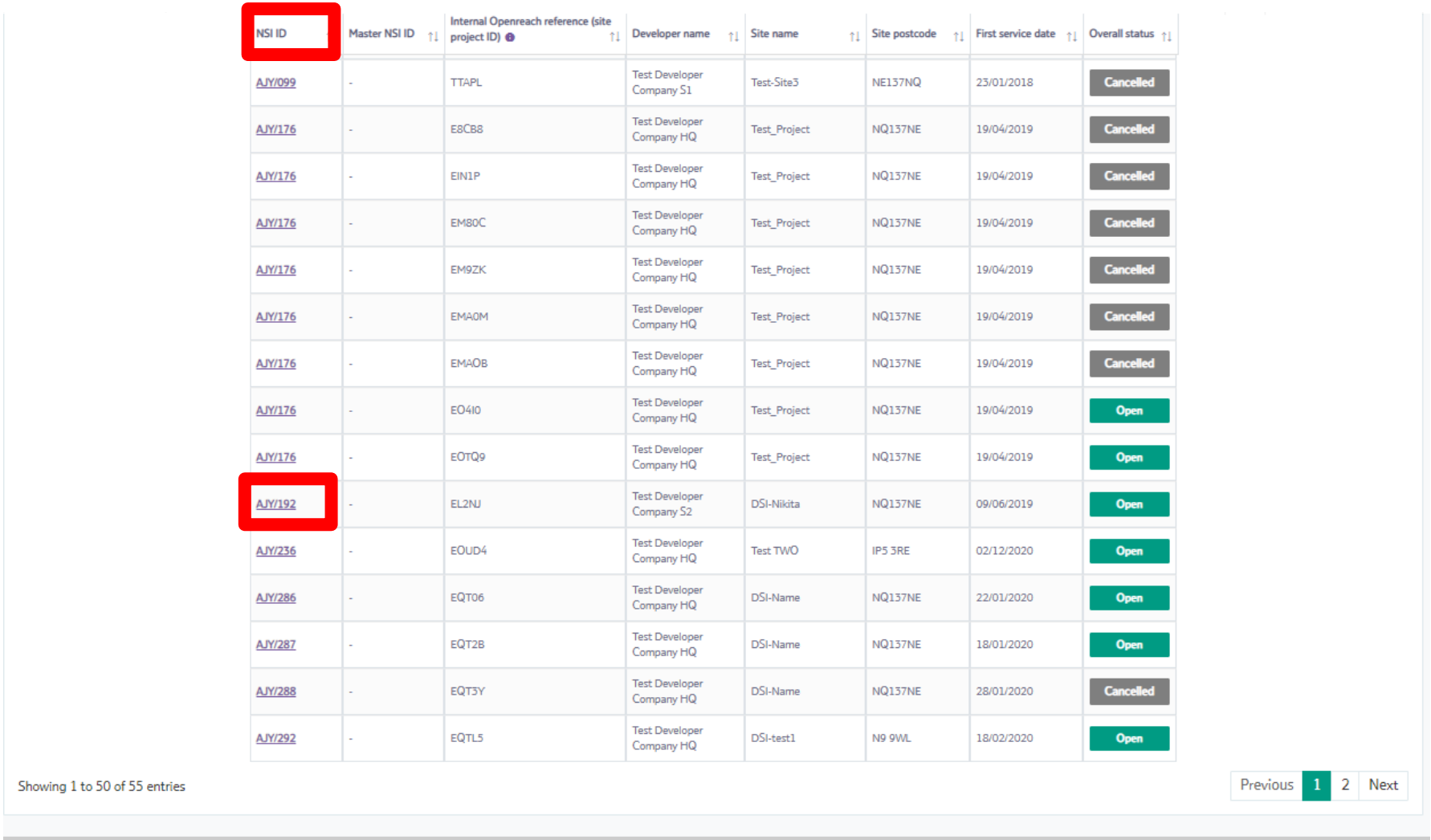
2) Navigate the 'View my site' screens to identify the site you want to add EDC dates to. Search for the site using either the NSI reference, postcode or site name.



3) Alternatively navigate all sites by choosing 'View all sites' and selecting the company hierarchy to search across all sites.



4) Select the site by clicking the 'NSI ID' from the sites table.

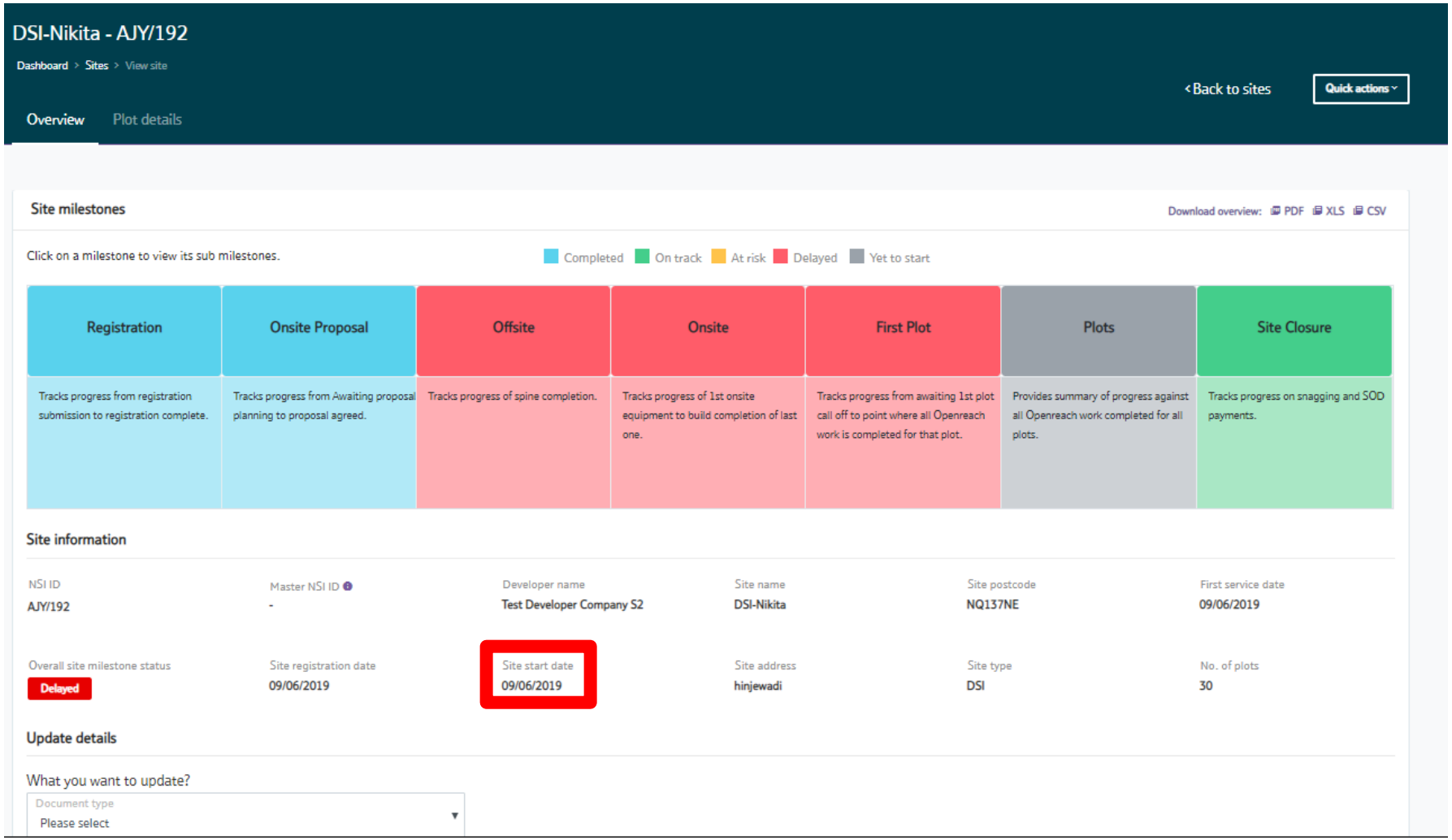


NSI ID	Master NSI ID	Internal Openreach reference (site project ID)	Developer name	Site name	Site postcode	First service date	Overall status
AJY/099	-	TTAPL	Test Developer Company S1	Test-Site3	NE137NQ	23/01/2018	Cancelled
AJY/176	-	E8CB8	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EIN1P	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM80C	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EM9ZK	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0M	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EMA0B	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Cancelled
AJY/176	-	EO4I0	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/176	-	EOTQ9	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/192	-	EL2NJ	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019	Open
AJY/236	-	EOUD4	Test Developer Company HQ	Test TWO	IP5 3RE	02/12/2020	Open
AJY/286	-	EQT06	Test Developer Company HQ	DSI-Name	NQ137NE	22/01/2020	Open
AJY/287	-	EQT2B	Test Developer Company HQ	DSI-Name	NQ137NE	18/01/2020	Open
AJY/288	-	EQT3Y	Test Developer Company HQ	DSI-Name	NQ137NE	28/01/2020	Cancelled
AJY/292	-	EQTL5	Test Developer Company HQ	DSI-test1	N9 9WL	18/02/2020	Open

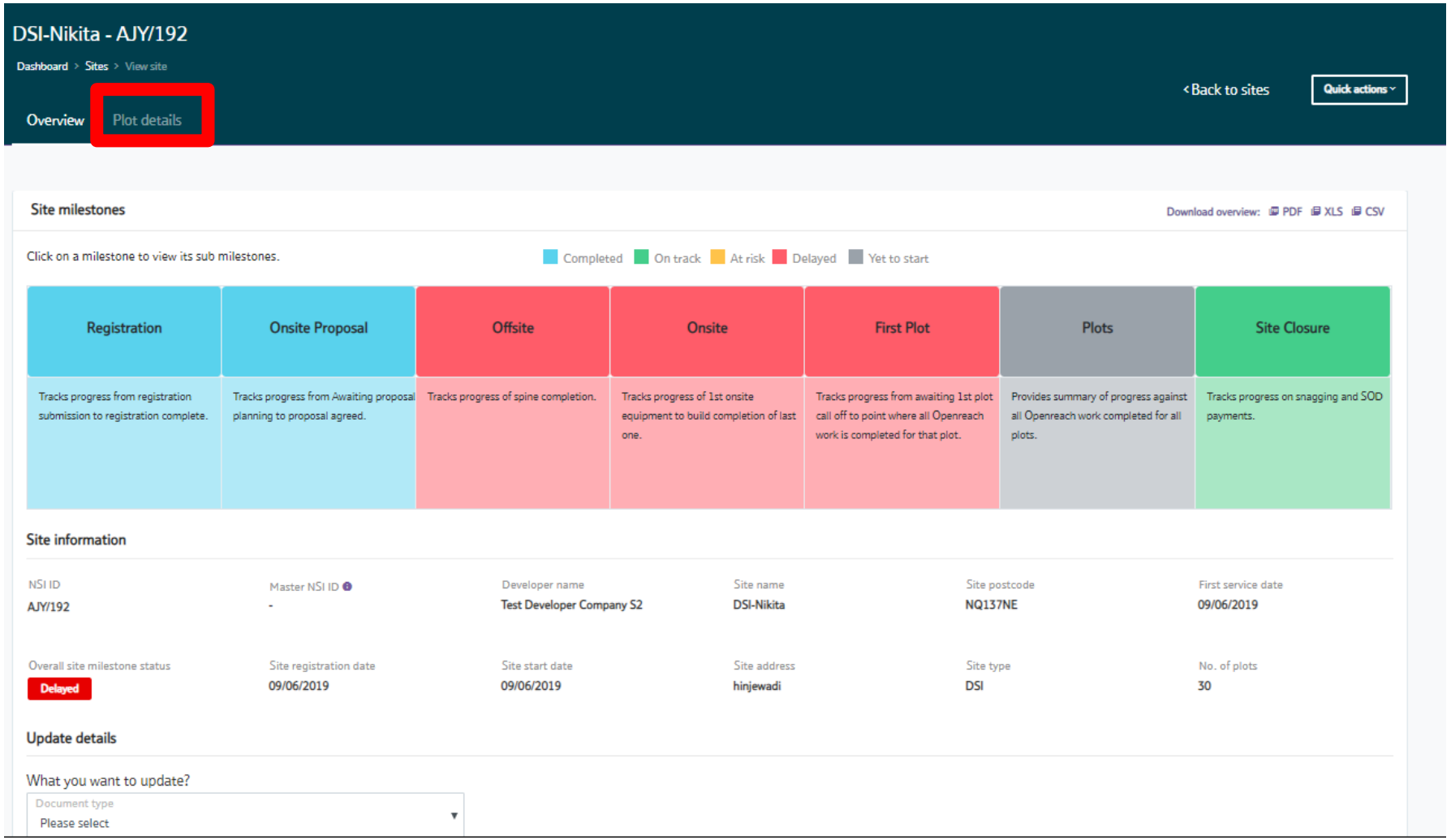
Showing 1 to 50 of 55 entries

Previous 1 2 Next

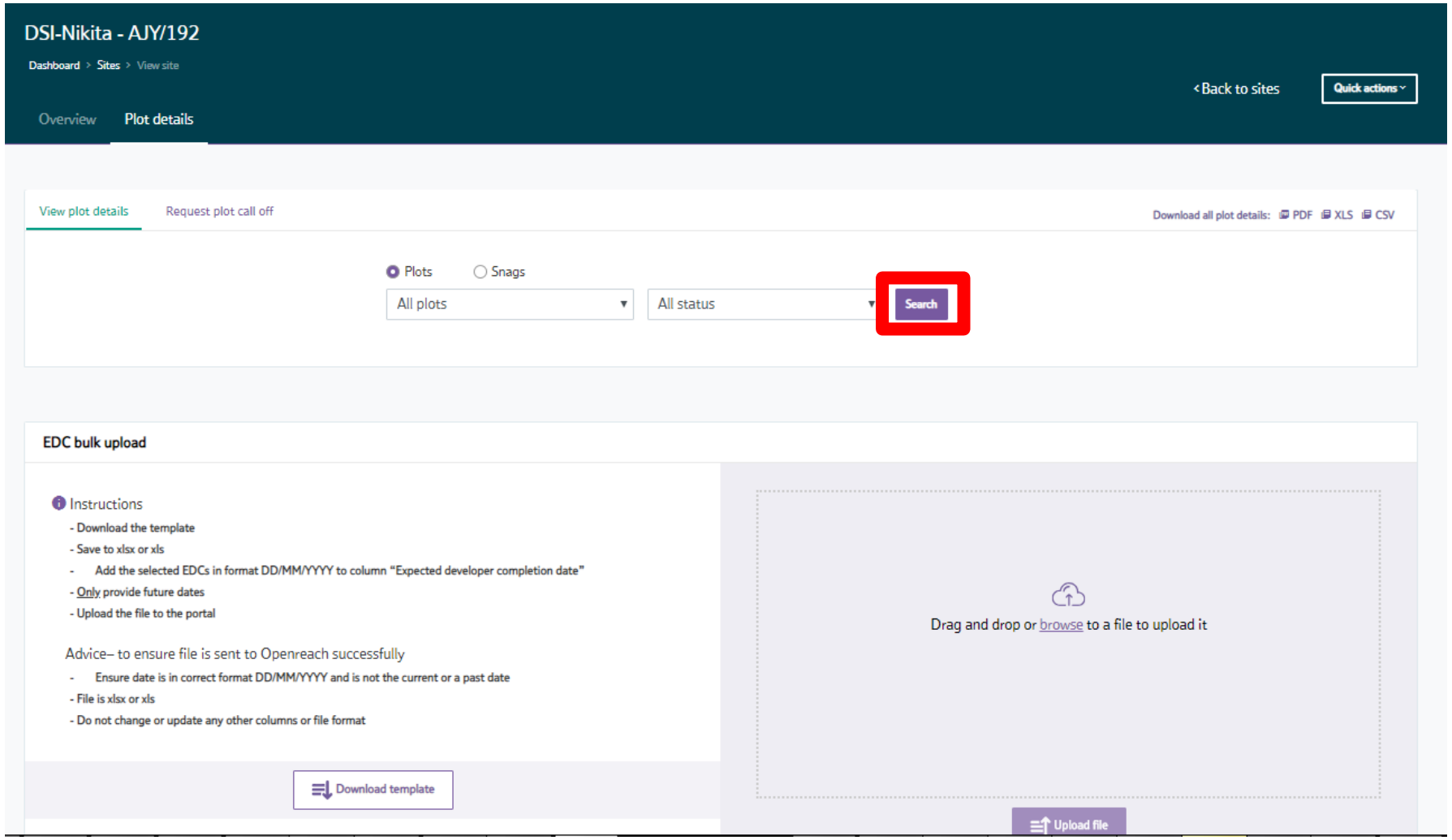
5) On the site overview page, review the site information section for the site start date currently set.



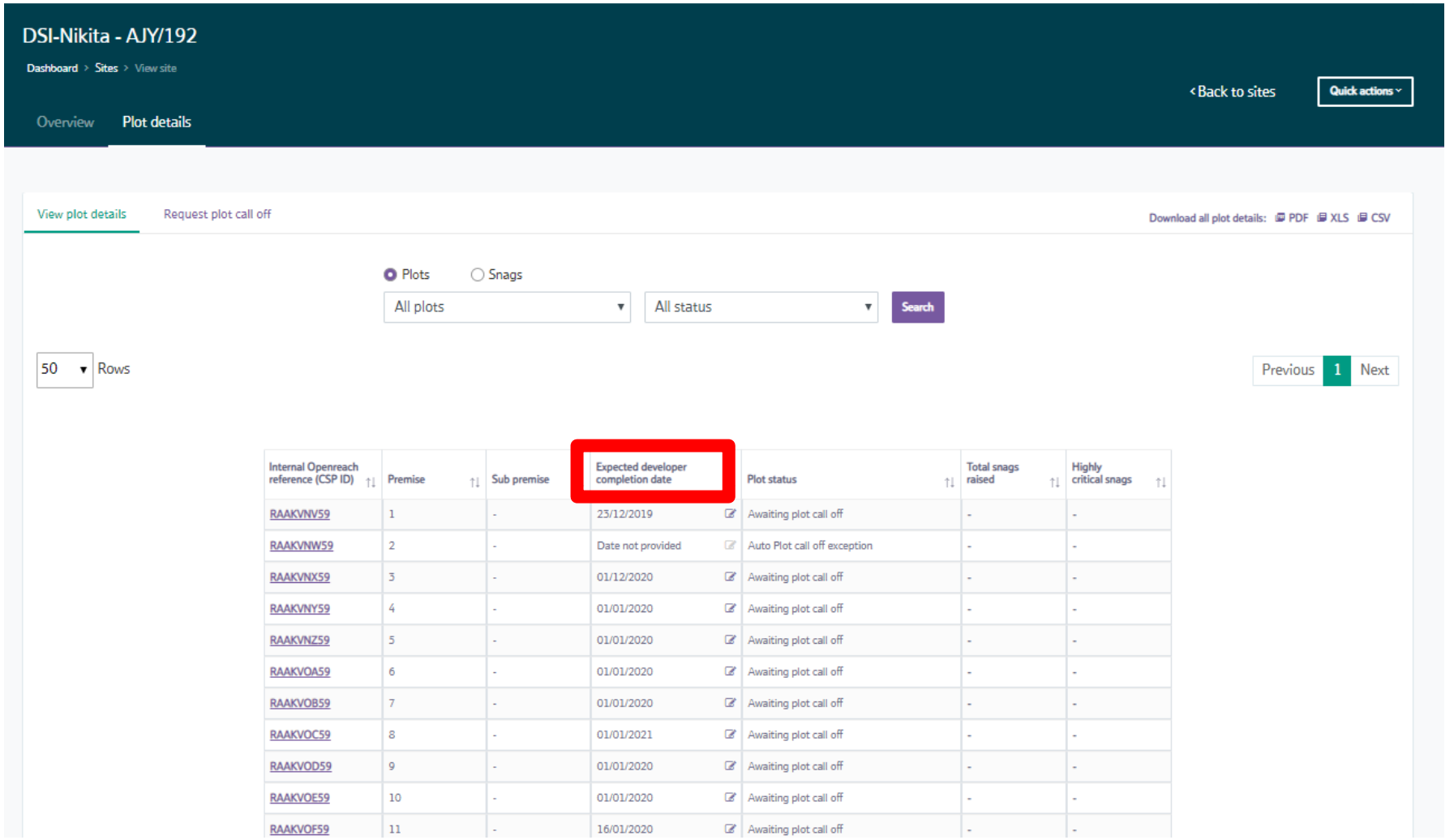
6) Click on the 'Plot details' tab to proceed to view all plots for the site.



