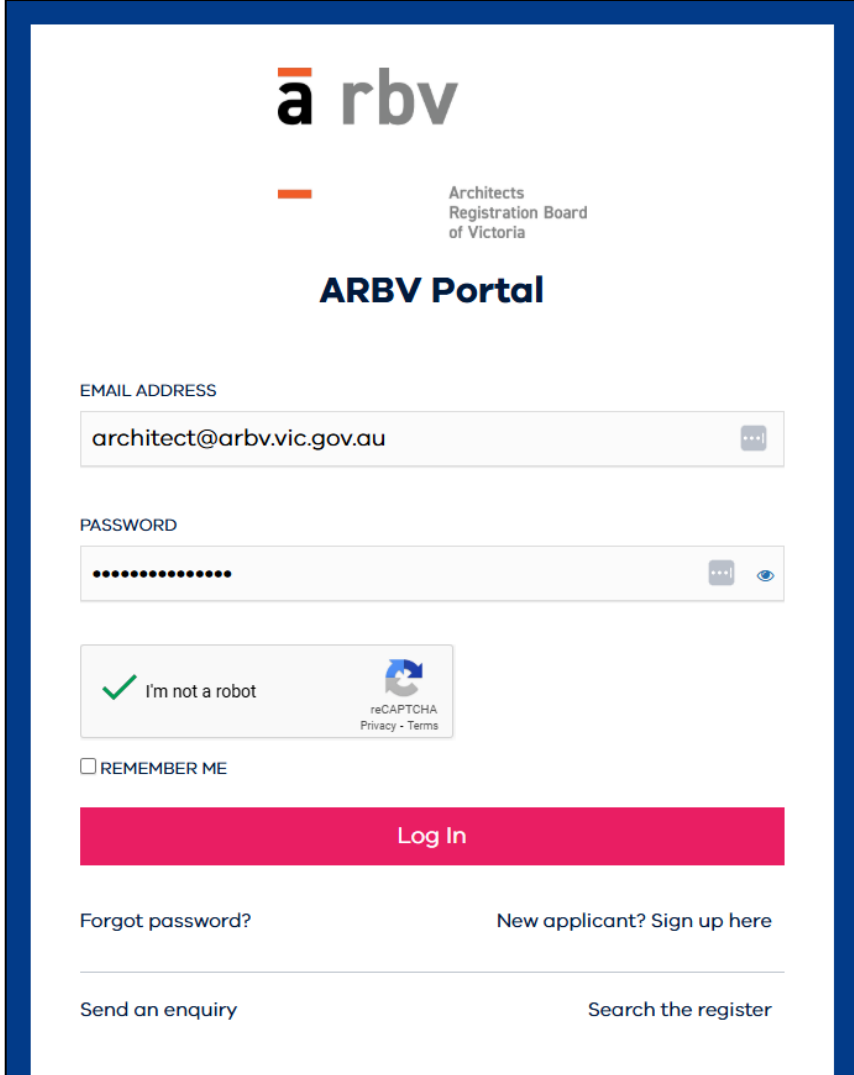


Logging into the ARBV Portal

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.



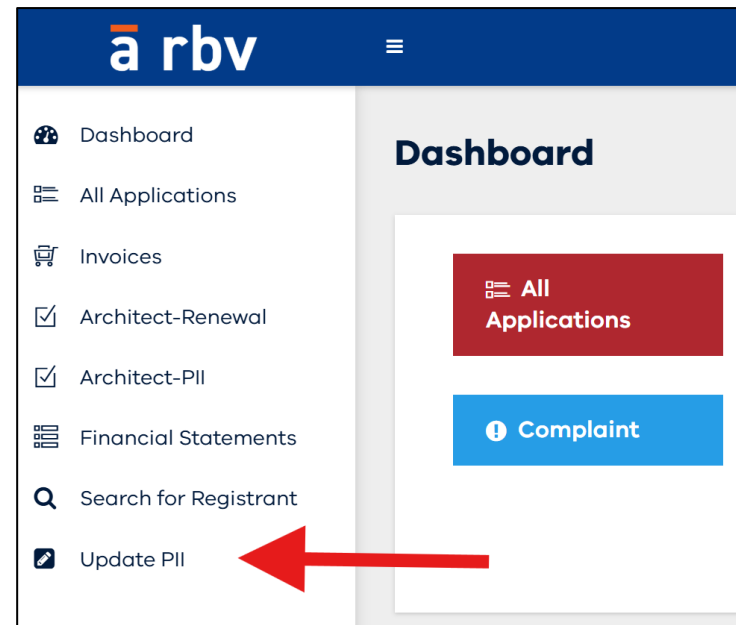
The screenshot shows the ARBV Portal login interface. At the top, the ARBV logo and the text 'Architects Registration Board of Victoria' are displayed. Below this, the title 'ARBV Portal' is centered. The login form consists of two input fields: 'EMAIL ADDRESS' with the value 'architect@arbv.vic.gov.au' and 'PASSWORD' with masked characters. A green checkmark and the text 'I'm not a robot' are visible next to the password field, along with a reCAPTCHA icon and links for 'Privacy' and 'Terms'. Below the input fields is a checkbox labeled 'REMEMBER ME'. A large pink button labeled 'Log In' is positioned below the 'REMEMBER ME' checkbox. At the bottom of the form, there are two links: 'Forgot password?' on the left and 'New applicant? Sign up here' on the right. At the very bottom, there are two more links: 'Send an enquiry' on the left and 'Search the register' on the right.

Updating the company or partnership's PII Certificate of Currency

Step 1) Click **Update PII** on the left-hand side of the window.

Note: An organisation's profile is always associated with a different email address to individual architects (including directors).

The organisation's name should appear in the top right-hand corner.



Update PII

Professional Indemnity Insurance

Enter the Professional Indemnity
Insurance (PII) expiry date

25/09/2025

Upload a copy of the certificate of
currency



Edit

Step 2) Click the blue **Edit** button.

Step 3) Click on the date field and use the calendar to enter the PII expiry. Select the year first, followed by the month and finally click on the day - this will add the date into that field.

Step 4) Drag and drop a copy of the PII document into the upload field. Alternatively, click **Select files** to upload the document using your file explorer.

A list of successfully uploaded files will appear in the bottom left of the page.

Step 5) Click **Update** to save the changes.

Any issues will be highlighted in red.

You can verify the update by clicking **Update PII** on the left-hand side.

Professional Indemnity Insurance

Enter the Professional Indemnity Insurance (PII) expiry date *

25/09/2025

Upload a copy of the certificate of currency *

Sep 2026

SU	MO	TU	WE	TH	FR	SA
		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

Drop files here or

Select files

Update Cancel