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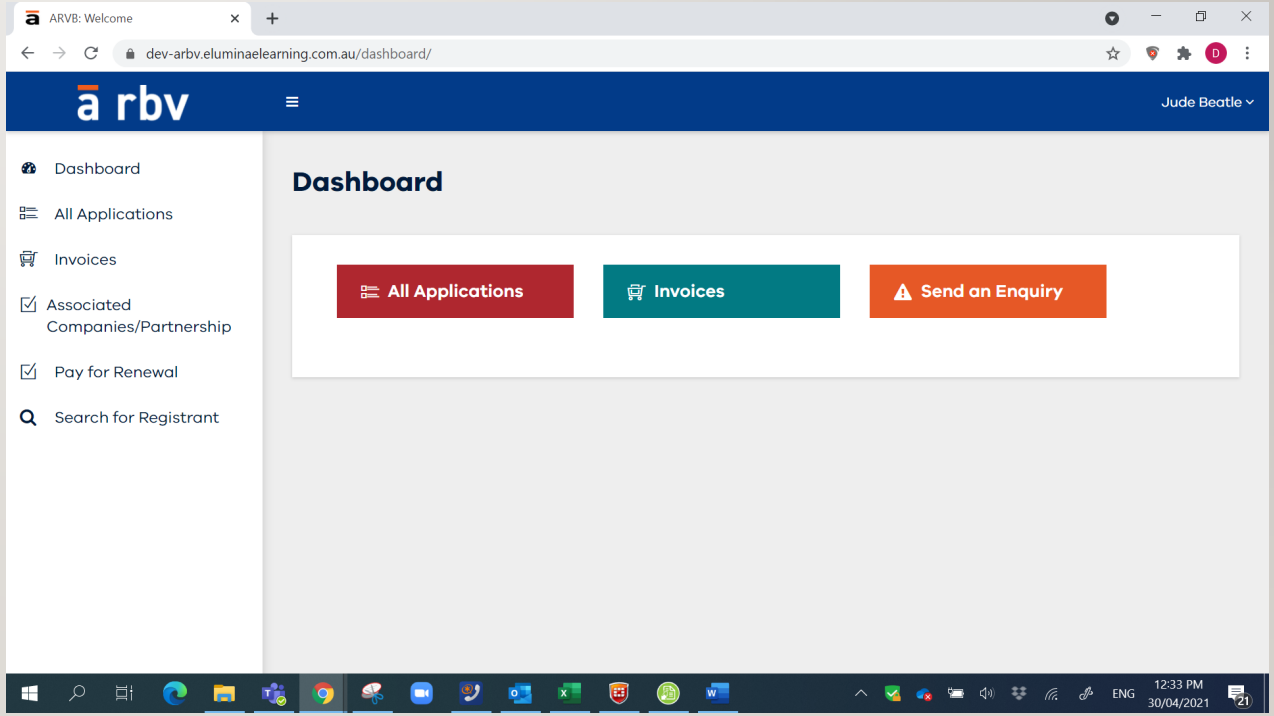
- The image on the right is the home screen of the new ARBV Portal.
- Registrants will be able to see their invoices, edit their personal information and link to their employer (if an approved company or partnership)
- Renewal and the required declaration will also be actioned through this Portal.



