



FTTP New sites Developer Portal

User guide

Welcome

Welcome to your Development Portal

Login

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.

Create an
account/
subsidiary
company

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

View
my site

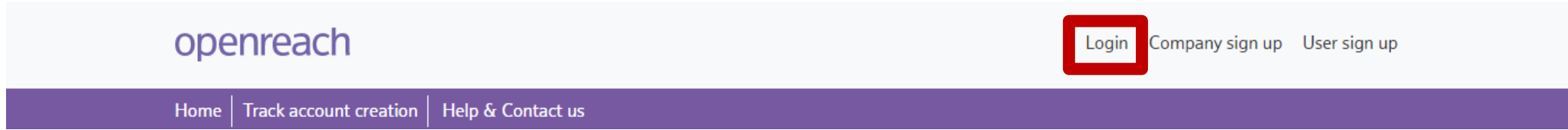
<https://www.developers.openreach.co.uk/developerportal/index>

EDC

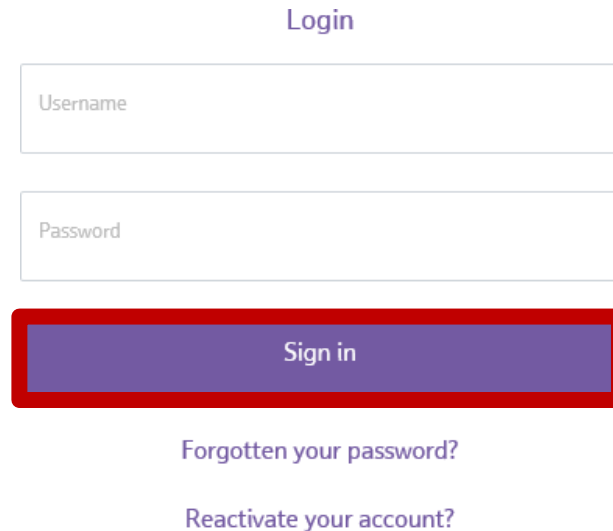


External Login to Developer Portal

- 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'.

A screenshot of the login form. The title 'Login' is centered at the top. Below it are two input fields: 'Username' and 'Password'. At the bottom of the form is a purple 'Sign in' button, which is highlighted with a red rectangular box. Below the button are two links: 'Forgotten your password?' and 'Reactivate your account?'.

- 4) You should now see your company dashboard page.

Welcome

Login

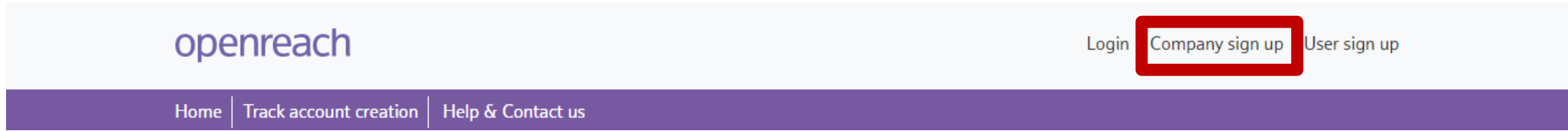
Create an
account/
subsidiary
company

View
my site

EDC

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?'.

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?'.

Is this a consultant company?

A company working on behalf of multiple developers.

Yes No

Postcode (e.g. IP5 3RE)

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

Close

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.



Thank you for your interest in registering as a new developer with Developer Portal.

An acknowledgement email with the temporary password will shortly be sent to your registered email address so that you can login.

First name

Last name

Email address

Contact number (optional)
07483293967

Company website (optional)

Company legal entity (optional)

Landline number

Mobile number (optional)

Postcode (e.g. IP5 3RE)
WN1 1NF

Address
Telephone Exchange, 6, Dorning Street, Wigan, WN1 1NF

< Back

Close

Submit

Close

Next

9) A confirmation email will be sent to the subsidiary company account manager along with a temporary login password. This must be 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.

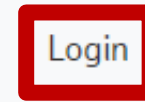
Thank you,
Openreach

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 WC1H 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.



Login

Company sign up

User sign up

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

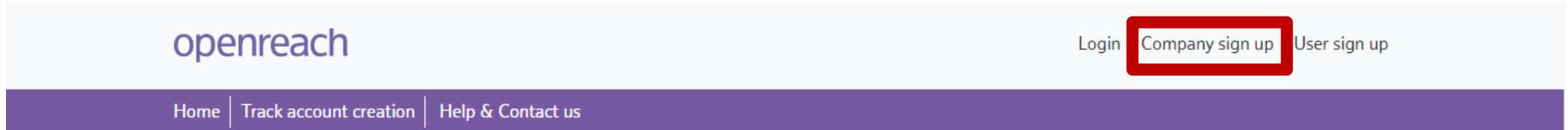
11) A security window will be presented, prompting password reset. Once the new password is entered and verified, click "Complete setup".

The screenshot shows the 'openreach' logo at the top left. Below it is a green banner with the text 'Complete your profile setup'. Underneath is a section titled 'For first time users' with a paragraph: 'We are here to help developers, house-builders and architects build an Openreach network on your residential or commercial development. Early registration of your sites is the key to making sure the people moving into your development get the services they deserve when they move in.' Below this are six input fields: 'First name', 'Last name', 'Email address', 'Temporary password' (with 8 dots), 'New password' (with 8 dots and a blue 'i' icon), and 'Confirm password' (with 8 dots). A purple button labeled 'Complete setup' is highlighted with a red border. At the bottom, there is a footer with copyright information and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

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

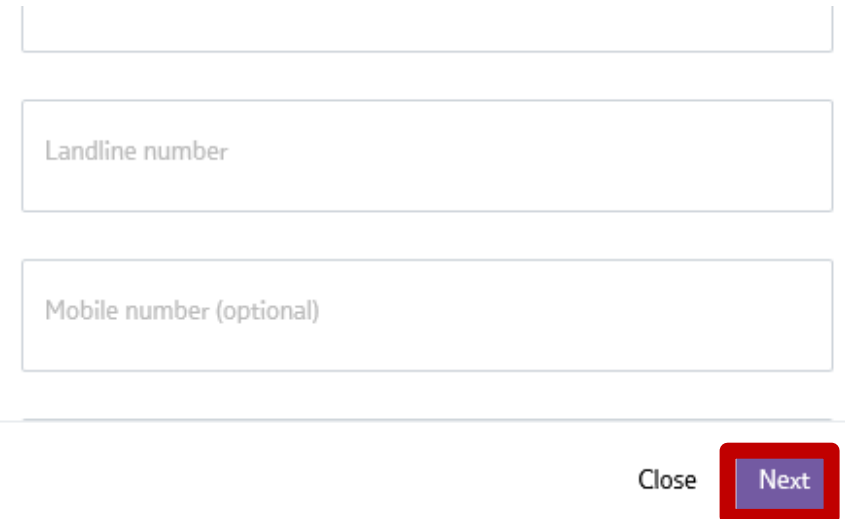
- 1) Visit <https://www.developers.openreach.co.uk/developerportal/index>
- 2) Right click on 'Company sign up' as seen below.



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

Are you creating a subsidiary company? i Yes No

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

A screenshot of a form for creating a subsidiary company. The form is displayed in a pop-up window. At the top, there is a question 'Are you creating a subsidiary company?' with an information icon. The 'Yes' radio button is selected and highlighted with a red box. Below the question are three input fields: a text field for the company name, a text field for the landline number, and a text field for the mobile number (optional). At the bottom right of the form, there are two buttons: 'Close' and 'Next'. The 'Next' button is highlighted with a red box.

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.



Thank you for your interest in registering as a new developer with Developer Portal.

An acknowledgement email with the temporary password will shortly be sent to your registered email address so that you can login.

First name

Last name

Email address

Contact number (optional)
07483293967

Company website (optional)

Company legal entity (optional)

Landline number

Mobile number (optional)

Postcode (e.g. IP5 3RE)
WN1 1NF

Address
Telephone Exchange, 6, Dorning Street, Wigan, WN1 1NF

< Back

Close

Submit

Close

Next

Welcome

Login

Create an
account/
subsidiary
company

View
my site

EDC

9) An email is generated for the administrator to verify their email address by clicking 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>

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 WC1H 9NP
Registered in England and Wales no. 10690039

Welcome

Login

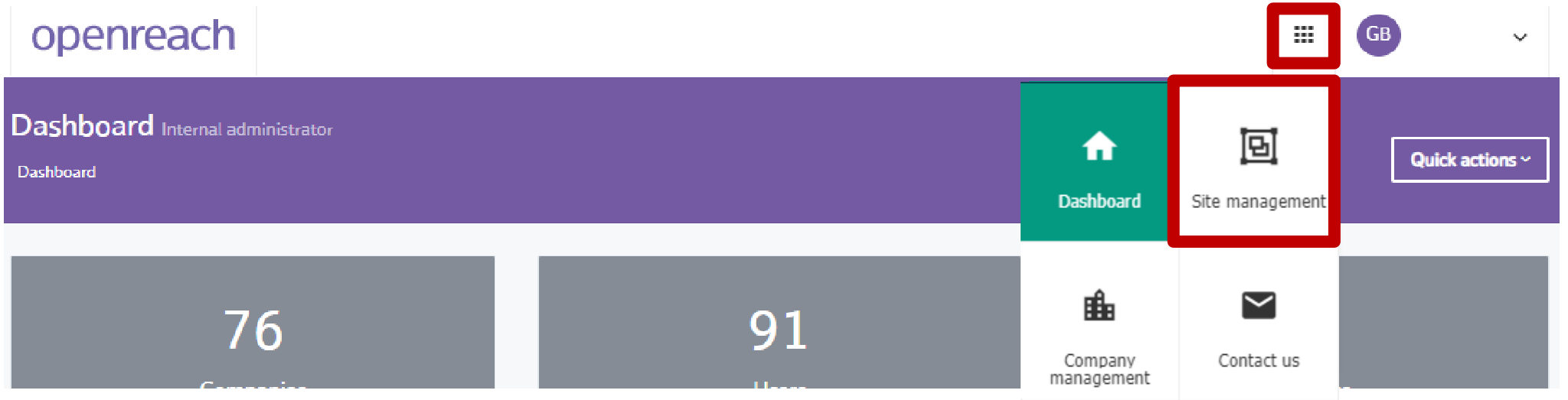
Create an account/
subsidiary company

View my site

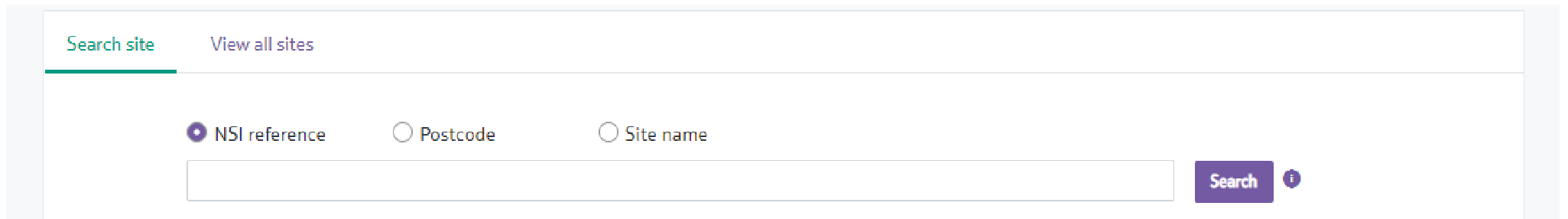
EDC

View my site

1) Once logged in click the 'modules' icon and 'Site management'.



