ARBV Portal Guide

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Architects Registration Board of Victoria

• All existing registrants will need to set their password to access the ARBV Portal.

• Go to –

https://portal.arbv.vic.gov.au

• Select 'Forgot password?'

• You will be sent an email link to reset your password, please ensure you check your junk/spam folder for the email.

| - | An Re of | chitects gistration Board Victoria |
|-------------------|------------------------------|--|
| | | |
| EMAIL ADDRESS | | |
| heyjude@sharklase | rs.com | |
| PASSWORD | | |
| | | |
| | | |
| l'm not a robot | reCAPTCHA Privacy - Terms | |
| | | |
| | Log In | |
| Forgot password? | | New Applicants ? Signup Here |
| | | |

Architects Registration Board of Victoria

- Click on the 'Reset password' link in the email and you be taken to the ARBV Portal where you will need to enter a new password.
- You can either use the generated secure password or create your own.
- Please ensure that you remember your password or keep a secure record of your password in a safe location.
- Once your password has been reset you will be directed to log in to the ARBV Portal.

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| Architects Registration Board of Victoria | |
| Enter your new password below or generate one. | |
| New password | |
| &Ds~j1*632dGUq=D 🕫 | |
| Strong & Secure | |
| Hints for a strong password: Should not use known words. Cannot contain the username. Must be at least 8 characters long. Must contain both UPPERCASE & lowercase characters. Must contain numbers. | |
| Generate Password | |
| Save Password | |
| Log in Register | |
| ← Go to ARBV – Architects Registration Board of Victoria | |
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| Architects Registration Board of Victoria | |
| Your password has been reset. <u>Log in</u> | |
| ← Go to ARBV – Architects Registration Board of Victoria | |

Architects Registration Board of Victoria

- The image on the right is the home screen of the new ARBV Portal.
- Registrants will be able to see their invoices, edit their personal information and link to their employer (if an approved company or partnership).
- Renewal and the required declaration will also be actioned through this Portal.

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Architects Registration Board of Victoria

• To edit your personal information or your professional information you will need to click on your name in the top right-hand corner and then click on 'Profile'.

• ARBV request that all registrants edit this information to ensure we have the most up to date information for you!

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 Once you have clicked on 'Profile', you will be taken to the screen shown on the right.

• This contains your personal information and your professional information.

• To edit the information, scroll to the bottom of the page and on the right side of the screen you will see the edit button.

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| <mark>a</mark> rbv | E | Jude Beatte ∽ |
| 8 Dashboard | Profile | |
| ■ All Applications | | |
| 🛱 Invoices | | |
| Associated | Registration Number : 800049 | End Date: 30/06/2021 |
| Companies/Partnership | Name | Jude isa Beatle |
| Pay for Renewal | Preferred name | Jude |
| Q Search for Registrant | Email address | heyjude@sharklasers.com |
| | Date of birth | 04/19/1970 |
| | Gender | Male |
| | What is your country of birth? | United Kingdom |
| | Mailing address | 123 Abbey Road Liverpool, Victoria 3333 United Kingdom Map It |
| | Contact number | +61456789123 |
| | Professional Information | |
| | Primary Employer | |
| | What organisation do you work for? | Not in the list |
| | Enter organisation name | Sgt Peppers Lonely Architects Band |
| | Enter organisation Address | 123 Abbey Road Liverpool, Victoria 3333 United Kingdom Map It |
| | Enter the Professional Indemnity Insurance (PII) expiry date | 03/30/2022 |
| | Declaration | I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register |
| | Secondary Employer | |
| | Other Employer | |
| | Edit | Edit |
| | | |

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 In the edit screen you will be able to update all your information or fill in missing information.

| Registration Number : 800049 | | | | End Date: 30/06/202 |
|----------------------------------|--------------------|--------|---------------------------|---------------------|
| Edit Entry | | | | |
| Name * | Jude | lsa | | Beatle |
| | First | Middle | | Last |
| Preferred name | Jude | | | |
| Gender * | O Female | | | |
| | Male | | | |
| | ○ Unspecified/X | | | |
| What is your country of birth? * | United Kingdom | ~ | | |
| | Country | | | |
| Mailing address * | 123 Abbey Road | | | |
| | Street Address | | | |
| | | | | |
| | Address Line 2 | | | |
| | Liverpool | | Victoria | |
| | City | | State / Province / Region | |
| | 3333 | | United Kingdom | v |
| | Post Code | | Country | |
| Contact number * | 456 789 123 | | | |

After completing your personal information • you will be able to enter in your employer information.

This is important - if you work for an • approved company or partnership, you will be able to select that you are covered under their PII and will not need to provide that information to us.

 You will be able to search for the approved company or partnership and select if you are covered under their PII. Your employer will be notified of your request.

If you do not work for an approved company • or partnership, you still need to enter their details in the organisation field, by selecting 'Not in the list'.

