

# Logging in to the ARBV Portal

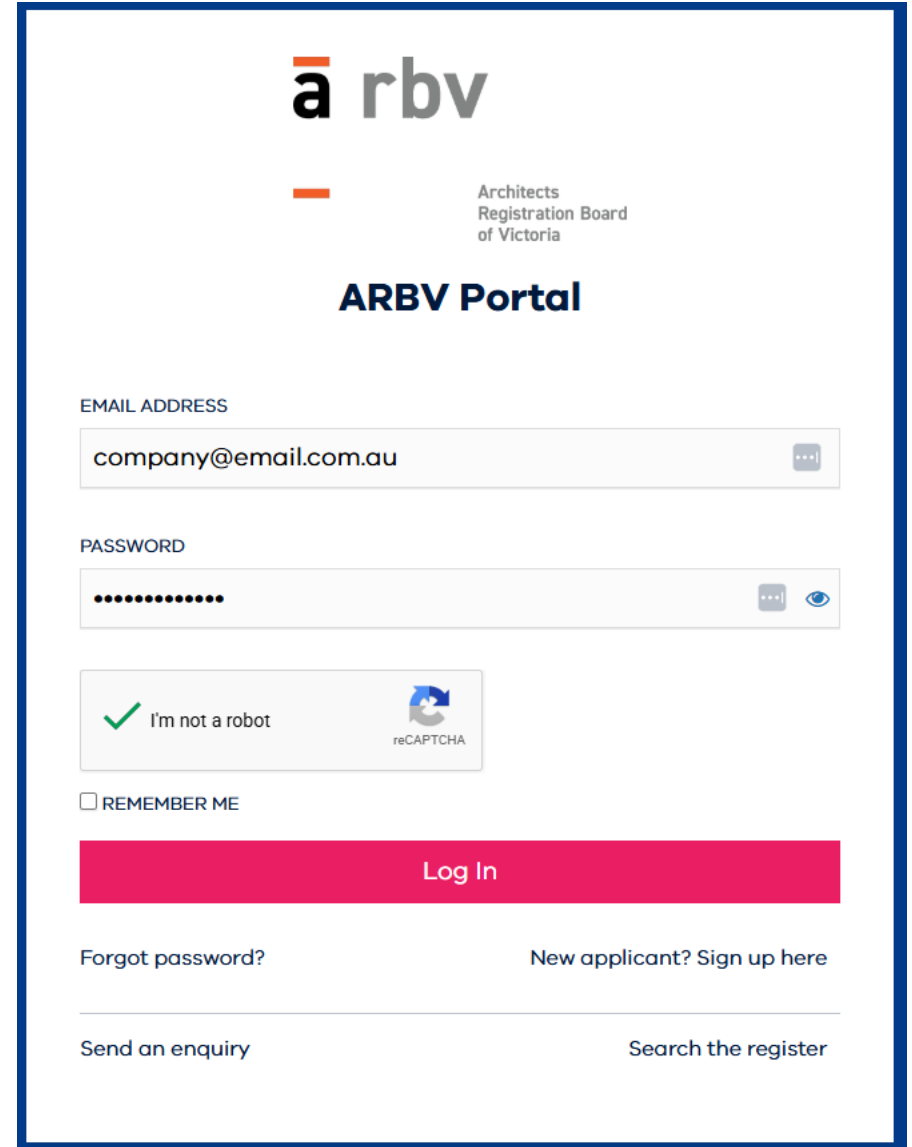
Go to <https://portal.arbv.vic.gov.au/>

Enter your email address and password\*.

Check the “**I’m not a robot**” box and perform any image verifications required.

When there is a green tick in the “I’m not a robot” box, click on the red **Log In** button.

*\*If you are having issues with your password, please click ‘Forgot password?’*



The screenshot shows the ARBV Portal login interface. At the top, the logo for the Architects Registration Board of Victoria (ARBV) is displayed, consisting of a stylized 'ā' and 'rbv' followed by the full name. Below the logo, the text 'ARBV Portal' is centered. The login form includes an 'EMAIL ADDRESS' field with the placeholder 'company@email.com.au', a 'PASSWORD' field with masked characters, and a reCAPTCHA 'I'm not a robot' checkbox which is currently checked with a green tick. A red 'Log In' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot password?' and 'New applicant? Sign up here'. A horizontal line separates these from the bottom navigation links: 'Send an enquiry' and 'Search the register'.