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.



Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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'.

Search site View all sites

Select a company to view its hierarchy

Test Developer Company East

Your profile allows you to access any of the companies shown in purple.
Select one or more companies and click on 'View sites'. [Select all](#)

```
graph TD; HQ[Test Developer Company HQ] --- East[Test Developer Company East]; HQ --- North[Test Developer Company North]; HQ --- South[Test Developer Company South]; East --- E1[Test Developer Company E1]; South --- S1[Test Developer Company S1]; South --- S2[Test Developer Company S2];
```

Download sites: PDF XLS CSV **View sites**

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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.

Site management

Dashboard > Sites Quick actions ▾

[View my site](#) [Register site](#)

[Search site](#) [View all sites](#) < Back to company hierarchy

50 ▾ Rows Previous **1** Next

NSI ID ↑↓	Master NSI ID ↑↓	Phase ref. ⓘ ↑↓	Developer name ↑↓	Site name ↑↓	Site postcode ↑↓	First service date ↑↓	Status ↑↓
AJY096	-	-	Test Developer Company East	Test-Site	NE137NQ	23/01/2018	Open
AJY096	-	-	Test Developer Company East	Test-Site	NE137NQ	23/01/2018	Open
AJY096	-	-	Test Developer Company East	Test-Site	NE137NQ	23/01/2018	Open

Showing 1 to 3 of 3 entries Previous **1** Next

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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.

Site milestones Download overview: [PDF](#) [XLS](#) [CSV](#)

Click on a milestone to view its sub milestones. ■ Completed ■ On track ■ At risk ■ Delayed ■ Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID AJY/086	Master NSI ID ⓘ -	Developer name Test Developer Company North	Site name AN CAMAS MOR DEV OFF THE B970	Site postcode PH22 1RD	First service date 21/11/2018
Status On track	Site registration date 01/03/2016	Site start date 15/08/2017	Site address DEV OFF THE B970	Site type Non-DSI	No. of plots 206

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

Onsite

×

Actual start date

07/05/2018

Actual end date

-

Expected start date

07/09/2018

Expected end date

17/10/2018

Milestone status

On track

Sub milestones	Sub milestones status
First onsite equipment called off	Completed
First onsite equipment planned	Completed
First onsite build completed	On track
Last onsite build completed	Completed

Note

This milestone covers splitter information only. CBT and other equipment are not included.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

openreach

AN CAMAS MOR DEV OFF THE B970 - AJY/086

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

View plot details Request plot call off

Download all plot details: PDF XLS CSV

Plots Snags

All plots All status Search

Download filtered plot details: PDF XLS CSV

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

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

AN CAMAS MOR DEV OFF THE B970 - AJY/086

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

View plot details Request plot call off Download all plot details: PDF XLS CSV

Plots Snags

All plots All status Search

Download filtered plot details: PDF XLS CSV

There are critical snags raised against a plot or plots you have selected, which is stopping work progressing. Please resolve as soon as possible to avoid any further delays.

50 Rows Previous 1 2 3 4 5 Next

CSP ID	Premise	Sub premise	Expected developer completion date	Plot status	Total snags raised	Highly critical snags
RBBLVZN10	-	-		Plot called off, awaiting splitter to be commissioned	-	-
RBBLVZO10	-	-		Plot called off, awaiting splitter to be commissioned	-	-
RBBLVZP10	-	-		Plot called off, awaiting splitter to be commissioned	-	-

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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.

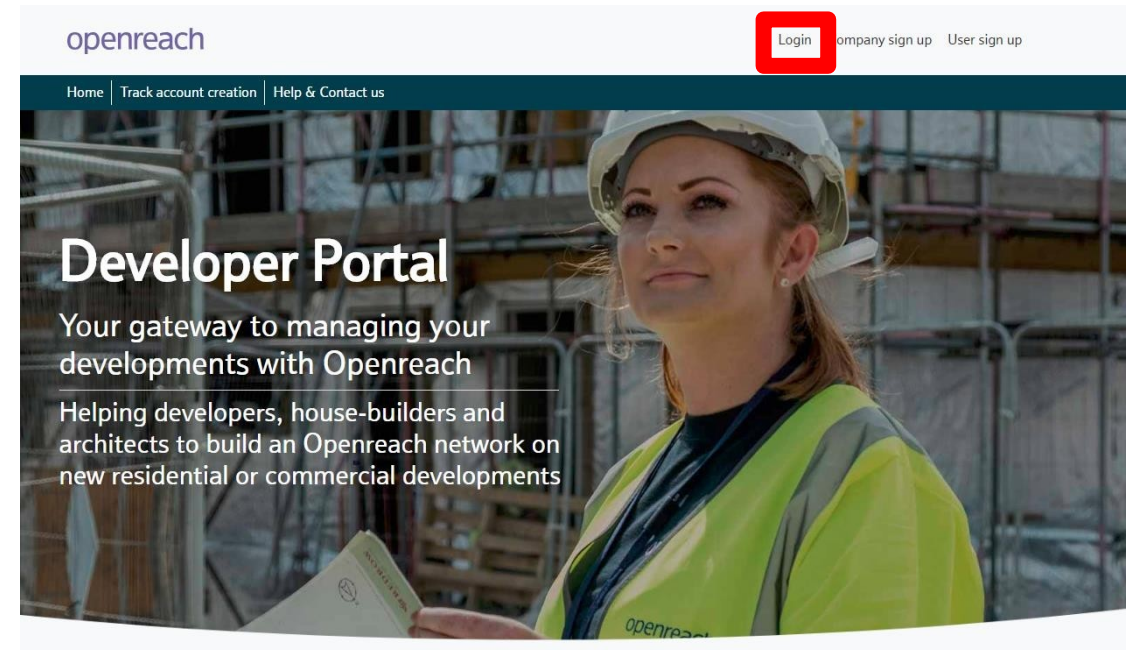
The EDC bulk upload feature enables multiple EDC dates for multiple plots to be submitted or changed by downloading, editing and re-uploading changes directly to the portal.

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.



Welcome

Login

Create an account/
subsidiary company

View my site

EDC

1) On the dashboard screen, click on the nine square navigation button and choose the "Site management" option.

The screenshot shows the Openreach dashboard interface. At the top, the 'openreach' logo is on the left, and the user 'SN Surya Nalla' is on the right. The main navigation bar includes 'Dashboard Internal administrator' and a 'Quick actions' dropdown. A navigation menu is open, showing options: 'Dashboard' (home icon), 'Site management' (grid icon, highlighted with a red box), 'Company management' (factory icon), and 'Contact us' (envelope icon). Below the navigation, three summary cards are visible: '141 Companies', '110 Users', and '1 Requests'. The 'New requests' section features a table with search filters and one entry for a compliance reauthorisation request.

Username	Email address	Date requested	Days to expiry	Request type	Action
Search	Search	Search	Search	Search	Clear
cxvzx xzczx	xzczx@bt.vom	06/01/2021	15 days	Compliance reauthorisation	Review

Welcome

Login

Create an account/
subsidiary
company

View
my site

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.

The screenshot displays the Openreach 'Site management' interface. At the top, the 'openreach' logo is on the left, and a user profile 'Muhamma...' is on the right. Below the logo, the breadcrumb 'Dashboard > Sites' is visible. The main header area contains 'View my site' and 'Register my site' links, along with a 'Quick actions' button. The central content area features a 'Search site' button (highlighted with a red box), a 'View all sites' link, and three radio button options: 'NSI reference' (selected), 'Postcode', and 'Site name'. A search input field and a 'Search' button are positioned below these options. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

The screenshot shows the Openreach user interface. At the top left is the 'openreach' logo. To its right are navigation links for 'View my site' and 'Register my site'. In the top right corner, there is a user profile icon with the initials 'MB' and the name 'Muhamma...'. Below the navigation bar, there are two tabs: 'Search site' and 'View all sites', with 'View all sites' being the active tab. A red rectangular box highlights a dropdown menu with the text 'Select a company to view its hierarchy' and the selected option 'Test Developer Company HQ'. Below this, a message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on 'View sites''. To the right of this message is a 'Deselect all' link. The main content area displays a hierarchical tree structure of companies. The root node is 'Test Developer Company HQ'. It branches into three nodes: 'Test Developer Company East', 'Test Developer Company North', and 'Test Developer Company South'. 'Test Developer Company East' has a sub-node 'Test Developer Company E1'. 'Test Developer Company South' has two sub-nodes: 'Test Developer Company S1' and 'Test Developer Company S2'. At the bottom of the tree, there are links for 'Download sites' in PDF, XLS, and CSV formats, and a 'View sites' button. The footer contains the copyright notice '© British Telecommunications plc 2020. All rights reserved.' and links for 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

openreach

MB Muhamma... ▾

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	-	E0410	Test Developer Company HQ	Test_Project	NQ137NE	19/04/2019	Open
AJY/176	-	E0TQ9	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	-	E0UD4	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

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

The screenshot shows the Openreach website interface for a specific site. The top navigation bar includes the Openreach logo, a user profile for 'Muhamma...', and a 'Quick actions' menu. The main header displays the site name 'DSI-Nikita - AJY/192' and navigation links for 'Overview' and 'Plot details'. Below the header is a 'Site milestones' section with a legend for 'Completed', 'On track', 'At risk', 'Delayed', and 'Yet to start'. A table of milestones follows, with 'Registration' and 'Onsite Proposal' marked as 'Completed', 'Offsite', 'Onsite', and 'First Plot' as 'At risk', 'Plots' as 'Yet to start', and 'Site Closure' as 'On track'. The 'Site information' section contains a table with various site details, where the 'Site start date' is highlighted with a red box. The 'Update details' section at the bottom has a dropdown menu for 'What you want to update?'.

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/192	-	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019

Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
Delayed	09/06/2019	09/06/2019	hinjewadi	DSI	30

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

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

openreach

DSI-Nikita - AJY/192

Dashboard > Sites > View site

Overview **Plot details**

< Back to sites Quick actions

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/192	-	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
Delayed	09/06/2019	09/06/2019	hinjewadi	DSI	30

Update details

What you want to update?