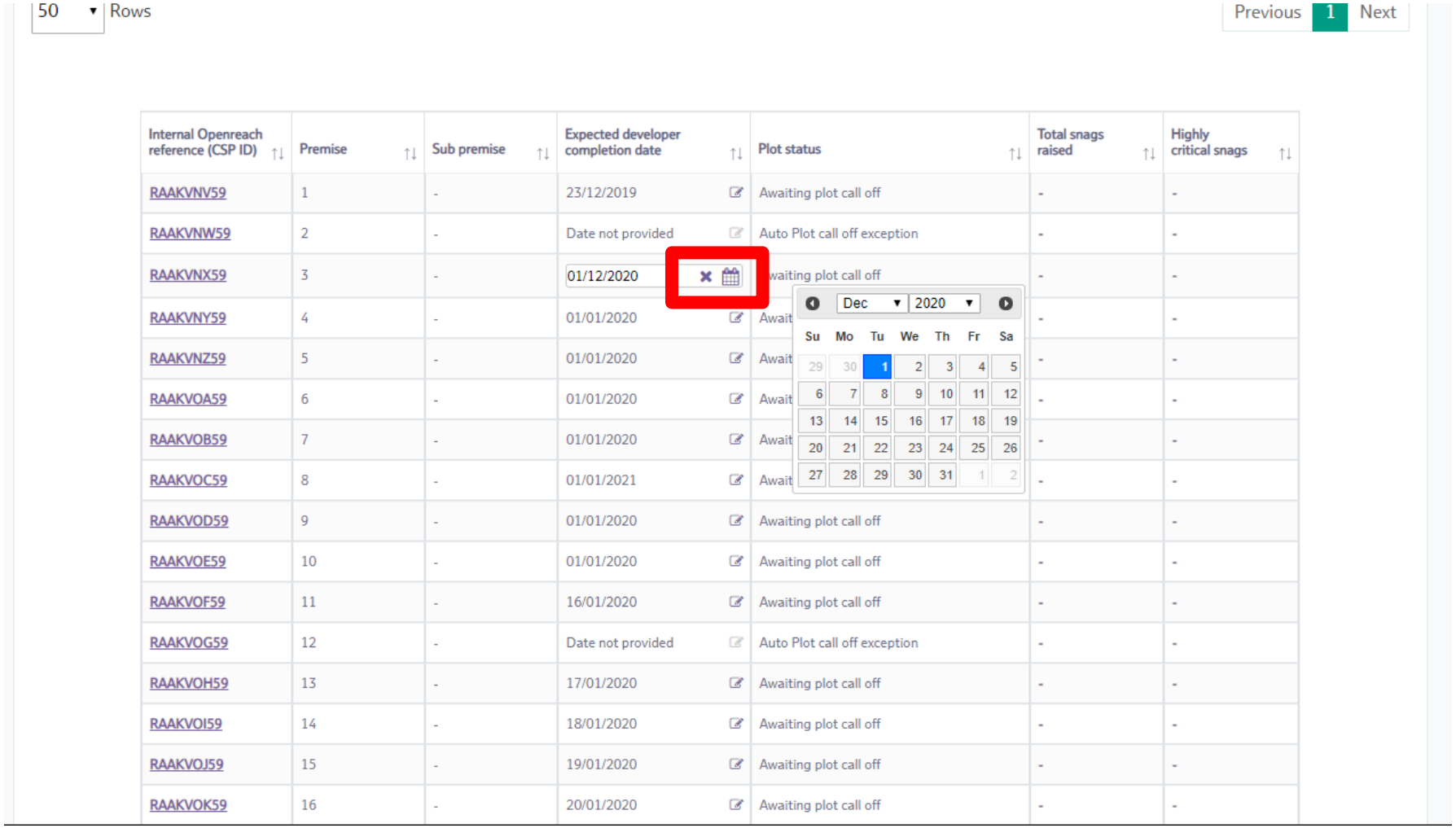
7) On the next screen, click on search for all plots under the 'View plot details' section to reveal further plot information.



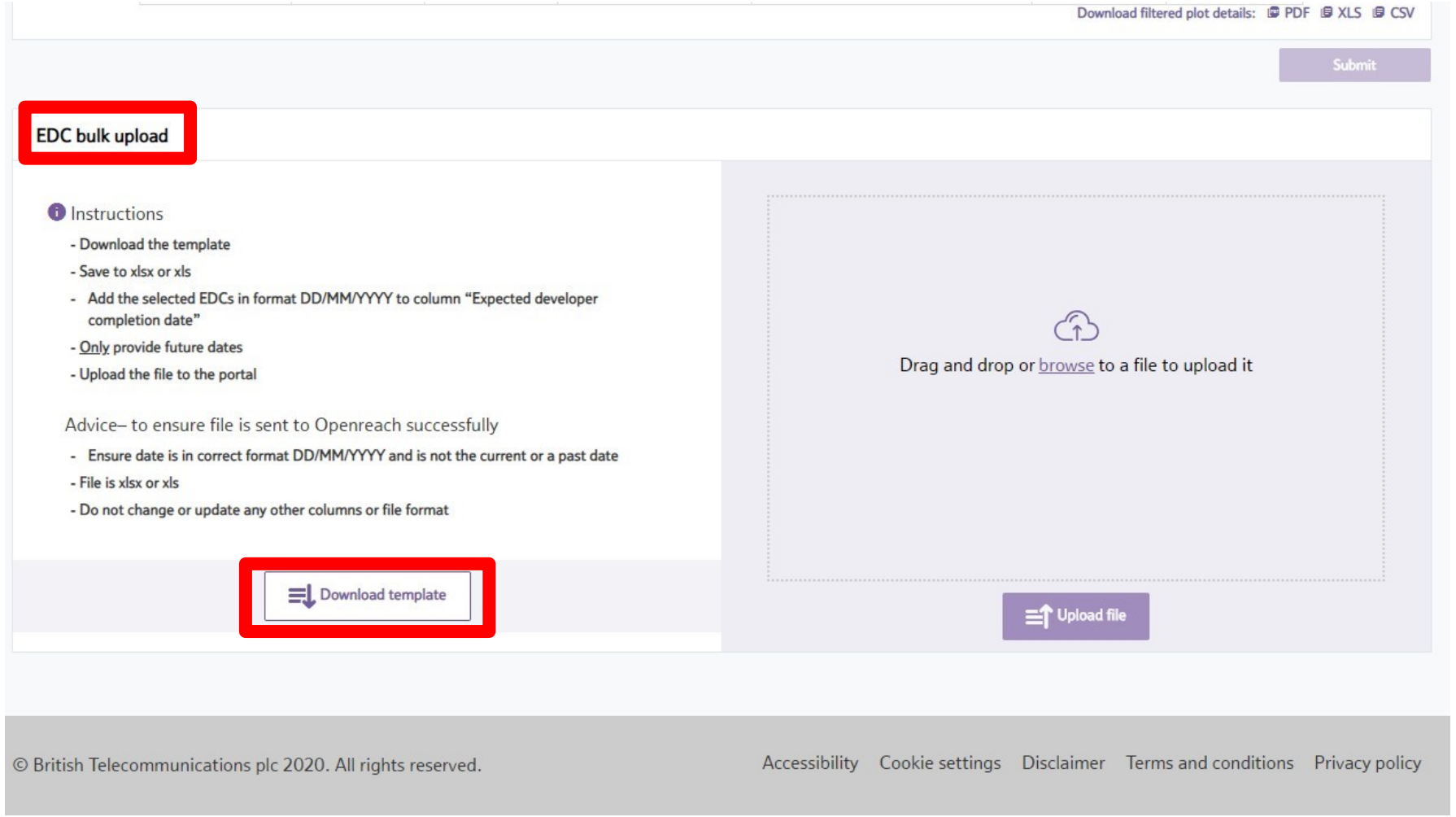
8) You'll now be presented with a view of all plots and premise/sub-premise numbers and EDC dates along with plot status.



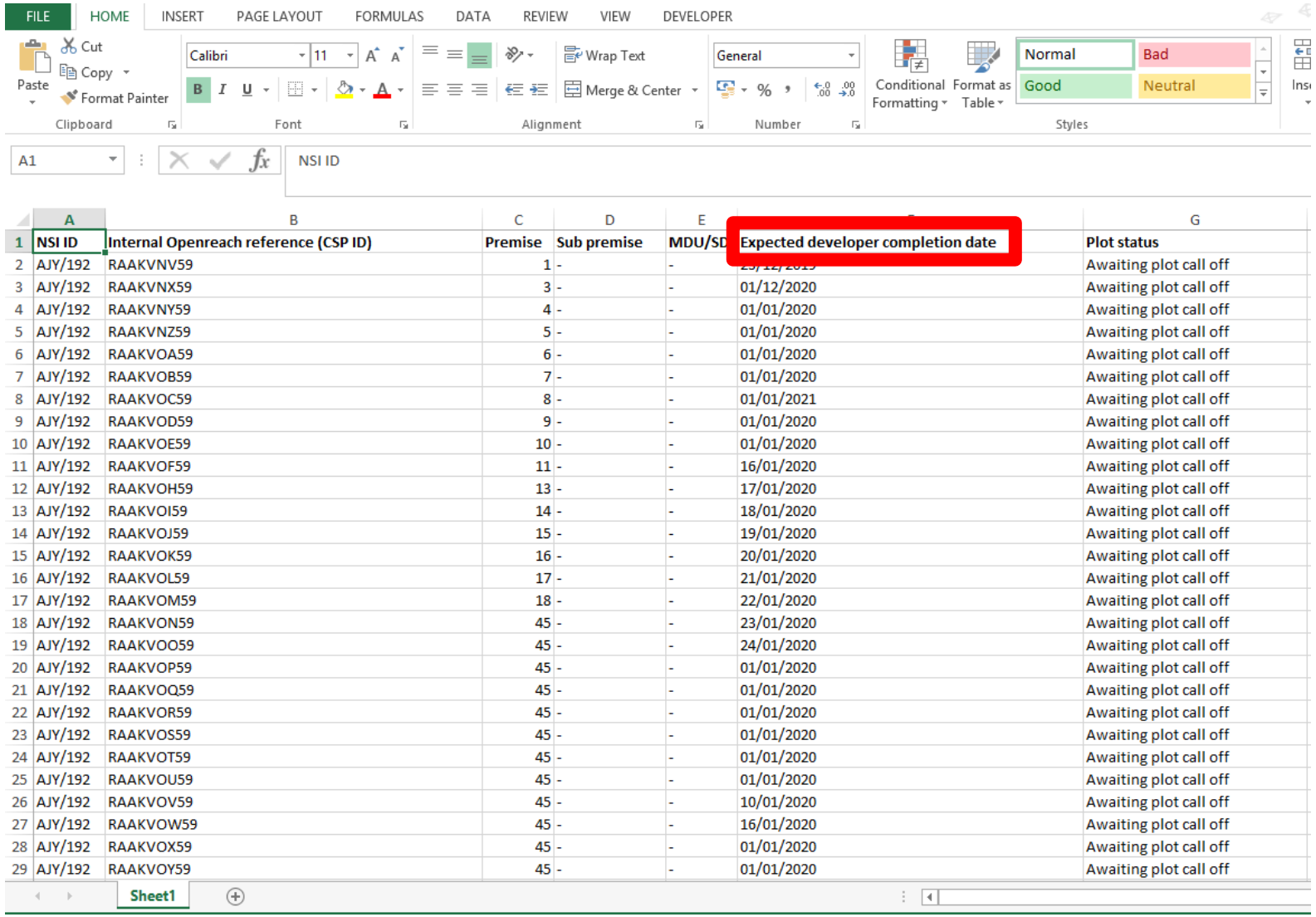
9) Clicking on the edit pencil button will reveal an editable date where the calendar view can be used to change the EDC date.
(Remember EDC dates to be provided at least 21 days ahead of plot call off).



10) If you need to update multiple EDC dates quickly, scroll to the bottom of the page to review the 'EDC bulk upload' section. Follow the instructions shown in the section by first downloading the latest template.

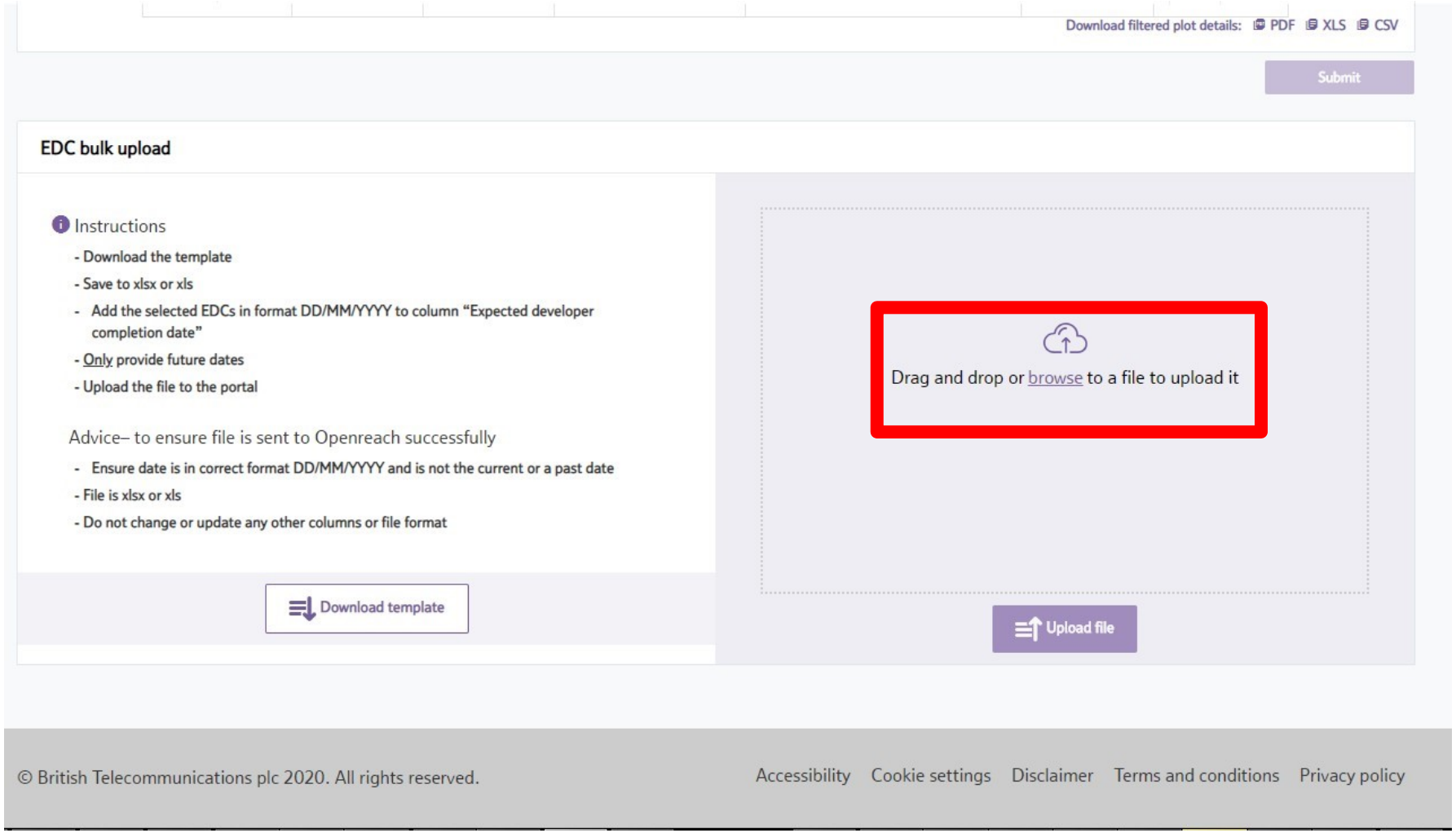


11) Only edit the 'Expected developer completion date' in column F and change dates in the format of day/month/year.



	A	B	C	D	E	F	G
1	NSI ID	Internal Openreach reference (CSP ID)	Premise	Sub premise	MDU/SD	Expected developer completion date	Plot status
2	AJY/192	RAAKVNV59	1	-	-		Awaiting plot call off
3	AJY/192	RAAKVNX59	3	-	-	01/12/2020	Awaiting plot call off
4	AJY/192	RAAKVNY59	4	-	-	01/01/2020	Awaiting plot call off
5	AJY/192	RAAKVNZ59	5	-	-	01/01/2020	Awaiting plot call off
6	AJY/192	RAAKVOA59	6	-	-	01/01/2020	Awaiting plot call off
7	AJY/192	RAAKVOB59	7	-	-	01/01/2020	Awaiting plot call off
8	AJY/192	RAAKVOC59	8	-	-	01/01/2021	Awaiting plot call off
9	AJY/192	RAAKVOD59	9	-	-	01/01/2020	Awaiting plot call off
10	AJY/192	RAAKVOE59	10	-	-	01/01/2020	Awaiting plot call off
11	AJY/192	RAAKVOF59	11	-	-	16/01/2020	Awaiting plot call off
12	AJY/192	RAAKVOH59	13	-	-	17/01/2020	Awaiting plot call off
13	AJY/192	RAAKVOI59	14	-	-	18/01/2020	Awaiting plot call off
14	AJY/192	RAAKVOJ59	15	-	-	19/01/2020	Awaiting plot call off
15	AJY/192	RAAKVOK59	16	-	-	20/01/2020	Awaiting plot call off
16	AJY/192	RAAKVOL59	17	-	-	21/01/2020	Awaiting plot call off
17	AJY/192	RAAKVOM59	18	-	-	22/01/2020	Awaiting plot call off
18	AJY/192	RAAKVON59	45	-	-	23/01/2020	Awaiting plot call off
19	AJY/192	RAAKVOO59	45	-	-	24/01/2020	Awaiting plot call off
20	AJY/192	RAAKVOP59	45	-	-	01/01/2020	Awaiting plot call off
21	AJY/192	RAAKVOQ59	45	-	-	01/01/2020	Awaiting plot call off
22	AJY/192	RAAKVOR59	45	-	-	01/01/2020	Awaiting plot call off
23	AJY/192	RAAKVOS59	45	-	-	01/01/2020	Awaiting plot call off
24	AJY/192	RAAKVOT59	45	-	-	01/01/2020	Awaiting plot call off
25	AJY/192	RAAKVOU59	45	-	-	01/01/2020	Awaiting plot call off
26	AJY/192	RAAKVOV59	45	-	-	10/01/2020	Awaiting plot call off
27	AJY/192	RAAKVOW59	45	-	-	16/01/2020	Awaiting plot call off
28	AJY/192	RAAKVOX59	45	-	-	01/01/2020	Awaiting plot call off
29	AJY/192	RAAKVOY59	45	-	-	01/01/2020	Awaiting plot call off

12) Once the changes to the EDC dates have been made, save the file keeping the name the same to your computer and re-load via the EDC bulk upload section.



Plot call off

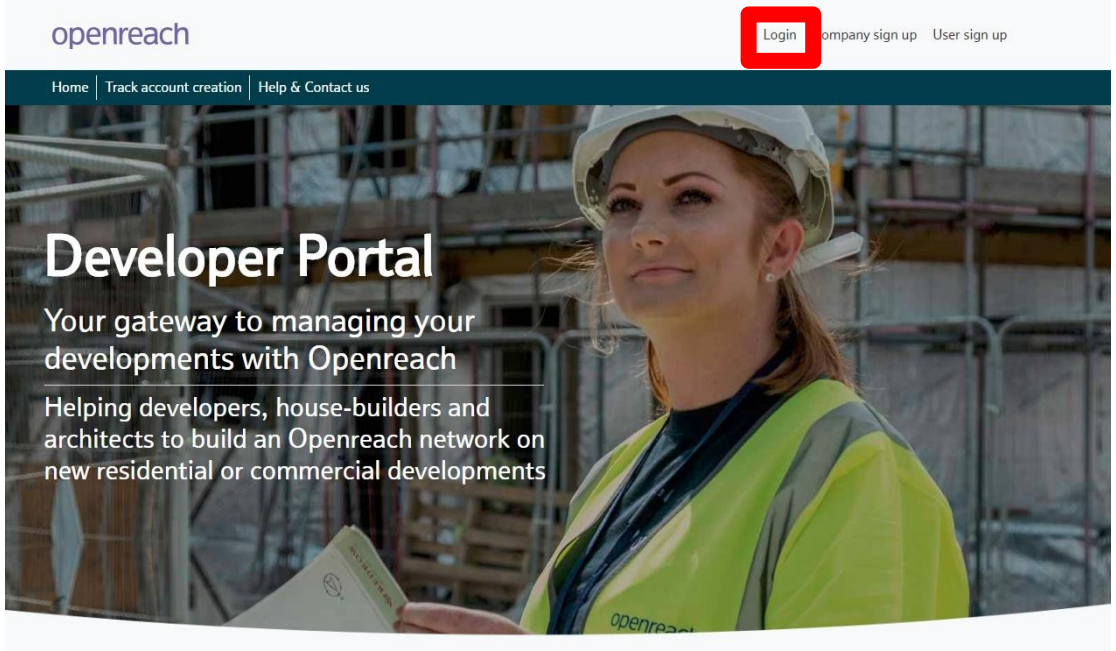
Plot call off can now be requested for specific plot(s) via the Developer Portal.
Plot call off is much more efficient via the Portal as it means the Openreach FBCs will have an alert and email message with the requested details including plot(s) requested for call off. Developers can also provide an EDC date on each individual plot as a reminder for the plot call off to enable a planned view to control sites.

Please note: EDC dates to be provided at least 21 days ahead of plot call off.