You will then need to complete the Two-Factor authentication step.

An authentication code will be sent to the email address associated with the profile you are logging in to.

Enter the code into the field and click **Log In**

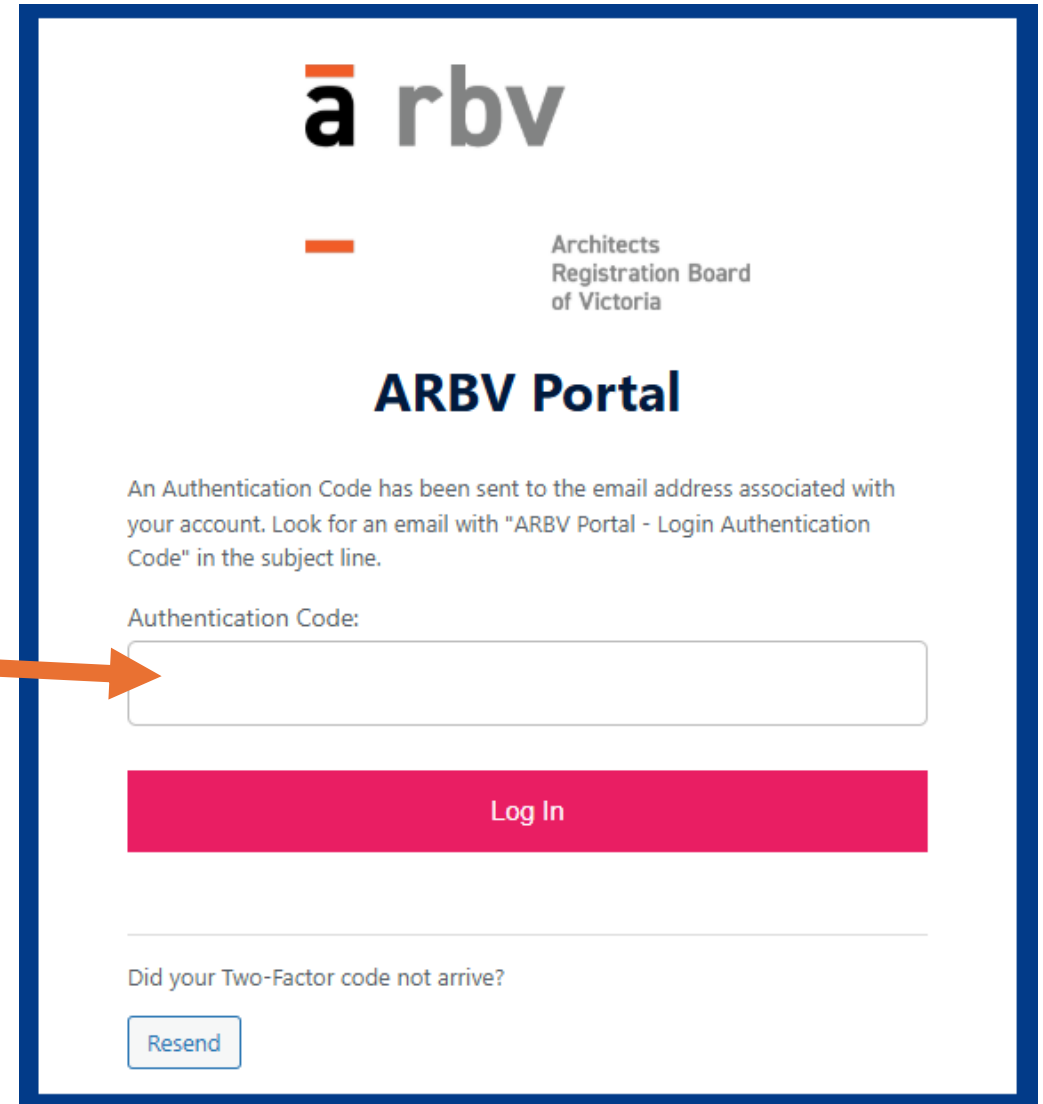
Please use the Login Authentication Code below to sign in

63820313



*If you receive an error message, try typing the numbers into the field (instead of pasting it).*

*Note that the code may take a few minutes to arrive in your inbox. If you do not receive the code, please check your junk email inbox before clicking 'Resend'. **Please do not click the 'Resend' button multiple times.***



**ā rbv**

Architects  
Registration Board  
of Victoria

## ARBV Portal

An Authentication Code has been sent to the email address associated with your account. Look for an email with "ARBV Portal - Login Authentication Code" in the subject line.

