

Tarion's HomeHub

Homeowner User Guide

December 2025





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What is Tarion's HomeHub?

Once a form has been submitted to Tarion through MyHome, a case is created. This case can be accessed and updated through HomeHub – an easy-to-use tool that allows you and your builder to work together to resolve items. HomeHub helps guide you through the warranty and repairs process using standardized progress updates and the ability to share comments and photos between builder and homeowner.

Which cases are available in HomeHub?

Tarion's HomeHub launched on May 1, 2024. Only new warranty form cases accepted by Tarion and created on or after May 1st, 2024, will appear in HomeHub. All case types except for Emergency, Delayed Closing/Delayed Occupancy & Common Elements are available in HomeHub.

✓ Initial
 ✓ Second-Year
 ✓ Mid-Year
 ✓ Major-Structural Defect
 ✓ Year-End
 ✓ Air Conditioning
 ✓ Common Elements



Who can use the tool?

Homeowners

You will only have access to Tarion's HomeHub if:

- 1. You are registered on MyHome, and;
- 2. Your builder is using HomeHub to manage their warranty and repairs process.

Important note: If your builder is not using HomeHub, they are likely using another tool or program to manage their warranty and repairs process.

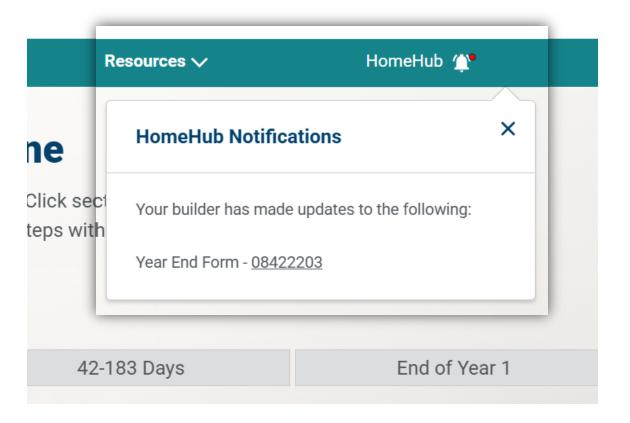


Accessing HomeHub

If your builder is using Tarion's HomeHub, you can access the tool in the following areas on your MyHome account:

Option 1: Under HomeHub menu option

From the top menu, you can select 'HomeHub' to be directed to the HomeHub landing page where you can select a case and leave a comment for an item(s) or update a position.





Accessing HomeHub

Option 2: From Your Case Details Page

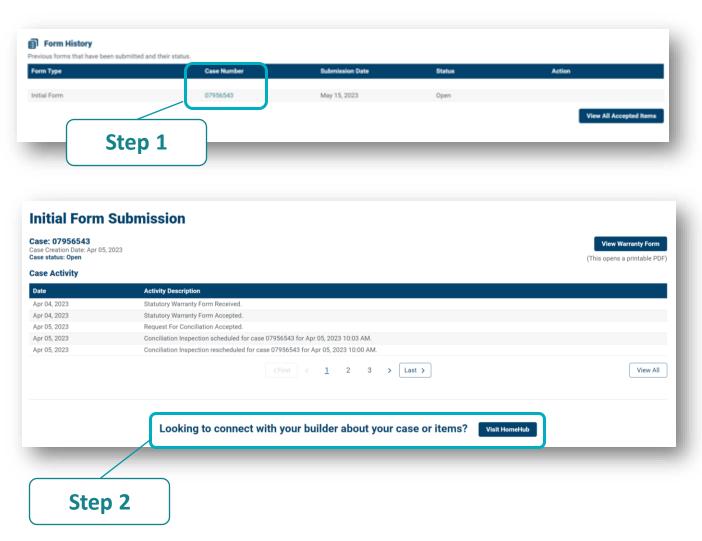
You can also access HomeHub from your case details page in MyHome as follows:

Step 1:

Scroll down to the 'Form History' table. Navigate to the 'Case Number' column and click the case number link for the one you would like to access.

Step 2:

If the case is available on HomeHub, you will see a section on the Case Details page. Click the 'Visit HomeHub' button below the 'Case Activity' table. This will take you to that specific case page in HomeHub.

