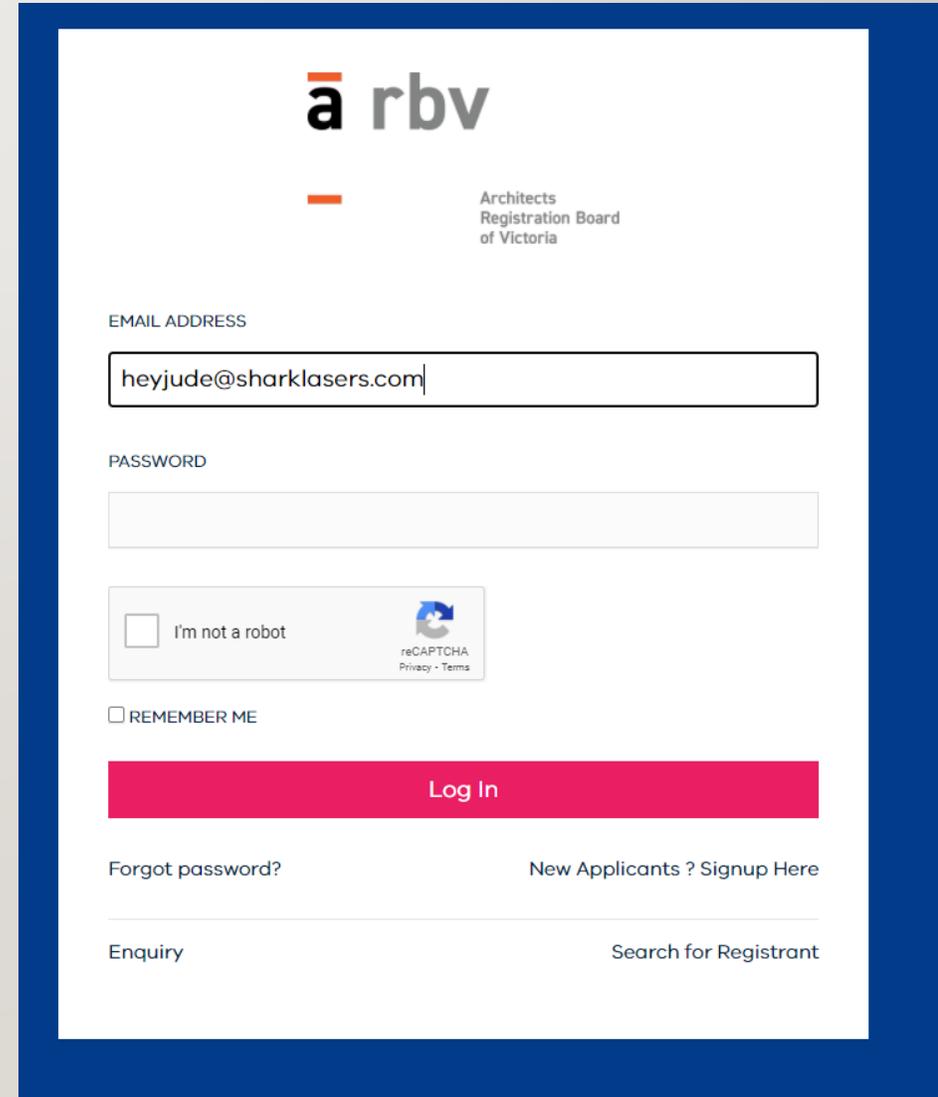
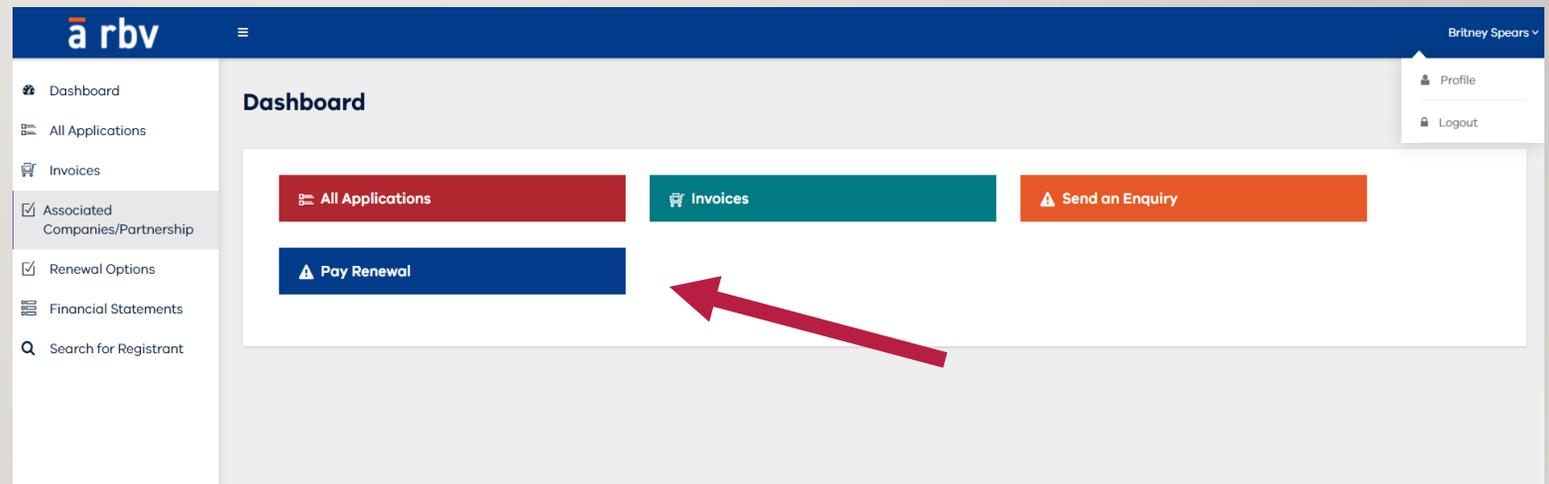


