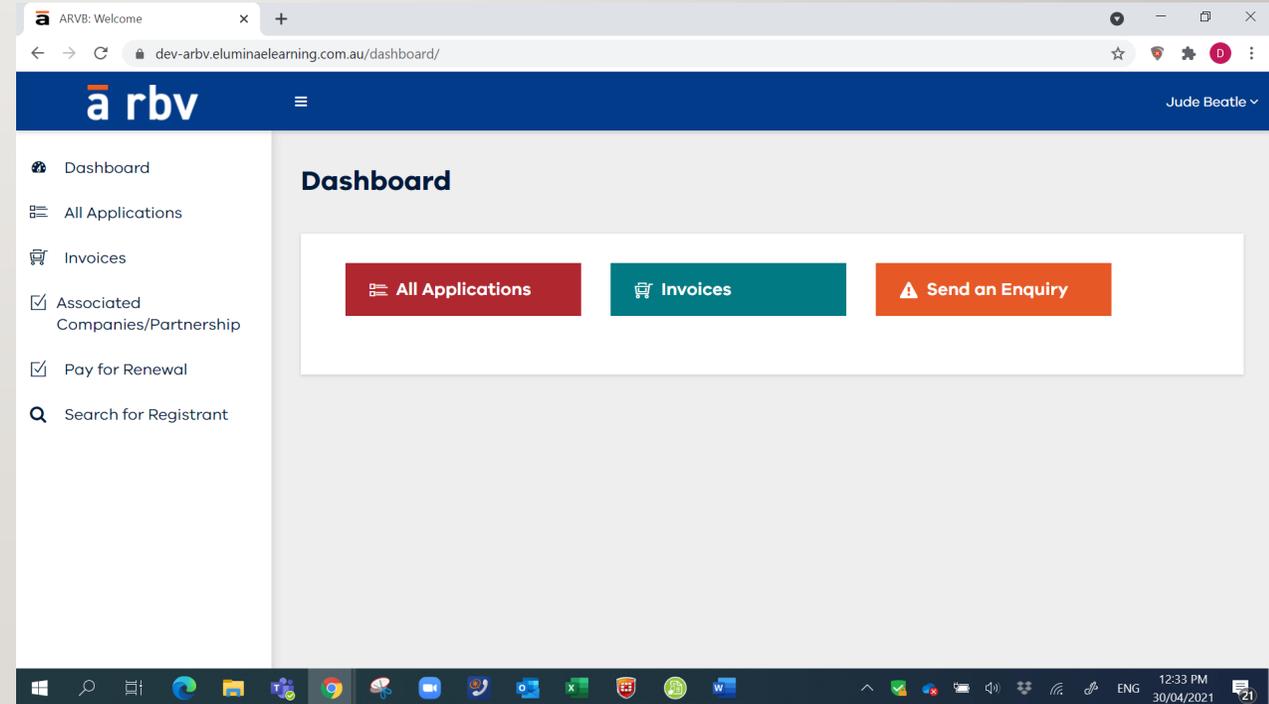
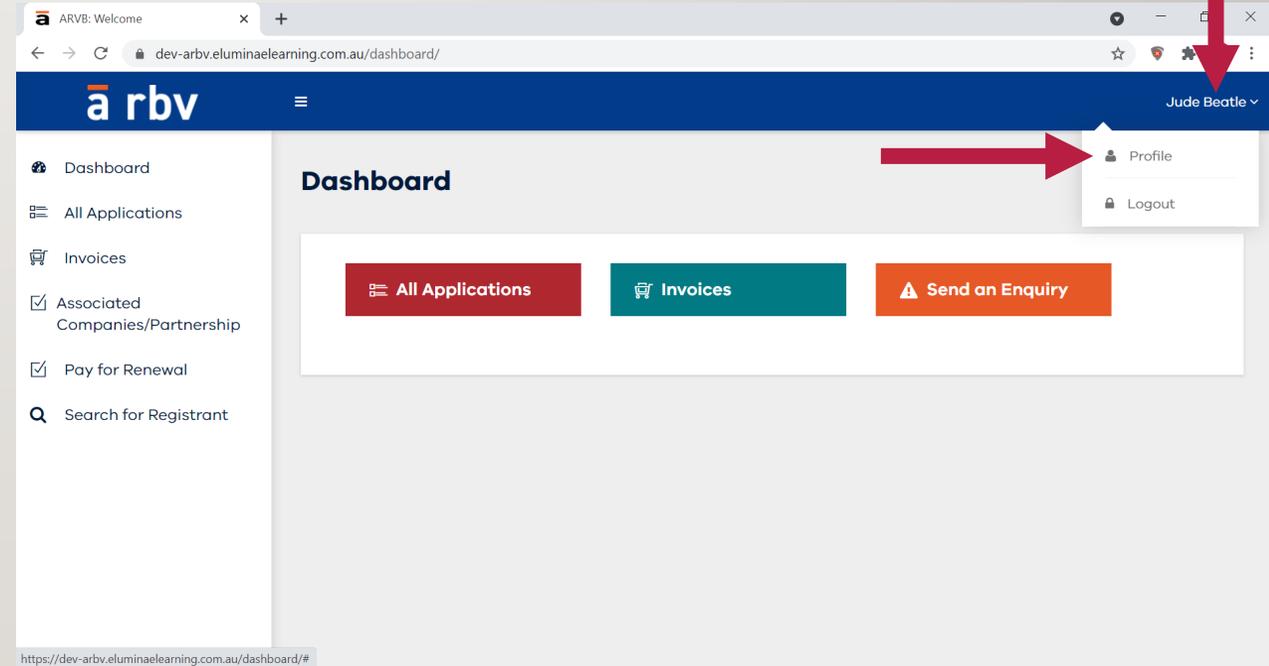