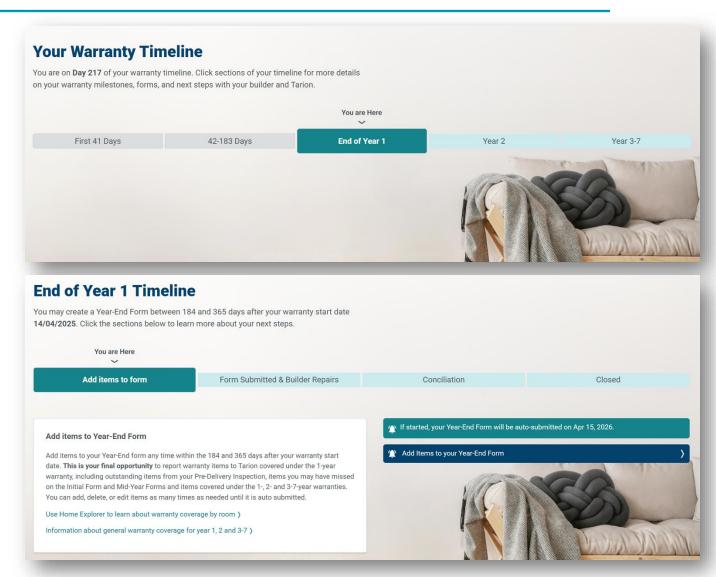




Warranty Timeline

Once you've logged into MyHome you will see your warranty timeline with the following features:

- Indicators for where you are in the warranty timeline based on your Warranty Start Date.
- Allows you to click into the timeline to view more details on that particular milestone including – adding items, builder repair periods, requesting a conciliation.
- Links to resources and information such as Home Explorer tool.
- Reminders and notifications including form submission deadlines, Builder Repair Period Deadlines, Conciliations and quick links to active cases.

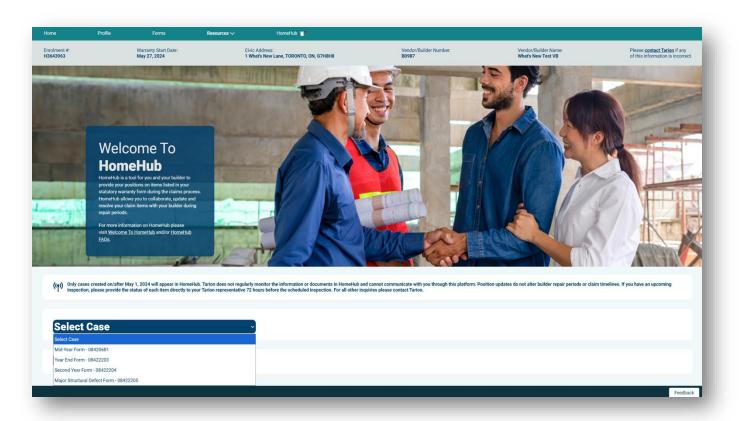




HomeHub Landing Page

The HomeHub landing page has the following elements:

- A short description of the HomeHub tool and how it works.
- A drop-down option to select a case to view in HomeHub.
- Only cases created after May 1st, 2024, will be shown on HomeHub





Individual Cases | Selecting a Case

To view and make updates to a specific case and its items, follow the steps below:

Step 1:

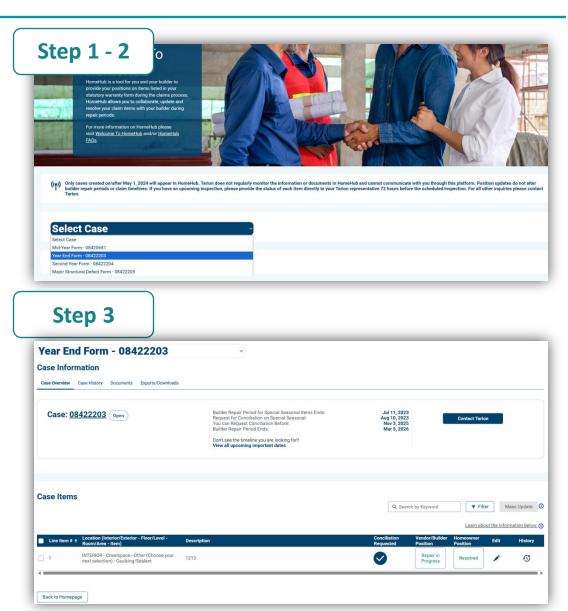
Navigate to the HomeHub landing page or select an eligible case from your case details page in MyHome.

