

## Logging in to the ARBV Portal

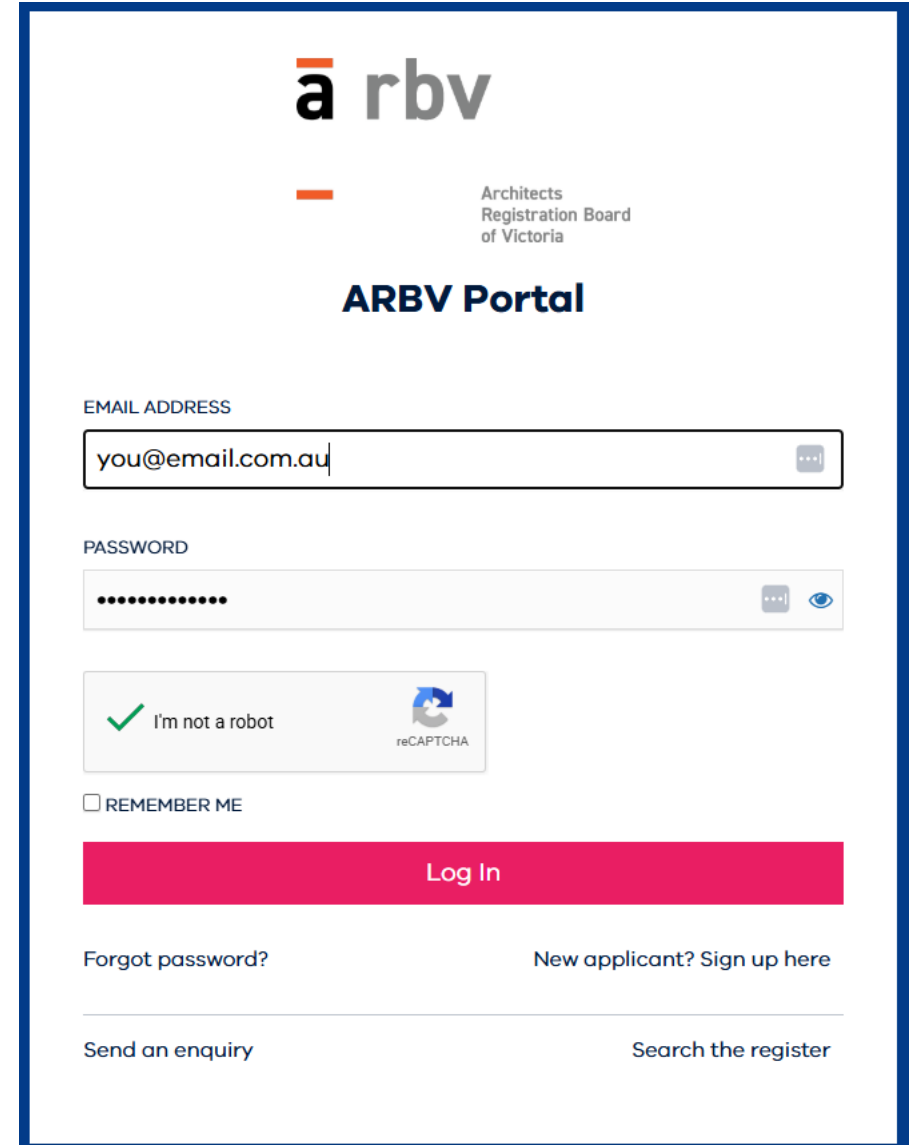
Go to <https://portal.arbv.vic.gov.au/>

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?’ to reset it.*



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 'a' 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 'you@email.com.au', a 'PASSWORD' field with masked characters, and a reCAPTCHA 'I'm not a robot' checkbox which is 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?', 'New applicant? Sign up here', '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**

