

# PropReportHub - Client Onboarding Guide

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Welcome to PropReportHub. This guide explains how Clients (developers, investors, and project teams) can create an account, submit projects, and appoint consultants through the platform.

## Step 1: Registration

- Visit the PropReportHub website and click on 'Start a Project'.
- Enter your name, email, and create a secure password.
- Verify your email address through the confirmation link sent to your inbox.

## Step 2: Create a Project Request

- Log into your account and select 'New Project'.
- Provide details about the property or project, including location and required reports.
- Upload any relevant documents, drawings, or supporting information (up to 30GB per project).

## Step 3: Invite Consultants

- Browse the consultant directory to view profiles and expertise.
- Filter by service type, region, and specialism.
- Invite selected consultants to provide a quotation.

## Step 4: Compare Quotes

- Receive notifications when consultants submit their quotes.
- Compare fees, timescales, and expertise side by side.
- Review consultant profiles, including qualifications and past feedback.

## Step 5: Appoint a Consultant

- Select your preferred consultant and formally appoint them through the platform.

- All appointments are logged with a full audit trail for compliance.
- Confirm fee agreements and timelines with the appointed consultant.

### **Step 6: Manage Communication & Files**

- Use the platform dashboard to exchange messages with consultants.
- Upload and access project documents securely in one place.
- Keep track of project progress with all records auditable.

### **Step 7: Project Completion**

- Receive final reports and supporting documents directly through the platform.
- Download and store your documents securely for future reference.
- Provide feedback on the consultant to support quality assurance.

### **Step 8: Ongoing Benefits**

- Access all past and current projects in one dashboard.
- Re-invite trusted consultants for future work.
- Save time by using one central hub for all reporting needs.

### **Step 9: Support & Help**

- Access FAQs and guides via the Help Centre.
- Contact PropReportHub support at [info@propreporthub.com](mailto:info@propreporthub.com) for assistance.
- Feedback on your experience helps us improve the platform.

### **Closing Note**

By following these steps, Clients can successfully onboard to PropReportHub, appoint trusted consultants, and manage all project reporting needs securely in one place.