Step 2:

Click the drop-down menu titled 'Select Case' then select one of your cases.

Step 3:

Once the case has been selected, the details will automatically display on the page.

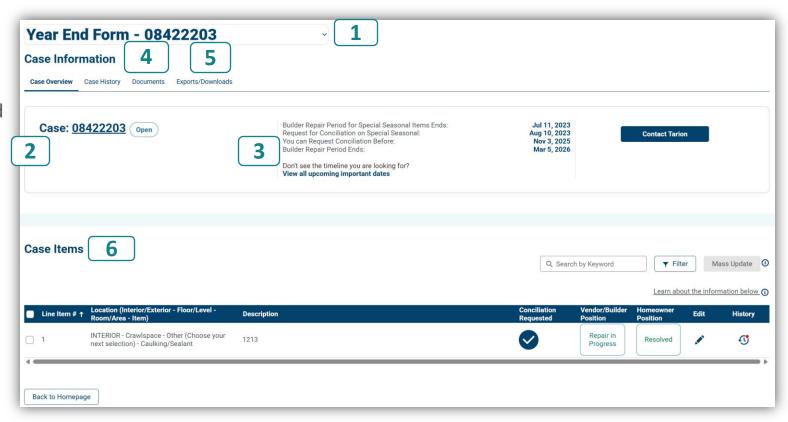




Individual Cases | Case Page

Case Pages have the following elements:

- 1. The case name and number you've selected.
- 2. Case Overview: This is your case number and status (open/closed) and a list of upcoming important dates for this case. Options for contacting Tarion or requesting a conciliation (options will display depending on your case status/timelines).
- 3. Case Details:
- 4. Documents:
- 5. Exports:
- 6. A table of the items in the case that you can view and make updates to.



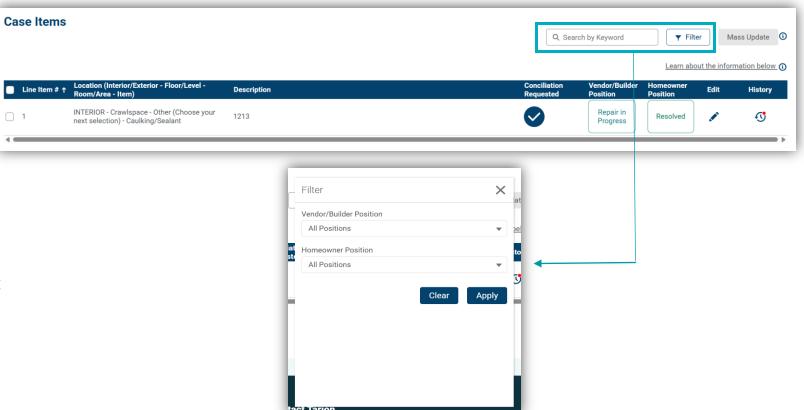


Individual Cases | Search & Filter

Sort, Filter or Search Case Information

If you want to limit the amount or type of information in the table, you can use the search and/or filter features. These features can help you find specific information within the Case Items table:

- i.e., Search for the word 'sink', or 'exterior' or filter for items with a Vendor/Builder or Homeowner Position.
- When search and/or filters are applied, the table will change to display the results.
- You can apply more than one filter at a time.
- To remove search and filter select 'Clear'.