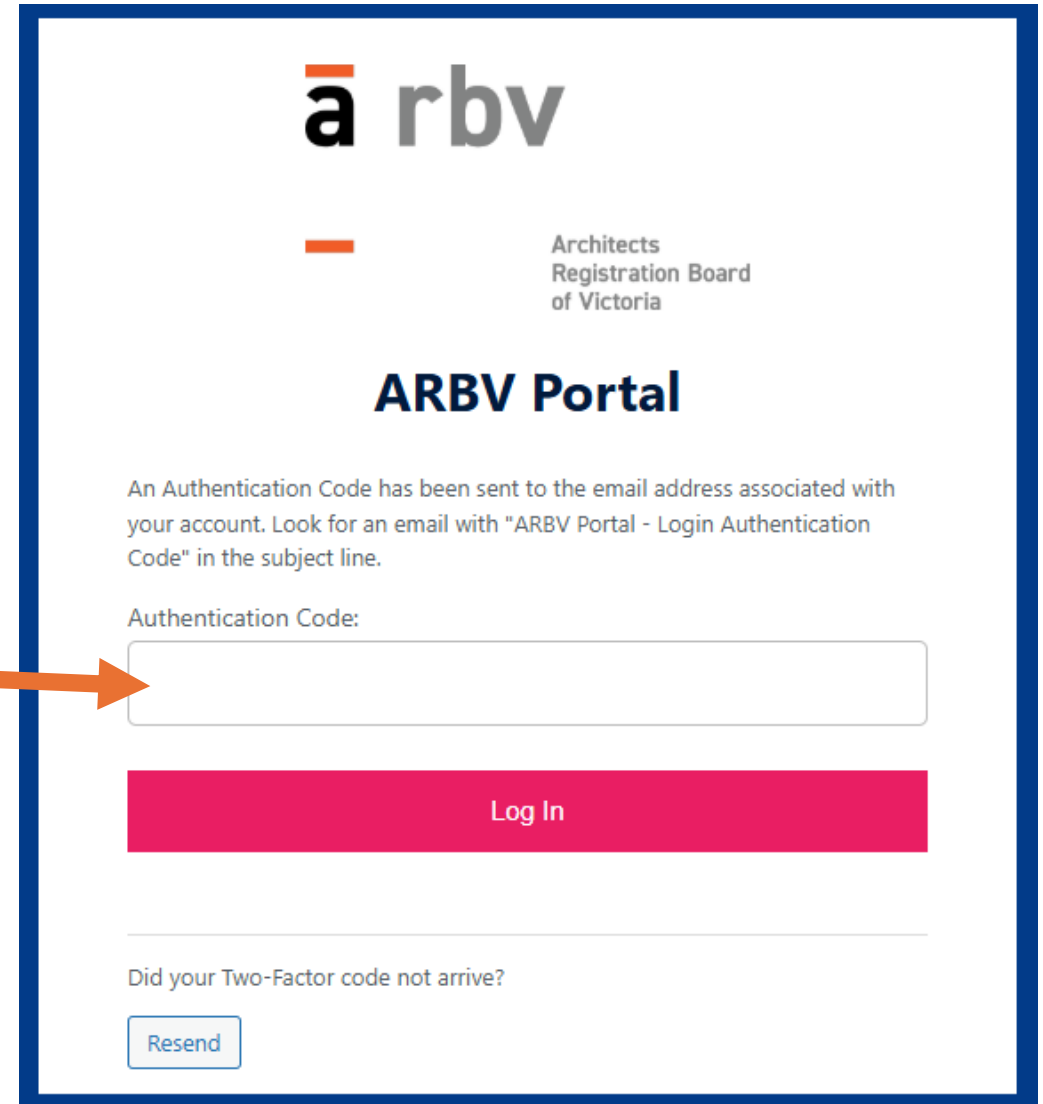
Please use the Login Authentication Code below to sign in

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.