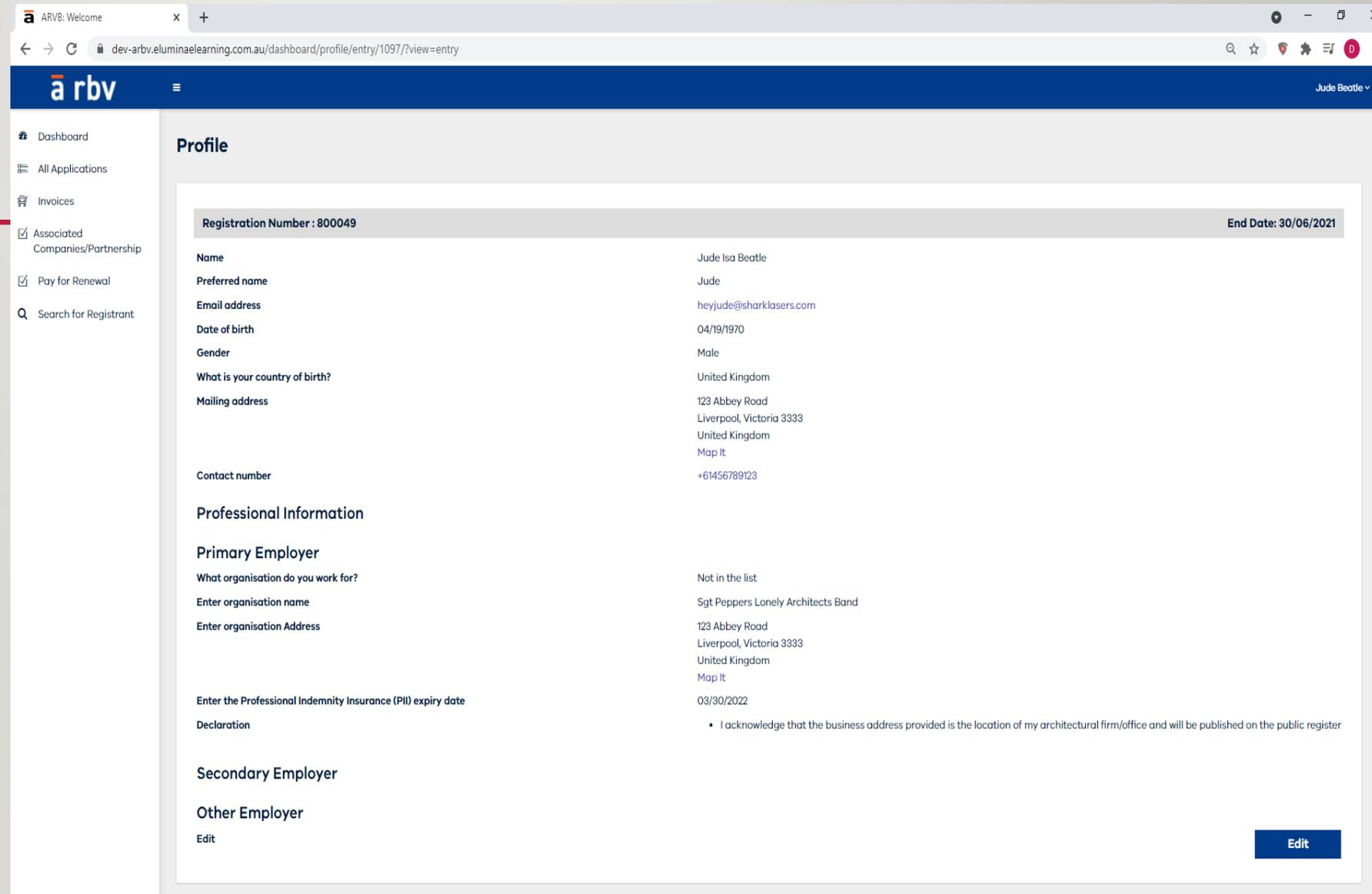
- The image on the right is the home screen of the new ARBV Portal.
- Registrants will be able to see their invoices, edit their personal information and link to their employer (if an approved company or partnership)
- Renewal and the required declaration will also be actioned through this Portal.