Document type
Please select

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

The screenshot displays the Openreach user interface for the site 'DSI-Nikita - AJY/192'. The top navigation bar includes the Openreach logo, a user profile for 'Muhamma...', and a 'Quick actions' menu. The main header shows the site name and breadcrumb navigation: 'Dashboard > Sites > View site'. Below this, there are tabs for 'Overview' and 'Plot details', and buttons for '< Back to sites' and 'Quick actions'. The 'View plot details' section features a search filter with radio buttons for 'Plots' (selected) and 'Snags', a dropdown menu set to 'All plots', and another dropdown set to 'All status'. A 'Search' button is highlighted with a red box. To the right, there are download options for 'PDF', 'XLS', and 'CSV'. Below the search filter is the 'EDC bulk upload' section, which includes instructions for downloading a template, saving it as xlsx or xls, adding EDCs in a specific date format, providing only future dates, and uploading the file. A 'Download template' button is located at the bottom of this section. To the right of the instructions is a large dashed box for file upload, containing a cloud icon and the text 'Drag and drop or [browse](#) to a file to upload it'. An 'Upload file' button is at the bottom of this area.

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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

The screenshot shows the Openreach user interface for site management. The header includes the Openreach logo, a user profile for 'Muhamma...', and navigation links for 'Dashboard', 'Sites', and 'View site'. The main title is 'DSI-Nikita - AJY/192'. Below the title, there are tabs for 'Overview' and 'Plot details', with 'Plot details' being the active tab. A 'Quick actions' button is also visible. The main content area has a 'View plot details' link and a 'Request plot call off' button. There are download options for 'PDF', 'XLS', and 'CSV'. A filter section shows 'Plots' selected, with a search bar containing 'All plots' and 'All status'. A '50 Rows' dropdown is present. A table of plots is displayed with columns for 'Internal Openreach reference (CSP ID)', 'Premise', 'Sub premise', 'Expected developer completion date', 'Plot status', 'Total snags raised', and 'Highly critical snags'. The 'Expected developer completion date' column is highlighted with a red box. The table contains 11 rows of data.

Internal Openreach reference (CSP ID)	Premise	Sub premise	Expected developer completion date	Plot status	Total snags raised	Highly critical snags
RAAKVNV59	1	-	23/12/2019	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNW59	2	-	Date not provided	<input checked="" type="checkbox"/> Auto Plot call off exception	-	-
RAAKVNX59	3	-	01/12/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNY59	4	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVNZ59	5	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOA59	6	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOB59	7	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOC59	8	-	01/01/2021	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOD59	9	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOE59	10	-	01/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-
RAAKVOF59	11	-	16/01/2020	<input checked="" type="checkbox"/> Awaiting plot call off	-	-

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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).

openreach

50 Rows

MB Muhamma...
Previous 1 Next

Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised ↑↓	Highly critical snags ↑↓
RAAKVNV59	1	-	23/12/2019	Awaiting plot call off	-	-
RAAKVNW59	2	-	Date not provided	Auto Plot call off exception	-	-
RAAKVNX59	3	-	01/12/2020	Awaiting plot call off	-	-
RAAKVNY59	4	-	01/01/2020	Awaiting plot call off	-	-
RAAKVNZ59	5	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOA59	6	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOB59	7	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOC59	8	-	01/01/2021	Awaiting plot call off	-	-
RAAKVOD59	9	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOE59	10	-	01/01/2020	Awaiting plot call off	-	-
RAAKVOF59	11	-	16/01/2020	Awaiting plot call off	-	-
RAAKVOG59	12	-	Date not provided	Auto Plot call off exception	-	-
RAAKVOH59	13	-	17/01/2020	Awaiting plot call off	-	-
RAAKVOI59	14	-	18/01/2020	Awaiting plot call off	-	-
RAAKVOJ59	15	-	19/01/2020	Awaiting plot call off	-	-
RAAKVOK59	16	-	20/01/2020	Awaiting plot call off	-	-

Calendar popup: Dec 2020. The 1st of December is highlighted.

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.

openreach

Download filtered plot details: PDF XLS CSV

Submit

EDC bulk upload

i Instructions

- Download the template
- Save to xlsx or xls
- Add the selected EDCs in format DD/MM/YYYY to column “Expected developer completion date”
- Only provide future dates
- Upload the file to the portal

Advice– to ensure file is sent to Openreach successfully

- Ensure date is in correct format DD/MM/YYYY and is not the current or a past date
- File is xlsx or xls
- Do not change or update any other columns or file format

Download template

Drag and drop or [browse](#) to a file to upload it

Upload file

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Welcome

Login

Create an account/
subsidiary
company

View
my site

EDC

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/SC	Expected developer completion date	Plot status
2	AJY/192	RAAKVNV59	1	-	-	29/12/2019	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

Welcome

Login

Create an account/
subsidiary company

View my site

EDC

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.

The screenshot shows the Openreach website interface. At the top left is the 'openreach' logo. On the right, there is a user profile for 'MB Muhamma...' and a 'Submit' button. Below the header, the main content area is titled 'EDC bulk upload'. On the left side of this area, there are instructions and advice. The instructions list: 'Download the template', 'Save to xlsx or xls', 'Add the selected EDCs in format DD/MM/YYYY to column "Expected developer completion date"', 'Only provide future dates', and 'Upload the file to the portal'. The advice section states: 'Ensure date is in correct format DD/MM/YYYY and is not the current or a past date', 'File is xlsx or xls', and 'Do not change or update any other columns or file format'. At the bottom of the instructions is a 'Download template' button. On the right side of the main content area, there is a large dashed box representing a file upload area. Inside this box, there is a cloud upload icon and the text 'Drag and drop or [browse](#) to a file to upload it'. Below this box is an 'Upload file' button. At the top right of the main content area, there is a 'Download filtered plot details:' link with options for PDF, XLS, and CSV. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

openreach

Download filtered plot details: PDF XLS CSV

Submit

EDC bulk upload

Instructions

- Download the template
- Save to xlsx or xls
- Add the selected EDCs in format DD/MM/YYYY to column "Expected developer completion date"
- Only provide future dates
- Upload the file to the portal

Advice– to ensure file is sent to Openreach successfully

- Ensure date is in correct format DD/MM/YYYY and is not the current or a past date
- File is xlsx or xls
- Do not change or update any other columns or file format

Download template

Drag and drop or [browse](#) to a file to upload it

Upload file

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

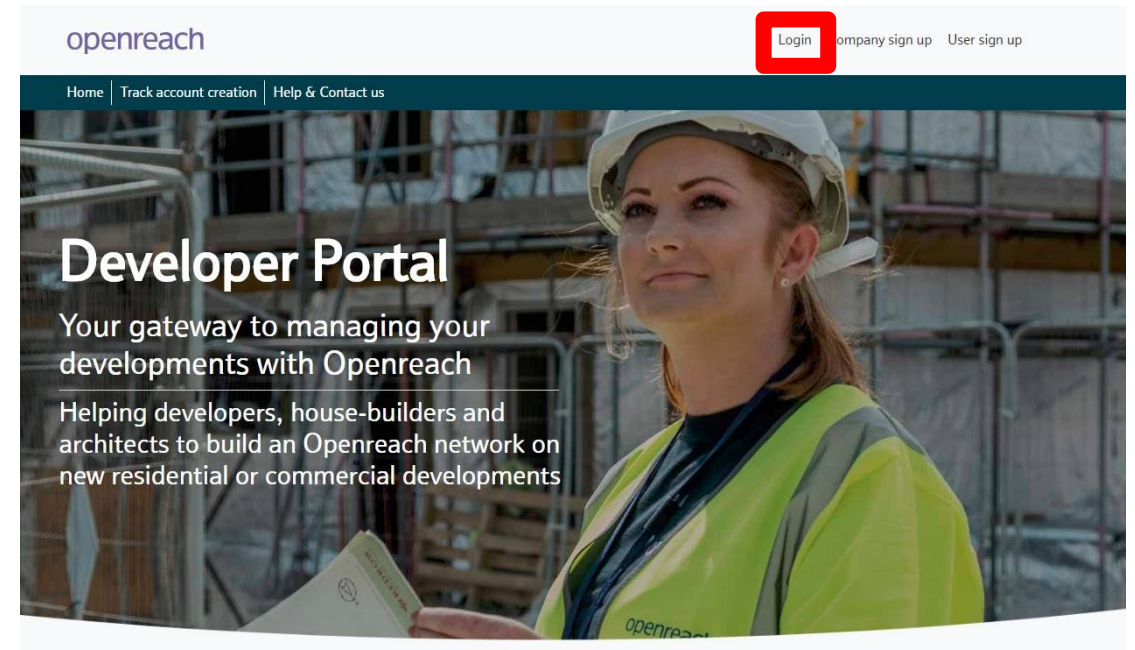
Plot call off can now be requested for specific plot(s) via the Developer Portal. Plot call off is much more efficient via the Portal as it means the Openreach FBCs will have an alert and email message with the requested details including plot(s) requested for call off. Developers can also provide an 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.



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

1) On the dashboard screen, click on the nine square navigation button and choose the "Site management" option.

The screenshot shows the Openreach Internal administrator dashboard. At the top, the 'openreach' logo is on the left, and the user 'SN Surya Nalla' is on the right. The main navigation bar contains several buttons: 'Dashboard' (home icon), 'Site management' (grid icon, highlighted with a red box), 'Company management' (factory icon), and 'Contact us' (envelope icon). Below the navigation bar, there are three summary cards: '141 Companies', '110 Users', and '1 Requests'. A 'New requests' section is visible, showing a table with one entry. The table has columns for Username, Email address, Date requested, Days to expiry, Request type, and Action. The entry for 'cxvzx xzczx' has an email of 'xzczx@bt.vom', a date of '06/01/2021', and '15 days' to expiry. The 'Action' column has a 'Review' button.

Username	Email address	Date requested	Days to expiry	Request type	Action
cxvzx xzczx	xzczx@bt.vom	06/01/2021	15 days	Compliance reauthorisation	Review

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot displays the Openreach Site Management interface. At the top left is the 'openreach' logo. On the top right, there is a user profile icon for 'MB Muhamma...' and a 'Quick actions' dropdown menu. The main header area is dark teal and contains the text 'Site management' and a breadcrumb 'Dashboard > Sites'. Below this, there are two tabs: 'View my site' (which is active) and 'Register my site'. The main content area is white and features a search bar. A red box highlights the 'Search site' button. To the right of the search bar, there are three radio buttons for search criteria: 'NSI reference' (selected), 'Postcode', and 'Site name'. A 'Search' button with an information icon is located to the right of the search input field. At the bottom of the page, there is a footer with copyright information: '© British Telecommunications plc 2020. All rights reserved.' and a row of links: 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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

The screenshot shows the Openreach website interface. At the top, there is a navigation bar with the Openreach logo, a user profile dropdown for 'Muhamma...', and links for 'View my site' and 'Register my site'. Below this, there are tabs for 'Search site' and 'View all sites'. A red box highlights a dropdown menu titled 'Select a company to view its hierarchy' with 'Test Developer Company HQ' selected. Below the dropdown, a message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on "View sites".' To the right of this message is a 'Deselect all' link. The main content area displays a hierarchical tree structure of companies: 'Test Developer Company HQ' is the root, with three children: 'Test Developer Company East', 'Test Developer Company North', and 'Test Developer Company South'. 'Test Developer Company East' has one child, 'Test Developer Company E1'. 'Test Developer Company South' has two children, 'Test Developer Company S1' and 'Test Developer Company S2'. At the bottom of the hierarchy view, there are download options for 'PDF', 'XLS', and 'CSV', and a 'View sites' button. The footer contains copyright information for British Telecommunications plc 2020 and links for 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

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

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

openreach

MB Muhamma... ▾

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	25/01/2018	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	-	EO410	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	-	EQT5Y	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

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

5) On the site overview page, review the site information section for the site start date currently set and the number of plots registered on the site.

