

Your project, *within reach.*

This guide walks you through creating your account, accessing your secure client area, and sharing your plans or reference images with our team so that we can craft a tailored concept proposal for your project.

STEP 01

Create your *client account.*

Your client account is set up by our team as soon as your design mission or architectural services contract is signed. You have no technical setup to handle yourself — everything is prepared for you.

How account creation works

1. As soon as your project file is opened, our team creates your personal client area with a unique identifier linked to your project.
2. You receive a welcome email at the address you provided, containing your login identifier and a secure link to set your password.
3. This link is valid for 72 hours. Should it expire, simply request a new one from pr@agencepar.com and we will send it right away.
4. Once your password is set, your account is immediately active and accessible from any device — computer, tablet, or smartphone.

GOOD TO KNOW

If several people are involved in the project — spouse, business partner, or representative — a second access can be created upon request. Each user then has their own independent credentials.

STEP 02

Access your *client area.*

Once your account is active, you can log in at any time to track the progress of your project.

How to log in

5. Visit agencepar.com and click the Client Area button at the top right of the homepage.
6. You can also go directly to the login page at agencepar.com/en/login.
7. Enter your email address and the password you set when you received your welcome email.
8. You land on your personal dashboard, where all information related to your project is centralised.

What you will find in your client area

- Dashboard — Overview of your project's progress, phase by phase (design, permits, structural works, finishes).
- Budget & Quotes — Real-time tracking of costs committed per work package, compared to the initial estimate.
- 3D Visualisation — Gallery of photorealistic renders and access to the interactive 360° virtual tour.
- Documents — Full library of plans, permits, site reports, and contracts related to your project.
- Messaging — Direct, secure communication with your architect and project manager.

F O R G O T T E N P A S S W O R D

From the login page, click the Forgot password link. An email containing a secure reset link will be sent to you within minutes.

STEP 03

Share your plans *& references.*

To help our team design a concept proposal that truly reflects your vision, we invite you to share every element that inspires your project — existing plans, reference images, sketches, or architectural precedents that resonate with you.

The simplest and most secure way: the messaging system built into your client area.

How to send your documents

9. Log in to your client area and open the Messages tab in the side menu.
10. Click New message, or reply to an existing conversation with your architect.
11. Use the paperclip icon to attach one or several files from your computer, tablet, or smartphone.
12. Add a short description for context — for example, existing site plans, inspiration for the facade, or references for the living room layout.
13. Send your message. Your architect is notified immediately and will confirm receipt within 24 working hours.

Accepted file types

- Plans and technical documents: PDF, DWG, DXF, JPG, PNG (cadastral plans, surveys, existing sketches).
- Inspiration images and references: JPG, PNG, HEIC (photos of villas, interiors, materials, moods).
- Administrative documents: PDF (title deed, subdivision certificate, existing building permit, geotechnical reports).
- Moodboards and creative files: PDF, Pinterest exports, PowerPoint or Keynote presentations.
- Short videos of your site or reference buildings: MP4, MOV (up to 200 MB per file).

A WORD FROM OUR TEAM

The more references you share — even contradictory ones — the more precise and personal our concept proposal will be. Your tastes, the volumes you dream of, the materials that attract or repel you: every detail counts.

STEP 04

Our team delivers *a concept proposal*.

Once we receive your plans and references, our architectural team studies every element and prepares a concept proposal tailored to your project, your site, and your sensibility.

How the proposal unfolds

14. Receipt and review — Within 48 working hours, we acknowledge receipt of your documents and confirm they have been properly read.
15. Preliminary study — Our team analyses the site context, Mauritian regulatory constraints, and your references to shape the foundations of the concept. This stage typically takes 7 to 14 days.
16. Concept proposal — We deliver a presentation including architectural intentions, preliminary volumetric sketches, material and light mood, and an indicative budget range.
17. Discussion and refinement — An in-person or video meeting allows us to present the proposal, gather your feedback, and guide the next phase towards the preliminary design.

What the concept proposal contains

- A statement of intent describing the architectural vision and design principles for your project.
- Sketches of the site plan and building footprint on your land.
- Preliminary 3D volumes to visualise the scale and proportions.
- A curated palette of materials, textures, and colours.
- An overall provisional timeline from concept through handover.
- An indicative budget range based on typology and envisaged level of finishes.

NEED ASSISTANCE

We are here *to help*.

Our team remains available to answer any technical or practical questions regarding your client area.

Main email	pr@agencepar.com
Technical direction	ar@agencepar.com
Website	agencepar.com
Client area login	agencepar.com/en/login

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