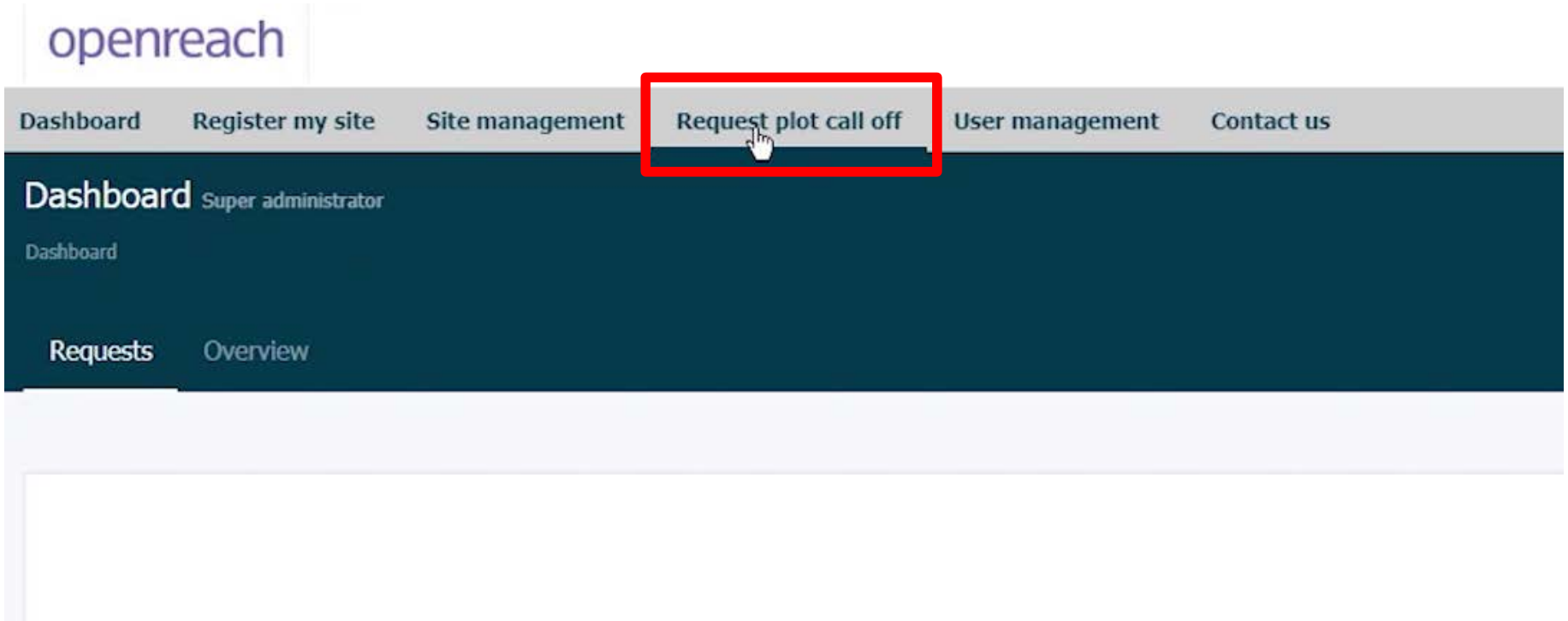
To access the Developer Portal front page, go to the following link:

https://www.developers.openreach.co.uk

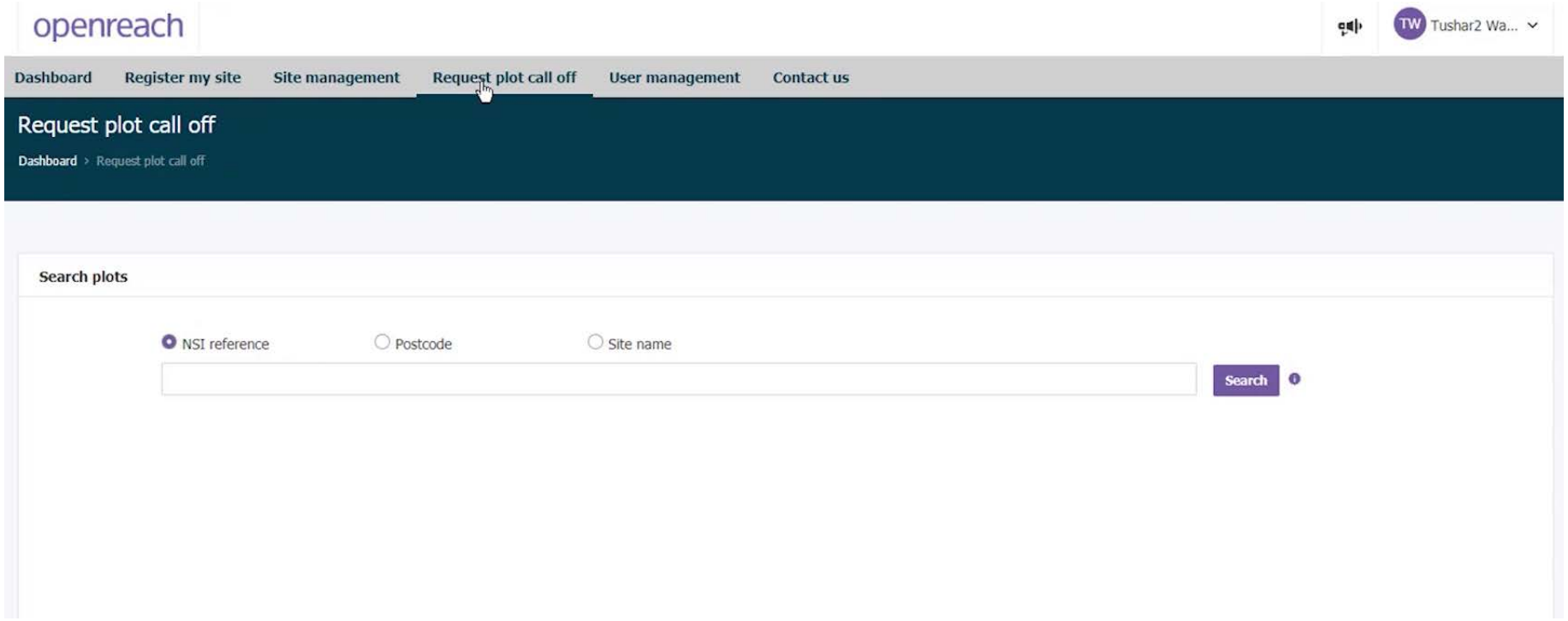
Click on the 'Login' button to view the dashboard.



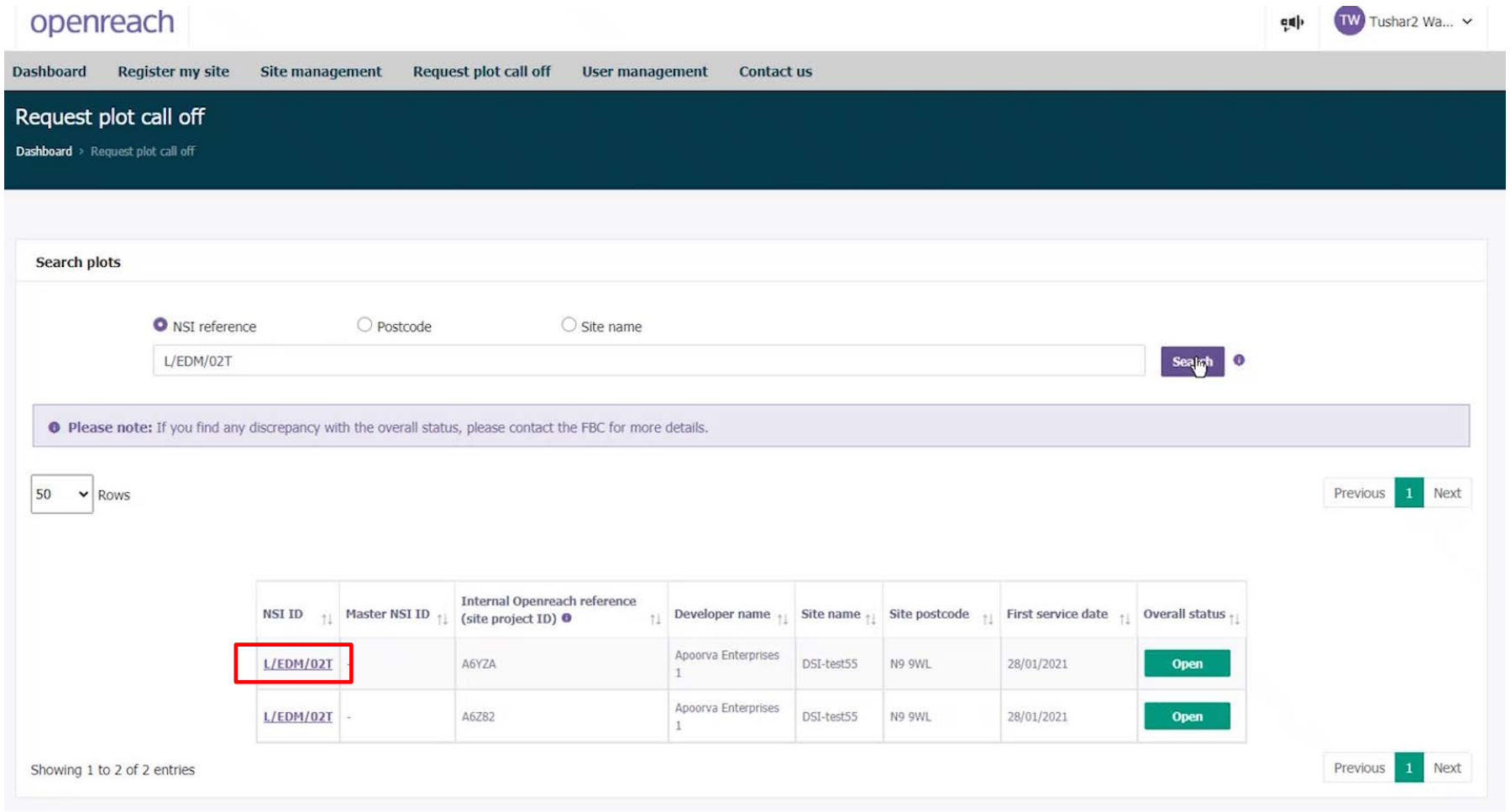
1) On the dashboard screen, click the 'Request plot call off' option



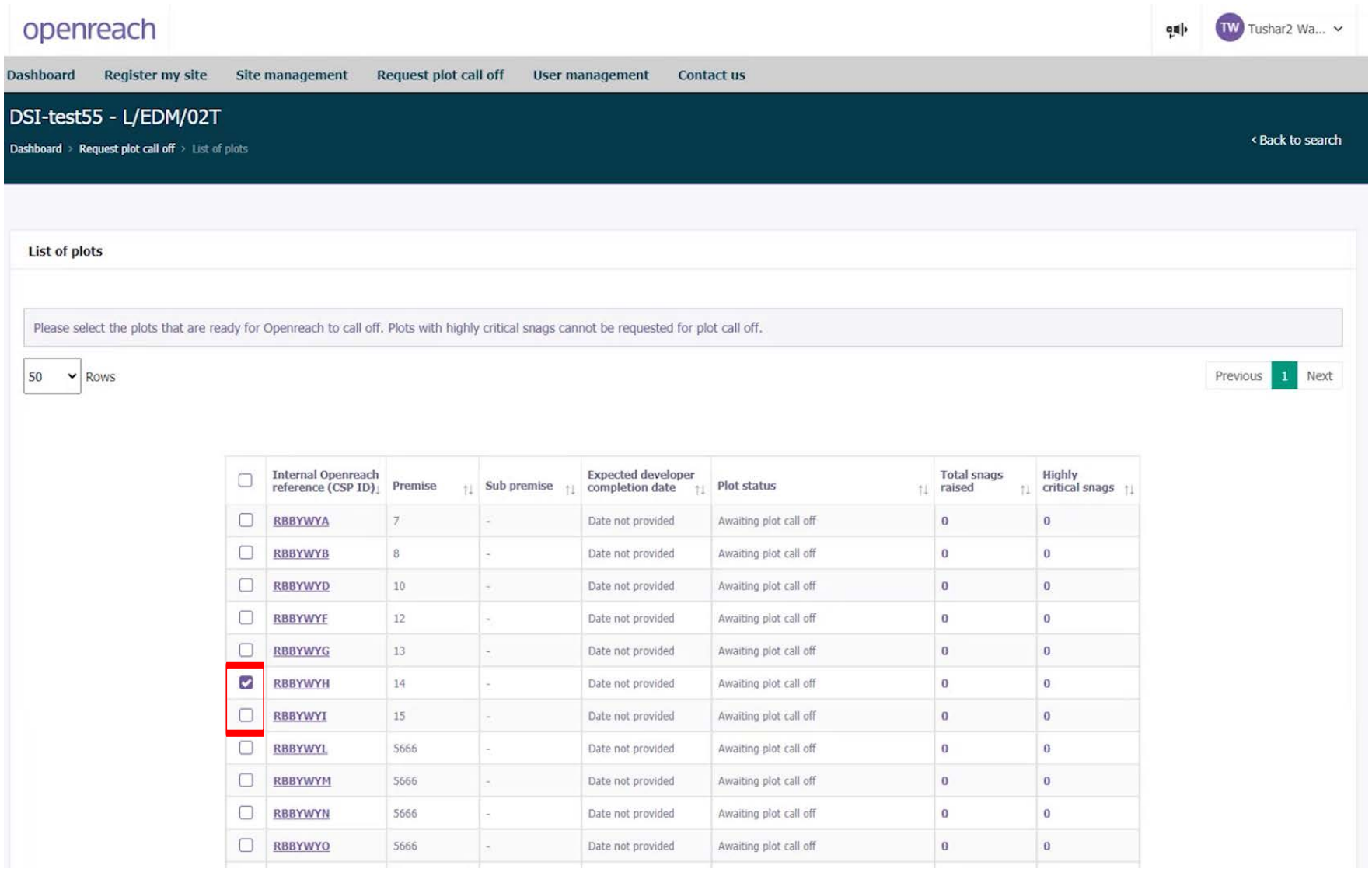
2). Search for the site using either the NSI reference, postcode or site name.



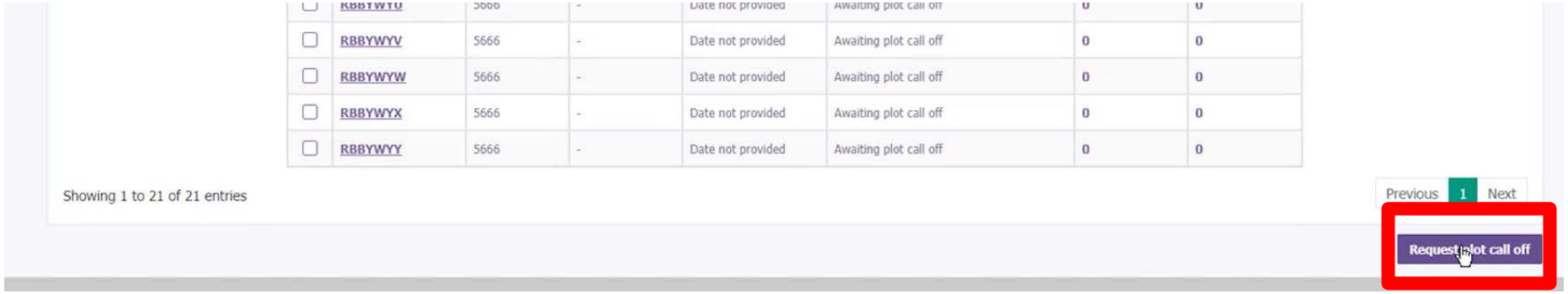
3) Select the site by clicking the 'NSI ID'

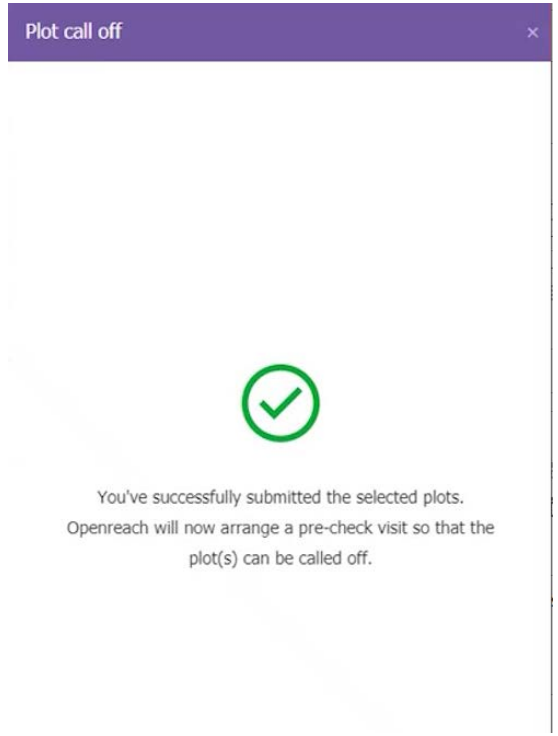


4) Select one or more plots to be called off by ticking the box at the left of the table



5) Click 'Request plot call off' then confirm the request by clicking 'Submit' on the pop-up window





Council addressing

Council addressing documents can now be uploaded for sites via the Developer Portal. The documents can be partially updated or fully updated depending on the details available to the developer during updates.

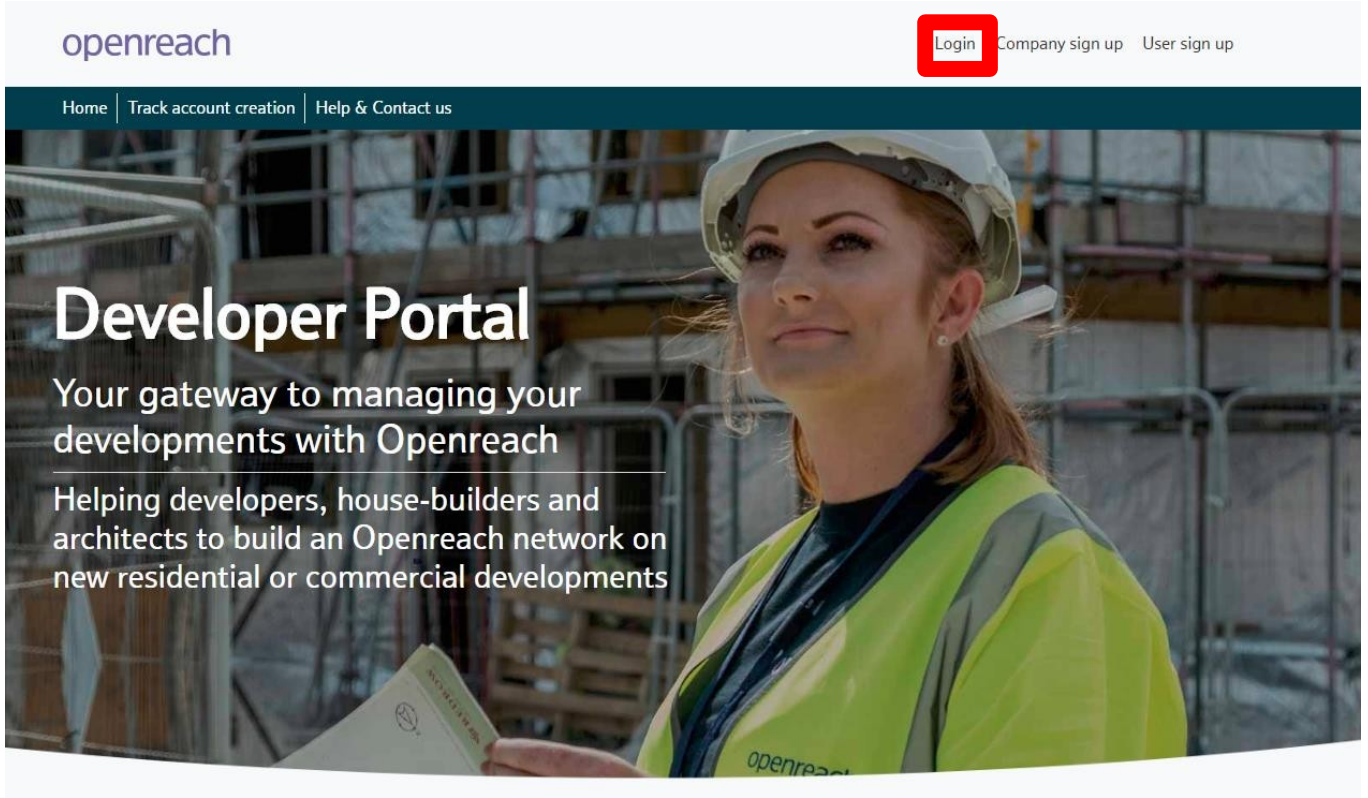
To upload council addressing to the Developer Portal, the following details are required for each plot to be provided in the update template:

1	Developer plot number
2	Commercial site name
3	Sub premise number
4	Sub building/Sub premise name
5	House/Building number
6	Thoroughfare
7	Locality
8	Town
9	Postcode

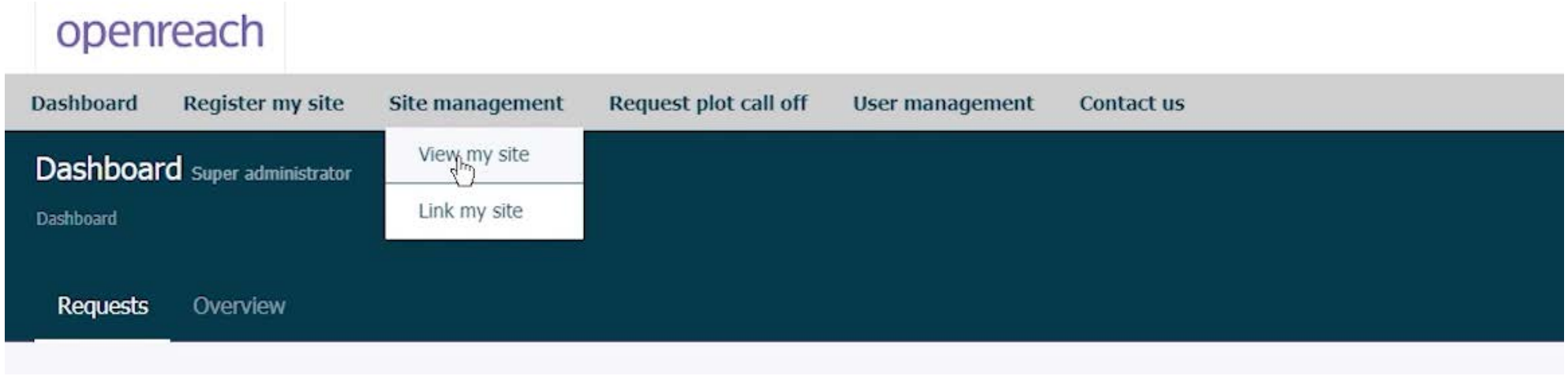
To access the Developer Portal front page, go to the following link:

https://www.developers.openreach.co.uk

Click on the 'Login' button to view the dashboard.