The screenshot displays the Openreach website interface for a specific site, 'DSI-Nikita - AJY/192'. The page is divided into several sections:

- Header:** Includes the Openreach logo, user profile (MB Muhamma...), and navigation links like 'Dashboard > Sites > View site', '< Back to sites', and 'Quick actions'.
- Overview:** Shows 'Overview' and 'Plot details' tabs.
- Site milestones:** A horizontal bar chart showing the progress of various milestones. The milestones are: Registration (Completed), Onsite Proposal (Completed), Offsite (Delayed), Onsite (Delayed), First Plot (Delayed), Plots (Yet to start), and Site Closure (On track). A legend indicates the status: Completed (blue), On track (green), At risk (yellow), Delayed (red), and Yet to start (grey).
- Site information:** A table providing key details about the site. Two red boxes highlight the 'Site registration date' (09/06/2019) and the 'No. of plots' (30).
- Update details:** A section for updating site information, including a dropdown menu for 'What you want to update?' and a 'Document type' field set to 'Please select'.

Milestone	Status	Description
Registration	Completed	Tracks progress from registration submission to registration complete.
Onsite Proposal	Completed	Tracks progress from Awaiting proposal planning to proposal agreed.
Offsite	Delayed	Tracks progress of spine completion.
Onsite	Delayed	Tracks progress of 1st onsite equipment to build completion of last one.
First Plot	Delayed	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.
Plots	Yet to start	Provides summary of progress against all Openreach work completed for all plots.
Site Closure	On track	Tracks progress on snagging and SOD payments.

Field	Value
NSI ID	AJY/192
Master NSI ID	-
Developer name	Test Developer Company S2
Site name	DSI-Nikita
Site postcode	NQ137NE
First service date	09/06/2019
Overall site milestone status	Delayed
Site registration date	09/06/2019
Site start date	09/06/2019
Site address	hinjewadi
Site type	DSI
No. of plots	30

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

6) On the site overview page, clicking on the plots milestone will open the plots milestone view.

The screenshot shows the Openreach website interface for site 'DSI-Nikita - AJY/192'. The page is titled 'Site milestones' and includes a legend for milestone status: Completed (blue), On track (green), At risk (yellow), Delayed (red), and Yet to start (grey). A horizontal bar displays seven milestones: Registration, Onsite Proposal, Offsite, Onsite, First Plot, Plots, and Site Closure. The 'Plots' milestone is highlighted with a red border and is currently in a 'Yet to start' (grey) status. Below the milestones, the 'Site information' section provides details for the site, including NSI ID (AJY/192), Developer name (Test Developer Company S2), Site name (DSI-Nikita), Site postcode (NQ137NE), and First service date (09/06/2019). The overall site milestone status is 'Delayed'.

openreach

DSI-Nikita - AJY/192

Dashboard > Sites > View site

Overview Plot details

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Milestone	Description	Status
Registration	Tracks progress from registration submission to registration complete.	Completed
Onsite Proposal	Tracks progress from Awaiting proposal planning to proposal agreed.	Completed
Offsite	Tracks progress of spine completion.	Delayed
Onsite	Tracks progress of 1st onsite equipment to build completion of last one.	Delayed
First Plot	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Delayed
Plots	Provides summary of progress against all Openreach work completed for all plots.	Yet to start
Site Closure	Tracks progress on snagging and SOD payments.	On track

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/192	-	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
Delayed	09/06/2019	09/06/2019	hinjewadi	DSI	30

Update details

What you want to update?

Document type
Please select

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

7) The plot milestone view shows the status of the sub-milestones and the number of plots which have been called off and the remaining sites to be called off.

openreach

Overview Plot details

Site milestones

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plot
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary against all Openreach work completed for that plot.

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode
AJY/192	-	Test Developer Company S2	DSI-Nikita	NQ137NE
Overall site milestone status	Site registration date	Site start date	Site address	Site type
Delayed	09/06/2019	09/06/2019	hinjewadi	DSI

Update details

Plots

Milestone status

Yet to start

Sub milestones	Sub milestones status
All Openreach work completed	Yet to start
All Openreach work completed for 0 out of 30	Yet to start

8) Next, click on the "Plot details" tab to proceed to view all plots for the site.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

The screenshot shows the Openreach website interface for site DSI-Nikita - AJY/192. The 'Plot details' tab is highlighted with a red box. The page displays site milestones, site information, and update details.

Site milestones

Click on a milestone to view its sub milestones.

Legend: Completed (Blue), On track (Green), At risk (Yellow), Delayed (Red), Yet to start (Grey)

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/192	-	Test Developer Company 52	DSI-Nikita	NQ137NE	09/06/2019
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
Delayed	09/06/2019	09/06/2019	hinjewadi	DSI	30

Update details

What you want to update?

Document type
Please select

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

9) On the plot details screen, click on the "Request plot call off" tab to view sites which can be requested for call off.

The screenshot shows the Openreach web interface for a specific plot. At the top, the 'openreach' logo is on the left, and a user profile 'MB Muhamma...' is on the right. Below this is a dark teal header with the plot ID 'DSI-Nikita - AJY/192' and breadcrumb navigation 'Dashboard > Sites > View site'. A '< Back to sites' link and a 'Quick actions' dropdown are also present. The main content area has two tabs: 'View plot details' and 'Request plot call off', with the latter highlighted by a red box. Below the tabs are filters for 'Plots' (selected) and 'Snags', a dropdown for 'All plots', another for 'All status', and a 'Search' button. To the right, there are download options for 'PDF', 'XLS', and 'CSV'. The 'EDC bulk upload' section contains instructions for downloading a template, saving it as xlsx or xls, adding EDCs in DD/MM/YYYY format to the 'Expected developer completion date' column, providing only future dates, and uploading the file. A 'Download template' button is at the bottom left of this section. On the right, there is a large dashed box for file upload with a cloud icon and the text 'Drag and drop or [browse](#) to a file to upload it'. An 'Upload file' button is at the bottom right of this area.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

10) Clicking the "Search" button will reveal the available sites in the plot call off list. You can choose single or multiple sites to request plot call off.

openreach

Filter by plots

All plots Awaiting plot call off Search

Please select the plots that are ready for Openreach to call off. Plots with highly critical snags cannot be requested for plot call off.

50 Rows Previous 1 Next

<input type="checkbox"/>	Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised ↑↓	Highly critical snags ↑↓
<input checked="" type="checkbox"/>	RAAKVNV59	1	-	23/12/2019	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVNX59	3	-	01/12/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVNY59	4	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVNZ59	5	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOA59	6	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOB59	7	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOC59	8	-	01/01/2021	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOD59	9	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOE59	10	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOF59	11	-	16/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOH59	13	-	17/01/2020	Awaiting plot call off	-	-

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

11) Clicking the tick box in the top left hand side of the table will select all the sites to request plot call off for all remaining sites.

openreach

Filter by plots

All plots Awaiting plot call off Search

Please select the plots that are ready for Openreach to call off. Plots with highly critical snags cannot be requested for plot call off.

50 Rows Previous 1 Next

<input checked="" type="checkbox"/>	Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised ↑↓	Highly critical snags ↑↓
<input checked="" type="checkbox"/>	RAAKVNV59	1	-	23/12/2019	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVNX59	3	-	01/12/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVNY59	4	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVNZ59	5	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOA59	6	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOB59	7	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOC59	8	-	01/01/2021	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOD59	9	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOE59	10	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOF59	11	-	16/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOH59	13	-	17/01/2020	Awaiting plot call off	-	-

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

12) After selecting the required sites using the ticks in the table to request plot call off, click the "Request plot call off" button.

The screenshot shows the Openreach portal interface. At the top left is the 'openreach' logo. On the right, there is a user profile for 'MB Muhamma...'. Below the header is a table with the following columns: 'Internal Openreach reference (CSP ID)', 'Premise', 'Sub premise', 'Expected developer completion date', 'Plot status', 'Total snags raised', and 'Highly critical snags'. The table contains 10 rows of data. The first three rows have unchecked checkboxes. The next three rows (RAAKVOU59, RAAKVOV59, and RAAKVOW59) have checked checkboxes and are highlighted with a red box. The last four rows have unchecked checkboxes. Below the table, it says 'Showing 1 to 28 of 28 entries'. To the right of this text are 'Previous', '1', and 'Next' buttons. At the bottom right of the page, there is a 'Request plot call off' button, which is also highlighted with a red box. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

<input type="checkbox"/>	Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised ↑↓	Highly critical snags ↑↓
<input type="checkbox"/>	RAAKVON59	45	-	23/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOO59	45	-	24/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOP59	45	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOQ59	45	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOR59	45	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOS59	45	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOT59	45	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOU59	45	-	01/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOV59	45	-	10/01/2020	Awaiting plot call off	-	-
<input checked="" type="checkbox"/>	RAAKVOW59	45	-	16/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOX59	45	-	01/01/2020	Awaiting plot call off	-	-
<input type="checkbox"/>	RAAKVOY59	45	-	01/01/2020	Awaiting plot call off	-	-

Showing 1 to 28 of 28 entries

Previous 1 Next

[Request plot call off](#)

© British Telecommunications plc 2020. All rights reserved. [Accessibility](#) [Cookie settings](#) [Disclaimer](#) [Terms and conditions](#) [Privacy policy](#)

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

13) You'll be presented with the plot call off pop-out with a disclaimer to ensure the sites requested for plot call off are the correct standard as per the developer handbook. After this agreement is accepted, clicking "Submit" will complete the request for plot call off.

The screenshot shows the Openreach website interface. A table lists various sites with columns for selection, internal reference, premise, sub-premise, completion date, status, and snags. A pop-up window titled 'Plot call off' is overlaid on the right, containing a disclaimer and a 'Submit' button highlighted with a red box.