- 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!



- Once you have clicked on 'Profile', you will be taken to the screen on the right.
- This provides for 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.



The screenshot shows a web browser window with the URL `dev-arbv.eluminaelearning.com.au/dashboard/profile/entry/1097/?view=entry`. The page header features the 'arbv' logo and the user name 'Jude Beate'. A left-hand navigation menu includes options like 'Dashboard', 'All Applications', 'Invoices', 'Associated Companies/Partnership', 'Pay for Renewal', and 'Search for Registrant'. The main content area is titled 'Profile' and displays the following information:

Registration Number : 800049		End Date: 30/06/2021
<b>Name</b>	Jude Isa Beate	
<b>Preferred name</b>	Jude	
<b>Email address</b>	<a href="mailto:heyjude@sharklasers.com">heyjude@sharklasers.com</a>	
<b>Date of birth</b>	04/19/1970	
<b>Gender</b>	Male	
<b>What is your country of birth?</b>	United Kingdom	
<b>Mailing address</b>	123 Abbey Road Liverpool, Victoria 3333 United Kingdom <a href="#">Map It</a>	
<b>Contact number</b>	+61456789123	
<b>Professional Information</b>		
<b>Primary Employer</b>		
<b>What organisation do you work for?</b>	Not in the list	
<b>Enter organisation name</b>	Sgt Peppers Lonely Architects Band	
<b>Enter organisation Address</b>	123 Abbey Road Liverpool, Victoria 3333 United Kingdom <a href="#">Map It</a>	
<b>Enter the Professional Indemnity Insurance (PII) expiry date</b>	03/30/2022	
<b>Declaration</b>	<input type="checkbox"/> I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register	
<b>Secondary Employer</b>		
<b>Other Employer</b>		
<b>Edit</b>	<a href="#">Edit</a>	

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

Registration Number : 800049 End Date: 30/06/2021

## Edit Entry

**Name \***

Jude	Isa	Beatle
First	Middle	Last

**Preferred name**

Jude

**Gender \***

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
Post Code	Country

**Contact number \***

+61 456 789 123

- After completing or updating your personal information you will be able to enter or update your employer information.
- If you are an employee of an ARBV approved architectural company and covered by the company PI: In the search box next to 'What organization do you work for?' scroll through the list of registered companies and select the name of the company you work for. Confirm that you are covered by the company PI by selecting the Yes radio button, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.
- Notify the company representative who looks after the company registration. They will need to access the company registration profile and confirm that you work for the company (see slides 8 and 9 for these instructions).