1) On the dashboard screen, hover over the 'Site management' option and choose 'View my site'.



Plot call off

Council addressing

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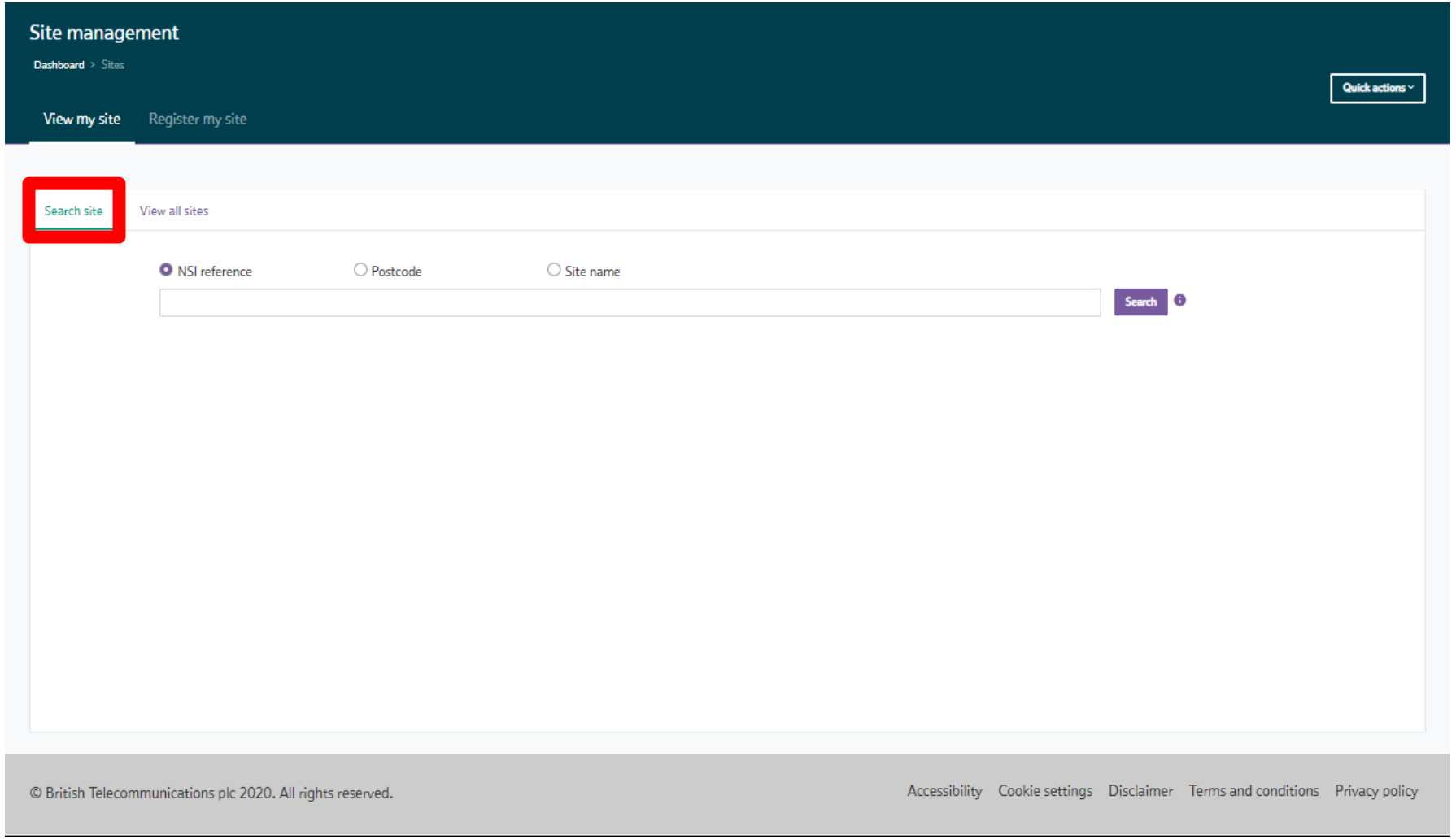
2) Navigate the 'View my site' screens to identify the site you want to add EDC dates to. Search for the site using either the NSI reference, postcode or site name.



Plot call off

Council addressing

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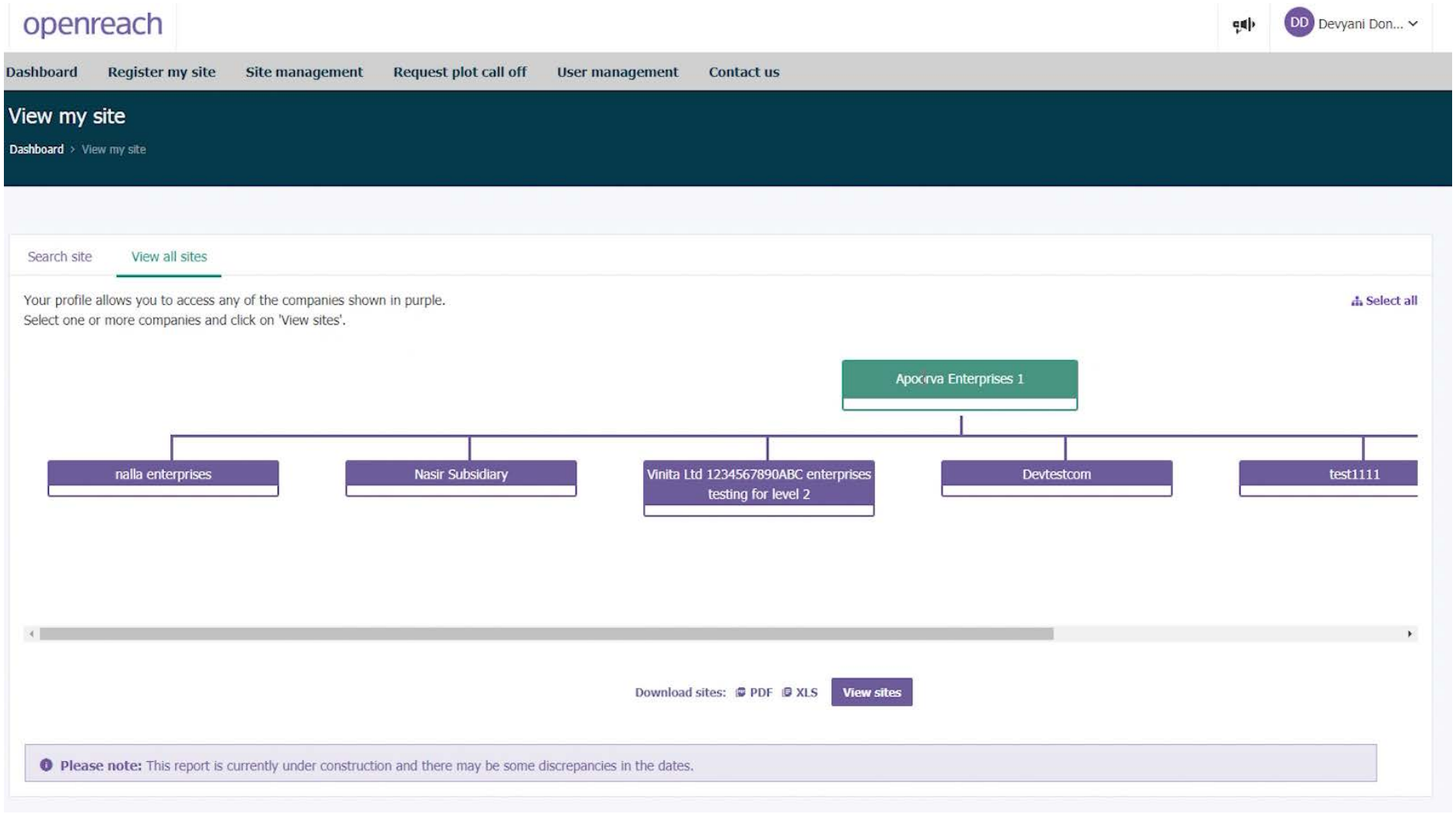
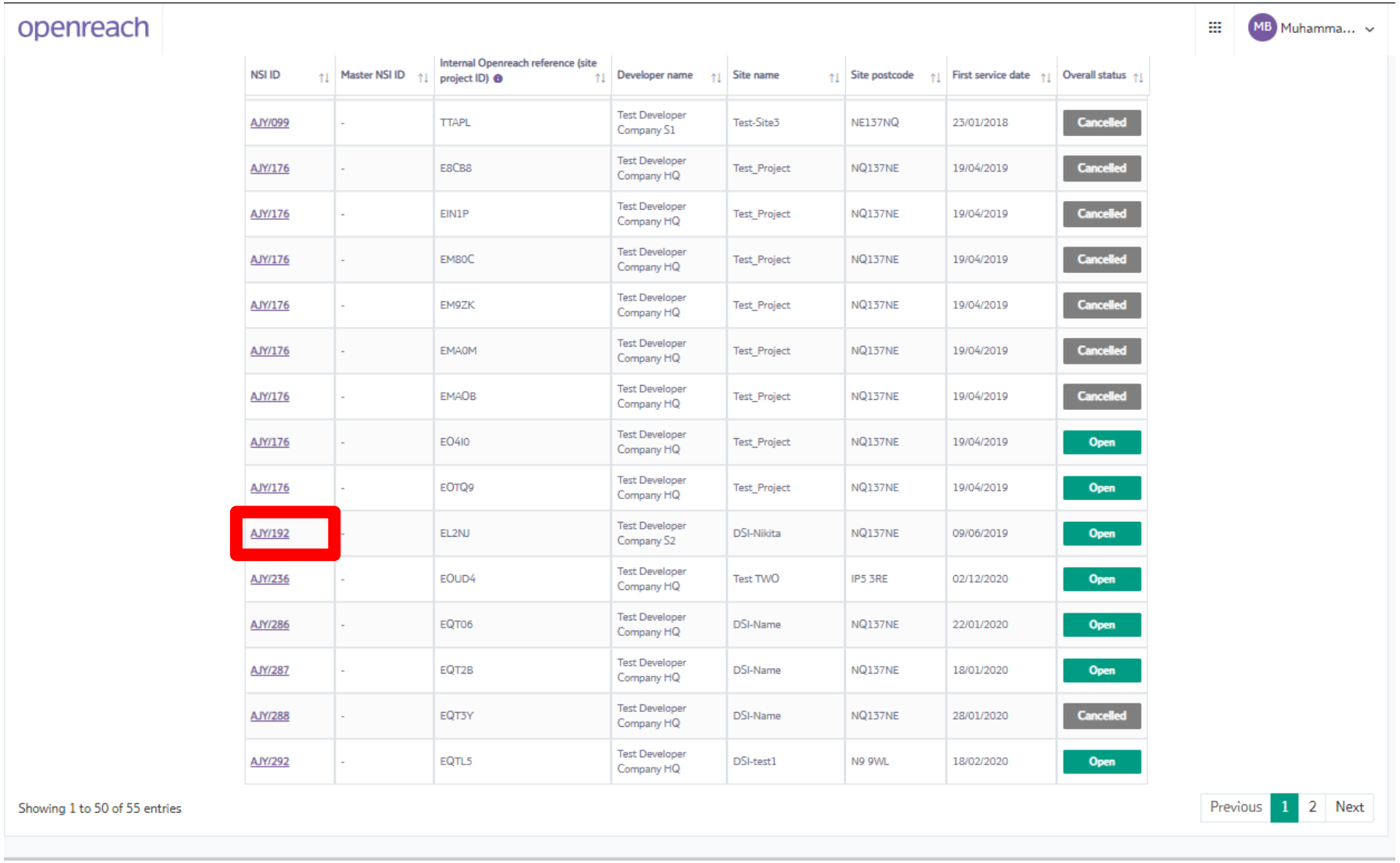
3) Alternatively navigate all sites by choosing 'View all sites' and navigate the company hierarchy to search across all sites.



4) Select the site by clicking the NSI ID from the sites table.



Plot call off

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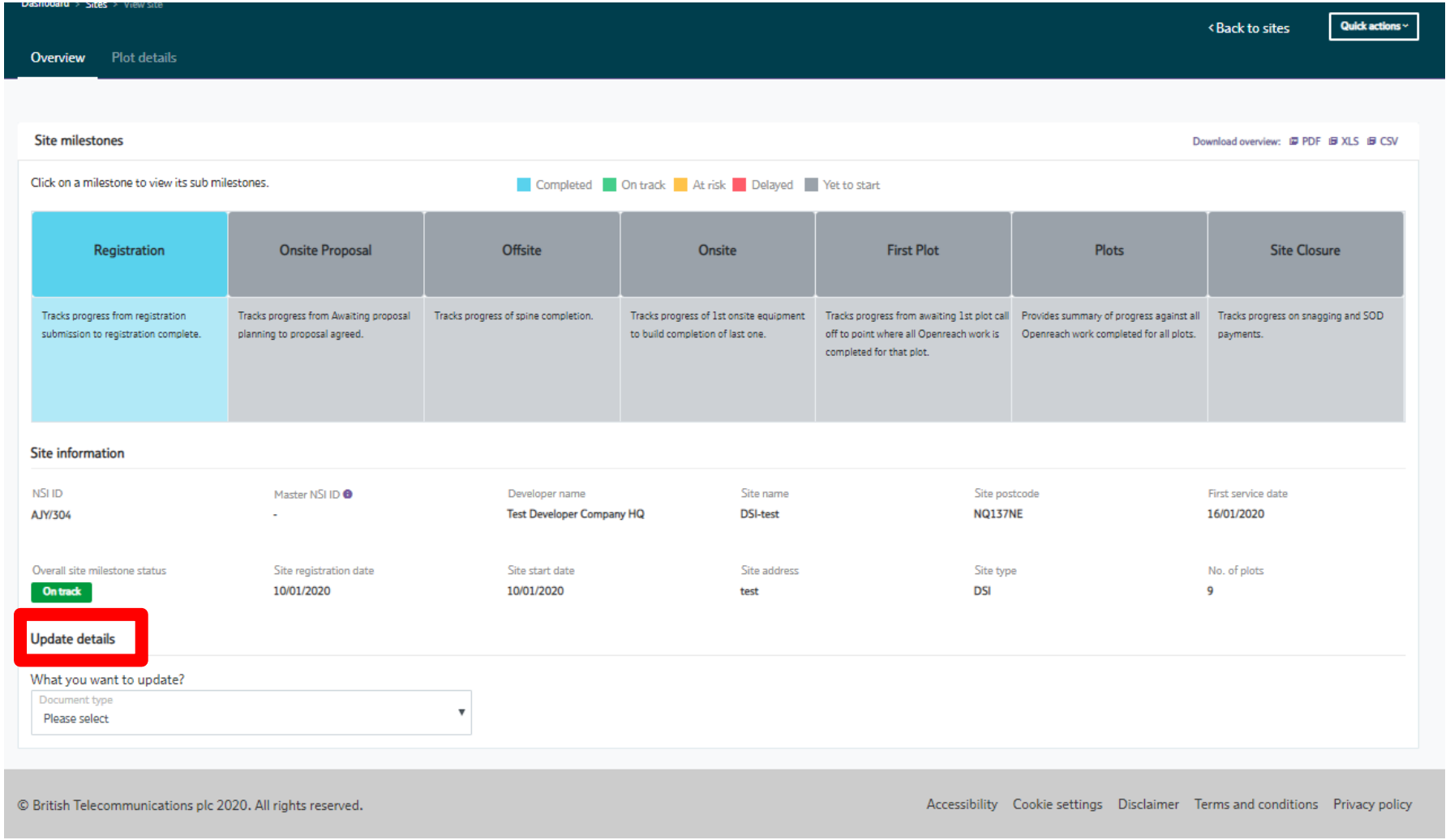
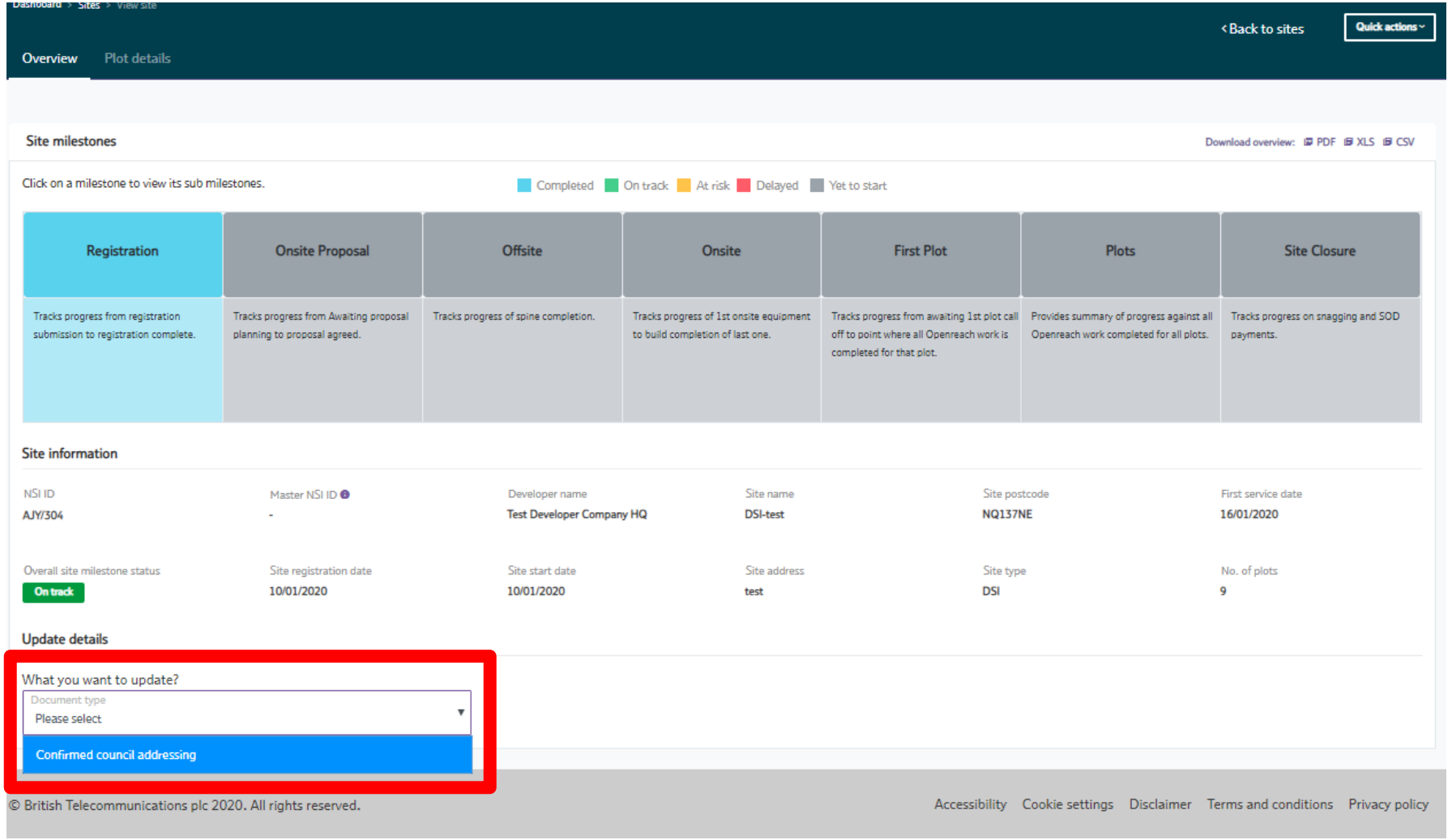
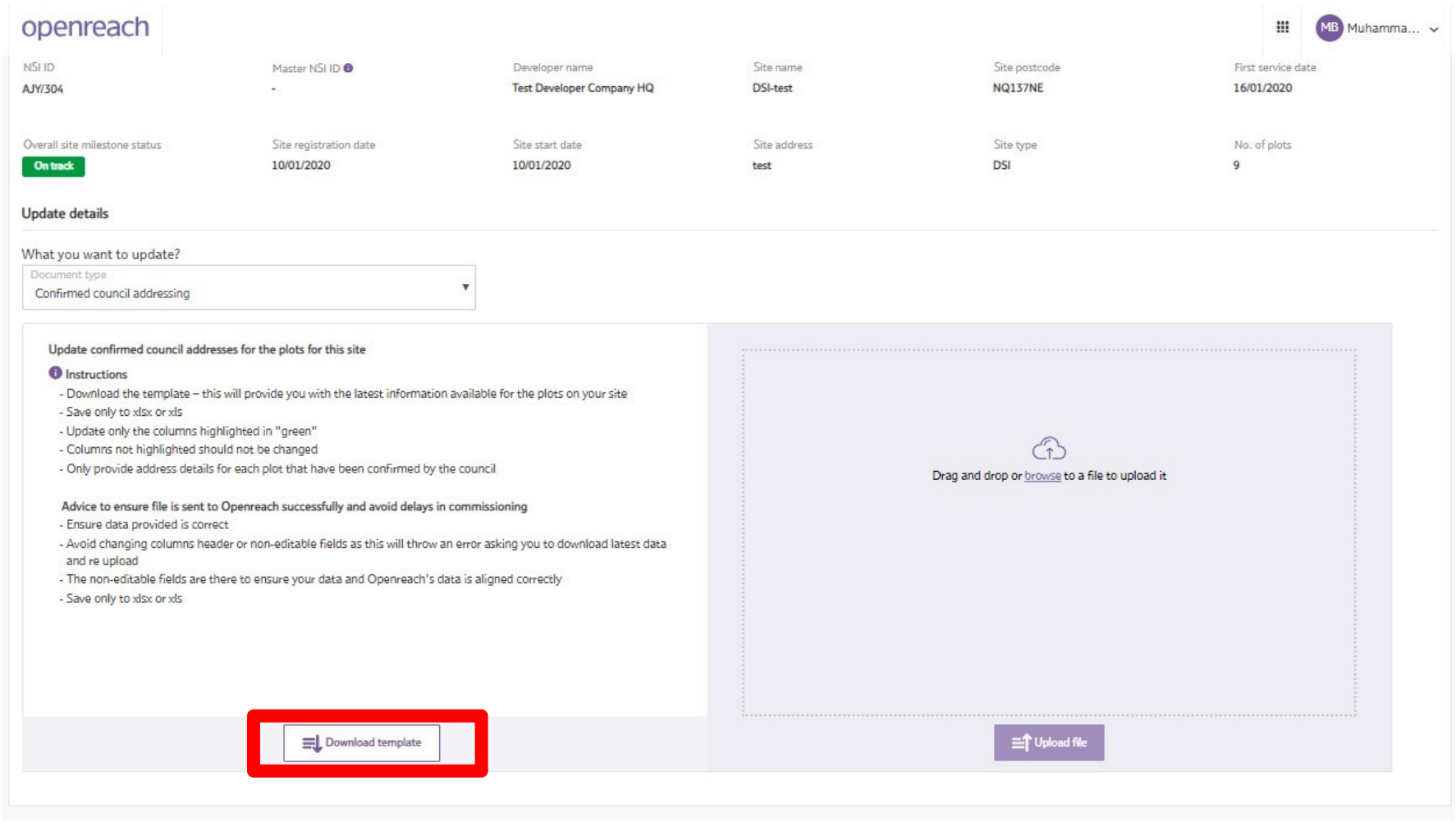
5) On the site overview page you'll see the council addressing section at the bottom of the page.