<input type="checkbox"/>	Internal Openreach reference (CSP ID) ↑↓	Premise ↑↓	Sub premise ↑↓	Expected developer completion date ↑↓	Plot status ↑↓	Total snags raised
<input type="checkbox"/>	RAAKVON59	45	-	23/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOO59	45	-	24/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOP59	45	-	01/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOQ59	45	-	01/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOR59	45	-	01/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOS59	45	-	01/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOT59	45	-	01/01/2020	Awaiting plot call off	-
<input checked="" type="checkbox"/>	RAAKVOU59	45	-	01/01/2020	Awaiting plot call off	-
<input checked="" type="checkbox"/>	RAAKVOV59	45	-	10/01/2020	Awaiting plot call off	-
<input checked="" type="checkbox"/>	RAAKVOW59	45	-	16/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOX59	45	-	01/01/2020	Awaiting plot call off	-
<input type="checkbox"/>	RAAKVOY59	45	-	01/01/2020	Awaiting plot call off	-

Showing 1 to 28 of 28 entries

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer

Cancel **Submit**

Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

14) A success message will be displayed to confirm the request for plot call off submitted to the FBC. You'll now receive an email confirming the plot call off request.

The screenshot shows the Openreach website interface. At the top left, the 'openreach' logo is visible. The main header area displays 'DSI-Nikita - AJY/192' and navigation links for 'Dashboard', 'Sites', and 'View site'. Below this, there are tabs for 'Overview' and 'Plot details'. The 'Request plot call off' tab is active, showing a 'Filter by plots' section with two dropdown menus: 'All plots' and 'Awaiting plot call off', and a 'Search' button. A purple notification banner at the top right reads 'Plot call off'. A red-bordered box highlights a success message on the right side of the page, which includes a green checkmark icon and the text: 'You've successfully submitted the selected plots. Openreach will now arrange a pre-check visit so that the plot(s) can be called off.'

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

Plot call off

Council addressing

30+
Registration

Site
reparenting

More
information

Plot call off

Council
addressing

30+
Registration

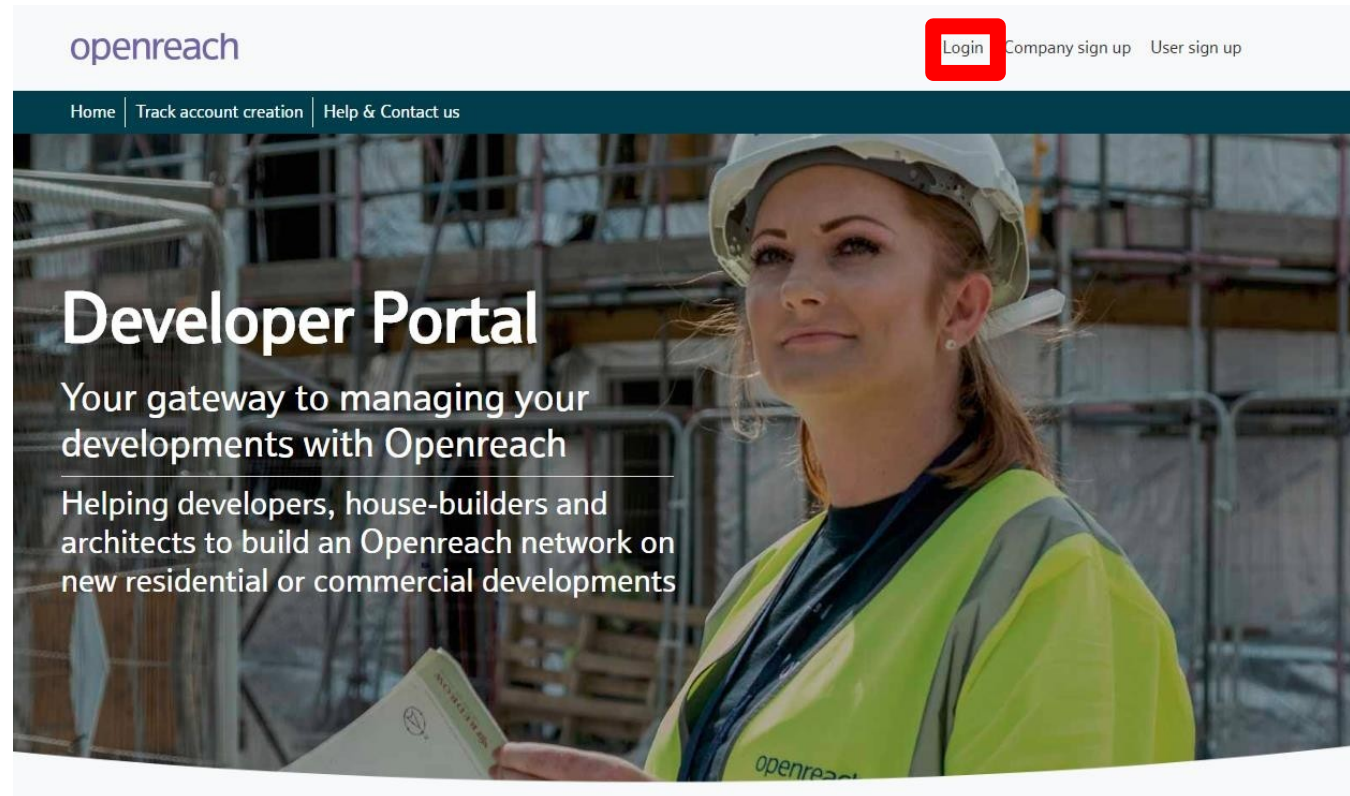
Site
reparenting

More
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) On the dashboard screen, click on the nine square navigation button and choose the "Site management" option.

The screenshot shows the Openreach Internal administrator dashboard. At the top, there is a navigation bar with the Openreach logo, the user name 'Surya Nalla', and a 'Quick actions' dropdown. Below this is a dark blue navigation menu with several options: 'Dashboard', 'Site management' (highlighted with a red box), 'Company management', and 'Contact us'. The main content area features three large grey cards: '141 Companies', '110 Users', and '1 Requests'. Below these is a 'New requests' section with a table of requests. The table has columns for Username, Email address, Date requested, Days to expiry, Request type, and Action. A search bar is located above the table, and a 'Clear' button is next to it. The table shows one entry with a 'Review' button. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

openreach

Dashboard Internal administrator

Dashboard

141 Companies

110 Users

1 Requests

New requests 1

50 Rows Search

Username	Email address	Date requested	Days to expiry	Request type	Action
Search	Search	Search	Search	Search	Clear
CXVZX XZCZX	xzczx@bt.vom	06/01/2021	15 days	Compliance reauthorisation	Review

Showing 1 to 1 of 1 entries

Previous 1 Next

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot shows the Openreach 'Site management' interface. At the top, there is a navigation bar with the 'openreach' logo on the left and a user profile 'MB Muhamma...' on the right. Below this is a dark teal header with the text 'Site management' and a breadcrumb 'Dashboard > Sites'. Two tabs are visible: 'View my site' (which is active) and 'Register my site'. A 'Quick actions' button is in the top right of the header. The main content area has a 'Search site' button highlighted with a red box, followed by a link 'View all sites'. Below this are three radio button options: 'NSI reference' (selected), 'Postcode', and 'Site name'. A search input field is positioned below these options, with a 'Search' button to its right. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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

The screenshot shows the Openreach website interface. At the top left is the 'openreach' logo. To the right of the logo are navigation links: 'View my site' and 'Register my site'. Further right is a user profile icon with the initials 'MB' and the name 'Muhamma...'. Below the navigation bar, there are two tabs: 'Search site' and 'View all sites', with 'View all sites' being the active tab. A red rectangular box highlights a dropdown menu with the text 'Select a company to view its hierarchy' and the selected option 'Test Developer Company HQ'. Below this, a message states: 'Your profile allows you to access any of the companies shown in purple. Select one or more companies and click on 'View sites'.' To the right of this message is a 'Deselect all' link. The main content area displays a hierarchical tree structure of companies. The root node is 'Test Developer Company HQ'. It has three children: 'Test Developer Company East', 'Test Developer Company North', and 'Test Developer Company South'. 'Test Developer Company East' has one child, 'Test Developer Company E1'. 'Test Developer Company South' has two children: 'Test Developer Company S1' and 'Test Developer Company S2'. At the bottom of the hierarchy, there are download options: 'Download sites: PDF XLS CSV' and a 'View sites' button. The footer contains the copyright notice '© British Telecommunications plc 2020. All rights reserved.' and links for 'Accessibility', 'Cookie settings', 'Disclaimer', 'Terms and conditions', and 'Privacy policy'.

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

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

openreach

MB Muhamma... ▾

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	-	EO4IO	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	-	EL2NU	Test Developer Company S2	DSI-Nikita	NQ137NE	09/06/2019	Open
AJY/236	-	E0UD4	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

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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

The screenshot shows the Openreach site overview page. At the top, there is a navigation bar with the Openreach logo, a user profile for 'Muhamma...', and a 'Quick actions' dropdown. Below the navigation bar, there are tabs for 'Overview' and 'Plot details'. The main content area is titled 'Site milestones' and includes a legend for milestone status: Completed (blue), On track (green), At risk (yellow), Delayed (red), and Yet to start (grey). A table of milestones is displayed, with 'Registration' highlighted in blue. Below the milestones table is the 'Site information' section, which contains a grid of site details. A red box highlights the 'Update details' button. Below this button is a dropdown menu labeled 'What you want to update?' with 'Document type' and 'Please select' as options. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

openreach

Dashboard > Sites > View site

< Back to sites Quick actions

Overview Plot details

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID AJY/304	Master NSI ID -	Developer name Test Developer Company HQ	Site name DSI-test	Site postcode NQ137NE	First service date 16/01/2020
Overall site milestone status On track	Site registration date 10/01/2020	Site start date 10/01/2020	Site address test	Site type DSI	No. of plots 9

Update details

What you want to update?

Document type
Please select

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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

The screenshot shows the Openreach 'View site' page. At the top, there is a navigation bar with 'Overview' and 'Plot details' tabs. Below this is a 'Site milestones' section with a table of milestones. A legend indicates the status of each milestone: Completed (blue), On track (green), At risk (yellow), Delayed (red), and Yet to start (grey). The 'Registration' milestone is highlighted in blue. Below the milestones is a 'Site information' section with a table of site details. At the bottom, there is an 'Update details' section with a form titled 'What you want to update?'. The form has a dropdown menu for 'Document type' with 'Please select' as the current selection. The option 'Confirmed council addressing' is highlighted in blue. The footer contains copyright information and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

openreach

Dashboard > Sites > View site

< Back to sites Quick actions

Site milestones

Download overview: PDF XLS CSV

Click on a milestone to view its sub milestones.

Completed On track At risk Delayed Yet to start

Registration	Onsite Proposal	Offsite	Onsite	First Plot	Plots	Site Closure
Tracks progress from registration submission to registration complete.	Tracks progress from Awaiting proposal planning to proposal agreed.	Tracks progress of spine completion.	Tracks progress of 1st onsite equipment to build completion of last one.	Tracks progress from awaiting 1st plot call off to point where all Openreach work is completed for that plot.	Provides summary of progress against all Openreach work completed for all plots.	Tracks progress on snagging and SOD payments.