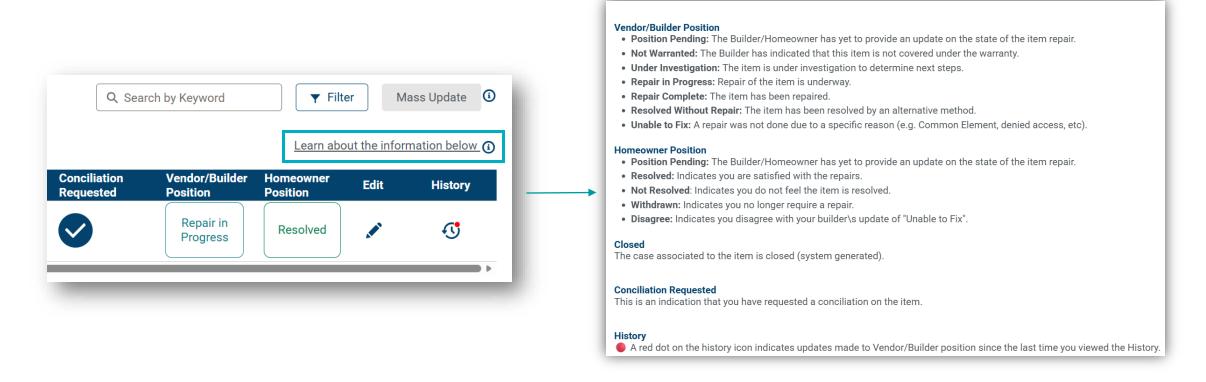




Individual Cases | Positions

Viewing and Updating Positions on Items

You can view your and your builder's position for each item on the case table below the information box. Builders cannot edit a homeowner's position. Homeowners cannot edit a builder's position. For information on what each position means, you can click the help text above the table titled: **'Learn about the information below'**





Individual Cases | Updating Items

To update an item with comments, photos, positions and/or Construction Performance Guidelines articles, follow the instructions below:

Step 1:

Go to an item in the table, select the 'Edit' Pencil in the Edit column for the item you'd like to update to.

Step 2:

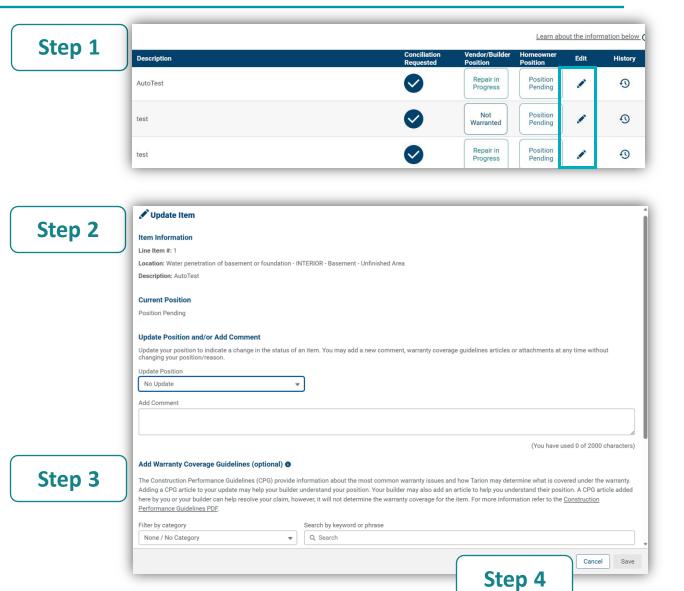
A pop-up will display. Here you can change your position, add a comment or photo of the item. If your position has not changed since your last update – you can leave the position as "no update".

Step 3:

You can add Construction Performance Guidelines articles to help your builder understand your position based on what is covered.

Step 4:

After you select **'Save'** you will see the position updated in the table immediately.





Individual Cases | Adding Photos/Comments

When updating an item and/or changing a position on an item, you have the option to add a comment and attach a maximum of 2 images.

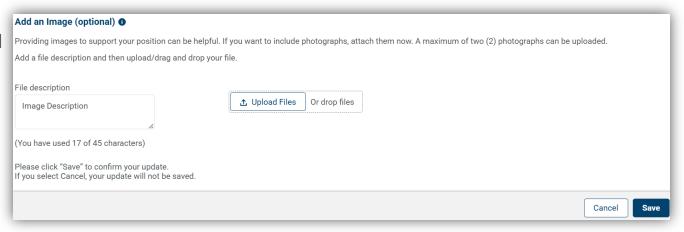
When comments are required:

If you have selected 'Not Resolved' as your item position, and the reason selected is 'Other' then a comment will be required.

How to add images:

A file description is required before you can add an image. Once you add a description, the 'Upload Files' button will become active. You can either click 'Upload Files' or drag-and-drop a file to upload a file to the position update. Click 'Save' to complete the update.







Individual Cases | Mass Position Update

If you are updating multiple items with the same position, you can update them at one time using the 'Mass Update' function.