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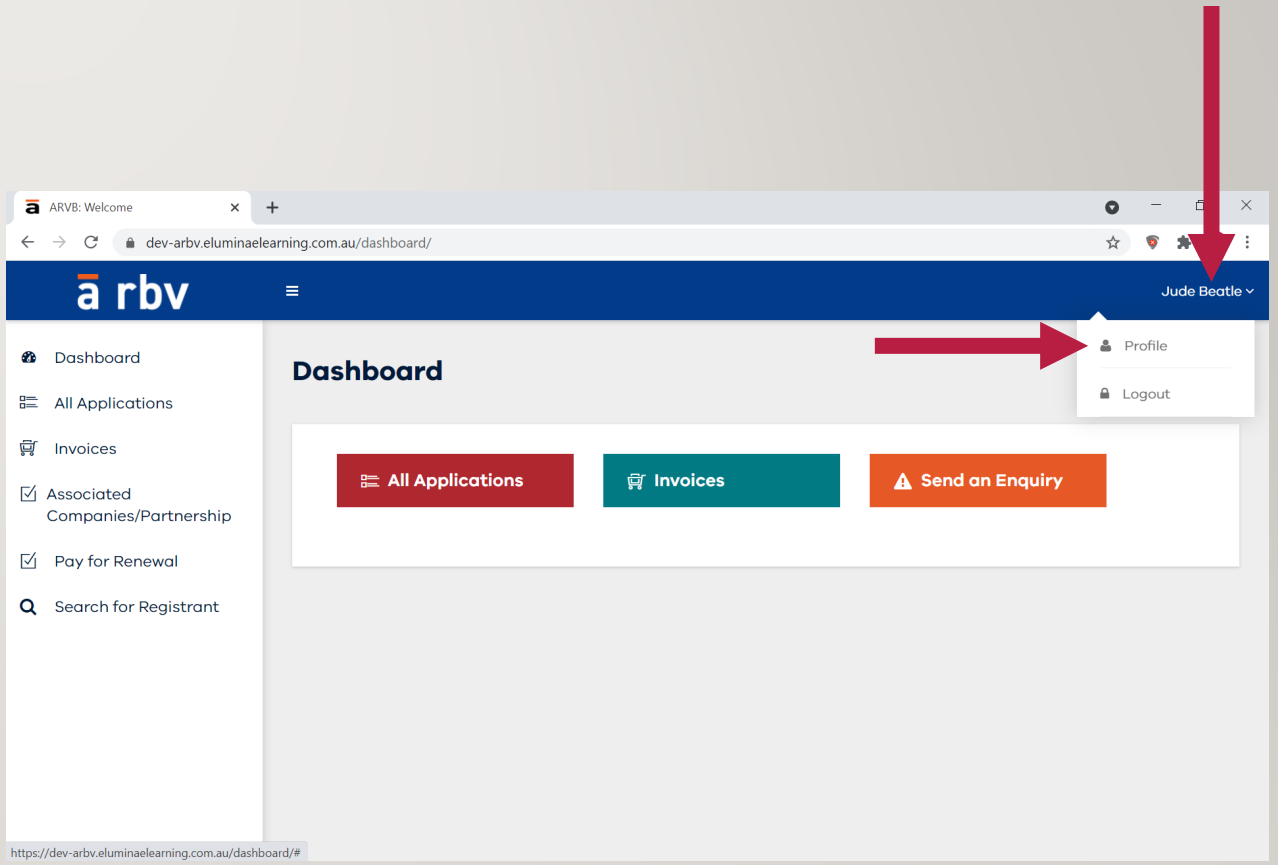
- To edit your personal information or your professional information you will need to click on your name in the top right-hand corner and then click on ‘Profile’.
- ARBV request that all registrants edit this information to ensure we have the most up to date information for you!



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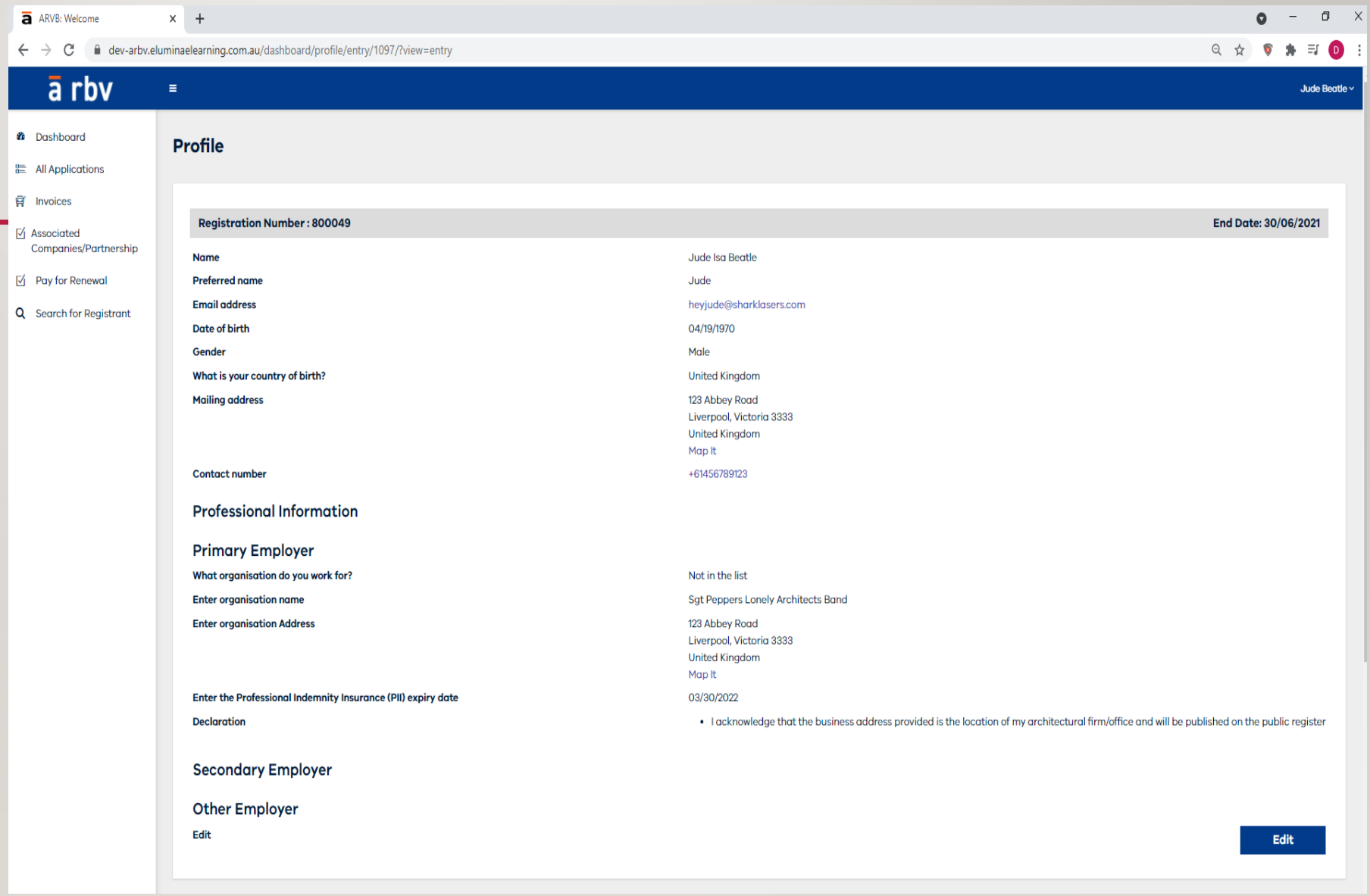
- Once you have clicked on ‘Profile’, you will be taken to the screen on the right.
- This provides for your personal information and your professional information.
- To edit the information, scroll to the bottom of the page and on the right side of the screen you will see the edit button.