Authentication Code:

**Log In**

Did your Two-Factor code not arrive?

Resend

## Password reset instructions

You will need to reset your password if you have forgotten your password (or if the one remembered by your browser isn't working).

At the login screen, click on '**Forgot password?**' underneath the Log In button. You will be taken to a page that looks like the one pictured.

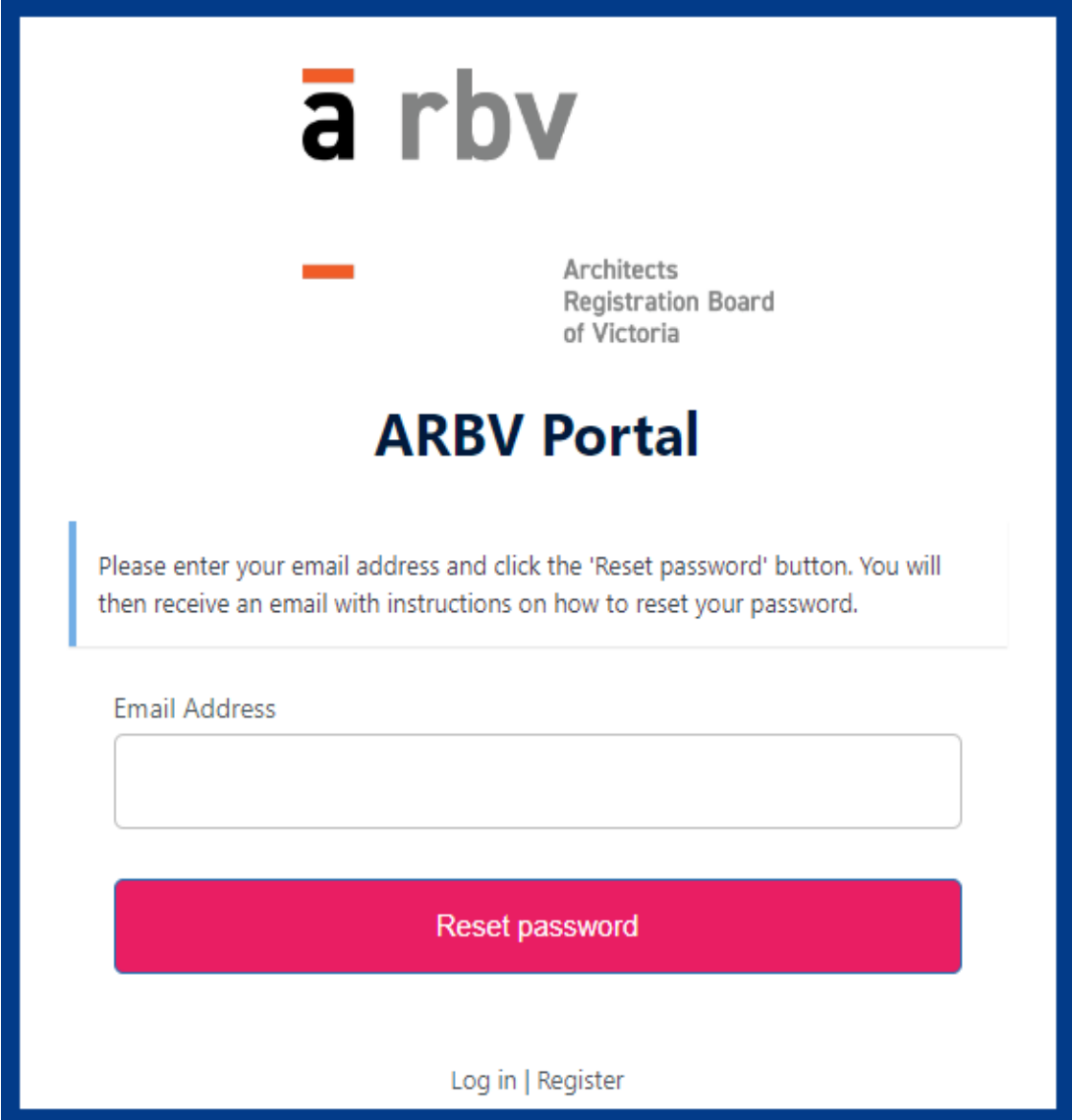
Enter the email address associated with your ARBV profile and then click on the **Reset password** button.