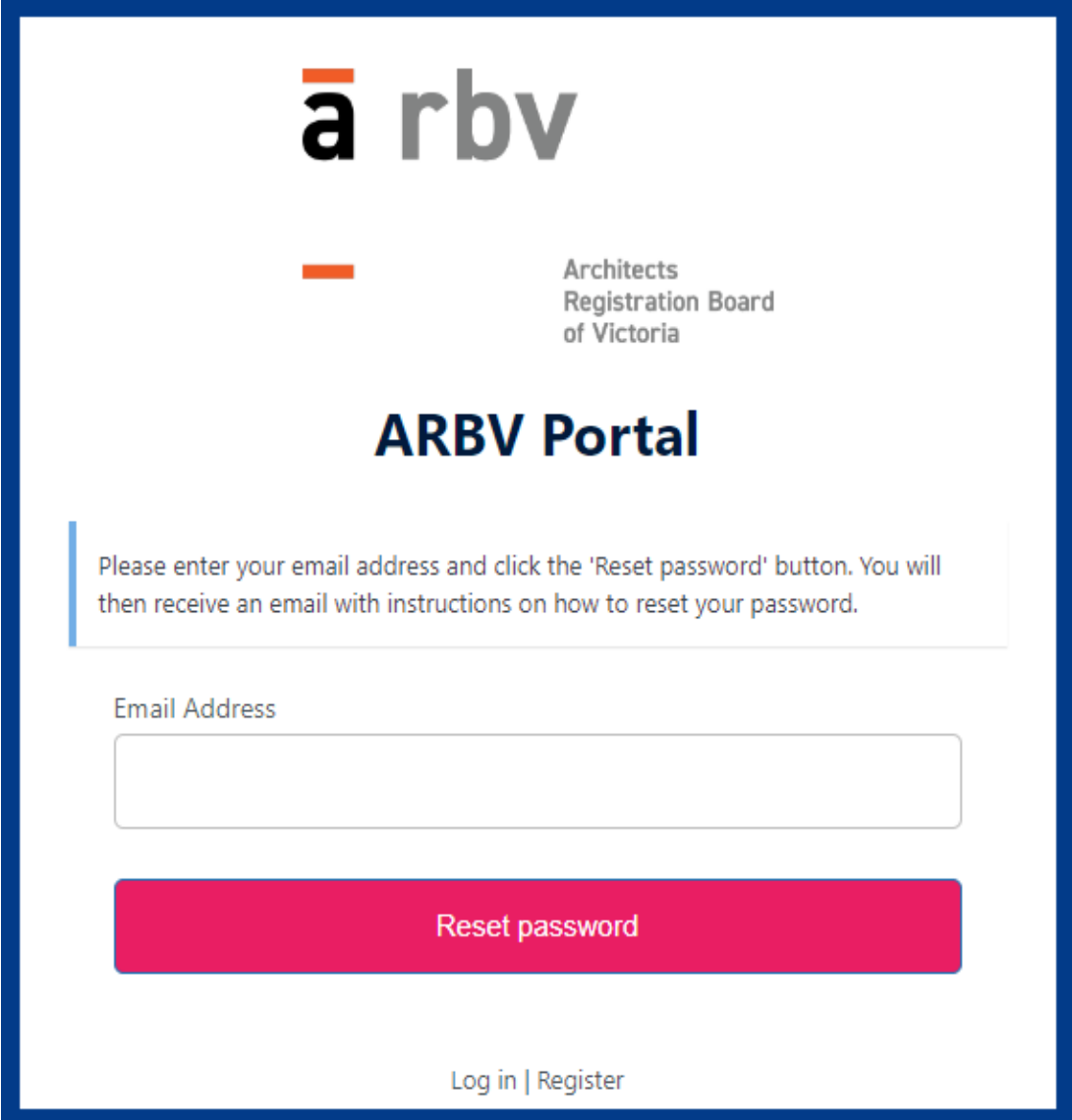
Enter the email address associated with your ARBV profile and then click on the **Reset password** button.

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 following text: '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'. At the bottom of the form is a large red button labeled 'Reset password'. At the very bottom of the page, there are links for 'Log in | Register'.

## Check that your Employment and PII Information is correct.

Please ensure that your **Employment and PII Information** is correct before starting renewal.