Site information

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/304	-	Test Developer Company HQ	DSI-test	NQ137NE	16/01/2020
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
On track	10/01/2020	10/01/2020	test	DSI	9

Update details

What you want to update?

Document type

Please select

Confirmed council addressing

© British Telecommunications plc 2020. All rights reserved.

Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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).

The screenshot displays the Openreach Council Addressing interface. At the top, the 'openreach' logo is visible on the left, and a user profile 'MB Muhamma...' is on the right. Below the logo, a grid of site details is shown:

NSI ID AJY/304	Master NSI ID -	Developer name Test Developer Company HQ	Site name DSI-test	Site postcode NQ137NE	First service date 16/01/2020
Overall site milestone status On track	Site registration date 10/01/2020	Site start date 10/01/2020	Site address test	Site type DSI	No. of plots 9

Below the details is the 'Update details' section. A dropdown menu for 'Document type' is set to 'Confirmed council addressing'. The main content area is titled 'Update confirmed council addresses for the plots for this site' and contains the following instructions:

- Instructions**
 - Download the template – this will provide you with the latest information available for the plots on your site
 - Save only to .xlsx or .xls
 - Update only the columns highlighted in "green"
 - Columns not highlighted should not be changed
 - Only provide address details for each plot that have been confirmed by the council
- Advice to ensure file is sent to Openreach successfully and avoid delays in commissioning**
 - Ensure data provided is correct
 - Avoid changing columns header or non-editable fields as this will throw an error asking you to download latest data and re upload
 - The non-editable fields are there to ensure your data and Openreach's data is aligned correctly
 - Save only to .xlsx or .xls

On the right side, there is a large dashed box representing a document upload area with a cloud icon and the text 'Drag and drop or [browse](#) to a file to upload it'. At the bottom of the interface, there are two buttons: 'Download template' (highlighted with a red box) and 'Upload file'.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot displays a Microsoft Excel spreadsheet with a file explorer window overlaid. The spreadsheet has columns for 'Sub building/Sub premise name', 'House/Building number', 'Thoroughfare', 'Locality', 'Town', and 'Postcode'. The file explorer window shows the file 'AJY_304_Council_address_upload_16012020.xlsx' selected in the 'Downloads' folder, with the file name highlighted in a red box.

Sub building/Sub premise name	House/Building number	Thoroughfare	Locality	Town	Postcode
Sub1	1	Garnett	Norwich	Eastor	NR9 5FB
Sub2	2	Garnett	Norwich	Eastor	NR9 5FB
Sub3	3	Garnett	Norwich	Eastor	NR9 5FB
Sub4	4	Garnett	Norwich	Eastor	NR9 5FB
Sub5	5	Garnett	Norwich	Eastor	NR9 5FB
Sub6	6	Garnett	Norwich	Eastor	NR9 5FB
Sub7	7	Garnett	Norwich	Eastor	NR9 5FB
Sub8	8	Garnett	Norwich	Eastor	NR9 5FB
Sub9	9	Garnett	Norwich	Eastor	NR9 5FB

Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

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

openreach

Open

This PC > Downloads > Concil Address

Search Concil Address

Organize New folder

Name	Date modified	Type	Size
AJY_304_Council_address_upload_160120...	16/01/2020 13:59	Microsoft Excel W...	12 KB

File name: AJY_304_Council_address_upload_16012020.xlsx

All Files

Open Cancel

Muhamma...

Site postcode
NQ137NE

First service date
16/01/2020

Site type
DSI

No. of plots
9

Drag and drop or [browse](#) to a file to upload it

Upload file

© British Telecommunications plc 2020. All rights reserved.

Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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".

openreach

NSI ID: AJY/304, Master NSI ID: -, Developer name: Test Developer Company HQ, Site name: DSI-test, Site postcode: NQ137NE, First service date: 16/01/2020

Overall site milestone status: On track, Site registration date: 10/01/2020, Site start date: 10/01/2020, Site address: test, Site type: DSI, No. of plots: 9

Update details

What you want to update?
Document type: Confirmed council addressing

Update confirmed council addresses for the plots for this site

Instructions

- Download the template – this will provide you with the latest information available for the plots on your site
- Save only to xlsx or xls
- Update only the columns highlighted in "green"
- Columns not highlighted should not be changed
- Only provide address details for each plot that have been confirmed by the council

Advice to ensure file is sent to Openreach successfully and avoid delays in commissioning

- Ensure data provided is correct
- Avoid changing columns header or non-editable fields as this will throw an error asking you to download latest data and re upload
- The non-editable fields are there to ensure your data and Openreach's data is aligned correctly
- Save only to xlsx or xls

AJY_304_Council_address_upload_16012020.xlsx
Drag and drop or [browse](#) to a file to upload it

Is it a partial update or full update?
 Partial Full

Download template

Upload file

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot displays the Openreach portal interface. At the top, a purple header bar contains the text "Update details" and a close icon. Below this, a table provides site information:

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First s
AJY/304	-	Test Developer Company HQ	DSI-test	NQ137NE	16/01
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. o
On track	10/01/2020	10/01/2020	test	DSI	9

Below the table, the "Update details" section is visible. It includes a dropdown menu for "What you want to update?" set to "Confirmed council addressing". The main content area is titled "Update confirmed council addresses for the plots for this site" and contains instructions and advice. A file upload area is present with the filename "AJY_304_Council_address_upload_16012020.xlsx" and a "Partial" update selected. At the bottom, there are "Download template" and "Upload file" buttons.

On the right side of the screenshot, a success message is displayed in a purple box with a green checkmark icon:

Your request to update council address has been successfully completed.

At the bottom of the page, the footer contains the text: © British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot shows the Openreach website interface. At the top, the 'openreach' logo is on the left, and a user profile 'MB Muhamma...' is on the right. Below the logo, there is a table of site details:

NSI ID	Master NSI ID	Developer name	Site name	Site postcode	First service date
AJY/304	-	Test Developer Company HQ	DSI-test	NQ137NE	16/01/2020
Overall site milestone status	Site registration date	Site start date	Site address	Site type	No. of plots
On track	10/01/2020	10/01/2020	test	DSI	9

Below the table, there is a section titled 'Update details' with a dropdown menu labeled 'What you want to update?'. The dropdown is currently set to 'Confirmed council addressing'. Below this, there are instructions for updating confirmed council addresses, including a list of steps and advice to ensure the file is sent to Openreach successfully. At the bottom of the page, there are two buttons: 'Download existing file' (highlighted with a red box) and 'Upload file'.

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.

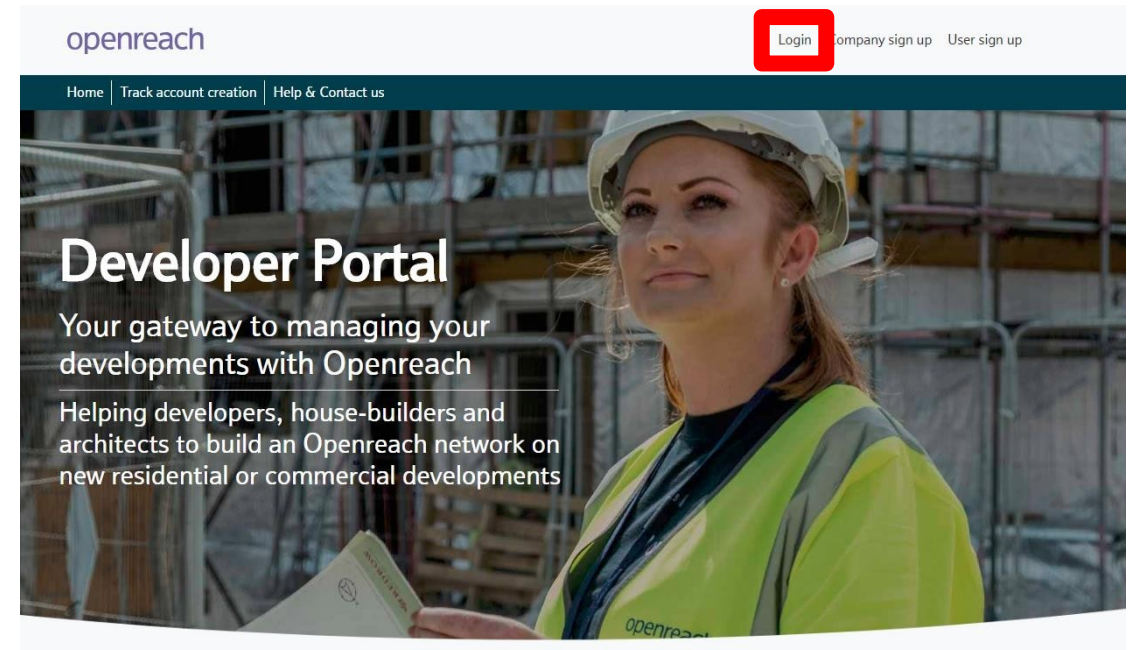
For sites with 2-29 premises we'll assess our network to offer you the best available technology. For further information please refer to our web site www.ournetwork.openreach.co.uk

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.