6) Click the down arrow for the document type to choose confirmed council addressing.

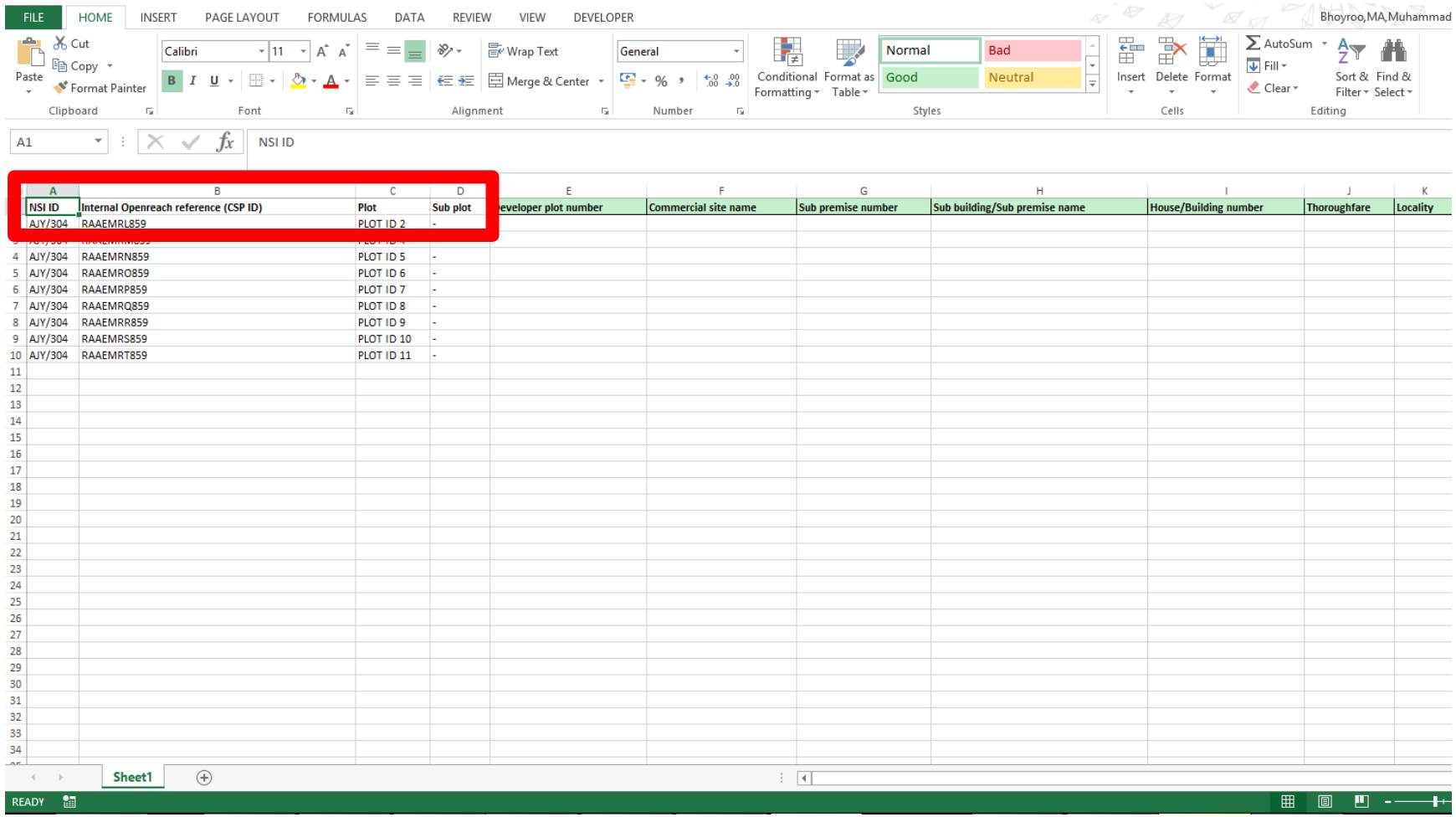


7) This will open up the Council addressing section. The page provides a list of instructions on the left side and the document upload on the right. Clicking the 'Download template' button will open the council addressing template document in the Excel format (.xlsx).



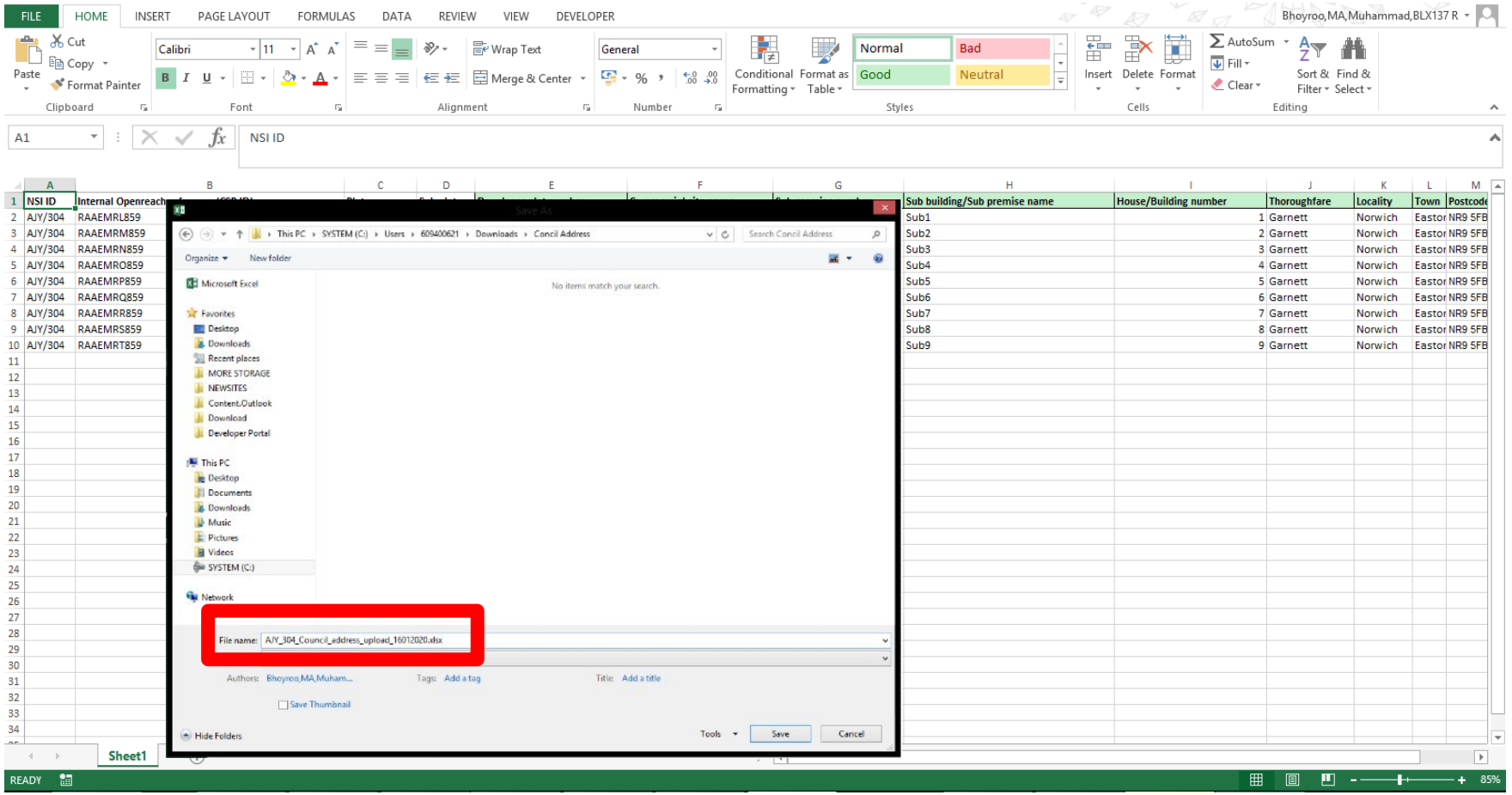
8) Once the council address document template is opened in Excel, you'll see four pre-populated fields for the site, including NSI ID, internal Openreach reference (CSP ID), plot and sub-plot.

Proceed to populate the green cells in column E to column M with the details required.

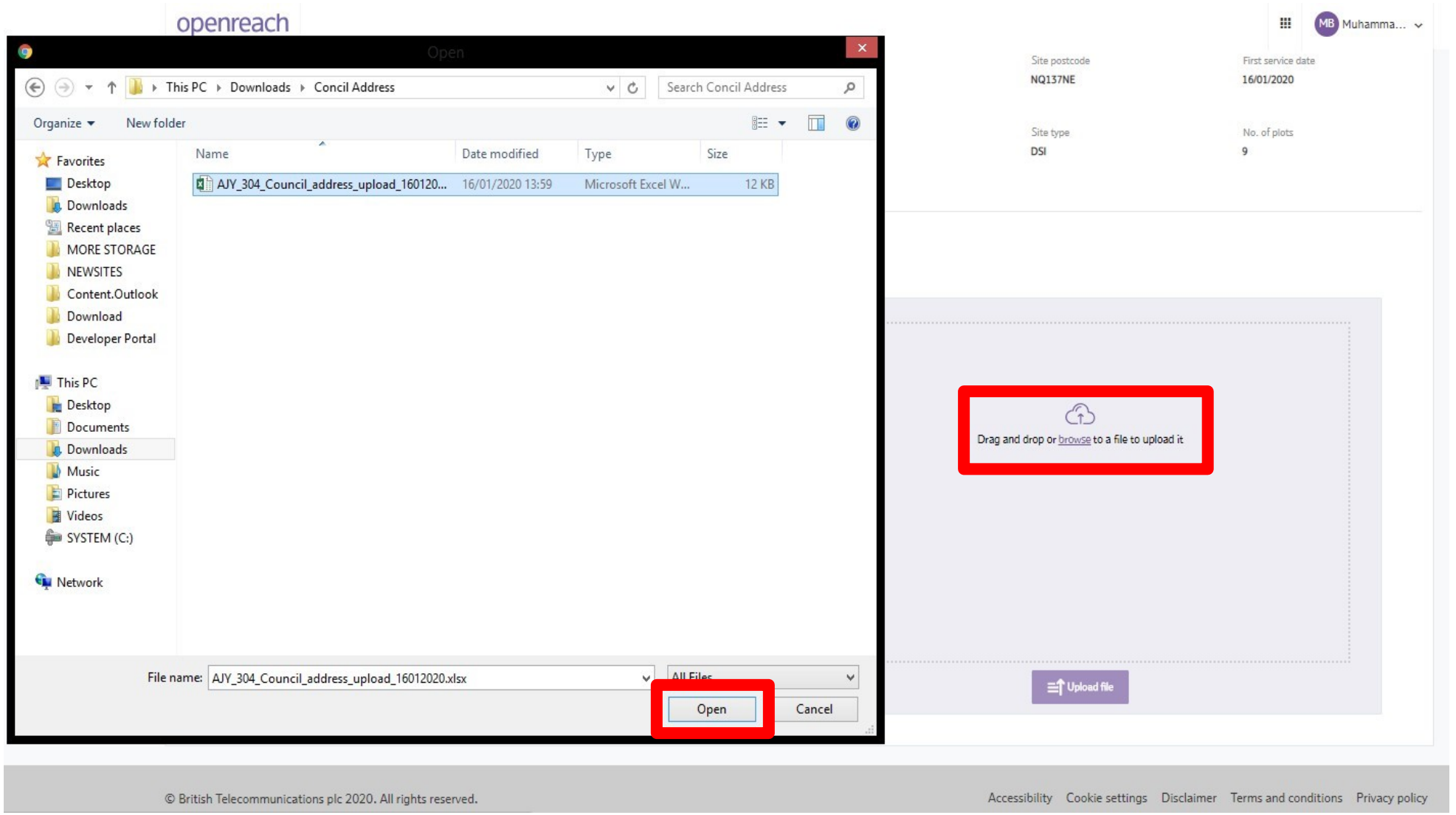


9) Complete to fill the council address details available for all plots. Please note partial details and updates in the green cells are allowed depending on the details available during the council addressing upload.

Save the document to your computer ensuring to keep the file name the same as that downloaded from the Developer Portal.

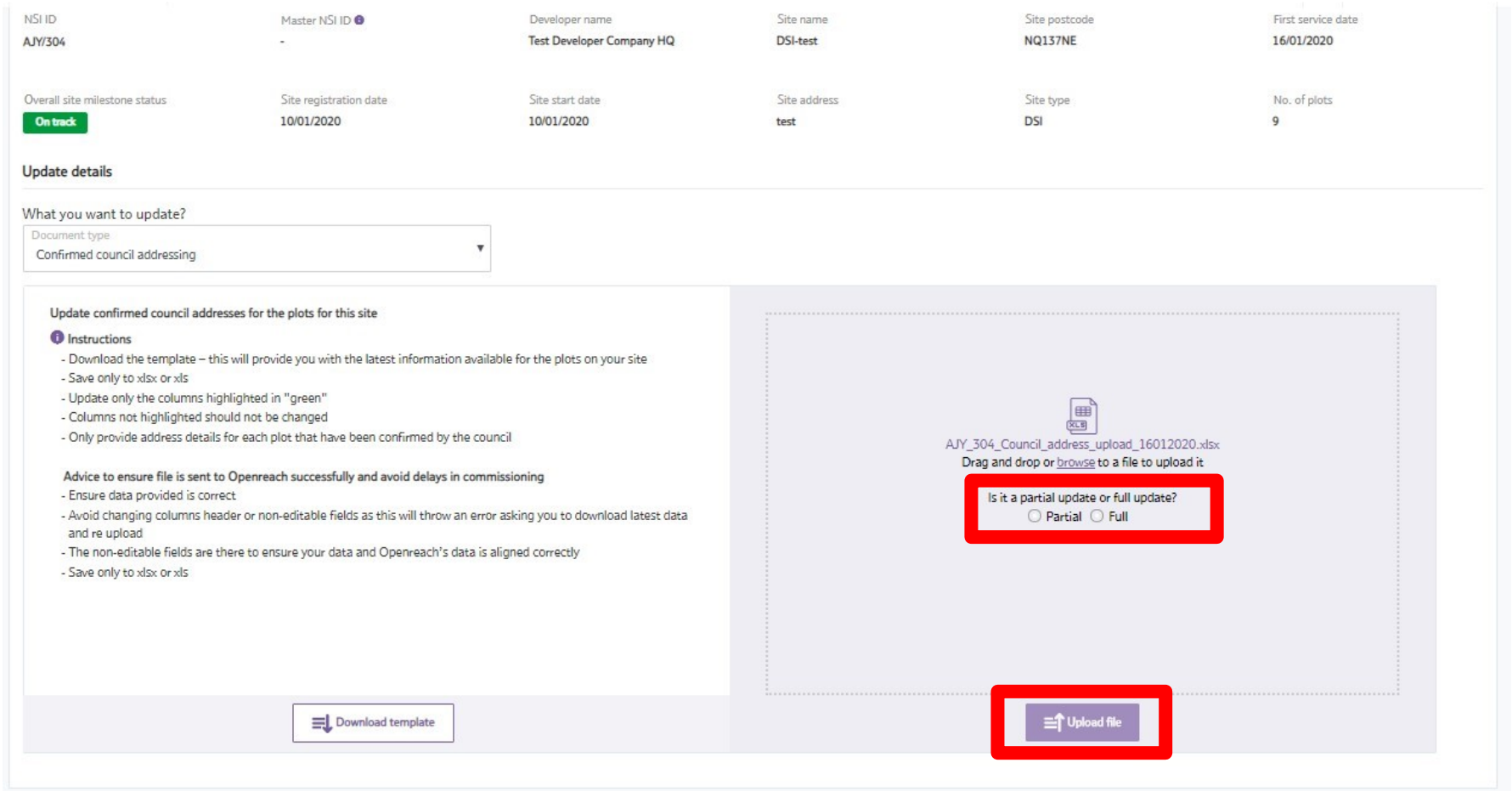


10) Once the changes are saved, click browse or drag and drop the saved file onto the upload section on the Developer Portal.

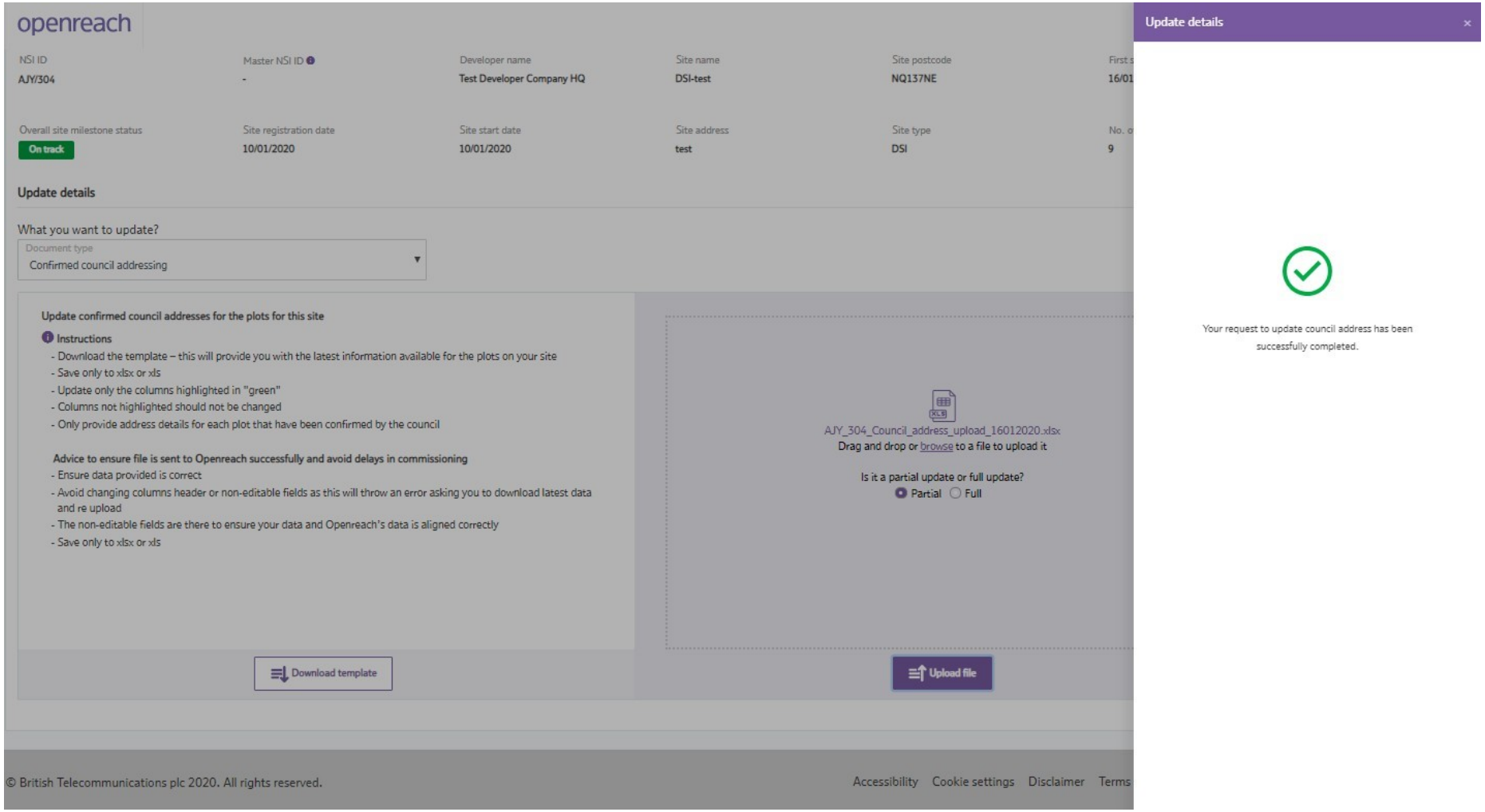


11) Once the document has been selected and appears in the grey section box, select if this is a partial or full update to the council address. I.e. if you need to re-access the document to add additional information at a later date, choose partial update.

Once the selection has been made, click 'Upload file'.