You will then be sent an email with a link to reset your password.

### Note:

Please be patient. The email may take up to 30 minutes to arrive during the renewal period. Please ensure that the email has not been sent to your junk folder.

Clicking the button too many times **will lock you out** of your profile. You will need to **call the ARBV if you are locked out** due to too many attempts.

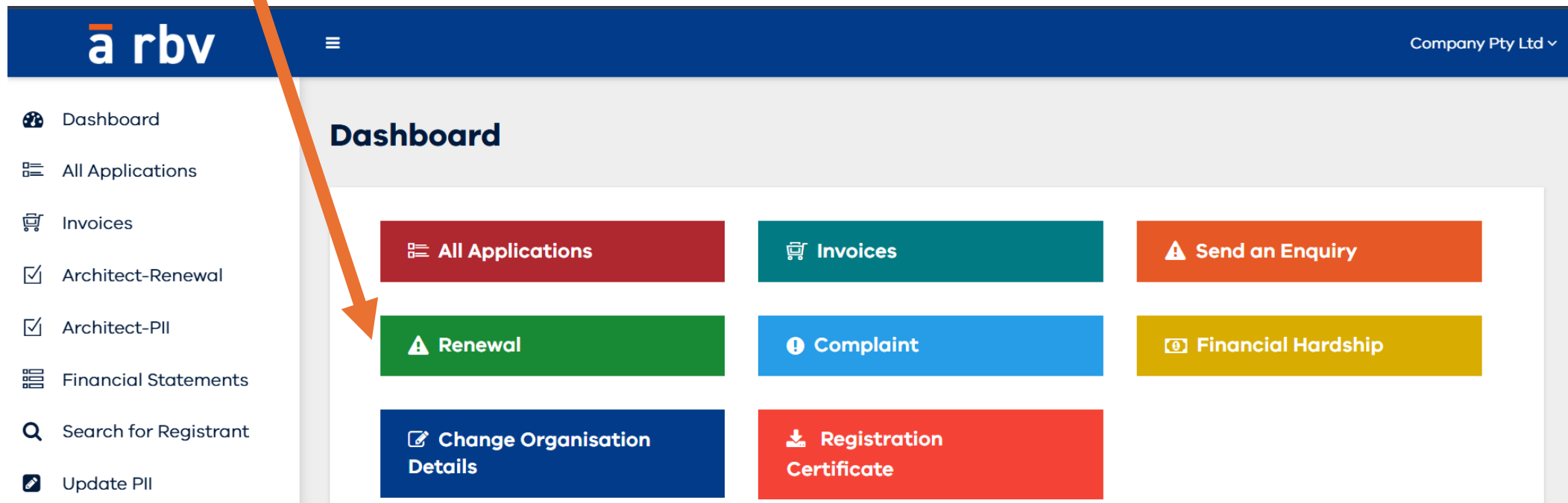


The screenshot shows the ARBV Portal password reset page. At the top, the ARBV logo is displayed, consisting of a stylized 'a' with a horizontal bar above it, followed by 'rbv'. Below the logo, the text 'Architects Registration Board of Victoria' is visible. The main heading is 'ARBV Portal'. A blue-bordered box contains the instruction: 'Please enter your email address and click the 'Reset password' button. You will then receive an email with instructions on how to reset your password.' Below this is a text input field labeled 'Email Address'. A prominent pink button labeled 'Reset password' is positioned below the input field. At the bottom of the page, there are links for 'Log in | Register'.