Plot call off

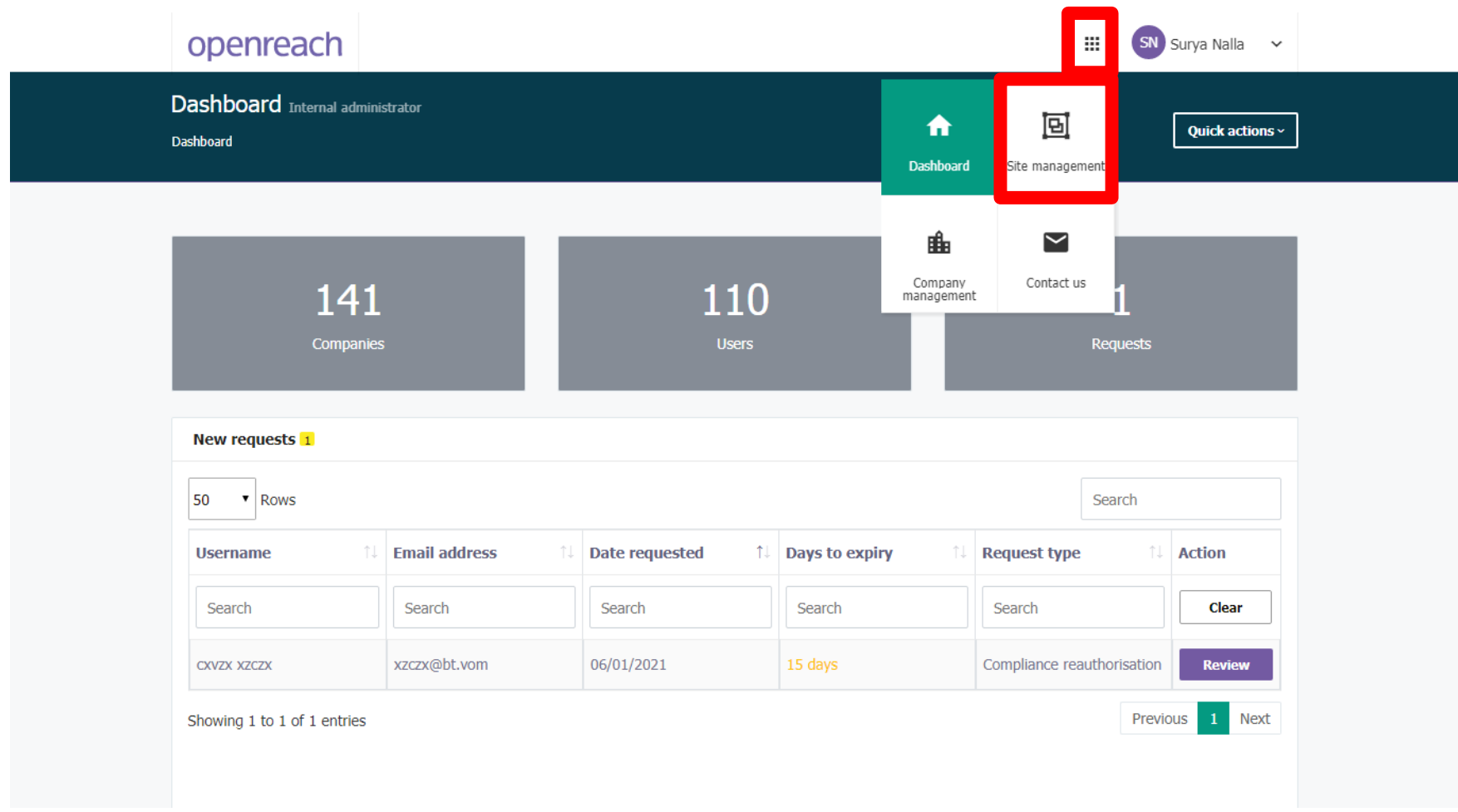
Council addressing

30+ Registration

Site reparenting

More information

1) On the dashboard screen, click on the nine square navigation button and choose the "Site management" option.



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

2) Click on "Register my site" from the site management page.

The screenshot displays the Openreach Site Management dashboard. At the top left, the 'openreach' logo is visible. The main header area is dark teal and contains the text 'Site management' and a breadcrumb trail 'Dashboard > Sites'. On the right side of this header, there is a user profile icon for 'MB Muhamma...' and a 'Quick actions' dropdown menu. Below the header, there are two buttons: 'View my site' and 'Register my site'. The 'Register my site' button is highlighted with a red rectangular box. The main content area below features a search bar with the following options: 'Search site' (active), 'View all sites', and three radio buttons for 'NSI reference' (selected), 'Postcode', and 'Site name'. A search input field and a 'Search' button are also present. The footer contains copyright information for British Telecommunications plc 2020 and links for Accessibility, Cookie settings, Disclaimer, Terms and conditions, and Privacy policy.

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

3) You'll now see the "Register my site" page which gives further information regarding Openreach registration of Residential plus commercial sites for 30 plots or more.

If you need to register sites with fewer than 30 plots, please [click here](#) to review the Openreach formwize. For more information regarding other site types for registration with Openreach, please [click here](#). Now click on "Start registration" to begin.

openreach

Site management

Dashboard > Sites

View my site Register my site

Quick actions

TRIAL NOTICE
Register my site is still in the trial stage. Unless you have been approached to be included in the trial, please [click here](#) to complete any site registrations.

Information

To register a site with Openreach, you need to do this no later than 8 weeks prior to the site start date and, for fibre infrastructure, a minimum of 6 months from contract signature to first occupancy date is also required.

Key notes

Residential plus commercial

- A residential/commercial site or mixed site with 30 plots or more, FTTP will be free of charge (nil developer contribution).
To register sites with fewer than 30 plots, [click here](#) or with more than 200 plots, [click here](#).
- A residential/commercial site or mixed site with 2 to 29 plots, Openreach will offer to build FTTP with a small contribution from the developer using our rate card. By default, Openreach will connect these smaller sites for free (nil developer contribution) to the nearest available local copper network which may or may not be pre-enabled with FTTC (Fibre To The Cabinet). We will advise of this as part of the registration process.

Other site types such as, commercial only and single residential plot, are still in progress to be enabled on Developer Portal. For more information about other site types and registration. [click here](#).

Start registration

Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

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

The screenshot shows the 'openreach' site management interface. The page title is 'Site management' with a breadcrumb 'Dashboard > Sites'. There are two main navigation options: 'View my site' and 'Register my site'. A progress bar at the top indicates four steps: 1. Location details (highlighted with a red box), 2. Site details, 3. Contact details, and 4. Document upload. Below the progress bar, the 'Location details' form is displayed with the following fields:

- Site name: Test Site (41 characters remaining)
- Site address: Test Street (39 characters remaining)
- Postal town: Test Town (41 characters remaining)
- Site postcode (e.g. IP5 3RE): IV23 2PQ
- X (Easting): 235137
- Y (Northing): 870440

Below the postcode field, there is a note: "If you do not know the last part of the postcode, please use '1CC'. Example: xxxx 1CC". At the bottom right of the form, there are two buttons: 'Save as draft' and 'Next' (highlighted with a red box). A '< Back' link is visible at the bottom left.

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.

The screenshot shows the 'openreach' site management interface. The page title is 'Site management' with a breadcrumb 'Dashboard > Sites'. There are two tabs: 'View my site' and 'Register my site'. A progress bar at the top indicates four steps: 1. Location details (completed with a green checkmark), 2. Site details (current step, highlighted with a green circle), 3. Contact details, and 4. Document upload. Below the progress bar, the 'NSI reference' is displayed as 'ALG/014', which is highlighted with a red box. The main content area is titled 'Basic details' and contains the following form fields:

- Question: "What is the type of site which you want to register?"
Field: "Site type" with a dropdown menu showing "Mixed residential/commercial sites".
- Question: "Will the developer self-install this equipment?"
Field: Radio buttons for "Yes" (selected) and "No".
- Question: "Please select the expected start date for the site that you are registering."
Field: "Site start date" with a date picker showing "01/09/2020".
- Question: "Please select the first service date for the site that you are registering."
Field: "First service date" with a date picker showing "05/11/2020".

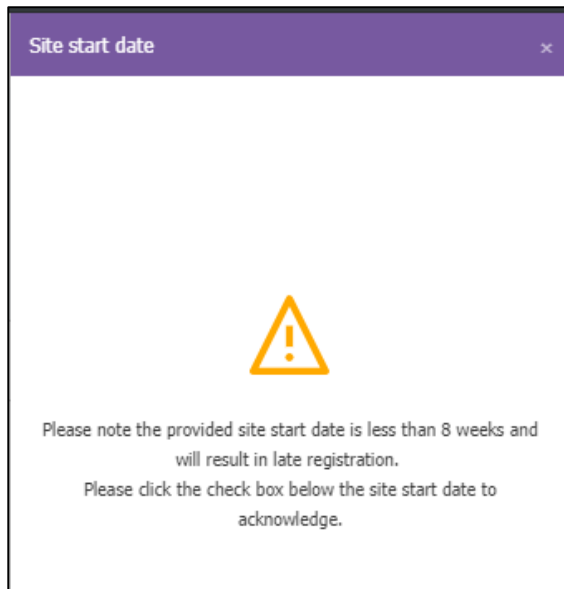
Plot call off

Council addressing

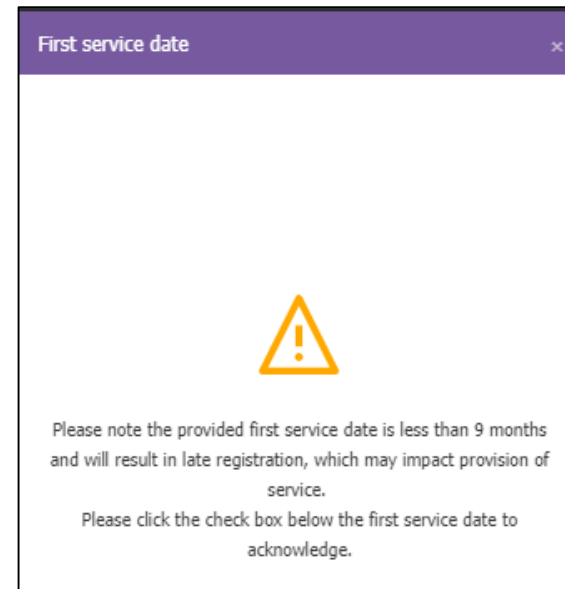
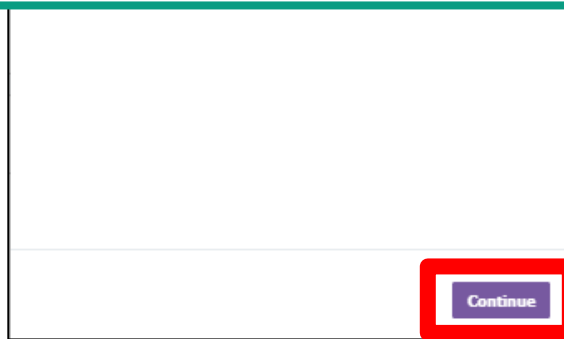
30+ Registration

Site reparenting

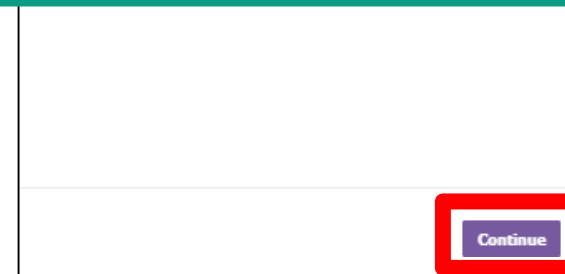
More information



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.



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.

Plot call off

Council addressing

30+
Registration

Site reparenting

More information

Planning permission and wayleave details [-]

Is wayleave granted by developer?
 Yes No

Please enter the planning authority reference.

50 characters remaining

Please enter the local authority's name.

50 characters remaining

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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).

Plot details

Please note: The current portal supports 1 phase of upto 200 plots. We are working on a solution to support more than 200 plots.

How many plots are you building in this registration?

Number of plots
30

The number of plots in this registration is equal to the ultimate site size. Are you registering all the plots for this whole site in a single registration? Please note no more phases can be added to this site in future.

How many phases do you require in this registration?

Number of phases
1

What is the estimated ultimate site size? (This includes total number of plots for this registration and any future developments)

Estimated ultimate site size
30

Phase 1 details

Plots break-up table

Unit Name	Number of plots
SDU Single dwelling unit includes houses, bungalows, etc.	20
SBU Single business unit includes shops, salons, clinics etc	1
MDU Flats Multi dwelling unit includes flats, commercial centers etc.	9
Maisonettes Maisonettes can be shops, houses etc	0
Total	30

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.