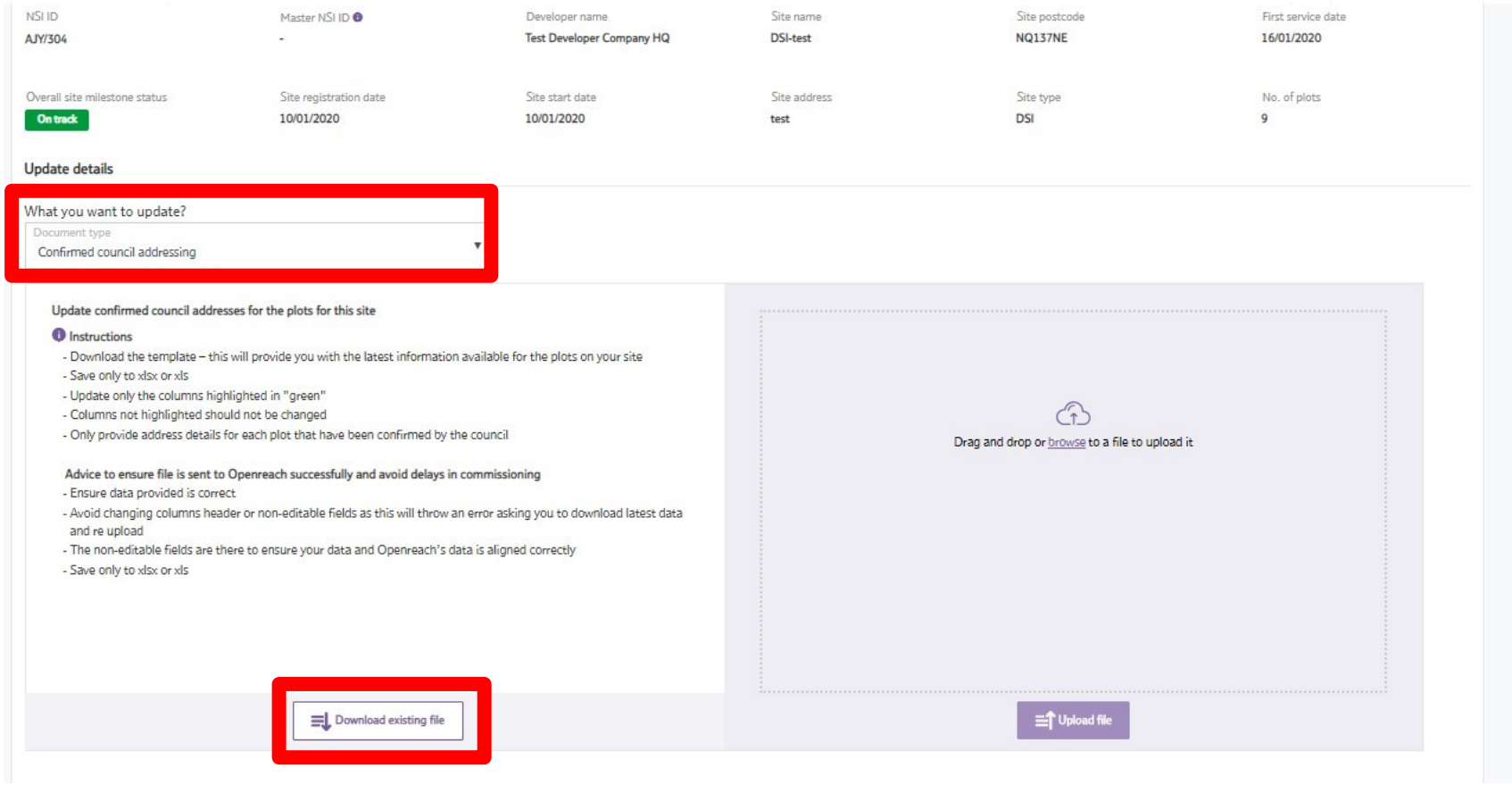


12) Once the council address document has been uploaded, you'll see the success pop-up message to confirm the file has been updated successfully.



13) After the success message is closed, the page will refresh to show the original details. Double check the uploaded council address details by re-selecting 'Confirmed council addressing' and downloading the existing file using the button provided.

The new downloaded file will contain the changes you've made which have been uploaded. If you need to make any changes, repeat the steps to change the details and re-upload the document.



Registration for sites with 30+ plots

Openreach will install Fibre To The Premises (FTTP) free of charge for those developments of 30 or more premises. Follow this user guide to view the registration journey with the Developer Portal.

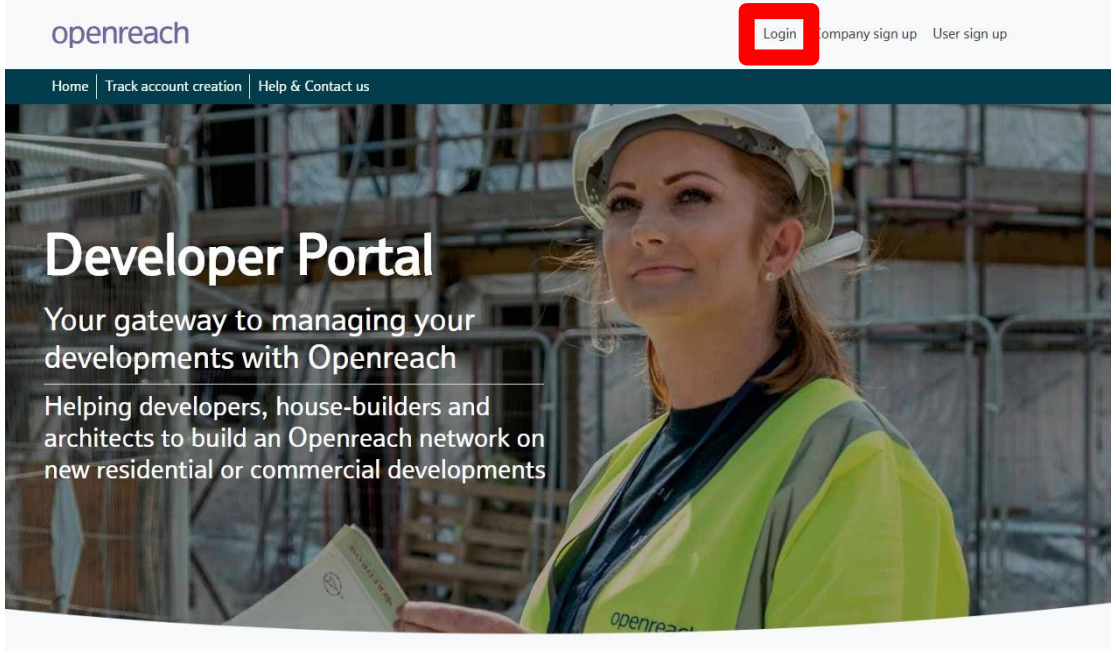
For sites with 2-29 premises we'll assess our network to offer you the best available technology. For further information please refer to our web site www.ournetwork.openreach.co.uk

Please also read our privacy policy https://www.openreach.com/privacy-policy/ which describes how we may use your personal information.

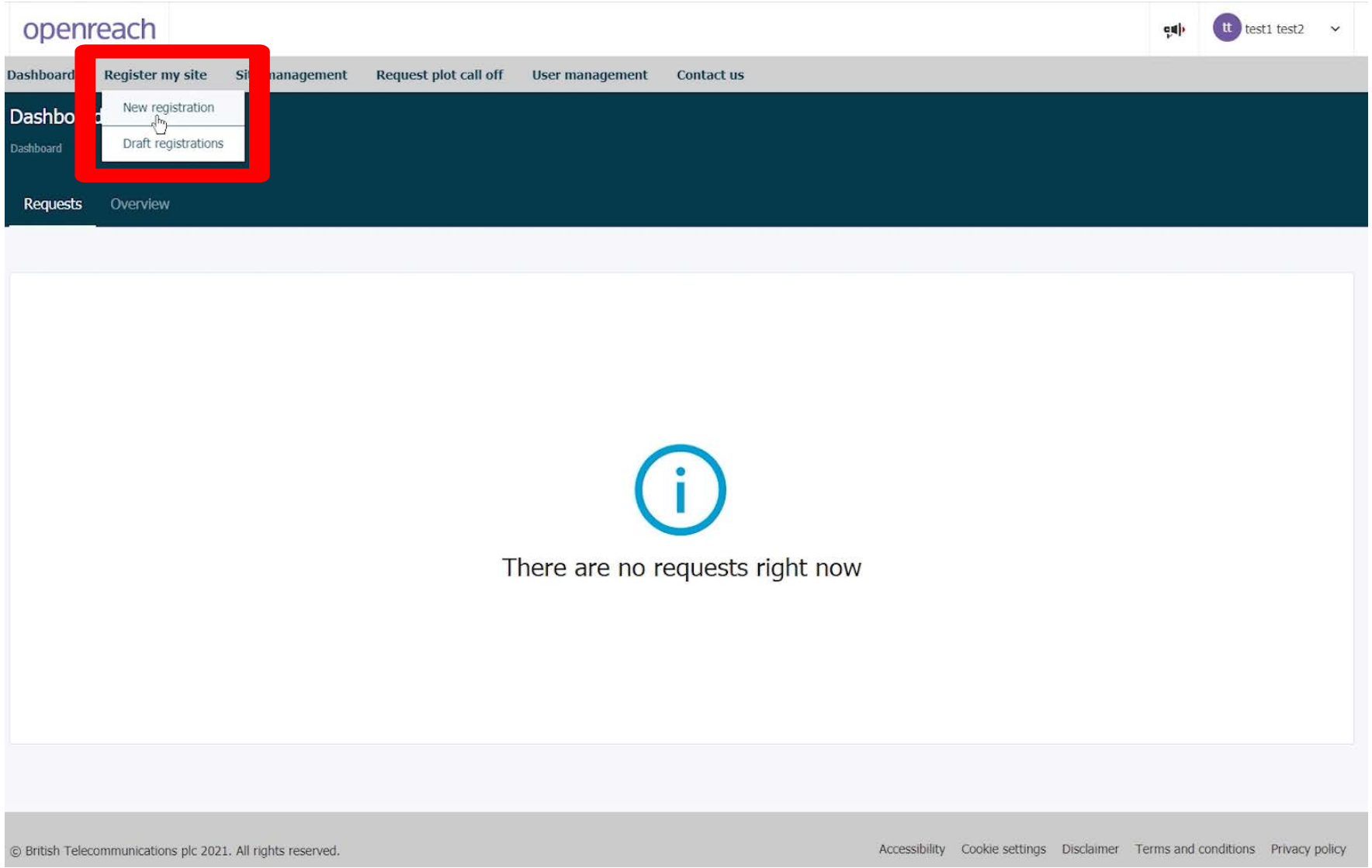
To access the Developer Portal front page, go to the following link:

https://www.developers.openreach.co.uk

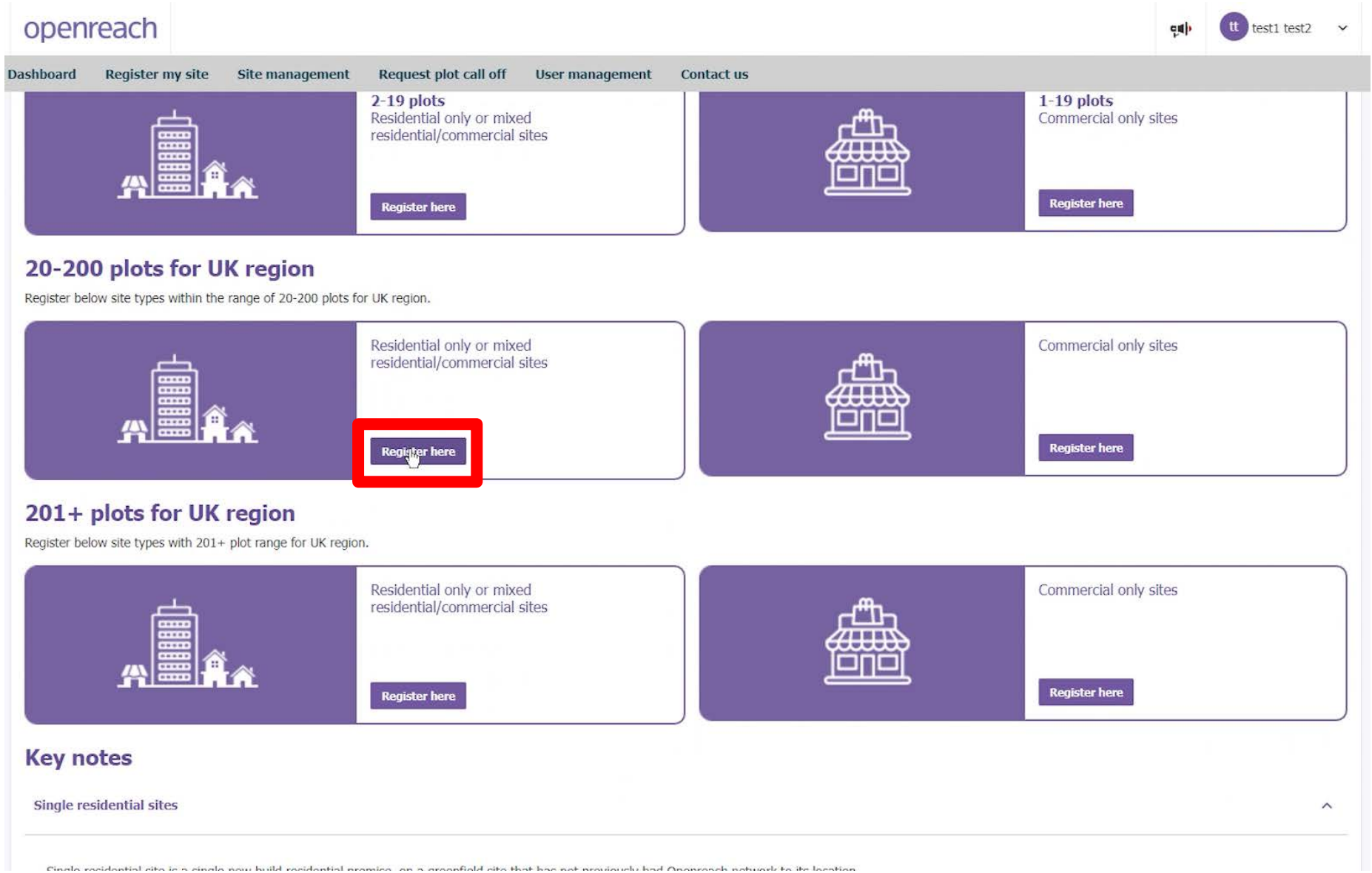
Click on the 'Login' button to view the dashboard.



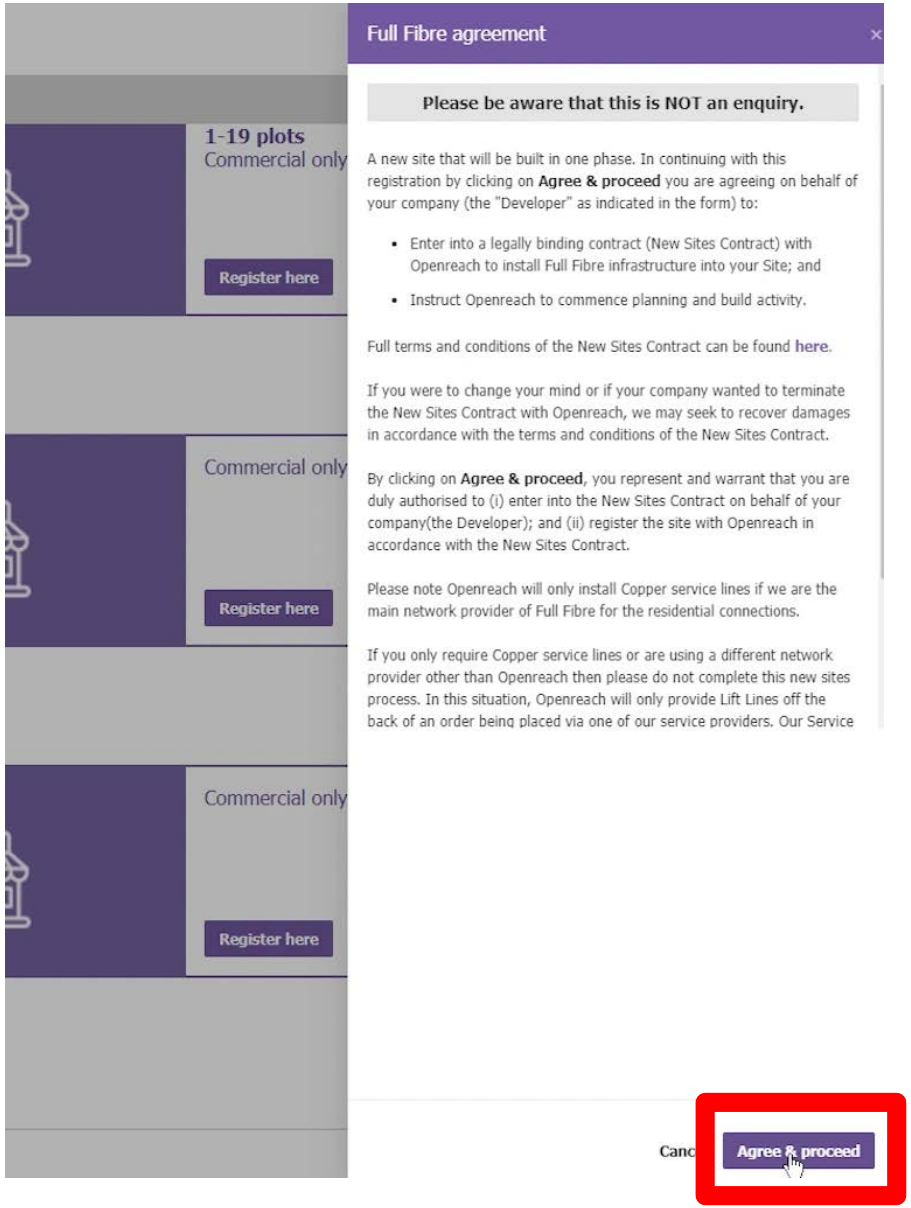
1) Hover over the 'Register my site' option and click 'New registration'.



2) Click 'Register here' next to the type of site you want to register.



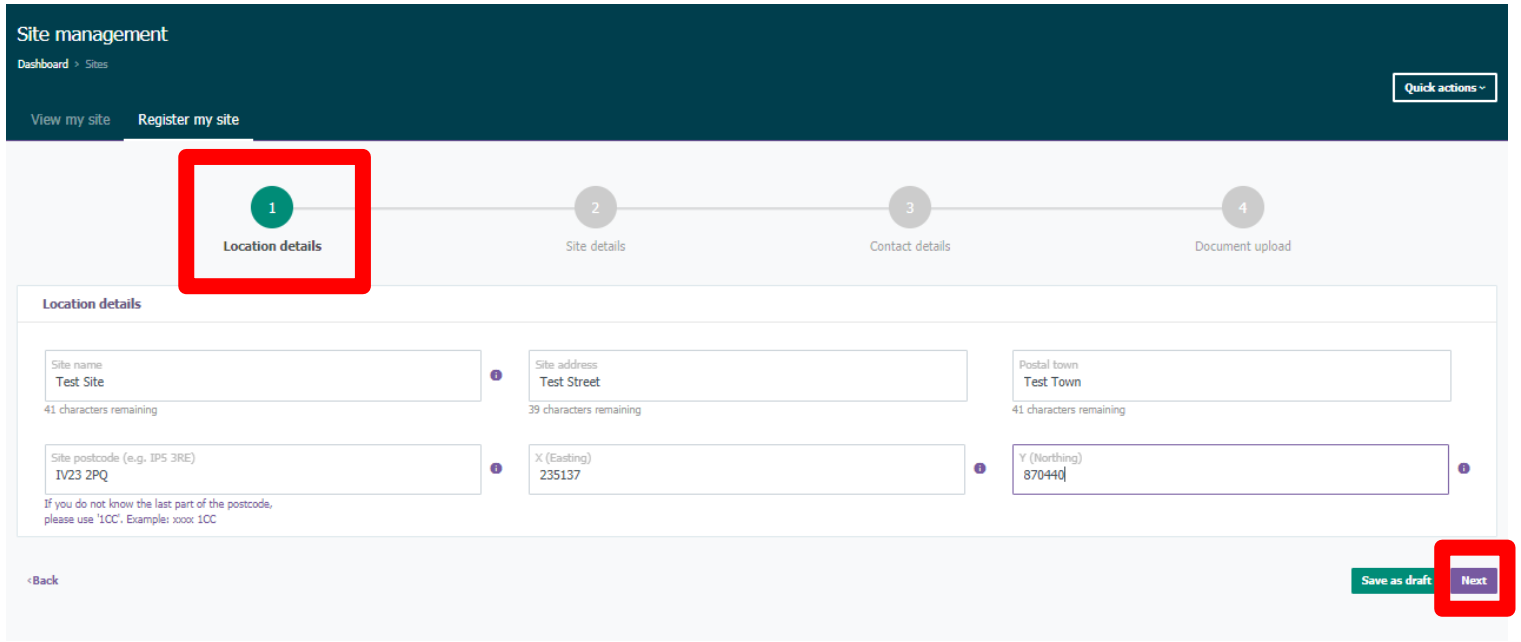
3) Read the terms and conditions of the full fibre agreement, ensuring you have the authority to submit the application. To proceed, click 'Agree & proceed'.



4) You'll now be entered into the first section for registration, Location details. On this page fill out the location details for the site using the help hover bubbles for further information.