- Click 'View/Edit' to make changes to an existing record.
- Remove any records that are no longer relevant.
- Click  to add a new record.

One of your employers **must** be listed as '**Primary**' before starting renewal.









Organisation Name	Organisation Type	Employment Type	Covered under the approved ARBV company?	Approved by Company?	PII Expiry Date	Actions
Company Pty Ltd	Registered	Primary	Yes	Yes	30/06/2027	View/Edit Remove
	Sole Trader	Secondary			31/05/2026	View/Edit Remove

## Check if your employer has agreed to pay your renewal fees

Once logged into your ARBV profile, click **Renewal Options** on the left-hand side.

If your employer is listed with a YES in the *Organisation Status* column, this means that they have agreed to pay your renewal fee and you can proceed to renewal. You **do not** need to complete this setup process every year.

If your employer is not listed, refer to the next page to set this up.

-  Dashboard
-  All Applications
-  Invoices
-  Associated Companies/Partnership
-  Renewal Options
-  Financial Statements
-  Search for Registrant
-  Employment and PII Information

### SET UP: Who is paying your renewal?

**Select who will pay for your renewal:** \* ⓘ

Self

Organisation

**NOTE:** You will still need to complete the renewal process annually by clicking on the Renewal tile on the dashboard

[Submit](#)

Payment option ▲	Organisation Name ▲	Architect Submitted Date ▼	Organisation Status ▲
Organisation	Company Pty Ltd	15/05/2026	Yes

## Request that your employer agree to pay your renewal fees

### Steps:

1. Go to the Renewal Options section of your profile.
2. Select the 'Organisation' option.
3. Choose your employer's name from the drop-down list.
4. Click **Submit**.

**Select who will pay for your renewal: \* ⓘ**

Self

**Organisation**

**NOTE:** You will still need to complete the renewal process annually by clicking on the Renewal tile on the dashboard

**Select Organisation \***

Select an Option ▼

Company Pty Ltd

**Submit**

Your employer then needs to confirm that they agree to pay for your renewal (via the company's profile in the ARBV Portal). You can proceed to renewal once they have confirmed the agreement.

## Completing renewal – Architects

Once you are logged in, you should see the page pictured below. You should see your name in the top right-hand corner.

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

The screenshot shows the Archyrbv dashboard interface. At the top, there is a dark blue header with the 'a rbv' logo on the left and a user profile 'Archy Tect' with a dropdown arrow on the right. Below the header is a sidebar menu with the following items: Dashboard, All Applications, Invoices, Associated Companies/Partnership, Renewal Options, Financial Statements, Search for Registrant, and Employment and PII Information. The main content area is titled 'Dashboard' and contains a grid of nine colored tiles: 'All Applications' (dark red), 'Invoices' (teal), 'Send an Enquiry' (orange), 'Practising to Non-Practising' (dark blue), 'Renewal' (green), 'Complaint' (light blue), 'Financial Hardship' (yellow), and 'Registration Certificate' (red). An orange arrow points from the text 'Click the green Renewal tile to begin.' to the green 'Renewal' tile. Another orange arrow points from the top right of the dashboard to the user name 'Archy Tect'.



# Declarations

You will need to provide a reason for not completing renewal on time if you are completing after 30 June

Sole traders and employees of unapproved companies will need to update their Professional Indemnity Insurance details.

Employees of approved organisations will also be required to provide PII if their **Employment and PII Information** is not current. Please refer to page 4.

**PII Declaration**

I declare for the period 1 July 2026 to 30 June 2027:

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1. I will: \*

Yes

a. Be covered by professional indemnity insurance at all times that meets the requirements of the [Architects Insurance Ministerial Order](#) (the required insurance);  No

b. Ensure up-to-date written proof of the required insurance is uploaded to the ARBV Portal; and

c. Only carry out work as an architect that is covered by the required insurance.