## Completing renewal – paying the company/partnership renewal fee

Once you are logged in, you should see the page pictured below. You should see the company or partnership's name in the top right-hand corner.

Click the green **Renewal** tile to begin.



The screenshot displays the arbv dashboard interface. At the top, a dark blue header contains the 'arbv' logo on the left, a hamburger menu icon in the center, and the text 'Company Pty Ltd' with a dropdown arrow on the right. Below the header is a sidebar menu with the following items: Dashboard, All Applications, Invoices, Architect-Renewal, Architect-PII, Financial Statements, Search for Registrant, and Update PII. The main content area is titled 'Dashboard' and features a grid of seven colored tiles: 'All Applications' (dark red), 'Invoices' (teal), 'Send an Enquiry' (orange), 'Renewal' (green, highlighted with an orange arrow), 'Complaint' (blue), 'Financial Hardship' (yellow-green), 'Change Organisation Details' (dark blue), and 'Registration Certificate' (red).

First, make sure the organisation's details are correct and update any of the fields as required.

**1 Personal Information**   **2 Payment**

**Name \***

First	Middle	Last
Company		Pty Ltd

**Preferred name**

**Mailing address \***

Street Address

Address Line 2

City

Select State

ZIP / Postal Code

Country

**Contact number \* ⓘ**

If you are completing renewal after 30 June, you will need to provide a reason for not completing the renewal on time

**Reason for not completing the renewal on time \***

0 of 2000 max characters

Scroll down to the Professional Indemnity Insurance section.

### Professional Indemnity Insurance

Enter the Professional Indemnity Insurance (PII) expiry date \*

dd/mm/yyyy

June 2027

MO	TU	WE	TH	FR	SA	SU
	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				

First: enter the PII expiry date

1. Click on the **calendar icon**.
2. Select the **year**
3. Select the **month**
4. Select the **day** (you must **click on the day** on the calendar)

Upload a copy of the certificate of currency \*

Drop files here or

Select files

Accepted file types: png, jpg, doc, pdf, jpeg, docx, msg, Max. f  
aEXAMPLE PII CompanyPar.pdf [delete](#)

Second: Upload the PII certificate

1. Click 'Select Files'
2. Select the relevant file on your computer

You should see the file listed at the bottom

## PII Declaration

The Company declares for the period 1 July 2026 to 30 June 2027:

1. The Company will: \*
- a. Be covered by professional indemnity insurance at all times that meets the requirements of the [Architects Insurance Ministerial Order](#) (the required insurance);
  - b. Ensure up-to-date written proof of the required insurance is uploaded to the ARBV Portal; and
  - c. Only carry out work as a Company that is covered by the required insurance.
2. The Company has required insurance that covers it for the 12 month period from 1 July 2026 to 30 June 2027. \*
- The Company acknowledges that should it fail to provide the required proof of insurance, the Company's registration may be refused or suspended. \*
- Yes
- No
- Yes

Scroll down again to the PII Declaration section.

Complete the declarations and then scroll down to the bottom.

Click the 'Next' button to continue to payment.

The next page will list the relevant fees and give you an option to pay via Credit/Debit Card or Offline Payment. Renewal is only completed once payment of the relevant fees have been made.

(Refer to the instructions on the next page if you select 'Offline Payment'.)

Please be aware that the ARBV **cannot** change the payment method once you have clicked 'Submit'

1 Personal Information	<b>2 Payment</b>
<b>Renewal Fee *</b>	Price: \$ 587.18
<b>Renewal Late Fee *</b>	Price: \$ 207.24 (Renewal Late Fee is not applied if renewing before 30 June)
<b>Total</b>	\$ 794.42
<b>Payment Option *</b>	<input type="radio"/> Credit/Debit Card <input type="radio"/> Offline Payment
	<input type="button" value="Previous"/> <input type="button" value="Submit"/>

# Instructions to access invoice for Offline Payment

1. Click **Invoices** on the left-hand side of the screen.
2. Click on the first tab “**My Invoices**” tab.
3. Click on the **ORD-xxxx number** to open the invoice

(continued next page)

**Invoices**

My Invoices Architect Invoices

Search:

ID	User Name	Created date	Paid date	Price	Status
<a href="#">ORD-26119387</a>	Company Pty Ltd	15/05/2026	15/05/2026	\$586.17	Paid
<a href="#">ORD-26119388</a>	Company Pty Ltd	1/07/2026	1/07/2026	\$794.42	Offline Payment

Previous 1 Next

## Instructions pay invoice for Offline Payment

Use the details at the bottom of the invoice to make the payment via EFT.