Step 1:

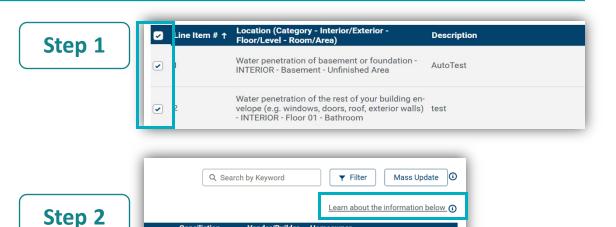
Select all the items you want to update by checking the boxes in the first column of the table.

Step 2:

Once you have selected all items, select the 'Mass Update' button above the table.

Step 3:

Choose your 'Homeowner Position Update' for the items selected, add a comment & confirm.

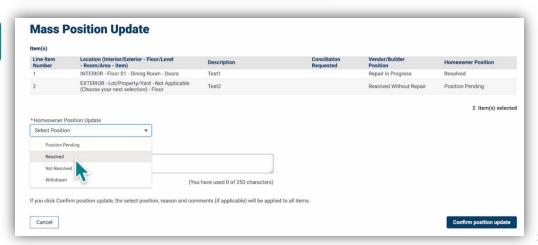


Repair in

Progress

Warranted

Step 3



Edit

Position

Pending

Position

Pending

History

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Individual Cases | View Item History

To view a history of updates made to your items, follow the instructions below:

View Item History:

Step 1:

Go to the History column on your case table and select the 'History' icon for any item.

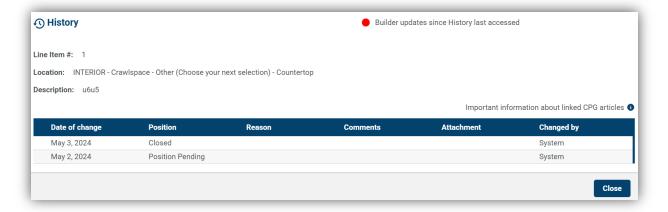
Step 2:

A pop-up will appear displaying a timeline of position updates, comments and links to Construction Performance Guidelines articles and photos uploaded by both you and your Vendor/Builder.

Step 1



Step 2





Individual Cases | Export Item History

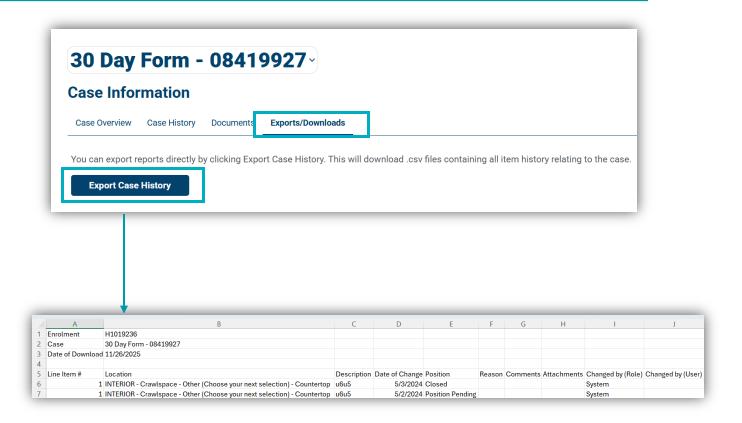
To export case history of updates made to your items, follow the instructions below:

Export Case History:

Select **'Export Case History'** button in the 'Exports/Downloads tab under the 'Case Information' section.

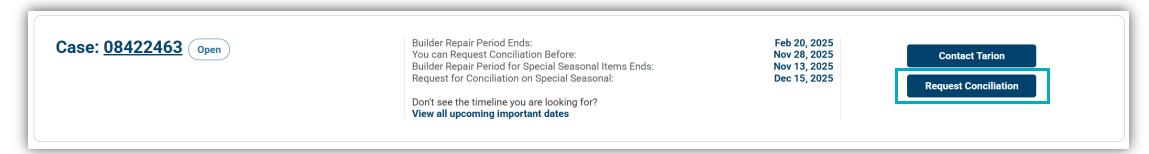
Once selected, a spreadsheet will automatically begin downloading. This file will display all the changes made to your items in this case.