2. I have required insurance that covers me for the 12 month period from 1 July 2026 to 30 June 2027. \*  Yes

No

I acknowledge that should I fail to provide the required proof of insurance, my registration may be refused or suspended. \*  Yes

No

All architects will need to make the PII declarations pictured on the left.

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

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

0 of 2000 max characters

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**Professional Indemnity Insurance**

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

dd/mm/yyyy

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

Declarations continued next page...

All architects must make a declaration as to whether they have met their Continuing Professional Development obligations.

Only select 'Yes' if you have met your CPD obligations specified in the declaration.

If you have made an application to the ARBV for an exemption from your CPD obligations. Exemption applications must be submitted in writing to [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au) before completing renewal.

**You cannot apply for an exemption using this form.**

Depending on your circumstances, you may be required to provide your record of CPD as part of renewal.

**CPD compliance declaration**

1. I declare for the CPD cycle from 1 July 2025 to 30 June 2026 that: \*

Yes

No

a. I have complied with prescribed continuing professional development requirements; and

b. I will give written proof of my compliance with the prescribed CPD requirements to the ARBV on request.

2. I have made an application for exemption from CPD requirements for the CPD cycle from 1 July 2025 to 30 June 2026 \*

Yes

No

Further information \*

Please see attached

19 of 250 max characters

Upload required supporting documents \*

Drop files here or

Select files

Accepted file types: xlsx, csv, txt, png, jpg, doc, pdf, jpeg, docx, msg, Max. file size: 10 MB, Max. files: 15.

CPD Record.pdf [delete](#)

## All architects must make a Fit and Proper Person Declaration

If you answer 'Yes' to any of the questions, you will be required to provide additional information and relevant documentation.

### Fit and Proper Person Declaration

In the last 10 years, have you:

1. Been convicted or found guilty of an offence involving fraud, dishonesty, drug trafficking or violence? \*  Yes  No
2. Been convicted or found guilty of an offence as an architect, relating to your practice of architecture and/or provision of architectural services? \*  Yes  No
3. Had any registration, licence, approval or other authorisation as an architect suspended or cancelled (except where you chose not to renew the registration, licence, approval or other authorisation)? \*  Yes  No

4. Failed to comply with a court order or an order made by VCAT under the following: \*  Yes  No

- a. Architects Act 1991 or its Regulations
- b. Building Act 1993 or its Regulations
- c. Domestic Building Contracts Act 1995 or its Regulations

5. Had any disciplinary action taken against you under the Building Act 1993? \*  Yes  No

6. Been an insolvent under administration (i.e. have you been or are you a bankrupt)? \*  Yes  No

I declare I am a fit and proper person to be registered to practise as an architect having regard to the matters set out above. \*  Yes  No

"If you have answered YES to any of the above questions, you should respond NO to this question."

## Pay for Renewal – select an option

You will only have the option to select ‘My organisation will pay’ if your employer has agreed to pay your renewal fees.  
(Refer to page 5-6)

### Renewal payment

1 Personal Information
2 Declaration
3 Pay for Renewal
4 Paym

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**Pay for Renewal \***

Pay myself  
 My organisation will pay

Select ‘Pay myself’ to pay via Credit/Debit Card or via Offline Payment.

Click ‘Next’ to proceed to payment.

<b>Renewal Fee *</b>	Price: \$ 414.48
<b>Renewal Late Fee *</b>	Price: \$ 207.24
<b>Total</b>	621.72
<b>Payment Option *</b>	<input checked="" type="radio"/> Credit/Debit Card <input type="radio"/> Offline Payment

If you choose the *Offline Payment* option, an unpaid invoice will appear in the **Invoices** section of your profile.