(Please see next screen if you are a sole trader).

a ARVB: Welcome × + → C 🍈 dev-arbv.eluminaelearning.com.au/dashboard/profile/entry/1097/?view=entry&edit=230124617b&gvid=154 २ 🛧 💿 🗯 D a rbv Jude Beatle Dashboard Post Code Country All Applications Contact number * # +61 • 456 789 123 Invoices Professional Information ✓ Associated Companies/Partnership **Primary Employer** ✓ Pay for Renewal What organisation do you work for?* Not in the list Q Search for Registrant "HE LIST") Rtd Enter organisation name * Partne NGITPAR Enter organisation Address * NGIT Death Eaters Pty Ltd testingstatio ABC123 Fake News Company McCompany Pty Ltd State / Province / Region Liverpool Victoria Post Code Country

| Professional Information | |
|--|--|
| Primary Employer | |
| What organisation do you work for? * | Googoogajoob Pty Ltd 🔹 |
| | (If you cannot find your organisation, choose "NOT IN THE LIST") |
| Are you covered under this organisation's Professional | ○ Yes |
| Indemnity Insurance (PII) policy? * | ○ No |
| Declaration * | I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register |

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SOLE TRADERS

- If you are a sole trader, you will still need to complete this information.
- Select 'Not in the list' and enter your details.
- Upload details of your ABN in 'Upload proof of employment' section. This can be a screenshot of an ABN Lookup.

| Secondary Employer | | |
|---|---|---|
| Vhat organisation do you work for? | Not in the list + | |
| | (If you cannot find your organisation, choose "NOT IN THE LIST") | |
| inter organisation name * | | |
| inter organisation Address * | Street Address | |
| | | |
| | Address Line 2 | |
| | | State / Dravince / Denion |
| | | Jack / Horney Region |
| | Post Code | Country |
| | | Australia |
| inter organisation contact number 0 | +61 - 412 345 678 | |
| Inload proof of employment * 0 | | |
| | Drop files here or | |
| | Select files | |
| | | |
| | Maximum File Size: 4MB | |
| nter the Professional Indemnity Insurance (PII) expiry date * | 28 | |
| /pload a copy of the certificate of currency * | Drap files here or | |
| | Select files | |
| | Maximum File Size 4MB | |
| Declaration * | I acknowledge that the business address provided is the location of my architectural firm/a | office and will be published on the public register |
| | | |

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 You can select up to three employers through the ARBV Portal.

- Once you have edited your personal and professional information, select 'Update' and the information will be saved.
- A notification will be sent to the approved company or partnership to confirm your selection.

| Professional Information | |
|--|--|
| Primary Employer | |
| What organisation do you work for? * | Googoogajoob Pty Ltd * |
| | (If you cannot find your organisation, choose "NOT IN THE LIST") |
| Are you covered under this organisation's Professional Indemnity Insurance (PII) policy? * | Yes |
| | 0 No |
| Declaration * | I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register |
| Secondary Employer | |
| What organisation do you work for? | Select an Option * |
| | (If you cannot find your organisation, choose "NOT IN THE LIST") |
| Other Employer | |
| What organisation do you work for? | Select an Option * |
| | (If you cannot find your organisation, choose "NOT IN THE LIST") |
| | Undate |
| | |

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• Once the approved company or partnership has confirmed you work for them, you will be able to nominate your employer to pay for your renewal.

• You will need to go back to your profile and scroll down on your profile, where you will see the 'Pay for Renewal' section.

- This is where you can nominate one of your employers to pay for your renewal. Your employer will need to confirm this selection.
- You will still need to complete the renewal process, however you don't need to complete the payment aspect.

• If you are paying your own registration, you are not required to make a selection as it defaults to 'Self'.

| Pay for Renewal | | | |
|--|----------------------|---|---------------------|
| Pay for Renewal * Self Organisation | | | Submit |
| Pay for Renewal | Organisation Name | Architect Submitted Date $\ensuremath{\varphi} \ensuremath{\uparrow} \ensuremath{\psi}$ | Organisation Status |
| Organisation | Fly by Night Pty Ltd | 04/05/2021 | Yes |

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FOR APPROVED COMPANIES AND PARTNERSHIPS

• Companies and partnerships are encouraged to update their details as outlined above.

• Companies and partnerships can approve employees through the ARBV Portal to confirm they are covered under their PII and pay for their renewal.

• Just click on the left-hand navigation and select 'Yes' or 'No' and then save.

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Dashboard **Covered Under PII** All Applications 🗐 Invoices ↑↓ Architect Covered under PII Status ↑↓ Organisation Status Architect Name Architect-Renewal Yes 🖲 Yes 🛛 No Save Architect-PII Financial Statements **Bob Marley** Yes ● Yes O No Save **Q** Search for Registrant Yes **Britney Spears** ● Yes O No Save Yes Bruce Wayne 🖲 Yes 🛛 No Save Yes darren testproduct ● Yes O No Save Yes Dolly Parton Save ● Yes O No

Margaret Th

Margaret Thatche

FOR APPROVED COMPANIES AND PARTNERSHIPS

• Just click on the left-hand navigation and select 'Yes' or 'No' and then save.

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|-------|---|
| | |

Dashboard

🗄 All Applications

Architect-Renewal

Financial Statements

Q Search for Registrant

Architect-PII

🛱 Invoices

Associated Architect

| Britney Spears | 0. |)4/05/2021 | ● Yes ○ No Save |
|--------------------|----|------------|-----------------|
| darren testproduct | 0 |)5/05/2021 | ● Yes ○ No Save |
| | | | |

Architects Registration Board of Victoria

If you did not respond to our emails regarding unique email addresses for the **ARBV** Portal, please send us an email as you will not be able to access the system.

Please email us at - <u>registrar@arbv.vic.gov.au</u>