The screenshot displays the ARBV web portal interface. The top navigation bar features the ARBV logo and a user profile dropdown for 'Test Tania Test'. A left-hand sidebar contains a menu with items: Dashboard, All Applications, Invoices, Associated Companies/Partnership, Renewal Options, Financial Statements, Search for Registrant, and Update PII. The main content area is titled 'What organisation do you work for?' and contains three sections: 'Primary Employer', 'Secondary Employer', and 'Other Employer'. Each section has a dropdown menu for selecting an organisation. The 'Primary Employer' section is filled with 'This Is A Test Company Pty Ltd'. Below this, there is a question 'Are you covered under this organisation's Professional Indemnity Insurance (PII) policy?' with 'Yes' selected. A 'Declaration' section follows with a checked checkbox: 'I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register'. At the bottom right, there are 'Update' and 'Cancel' buttons, with the 'Update' button circled in red. Red arrows from the text on the left point to the dropdown menu, the 'Yes' radio button, the 'Declaration' checkbox, and the 'Update' button.

- If you are an employee of a design or drafting company: In the search box next to 'What organization do you work for?' select the option 'Not In The List' then complete the remaining required fields:

- Organisation name, Address & contact number
- Upload proof of employment
- Enter the PII expiry date and upload the certificate of currency

- Finally, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.

The image displays two screenshots of the rbv website's registration interface. The top screenshot shows the 'Professional Information' section. A dropdown menu for 'What organisation do you work for?' is open, showing 'Not in the list' as the selected option. The bottom screenshot shows the 'Secondary Employer' section. It includes fields for 'Enter organisation name', 'Enter organisation Address', 'Enter organisation contact number', 'Upload proof of employment', 'Enter the Professional Indemnity Insurance (PII) expiry date', and 'Upload a copy of the certificate of currency'. A red arrow points from the text in the first screenshot to the dropdown menu, and another red arrow points from the text in the second screenshot to the 'Update' button.

- If you are a Sole Trader: In the search box next to 'What organization do you work for?' select the option 'Sole Trader' then complete the remaining required fields:

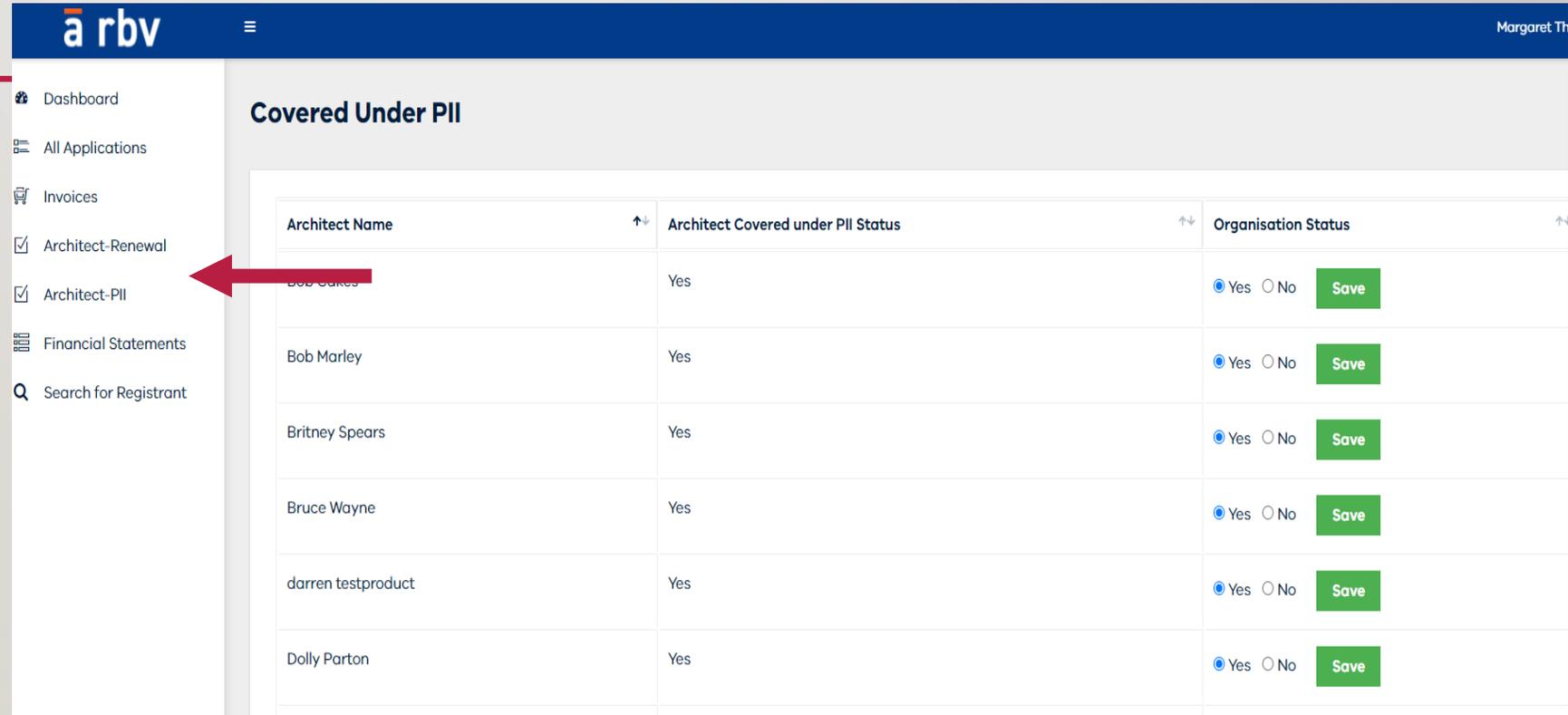
- Enter the PII expiry date and upload the certificate of currency
- If you have an ABN, select the Yes radio button and upload a copy of this (you can download a copy of your ABN from the ABR Lookup website if you do not have the original ASIC document on hand)