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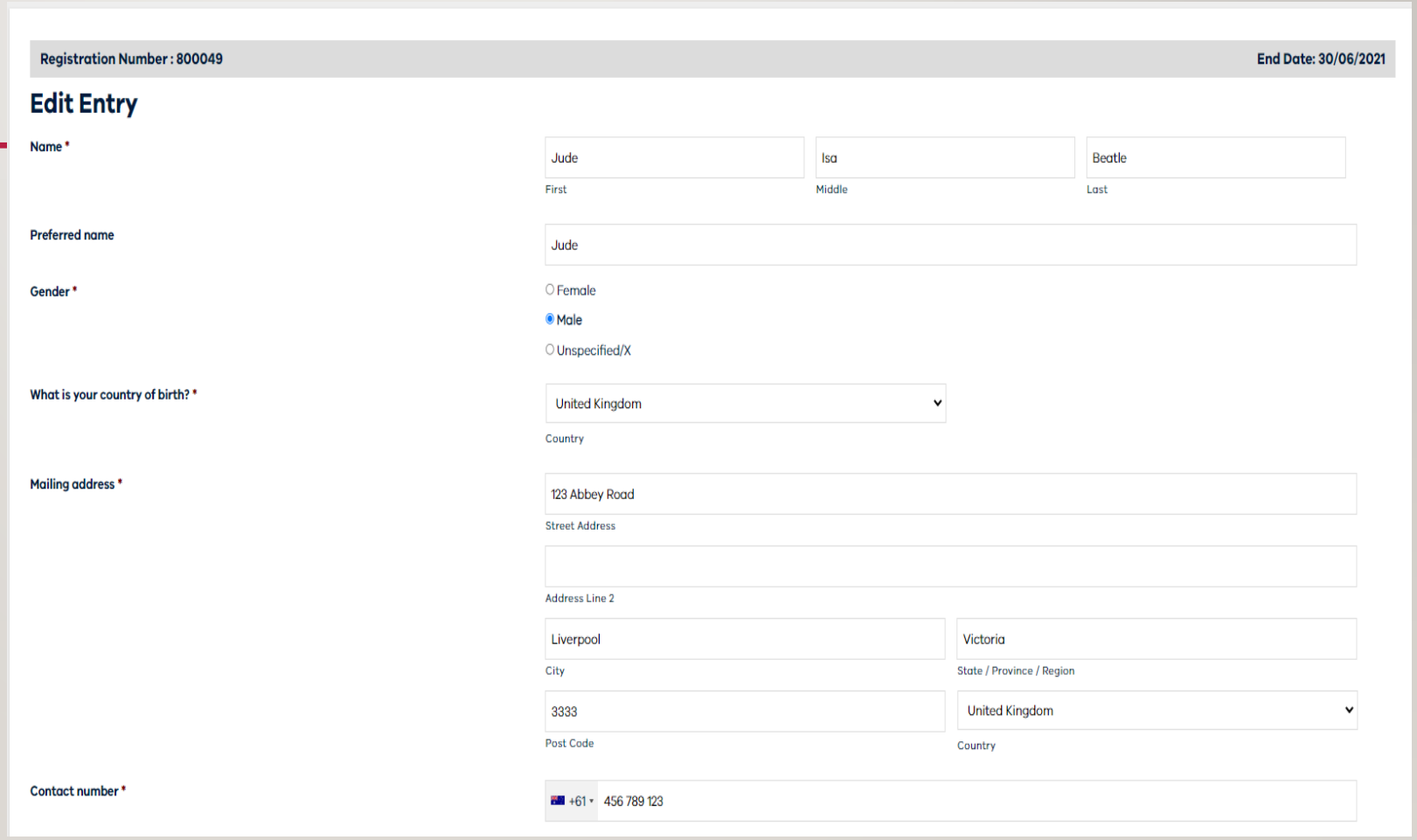
- In the edit screen you will be able to update all your information or fill in missing information.