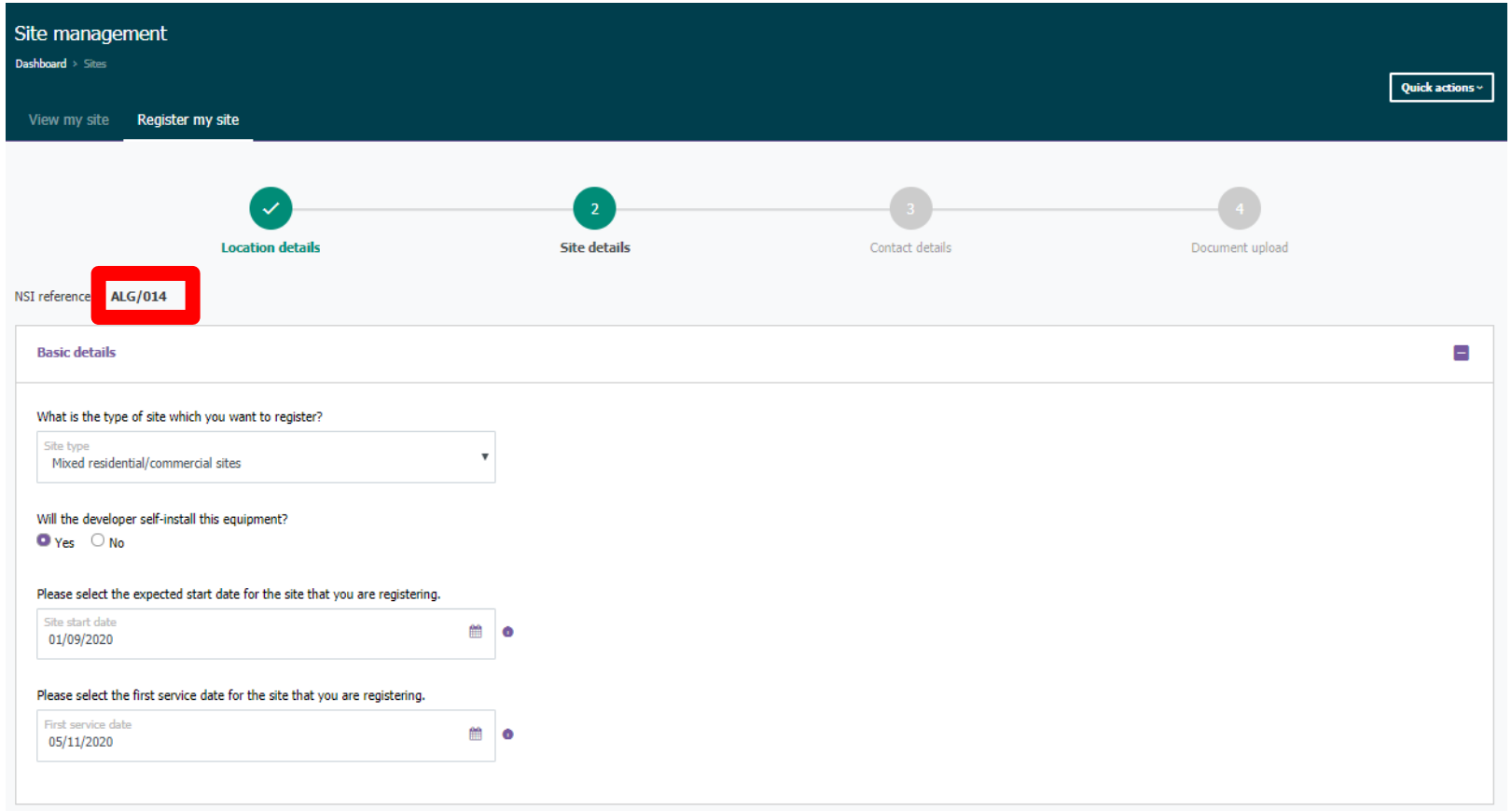
Key points to note –

1. The site name must include your reference for the site, with at least the street name
2. The site postcode must include the full postcode, if you only have a partial postcode, please enter the first part of the postcode and designate '1CC' as the end. E.g. EC1A 1CC
3. The full six figure grid reference must be entered for each X and Y co-ordinates
4. You'll only be able to click the 'Next' button when all the field are filled in with the correct format



5) On the next screen, you'll see the Site details.

On this page, you'll see an NSI reference number has been designated for your site. Fill the relevant questions choosing the site type (Mixed residential/ commercial sites) and choose 'Yes' or 'No' for Developer Self-install (DSI). Click here for more information about DSI.



Plot call off

Council addressing

30+ Registration

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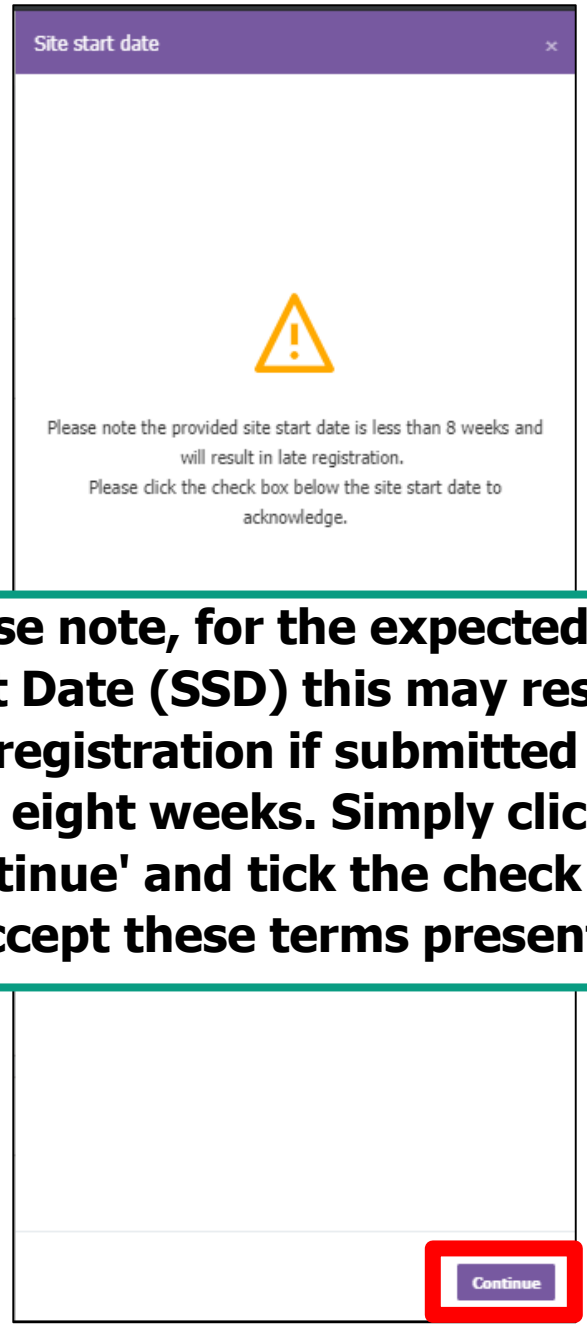
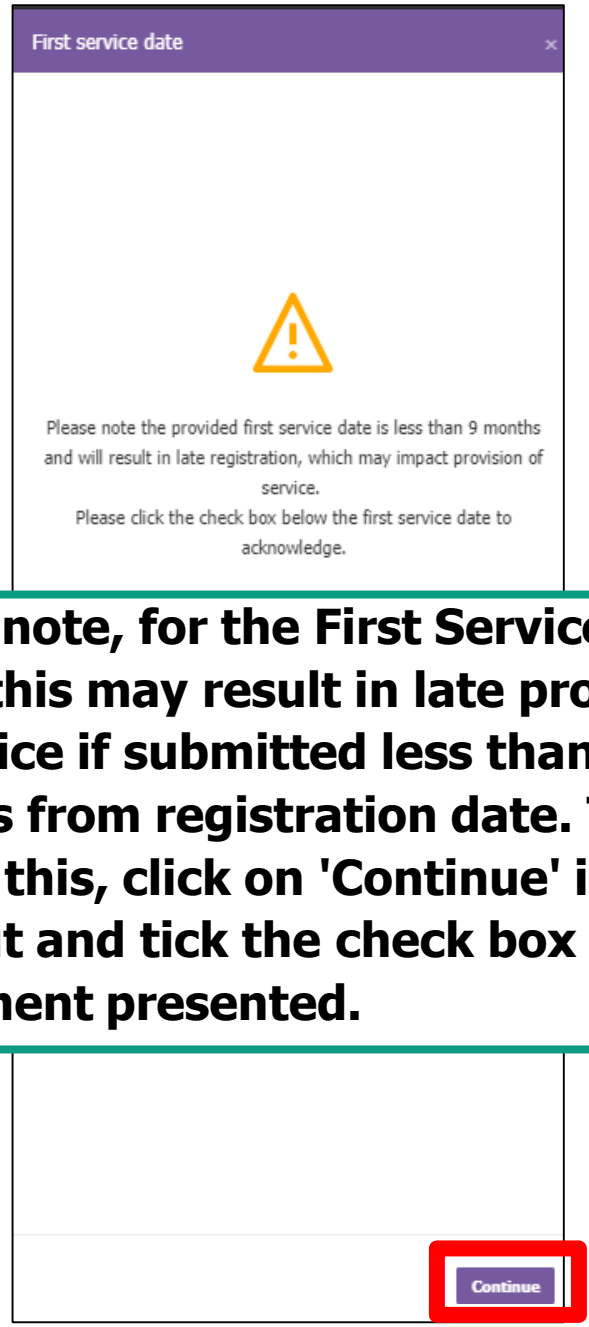
More information



Please note, for the expected Site Start Date (SSD) this may result in late registration if submitted less than eight weeks. Simply click on 'Continue' and tick the check box to accept these terms presented.



Please note, for the First Service Date (FSD) this may result in late provision of service if submitted less than nine months from registration date. To accept this, click on 'Continue' in the pop-out and tick the check box agreement presented.

Plot call off

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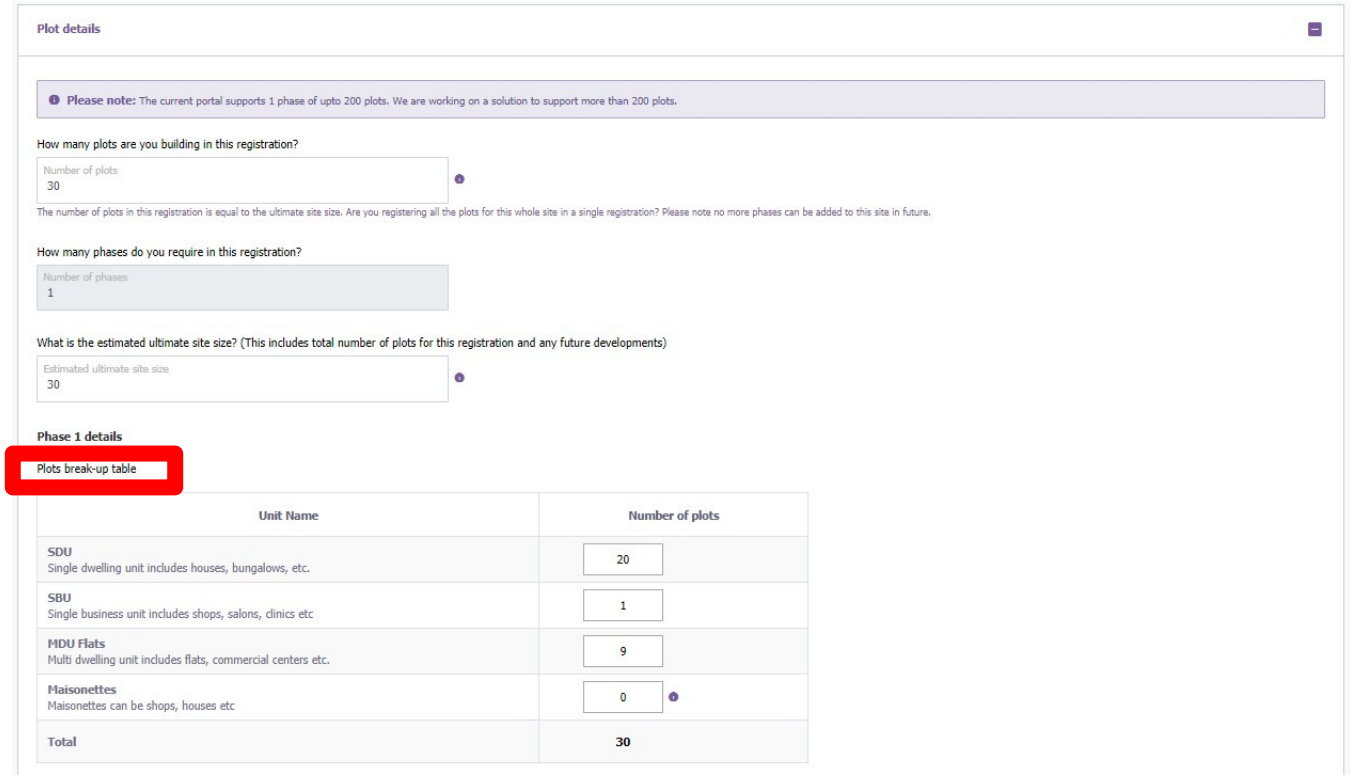
6) Next, fill out the questions for Planning Permission and wayleave details, entering the details for the planning authority reference and the local authority name.

7) Provide the number of plots in the Plot details section.

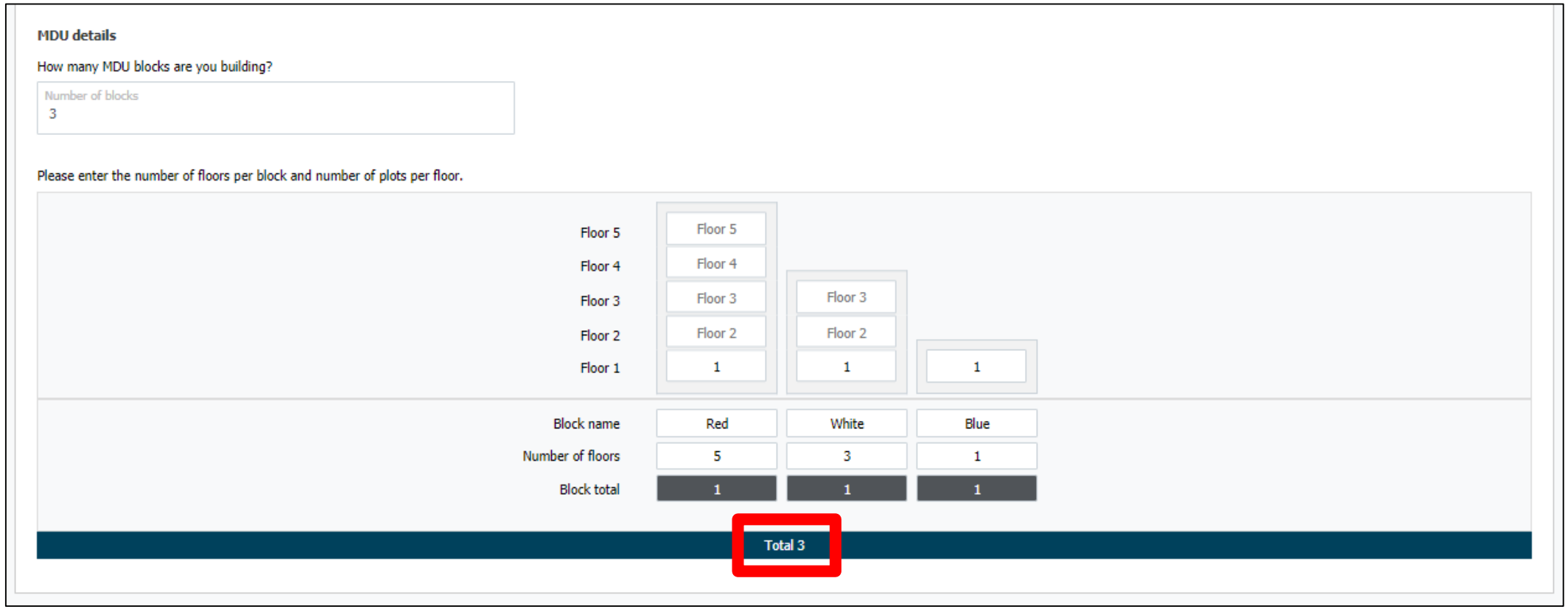
Please note, currently only one phase is supported for sites with 30 or more plots. The ultimate site size is a prediction based on the total predicted number of plots for future developments. If the plot number is the same as the ultimate site size, no more phases can be added in future.

Proceed to choose the Plot type in the Plots break-up table. Please note that one Maisonette is equivalent to two plots. Ensure that the total value is equal to the number of plots to be built (as in Question one).



8) For **MDU Flats** – (Multi dwelling unit includes flats, commercial centres etc.)

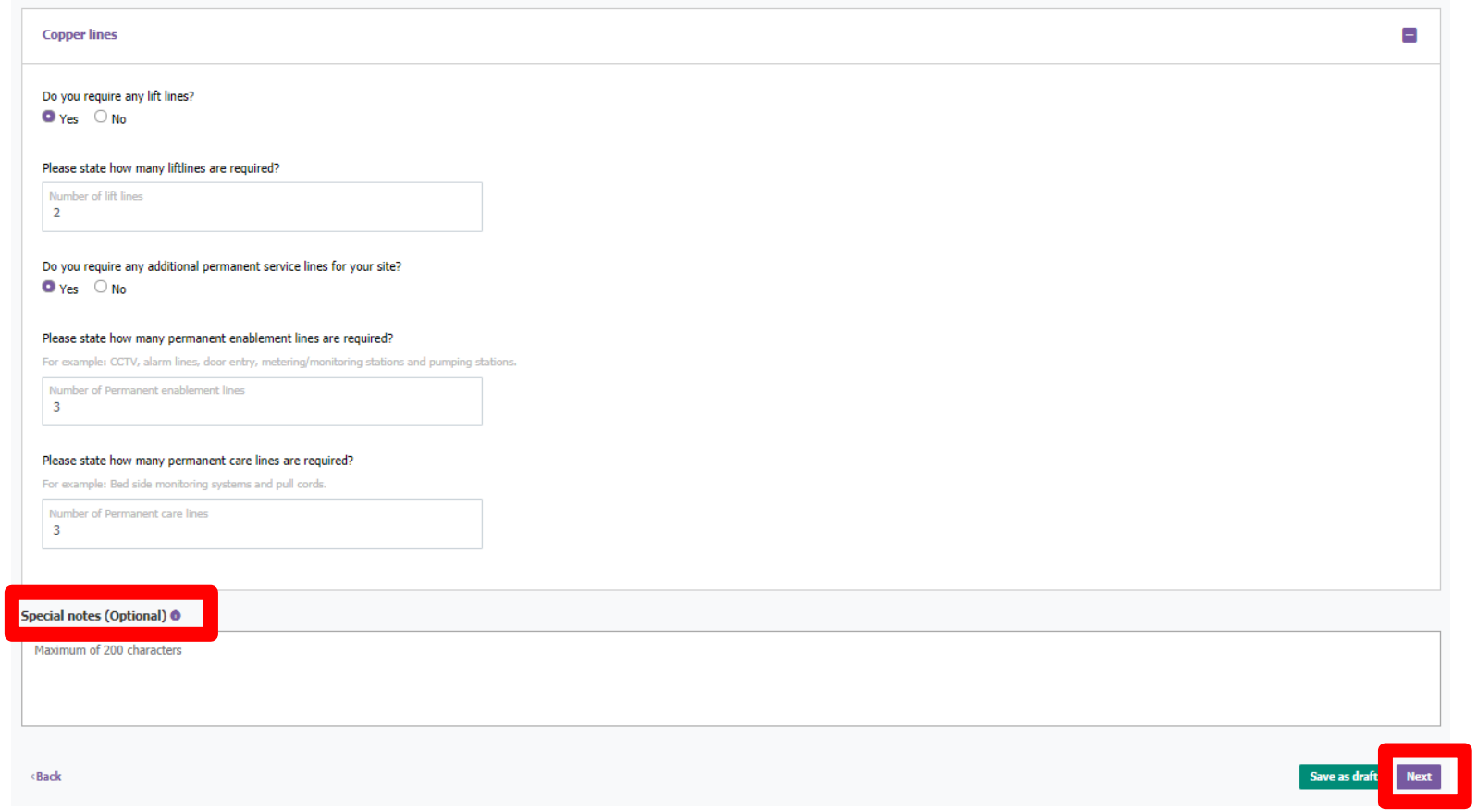
Choose the MDU blocks and number of floors, then populate the number of plots per floor. Again ensuring that the total plot number is equivalent to the number of MDU blocks selected.



9) If Copper lines are required please designate the number of lines required. Also choose the additional permanent service lines including enablement or care lines.

