

- For details on how to log in to the ARBV Portal, including resetting your password and editing your personal and professional details, please see the [ARBV Portal Guide](#) on the ARBV website. (Please contact us if you did not respond to our recent email regarding unique email addresses.)
- On the dashboard you will see 'Pay Renewal', this will only be available during the renewal period.
- Please note that you must have already requested with your employer to pay for your renewal before proceeding to this step, as the employer needs to verify that they will pay for you.



- The first step of renewal is to verify your details.
- If you have already done so or the details are correct, proceed to the next page by selecting 'Next'.
- You cannot change your email address through the ARBV Portal as it is your unique identifier. Please contact ARBV to change your email.

## Renewal payment

1 Personal Information 2 Declaration 3 Pay for Renewal 4 Payment

### Name \*

<input type="text" value="Britney"/>	<input type="text" value="TestiNG"/>	<input type="text" value="Spears"/>
First	Middle	Last

### Preferred name

### Gender \*

- Female  
 Male  
 Unspecified/X

### What is your country of birth? \*

Country

### Mailing address \*

- All architects are now required to complete the mandatory declaration relating to CPD and any matters that may impact your ability to maintain your registration.
- Any conduct matters or criminal convictions must be disclosed at this time.
- It is an offence to make a false declaration to the ARBV.
- Once you have completed the declaration select 'Next'.

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### CPD Declaration

For the period 1 July 2020 to 30 June 2021, I maintained suitable skills and knowledge for the architectural services I provided to the best of my ability. \*

- Yes  
 No  
 N/A

If you obtained registration after 1 July 2020 you do not need to complete this declaration for this registration period (Choose N/A).

### Fit and Proper Person Declaration

I confirm that I have not had any matters that would change my status as a fit and proper person. \*

- Yes  
 No

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- The next step will allow you to proceed to paying for your renewal.
- Select 'Pay myself' if you are paying your own registration.
- If you have previously requested your organisation to pay for your renewal, and they have confirmed this through the ARBV Portal, you can then select 'My organisation will pay'.
- Once you have selected the appropriate option, select 'Next' to proceed.

## Renewal payment

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### Pay for Renewal \*

- Pay myself
- My organization will pay

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- You will be presented with this page if you have selected 'My organisation will pay'.
- As your employer will be paying for you, you will only need to select 'Submit'.

(Please see the next screen, if you are paying for yourself.)

## Renewal payment

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Please click submit to send your renewal notice to your sponsored organization (Fly by Night Pty Ltd)

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Submit

- If you are paying for yourself, you will need to select your payment option and click 'Submit'.
- The offline payment option is for cheque or bank transfer.
- If sending a cheque, please mail to: Level 10, 533 Little Lonsdale St, Melbourne 3000.
- If paying by bank transfer, once you have submitted you will need to click on 'Invoices' in the left-hand menu and open your invoice for bank details.

## Renewal payment

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### Payment Option \*

- Credit/Debit Card
- PayPal Payment
- Offline Payment

### Renewal Fee \*

Price: \$ 296.20

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Submit

**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 – [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au)**