### Architects Registration Board of Victoria

Westpac Bank

BSB: 033-222

Account No: 015815

Please use the invoice number (ORD-xxxxx) as the payment reference.

If you would like to save or print a copy of this invoice, click the blue 'Print' button at the top of the invoice.

Item	Price	Quantity	Discount	GST	Totals
Annual Fee - Company	\$587.18	1	\$0.00	\$0.00	\$587.18
Late Renewal Company	\$207.24	1	\$0.00	\$0.00	\$207.24
GST Total					\$0.00
Grand Total (AUD)					\$794.42

**Tax Invoice**

Invoice Number: ORD-26119388  
Created Date: 1/07/2026

ABN: 31 592 419 109

**Architects Registration Board of Victoria**

Billed To: Company Pty Ltd

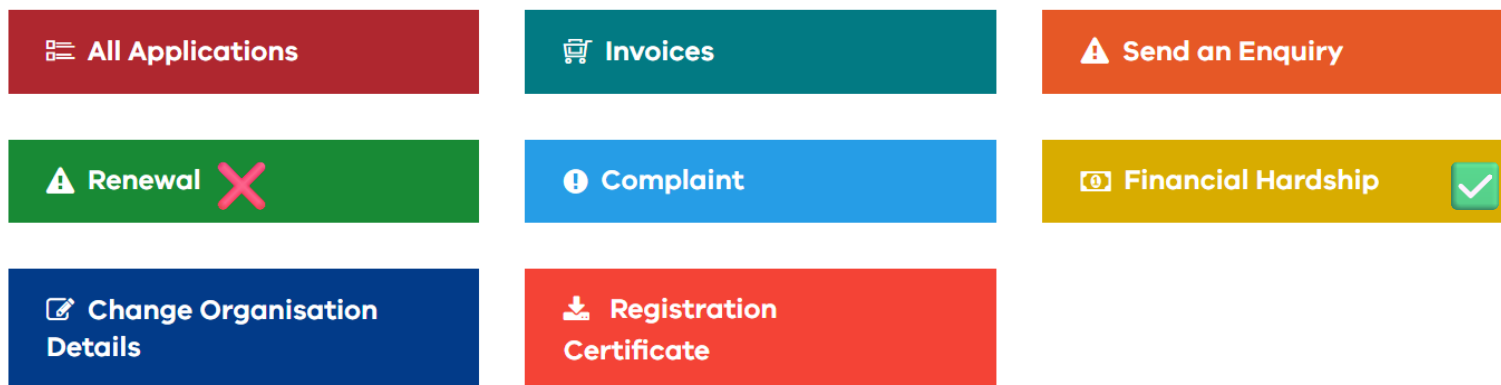
Billing Address  
10/533 Little Lonsdale Street,  
Melbourne, VIC, Australia

Created Date: 1/07/2026  
Status: Offline Payment  
Total: \$794.42

# Financial Hardship

You must complete renewal even if you are unable to pay the renewal fees. The ARBV may be able to grant an extension on the due date for your renewal fees if you are experiencing financial hardship.

To be granted an extension, you must submit a **Financial Hardship** application instead of completing the regular renewal process.



The application involves providing information relating to your circumstances **and** completing the regular renewal declarations. The ARBV may request additional information and documentation from you. Applications are considered on a case-by-case basis.

Being granted an extension does not mean you are exempt from paying any late renewal fees.

## Paying your employees' renewal – checking for eligible employees

While logged into the company/partnership profile, click the **Architect-Renewal** item from the left hand menu.

Employees listed here with a YES against their name at the *Pay for Renewal* column may elect for their renewal fees to be paid by the company/partnership.

An open invoice will be generated in the company/partnership's profile once the employee completes their own individual renewal (via their own profile in the portal).

**TIP:** Employees don't need to be approved by the company/partnership each year – the Yes/No selections remains in place until you change it (and/or if the employee has removed the company/partnership from their Employment and PII Information).