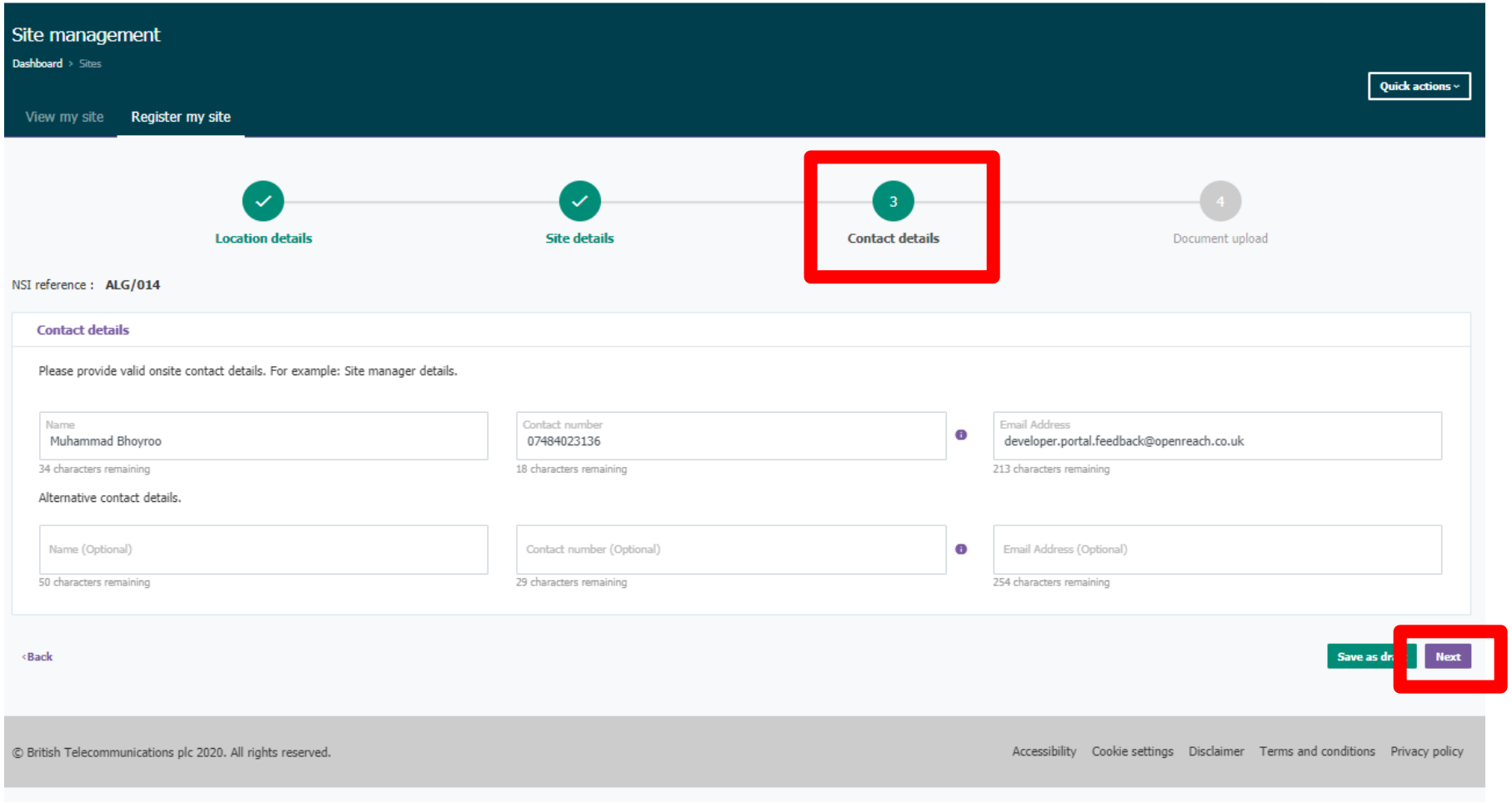
If you need to add any further details regarding the site, please do so using the 'Special notes' section.

Once all the sections are filled in the correct format, move onto the next section using the 'Next' button.



10) Enter the contact details for the onsite project manager or site agent.

An alternative contact can also be provided as reference for the site registration.

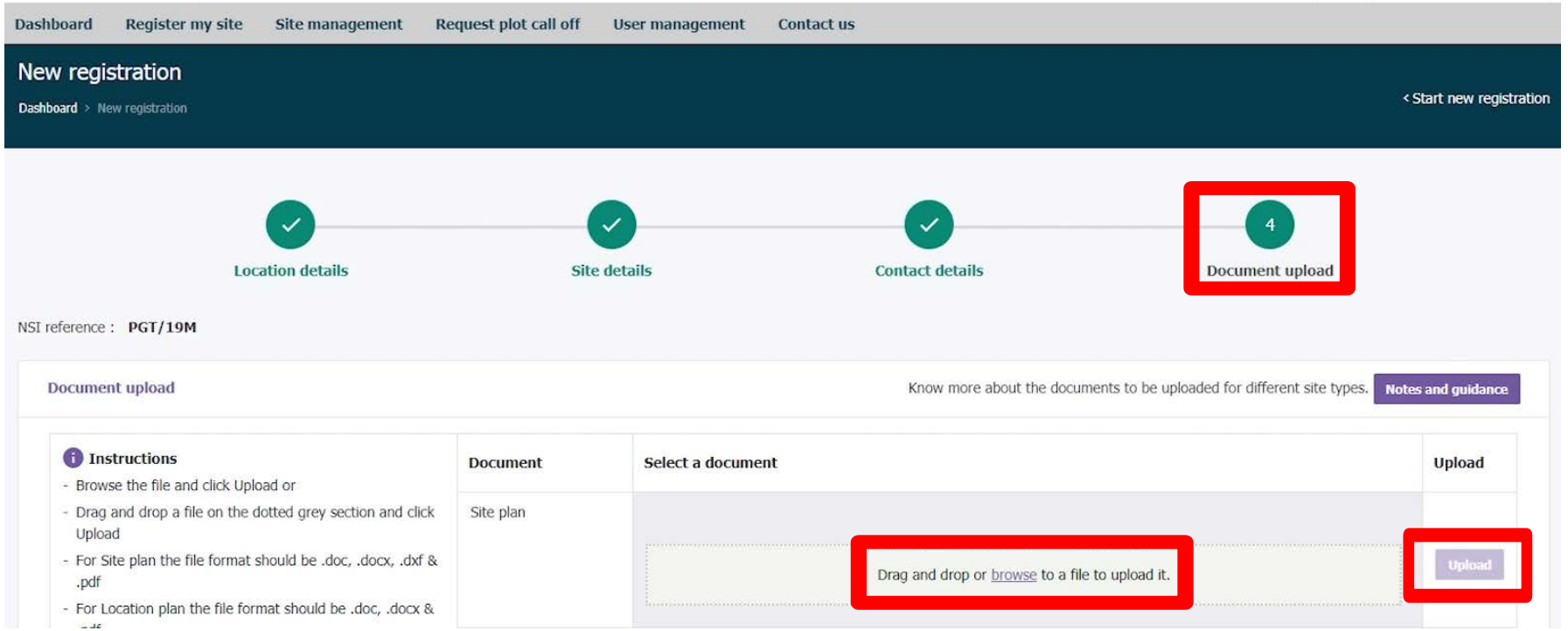


11) On the final section for Document upload, following instructions on the left hand side to upload the location plan and site plan.

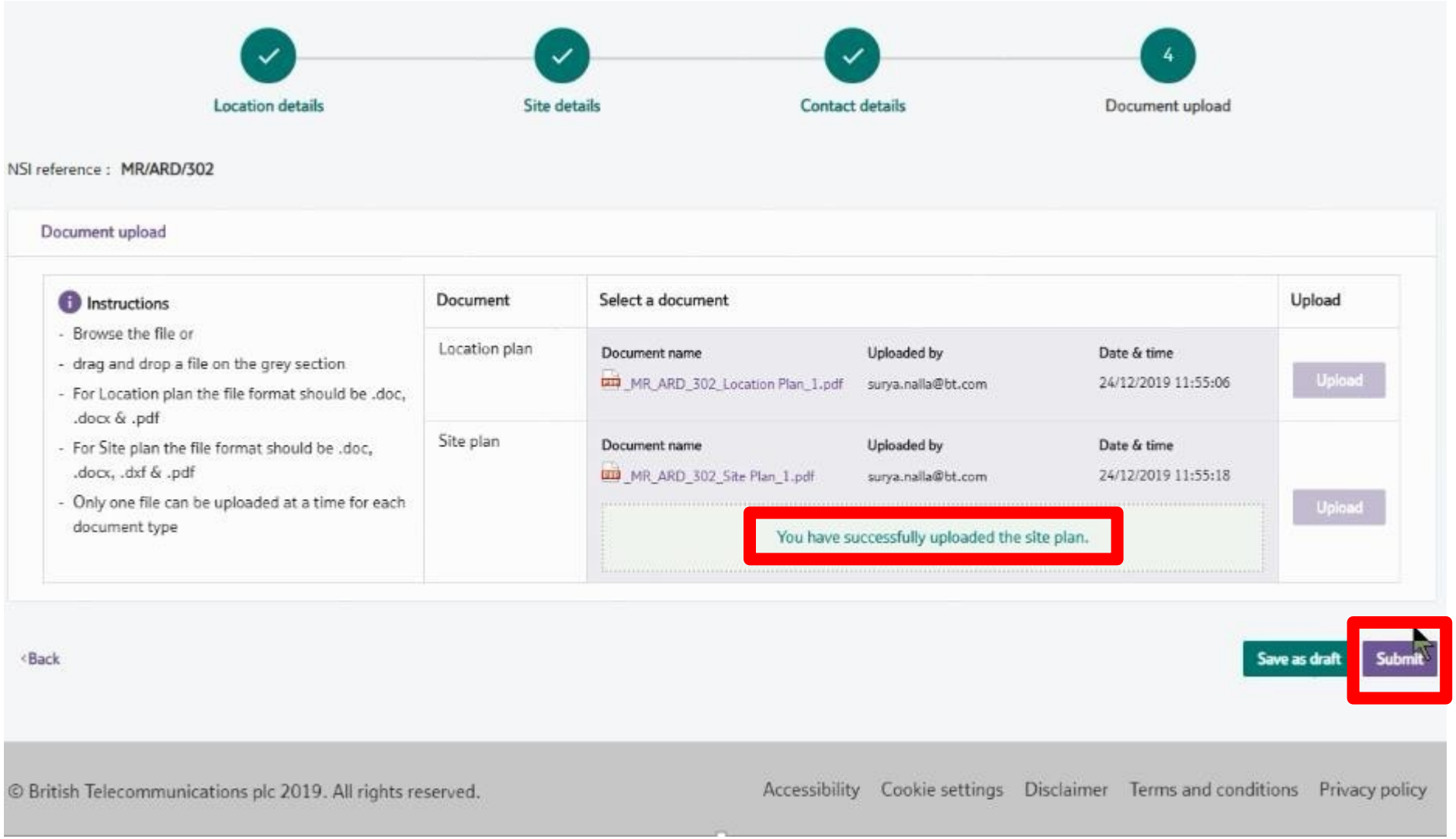
To upload a file, first browse or drag and drop from your computer and click 'Upload'. Each file must be uploaded one at a time.

Please note the accepted document formats including (.doc, .docx & .pdf) for location plan and (.doc, .docx, .dxf & .pdf) for site plan. Only one file must be uploaded.

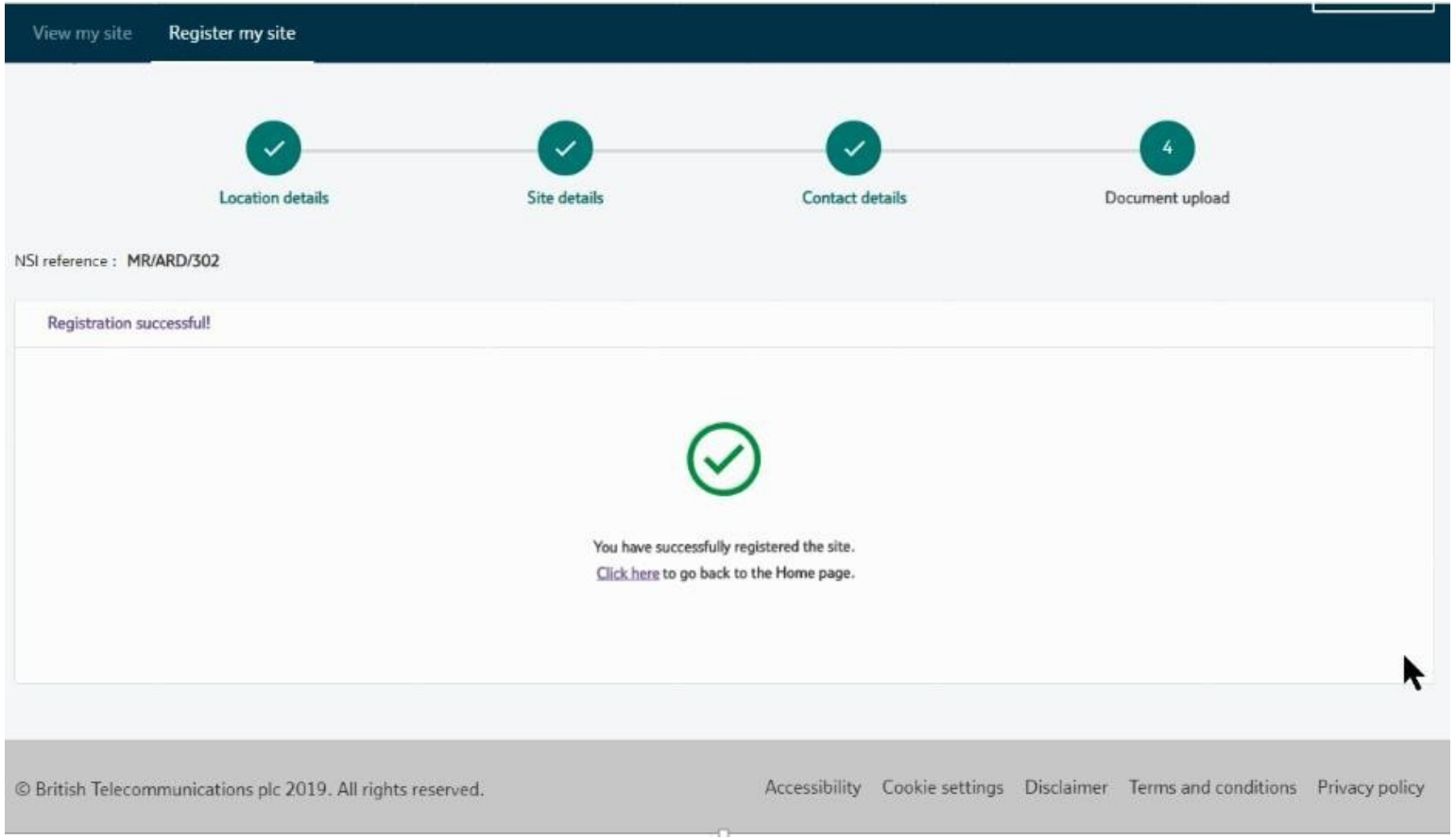
For MDU floor plans, the Openreach reception team will contact you post registration.



12) Please ensure that the success message appears after each file is uploaded. Please note, depending on file size, this may take a while to appear.



13) To complete your registration, simply click on 'Submit' and wait for the successful registration message. Please take note of your NSI reference for the site you've submitted.

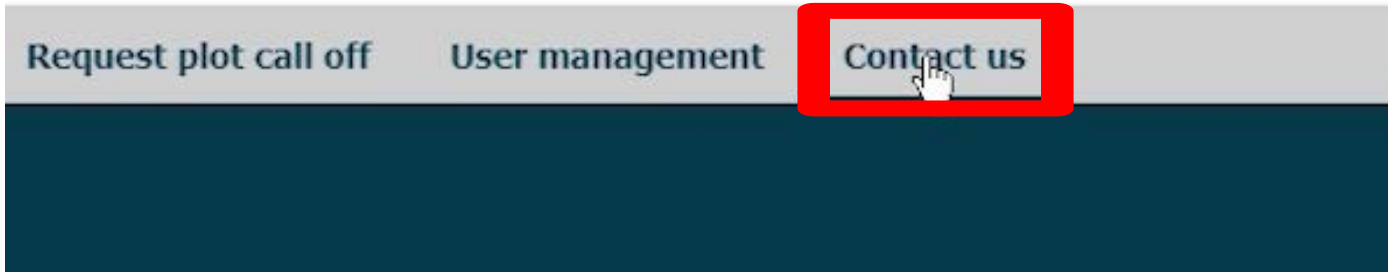


Have any further questions or need further support?
Please contact
developer.portal.feedback@openreach.co.uk

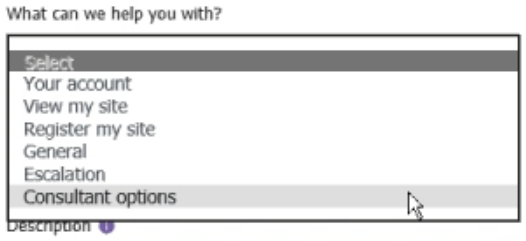
Site reparenting

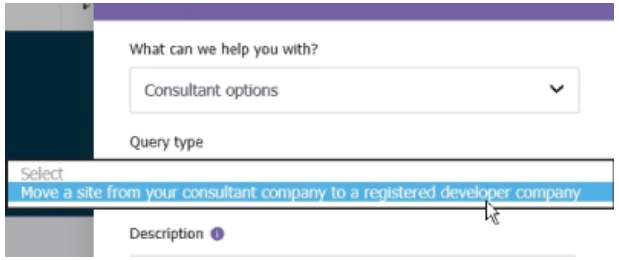
After registering a site as a consultant company it will need to be associated with the relevant developer. This is easily done through the developer portal contact us option:

1) Click the 'Contact us' option on the top menu



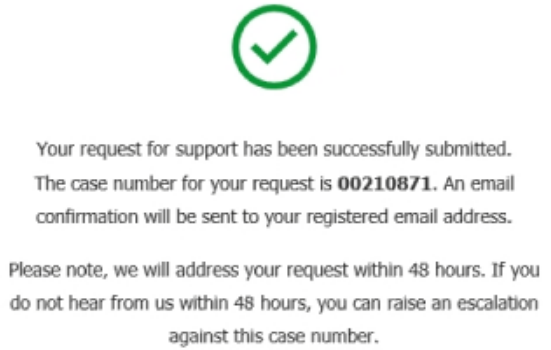
2) From the dropdown menus select 'Consultant options' and 'Move a site from your consultant company to a registered developer company'





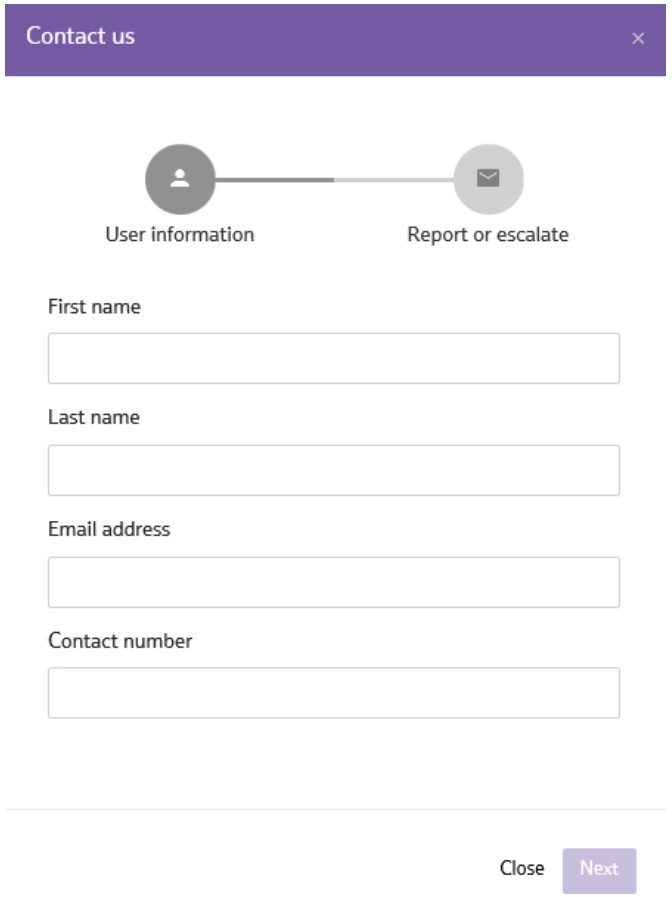
3) In the 'Description' field enter the site NSI reference, the name of your consultant company and the name of the developer the site will be moved to, then click submit

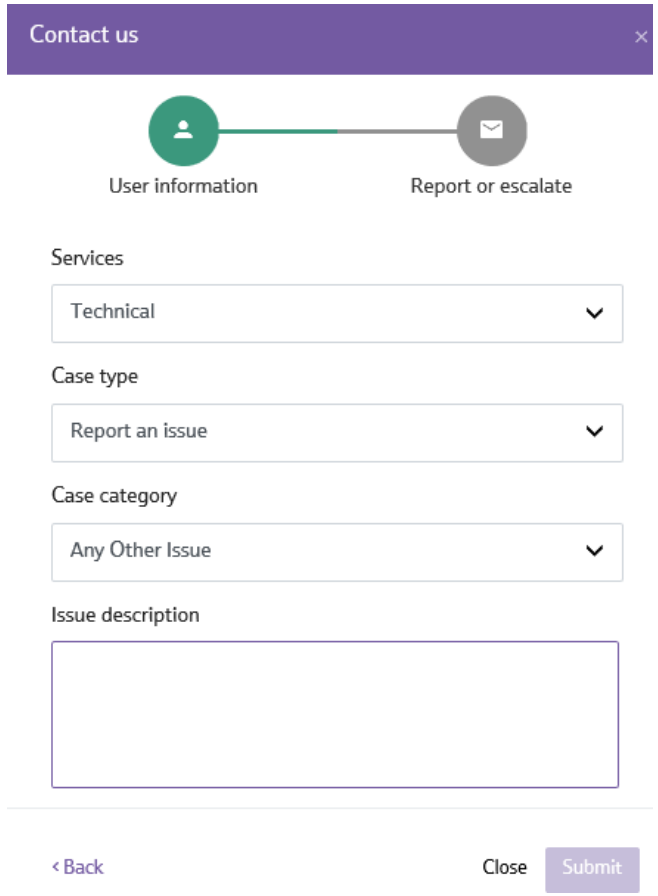
4) A confirmation screen will show the request has been submitted successfully and will be processed within 48 hours



More information

Please visit: https://www.developers.openreach.co.uk/developerportal/index for more information. If you have any issues or additional questions, please fill out the 'Contact us' form located on the portal by clicking 'Help & Contact us'.





Thank you for reading!

Please contact us if you notice anything that isn't covered in this guide.

https://www.developers.openreach.co.uk/developerportal/index

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