Please Note: If there are no position changes made to this case, the **'Export Case History'** button will be inactive.





Individual Cases | Conciliations

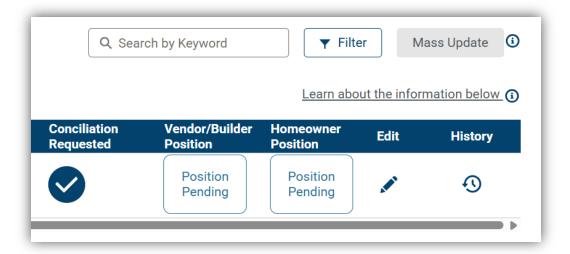


Requesting Conciliations for items:

If you'd like to request a conciliation for an item in this case. Click the 'Request Conciliation' button on the righthand side of the page under 'Contact Tarion'. Once clicked, you can begin the conciliation request process.

Viewing Conciliations Requested for items:

Each case table has a column titled 'Conciliation Requested' if a conciliation has been requested, a blue circle with a checkmark will appear for that item.





Notifications

HomeHub notifies you of recent updates made to a case by your Vendor/Builder through both email and notifications in MyHome.

Notification in MyHome:

If your Vendor/Builder has made an update to a case/item after your last login to MyHome, the notification bell beside the **'HomeHub'** menu item will display a red dot.

Step 1:

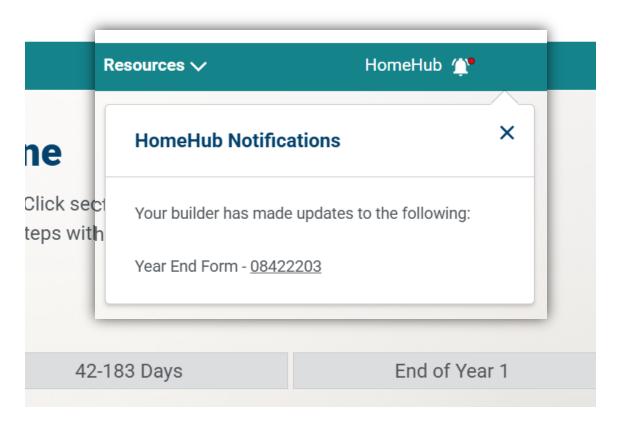
By hovering or clicking the notification bell, a pop-up will appear with a list of cases with updates to review.

Step 2:

From this pop-up, you can click on the case you would like to review.

Email Notifications:

A daily email will be sent to notify you of any updates that your Vendor/Builder has made that day. If no updates have been made, you will not receive an email.





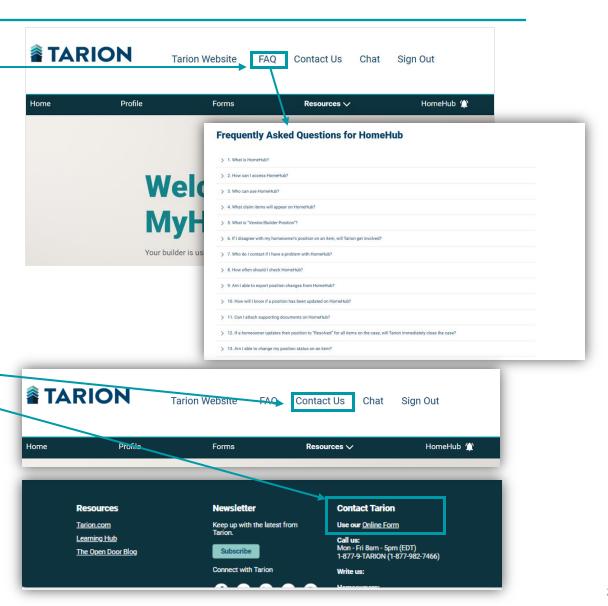
Learn More About HomeHub | FAQ & Contact

Frequently Asked Questions (FAQ) page:

If you have questions about Tarion's HomeHub, visit the HomeHub FAQ page by selecting 'FAQ' at the top of your screen.

Contact Options:

For questions or inquiries, you can contact Tarion using the 'Contact Us' link at the top of any MyHome/HomeHub page, or through our 'Online Form' link at the bottom of any MyHome/HomeHub page.





Thank you

