



Applicable Area(s):

- Operational Review
- PartnerHub (External)



For Use By:

- Providers



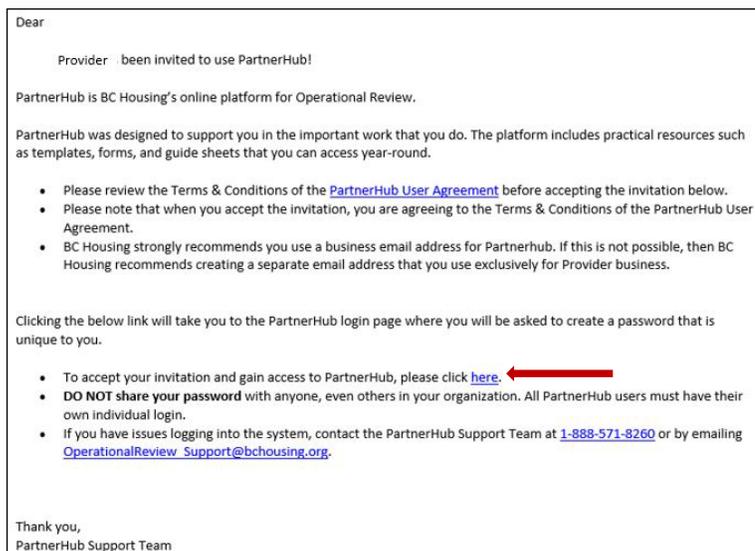
Before You Start:

- Make sure you have received your PartnerHub invitation email.
- The invitation link within the email **expires after 6 months**.
- If you believe you should have received an invitation email but have not or the invitation link has expired, please contact PartnerHub Support at 1-888-571-8260 or email us at OperationalReview_Support@bchousing.org.



Steps:

1. Open the invitation email sent by BC Housing's PartnerHub.

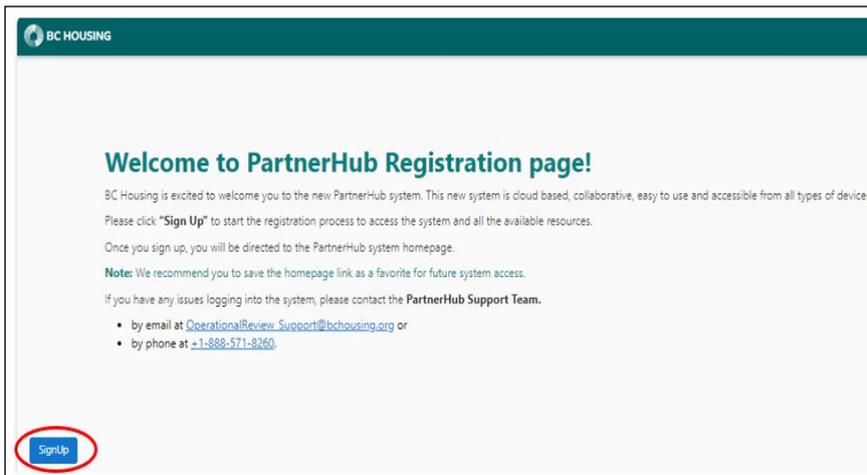


2. Review the Terms & Conditions of the PartnerHub User Agreement.
3. Accept the invitation and agreement by clicking the **“here”** hyperlink.



Note: When a user accepts the invitation email, they are accepting the PartnerHub User Agreement.

4. You will be directed to the PartnerHub Registration page; click **“Sign Up”**.



5. Enter your email address and click **“Send verification code”**.

< Cancel



BC HOUSING

User Details

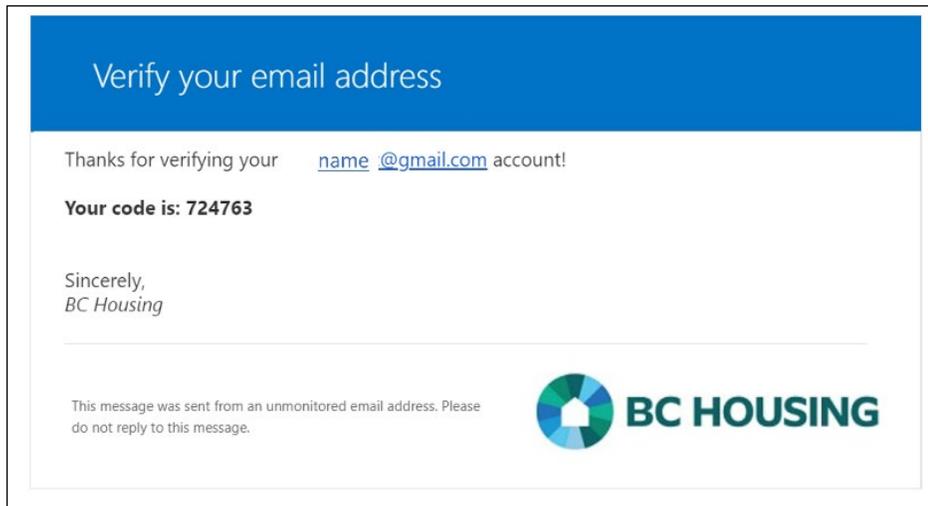
Verification is necessary. Please click Send button.

Email Address

Send verification code

Create

- Retrieve the verification code from your email.



- Enter the code and click "**Verify code**".

< Cancel

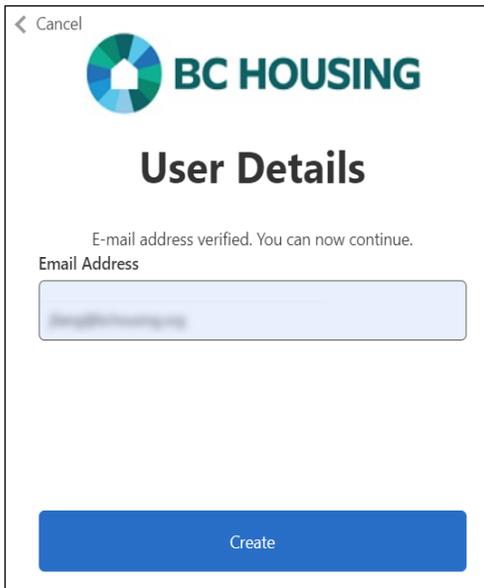


User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

8. Click **“Create”**.



Cancel

 **BC HOUSING**

User Details

E-mail address verified. You can now continue.

Email Address

Create

9. Enter and confirm your new password then click **“Create”**.

10. You have registered to use PartnerHub! You will now be directed to the PartnerHub homepage.

 **Note:** If you are the Primary Operational Review Contact, your homepage will have an alert instructing you to assign a Primary Board Member. If your Operational Review status is Open, you will also be asked to complete the Operational Review Questionnaire.



Tip: Save the PartnerHub webpage to your browser favourites for quick access.



Next Steps:

- If you are the Primary Contact for your Operational Review, you are the PartnerHub account administrator for your organization. Please ensure you assign a Primary Board Member Contact. You can add up to 3 additional users as well.

 See Also:

- Once the Primary Operational Review Contact has registered and signed in, search for the following Knowledge Base articles in PartnerHub:
 - OR-Administration-Provider Managed Contacts
 - OR-Administration-Assign a Board Member or a Primary Board Member
 - OR-Administration-Create a new user in PartnerHub
 - OR-Initiate-Complete the Questionnaire