MDU details

How many MDU blocks are you building?

Number of blocks
3

Please enter the number of floors per block and number of plots per floor.

Floor 5	Floor 5		
Floor 4	Floor 4		
Floor 3	Floor 3	Floor 3	
Floor 2	Floor 2	Floor 2	
Floor 1	1	1	1

Block name	Red	White	Blue
Number of floors	5	3	1
Block total	1	1	1

Total 3

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

The screenshot shows a web form titled "Copper lines" with the following sections:

- Do you require any lift lines?** Radio buttons for Yes (selected) and No.
- Please state how many lifelines are required?** Input field with "Number of lift lines" label and value "2".
- Do you require any additional permanent service lines for your site?** Radio buttons for Yes (selected) and No.
- Please state how many permanent enablement lines are required?** Input field with "Number of Permanent enablement lines" label and value "3". Subtext: "For example: CCTV, alarm lines, door entry, metering/monitoring stations and pumping stations."
- Please state how many permanent care lines are required?** Input field with "Number of Permanent care lines" label and value "3". Subtext: "For example: Bed side monitoring systems and pull cords."
- Special notes (Optional)** Section with a red box around the label and a "Maximum of 200 characters" note.

At the bottom right, there are two buttons: "Save as draft" and "Next", with the "Next" button highlighted by a red box.

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.

openreach

Site management

Dashboard > Sites

Quick actions

View my site Register my site

Location details Site details **Contact details** Document upload

NSI reference : ALG/014

Contact details

Please provide valid onsite contact details. For example: Site manager details.

Name
Muhammad Bhoyroo
34 characters remaining

Contact number
07484023136
18 characters remaining

Email Address
developer.portal.feedback@openreach.co.uk
213 characters remaining

Alternative contact details.

Name (Optional)
50 characters remaining

Contact number (Optional)
29 characters remaining

Email Address (Optional)
254 characters remaining

< Back Save as draft **Next**

© British Telecommunications plc 2020. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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.

openreach

Site management

Dashboard > Sites

View my site Register my site

Quick actions

4 Document upload

NSI reference : ALG/014

Document upload

Document	Select a document	Upload
Location plan	location plan.pdf Drag and drop or browse to a file to upload it.	Upload
Site plan	Site plan.pdf Drag and drop or browse to a file to upload it.	Upload

Instructions

- Browse the file or
- drag and drop a file on the grey section
- For Location plan the file format should be .doc, .docx & .pdf
- For Site plan the file format should be .doc, .docx, .dxf & .pdf
- Only one file can be uploaded at a time for each document type

Back Save as draft Submit

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.

Location details Site details Contact details Document upload

NSI reference : MR/ARD/302

Document upload

Document	Select a document	Upload						
Location plan	<table border="1"><thead><tr><th>Document name</th><th>Uploaded by</th><th>Date & time</th></tr></thead><tbody><tr><td> _MR_ARD_302_Location Plan_1.pdf</td><td>surya.nalla@bt.com</td><td>24/12/2019 11:55:06</td></tr></tbody></table>	Document name	Uploaded by	Date & time	_MR_ARD_302_Location Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:06	<input type="button" value="Upload"/>
Document name	Uploaded by	Date & time						
_MR_ARD_302_Location Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:06						
Site plan	<table border="1"><thead><tr><th>Document name</th><th>Uploaded by</th><th>Date & time</th></tr></thead><tbody><tr><td> _MR_ARD_302_Site Plan_1.pdf</td><td>surya.nalla@bt.com</td><td>24/12/2019 11:55:18</td></tr></tbody></table> <p>You have successfully uploaded the site plan.</p>	Document name	Uploaded by	Date & time	_MR_ARD_302_Site Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:18	<input type="button" value="Upload"/>
Document name	Uploaded by	Date & time						
_MR_ARD_302_Site Plan_1.pdf	surya.nalla@bt.com	24/12/2019 11:55:18						

Back Save as draft Submit

© British Telecommunications plc 2019. All rights reserved. Accessibility Cookie settings Disclaimer Terms and conditions Privacy policy

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

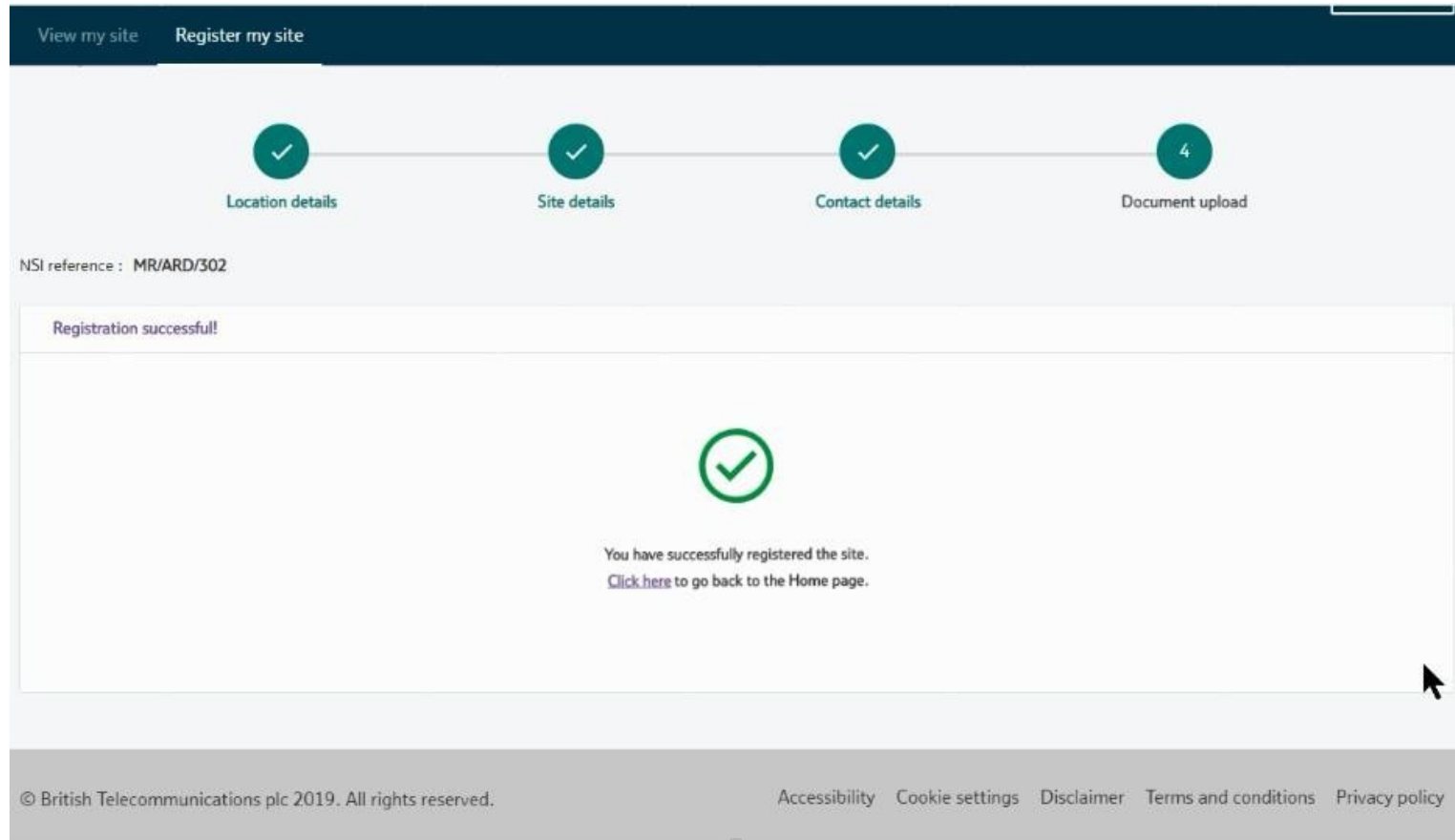
Council addressing

30+ Registration

Site reparenting

More information

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?

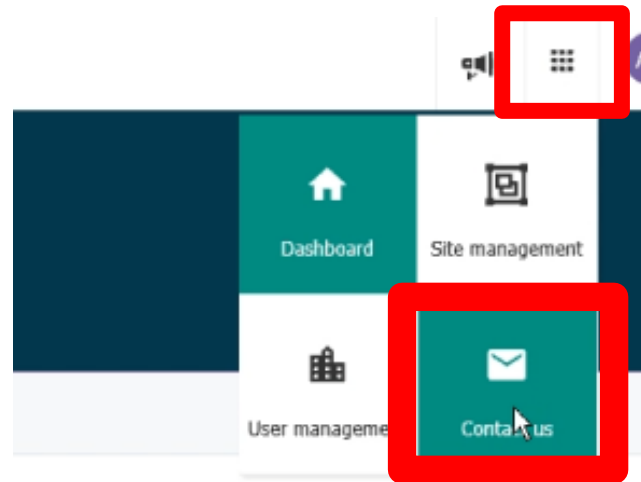
Please contact

developer.portal.feedback@openreach.co.uk

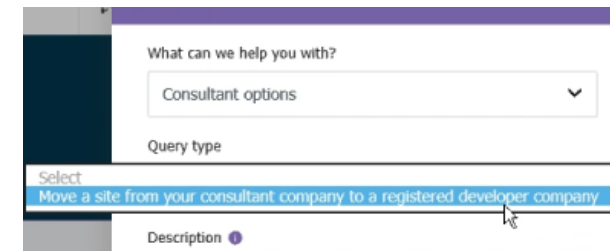
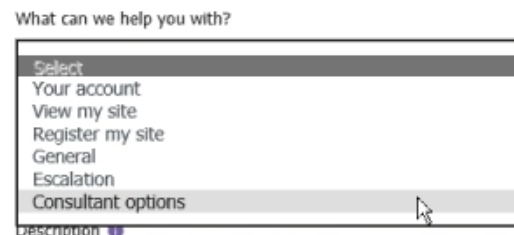
Site reparenting

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 dots at the top of the dashboard screen and choose "Contact us"



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



Plot call off

Council addressing

30+ Registration

Site reparenting

More information

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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

Description ⓘ

NSI Reference: ABC/12A
From company name: ABC Ltd
To company name: XYZ Construction Ltd

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





Your request for support has been successfully submitted.
The case number for your request is **00210871**. An email confirmation will be sent to your registered email address.

Please note, we will address your request within 48 hours. If you do not hear from us within 48 hours, you can raise an escalation against this case number.

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'.

Contact us ×

User information Report or escalate

First name



Last name

Email address

Contact number

Close Next

Contact us ×

User information Report or escalate

Services

Case type

Case category

Issue description

< Back Close Submit

Plot call off

Council addressing

30+ Registration

Site reparenting

More information

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>



Plot call off

Council
addressing

30+
Registration

Site
reparenting

More
information

LEARNING & DEVELOPMENT
being the best you can be

openreach
Connecting you to your network