**Please refer to the next page for instructions on how to add employees to this list.**

The screenshot shows a web interface with a left-hand navigation menu and a main content area titled "Associated Architect".

**Left-hand menu:**

- Dashboard
- All Applications
- Invoices
- Architect-Renewal** (highlighted with a green box)
- Architect-PII
- Financial Statements

**Main Content Area:**

### Associated Architect

Architect Name <span>↑↓</span>	Architect Submitted Date <span>↑↓</span>	Pay for Renewal <span>↑↓</span>
Mondo Rock	19/05/2025	<input checked="" type="radio"/> Yes <input type="radio"/> No <b>Save</b>

At the bottom right of the table, there are navigation buttons: "Previous", "1" (highlighted in orange), and "Next".

## Paying your employees' renewal – adding new employees to pay for

The new employee must already be listed in the **Architects-PII** section of the organisation's profile. If they are not listed, the employee must add the organisation as an employer (via the **Employment and PII Information** section in the employee's profile).

After they complete this step, you need to confirm that they are covered by your PII, as follows:

1. From the menu items located at the left-hand side, click on the **Architect PII** option.
2. The company's employees will be listed in the *Architect Name* column.
3. In the *Organisation Status* column, choose YES to confirm the relevant employee is covered under the company/partnership's PII and click **SAVE**.

The screenshot displays the 'Covered Under PII' section of the arbv system. The left-hand navigation menu includes 'Dashboard', 'All Applications', 'Invoices', 'Architect-Renewal', 'Architect-PII' (highlighted with a green box), and 'Financial Statements'. The main content area shows a table with the following columns: 'Architect Name', 'Architect Covered under PII Status', and 'Organisation Status'. A single row is visible for 'Mondo Rock' with 'Yes' selected in the PII Status column. In the Organisation Status column, the 'Yes' radio button is selected and highlighted with a green box, and the 'Save' button is also highlighted with a green box. The 'Remove' button is highlighted in orange. At the bottom right, there are 'Previous', '1' (highlighted in orange), and 'Next' buttons.

Architect Name	Architect Covered under PII Status	Organisation Status
Mondo Rock	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <span>Save</span> <span>Remove</span>

Continued next page

The employee **then** needs to request that the organisation will pay for their registration renewal fee. This step is done via the **Renewal Options** section in the employee's profile.

The organisation will be sent an email once the employee has nominated you to pay their fees:

**Subject:** Request to pay for architect registration renewal

Hi Company Pty Ltd

John Architect has selected your organisation to pay for their registration renewal.

Please login to the **ARBV Portal** and click "Architect-Renewal" in the left-hand navigation menu to update the status.

Regards,

ARBV

Continued next page

The organisation needs to confirm the employee's request that the organisation will pay their renewal fees.

While logged into the organisation's profile:

1. Choose the **Architect-Renewal** item from the menu items at the left-hand side.
2. Find the employee's name in the list.
3. Choose YES at the *Pay for Renewal* column to confirm that the organisation agrees to pay the employee's registration renewal fees and click on **Save**.

The screenshot shows a web interface with a sidebar menu on the left and a main content area. The sidebar menu includes: Dashboard, All Applications, Invoices, Architect-Renewal (highlighted with a green box), Architect-PII, and Financial Statements. The main content area is titled 'Associated Architect' and contains a table with the following data:

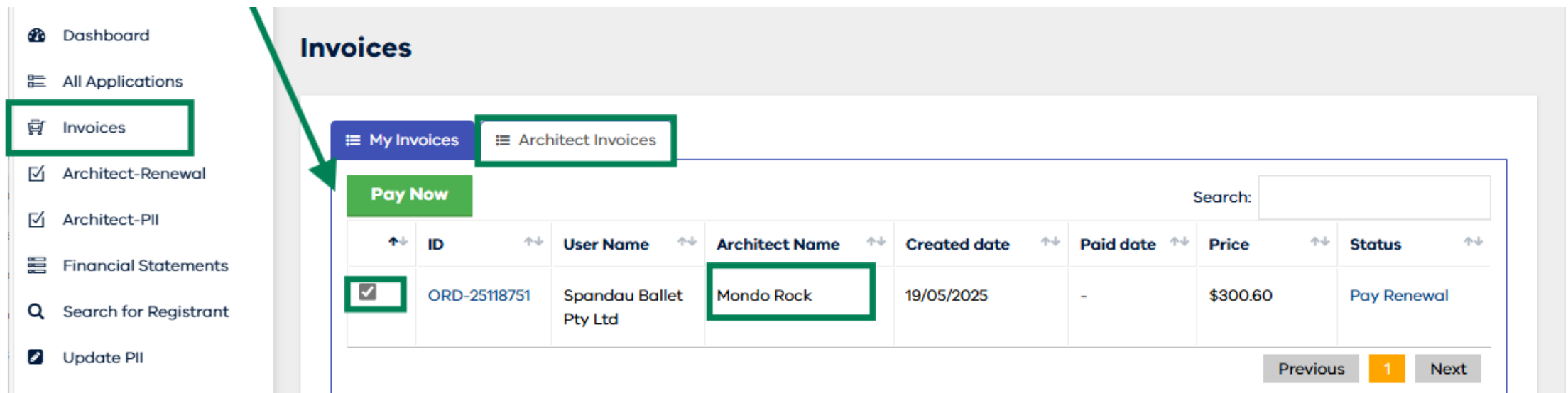
Architect Name	Architect Submitted Date	Pay for Renewal
Mondo Rock	19/05/2025	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Save"/>

At the bottom right of the table, there are navigation buttons: 'Previous', '1' (highlighted in orange), and 'Next'.

## Paying your employees' registration fees – paying the employees' invoice

Once the architect employee(s) have completed the renewal process in their individual ARBV profile, the invoices will appear in the organisation's ARBV profile. Follow the steps below to pay the open renewal invoices:

1. Click **Invoices** on the left-hand side of the page.
2. Click the tab '**Architect Invoices**' tab.
3. Select the invoices you wish to pay. You may need to use the Previous and Next buttons to navigate if you have a large numbers of open invoices.
4. Click on the "Pay Now" button as seen below.



↑↓	ID	↑↓	User Name	↑↓	Architect Name	↑↓	Created date	↑↓	Paid date	↑↓	Price	↑↓	Status	↑↓
<input checked="" type="checkbox"/>	ORD-25118751		Spandau Ballet Pty Ltd		Mondo Rock		19/05/2025		-		\$300.60		Pay Renewal	

You will then be directed to the **Organisation Bulk Renewal Payment** page.

Check that the amount to be paid is correct and choose the appropriate payment option.

**Organisation Bulk Renewal Payment**

**Invoice Payment**

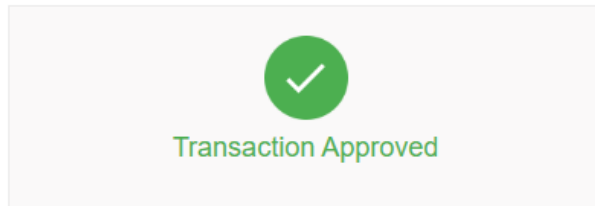
**Invoice Fee \*** Price: **\$ 300.60**

**Payment Option \***

- Credit/Debit Card
- Offline Payment

**Submit**

If you choose to pay via *Credit/Debit Card* and click on the **Next** button, this will take you to the ARBV's secure payment gateway. When you receive the "Transaction Approved" confirmation, the renewals for the architects you chose to pay for are now complete.



**Organisation Bulk Renewal Payment**

**Invoice Payment**

Invoice Fee \* Price: \$ 300.60

Payment Option \*  Credit/Debit Card  Offline Payment

Next

If you choose the *Offline Payment* option and click on **Submit** button, this will generate UNPAID invoices for all of the architect(s) you selected earlier in the process. **TIP:** If you choose this option, you can only pay via EFT.

**Organisation Bulk Renewal Payment**

**Invoice Payment**

Invoice Fee \* Price: \$ 300.60

Payment Option \*  Credit/Debit Card  Offline Payment

Submit

 **a** rbv



Architects  
Registration Board  
of Victoria

If you need any further assistance or you are experiencing technical difficulties, please contact us using the details below.



03 9417 4444



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