- Finally, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.

The image displays two screenshots of the ā rbv web portal. The top screenshot shows the 'Professional Information' section with a dropdown menu open for 'What organisation do you work for?'. The dropdown lists 'Sole' and 'Sole Trader', with 'Sole Trader' selected. A red arrow points from the text 'select the option 'Sole Trader'' to this dropdown. The bottom screenshot shows the 'Primary Employer' section with 'Sole Trader' selected in the dropdown. It includes fields for 'Enter the Professional Indemnity Insurance (PII) expiry date' (07/03/2023), an upload area for 'Upload a copy of the certificate of currency', and a 'Do you have an ABN?' section with the 'Yes' radio button selected. A red arrow points from the text 'upload a copy of this' to the certificate upload area. Below these are fields for 'Secondary Employer' and 'Other Employer', each with a dropdown menu. At the bottom right, there are 'Update' and 'Cancel' buttons. A red arrow points from the text 'click on the Declaration that follows, then select the Update button' to the 'Update' button.

## FOR APPROVED COMPANIES AND PARTNERSHIPS

- 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.



The screenshot displays the ARBV Portal interface. The top navigation bar includes the ARBV logo and a user name 'Margaret Th'. The left-hand navigation menu contains the following items: Dashboard, All Applications, Invoices, Architect-Renewal, Architect-PII (highlighted with a red arrow), Financial Statements, and Search for Registrant. The main content area is titled 'Covered Under PII' and contains a table with the following data:

Architect Name	Architect Covered under PII Status	Organisation Status
Bob Gales	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
Bob Marley	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
Britney Spears	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
Bruce Wayne	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
darren testproduct	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
Dolly Parton	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>

## FOR APPROVED COMPANIES AND PARTNERSHIPS

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



The screenshot shows the RBV web application interface. The top navigation bar is dark blue with the RBV logo and a user name 'Margaret Thatche'. The left sidebar contains a navigation menu with the following items: Dashboard, All Applications, Invoices, Architect-Renewal (checked), Architect-PII (checked), Financial Statements, and Search for Registrant. The main content area is titled 'Associated Architect' and contains a table with the following data:

Architect Name	Architect Submitted Date	Pay for Renewal
Britney Spears	04/05/2021	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>
darren testproduct	05/05/2021	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>

A red arrow points to the 'Save' button in the first row of the table.