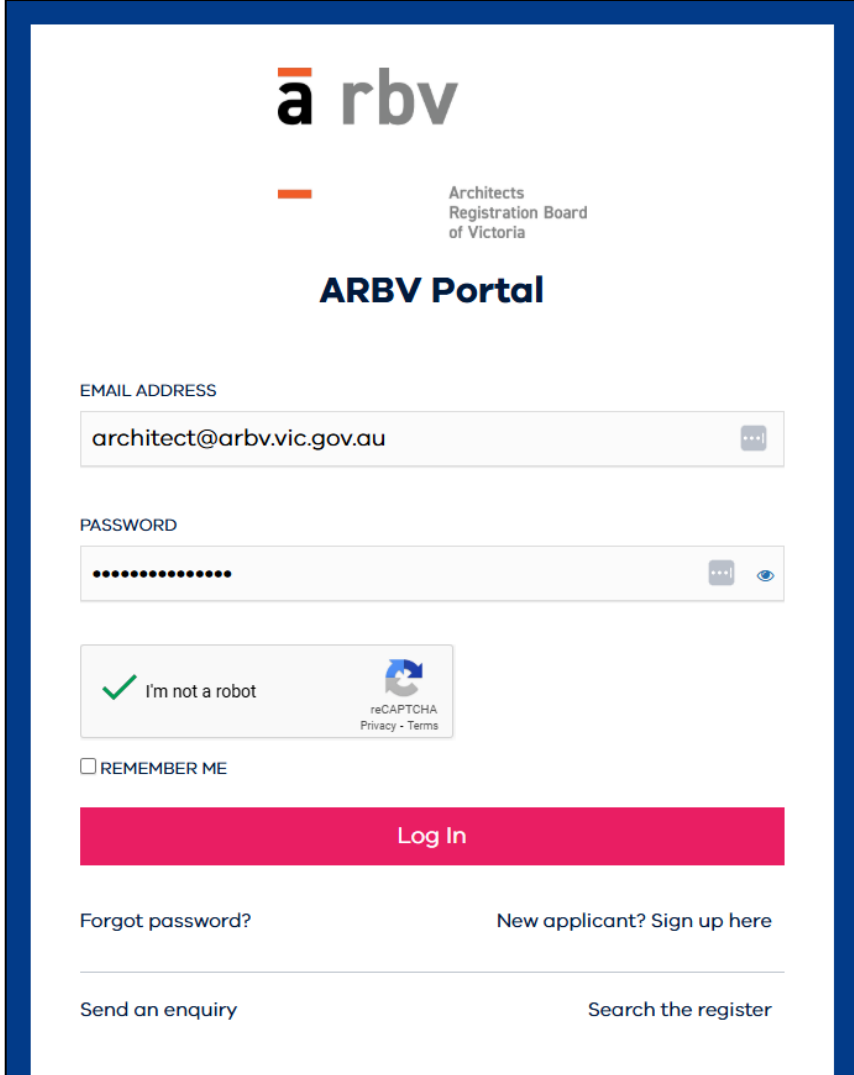


Logging into the ARBV Portal

1. Go to portal.arbv.vic.gov.au and enter the email address and password* associated with the profile you need to access.
2. Complete the captcha and click **Log In**. A two-factor authentication code will be sent to you via email**.
3. Enter the two-factor authentication code and click **Log In**.

***Note:** If you have forgotten your password, click the **Forgot password?** link and follow the prompts.

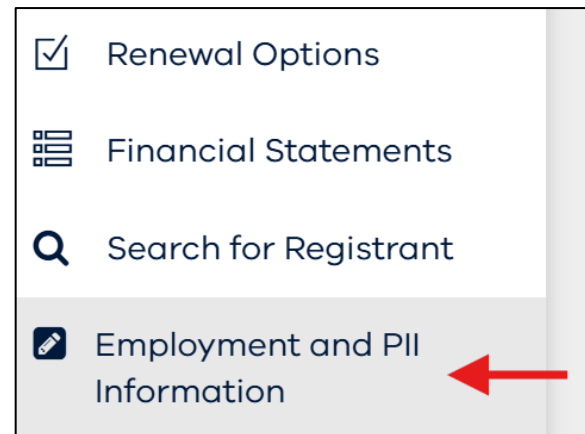
****Note:** the email may not arrive in your inbox immediately and/or may be automatically filed into your spam/junk folder. Please be patient and ensure you have properly searched your inbox before requesting another code or contacting the ARBV.

A screenshot of the ARBV Portal login page. The page has a blue border. At the top, it displays the ARBV logo and the text 'Architects Registration Board of Victoria'. Below this is the title 'ARBV Portal'. The form contains two input fields: 'EMAIL ADDRESS' with the value 'architect@arbv.vic.gov.au' and 'PASSWORD' with masked characters. Below the password field is a reCAPTCHA 'I'm not a robot' checkbox and a 'REMEMBER ME' checkbox. A large pink 'Log In' button is centered. At the bottom, there are links for 'Forgot password?', 'New applicant? Sign up here', 'Send an enquiry', and 'Search the register'.

Employment and PII Information

Reviewing your employment details

You can review your employment information in the **Employment and PII Information** section (on the left-hand side) in your profile in the ARBV Portal.



Any active employer records will appear in a table (example pictured below). You can edit a record by clicking the **View/Edit** option in the **Actions** column. Clicking the **Remove** button will delete the record from the table.

Organisation Name <small>↑↓</small>	Organisation Type <small>↑↓</small>	Employment Type <small>↑↓</small>	Covered under the approved ARBV company? <small>↑↓</small>	Approved by Company? <small>↑↓</small>	PII Expiry Date <small>↑↓</small>	Actions
ARBV Company Pty Ltd	Registered	Primary	Yes	Yes	14/09/2026	View/Edit Remove
	Sole Trader	Secondary			30/09/2025	View/Edit Remove
Example Pty Ltd	Non Registered	Other			30/09/2026	View/Edit Remove

Updating PII in an existing record – sole traders and employees of unapproved companies

1. Click **View/Edit** on the record you need to update.
2. At the **Enter the Professional Indemnity Insurance (PII) expiry date** field, click in the box to bring up the calendar. Select the year first, followed by the month and finally click on the day - this will add the date into that field.
3. At the **Upload a copy of the certificate of currency** field, click **Select files** to upload the certificate using your file explorer, or drag and drop the file into the **Drop files here** section.
4. Make sure the **Declaration** field is ticked. Click **Update** to save.

Note: Depending on your specific arrangements, additional fields may appear prompting you to provide any additional details or documentation.

Enter the Professional Indemnity Insurance (PII) expiry date *

12/09/2025

Sep
2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Max. file size: 4 MB, Max. files: 5

Upload a copy of the certificate of currency *

Drop files here or

Select files

Declaration *

I acknowledge that the business address provided is the location of my architectural firm/office and will be published on the public register

☒

Update

Cancel

Adding a new employer

1. To add a new employer, click the **Add New Employer** button.*
2. Select the **Employment Type** (Primary, Secondary or Other).
3. At the **What organisation do you work for?** field, you will need to do one of three things:
 - a. If you are employed by an ARBV approved company or partnership, select your employer from the list.**
 - b. If you are a Sole Trader, select **Sole Trader** from the list.
 - c. If you employed by an unapproved organisation, select **Not in the list**.
4. Click **Submit** to save once you have added the requested information.

*The **Add New Employer** button will be locked if you already have three employer records. Use the **Remove** button to delete any records that are no longer relevant.

Your employer will need to confirm that you are covered by their PII policy. This confirmation is made via the **Architects-PII section in the organisation's profile in the ARBV portal.