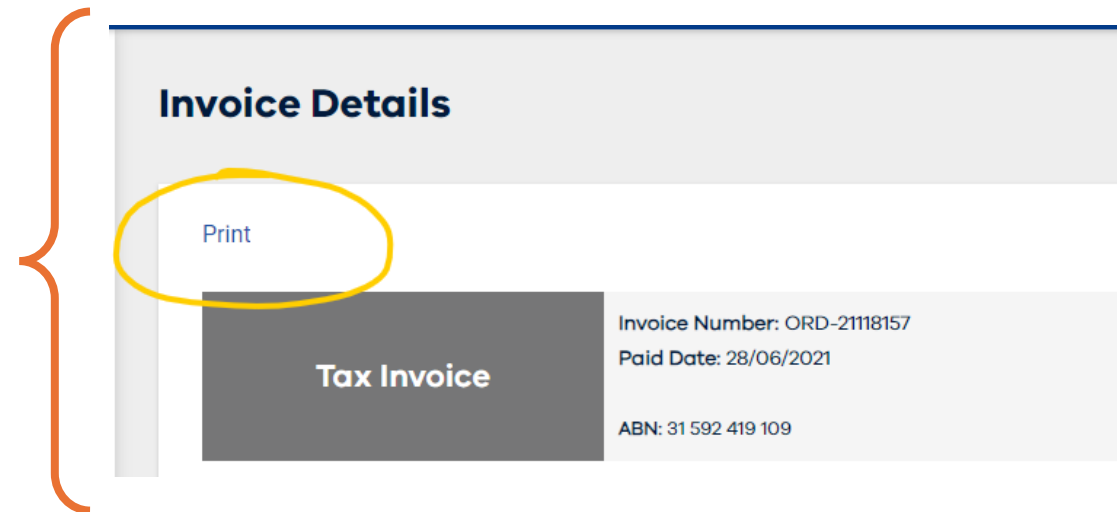
Payment is to be made via EFT. The payment method can't be changed after selecting Offline Payment.

1. Go to the **Invoices** section
2. Click on the ORD-xxxx number to open the invoice.
3. Use the ARBV's bank details at the bottom of the page to make the payment. Use the invoice number (ORD-xxxx) as the payment reference so the payment can be quickly allocated to your renewal.

To Print/Save the invoice:

With the invoice is open, click 'Print'.

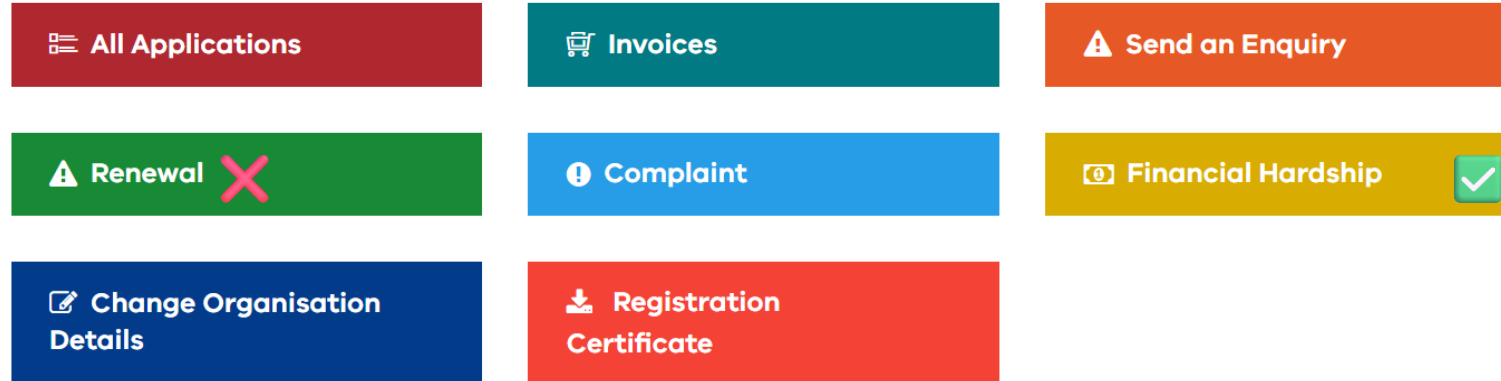
This will allow you to print the invoice as a hard copy or as a .pdf file.



## 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.



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)