- To begin the renewal process, please navigate to portal.vic.gov.au and log in using the email address associated with your architect profile, and the password you have previously set.
- If you have forgotten your password and need to reset it, please click on the 'Forgot password' link on the bottom left section of the log in page. You will then be sent an email link to reset your password, please ensure you check your junk/spam folder for the email.



The screenshot shows the login page for the Architects Registration Board of Victoria. At the top right is the logo and name. Below it are two input fields: 'EMAIL ADDRESS' containing 'heyjude@sharklasers.com' and 'PASSWORD'. There is a reCAPTCHA 'I'm not a robot' checkbox and a 'REMEMBER ME' checkbox. A prominent pink 'Log In' button is centered. At the bottom, there are links for 'Forgot password?', 'New Applicants ? Signup Here', 'Enquiry', and 'Search for Registrant'.

- Once you have logged in, you will see the “Pay Renewal” tile on the dashboard - this will only be available during the renewal period.
- Please note that you must have already requested your employer 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 Portal at this time, 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 required to complete 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 completed the renewal select “Next”.

Renewal payment

1 Personal Information 2 Declaration 3 Pay for Renewal 4 Payment

CPD Declaration

For the period 1 July 2021 to 30 June 2022, I maintained suitable skills and knowledge for the architectural services I provided. *

Yes
 No
 N/A

If you obtained registration after 1 July 2021 you do not need to complete this declaration for this registration period select '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

If you have been the subject of any conduct matters, received disciplinary action or had any criminal convictions this could affect your fitness to practice select 'No'.

[Previous](#) [Next](#)

- The next step will allow you to proceed to paying for your renewal.
- If you have not selected your organisation to pay and had your employer confirm this through the registration Portal, you will only be able to proceed with paying with yourself.
- Once you have selected the appropriate option, select “Next” to proceed.

Renewal payment

1 Personal Information 2 Declaration 3 Pay for Renewal 4 Payment

Select who will pay for your renewal: * ⓘ

- Self
- Organisation

Previous

Next

- Please see the next page, if you are paying for yourself.
- If you have pre-selected your organisation and they have confirmed your selection, you will proceed to the payment screen.
- As your employer will be paying for you, you will only need to select “submit”.

Renewal payment

1 Personal Information 2 Declaration 3 Pay for Renewal 4 **Payment**

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

Previous

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

1 Personal information 2 Declaration 3 Pay for Renewal 4 Payment

Payment Option *

- Credit/Debit Card
- PayPal Payment
- Offline Payment

Renewal Fee *

Price: \$ 305.80

Previous

Submit