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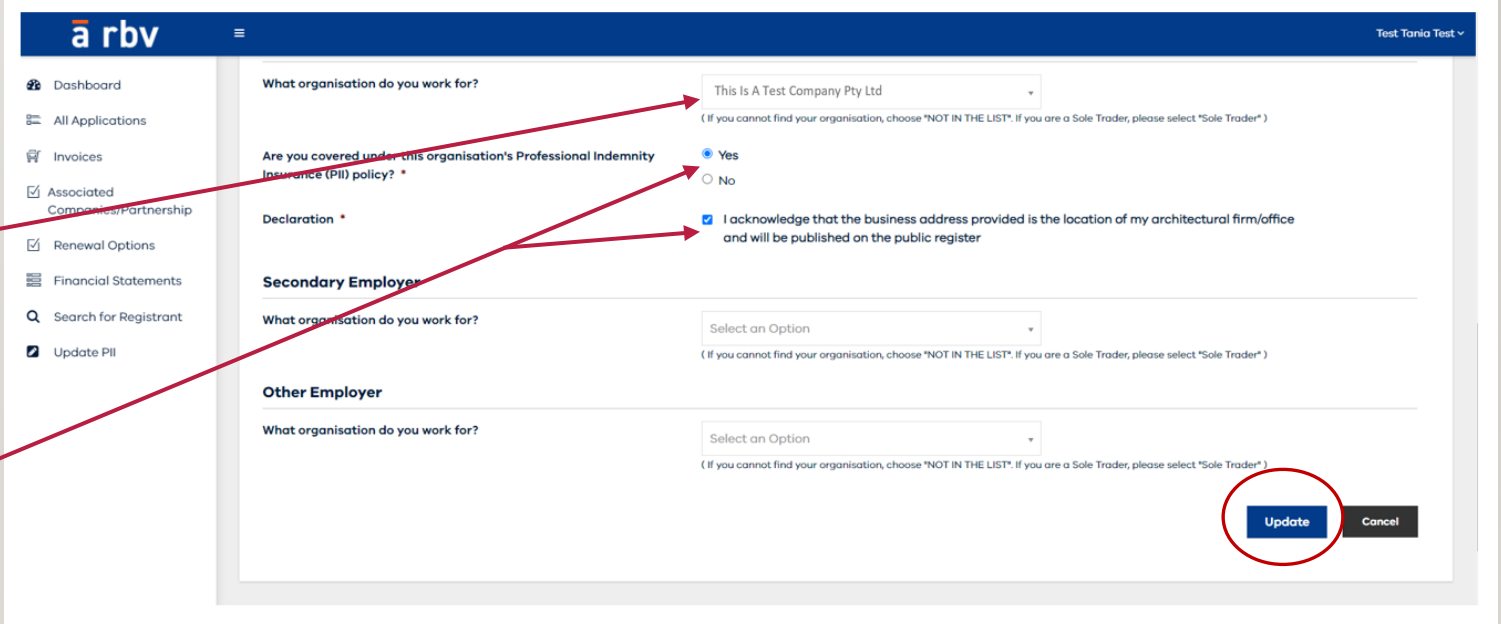
- After completing or updating your personal information you will be able to enter or update your employer information.

- If you are an employee of an ARBV approved architectural company and covered by the company PI: In the search box next to 'What organization do you work for?' scroll through the list of registered companies and select the name of the company you work for. Confirm that you are covered by the company PI by selecting the Yes radio button, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.

- Notify the company representative who looks after the company registration. They will need to access the company registration profile and confirm that you work for the company (see slides 8 and 9 for these instructions).



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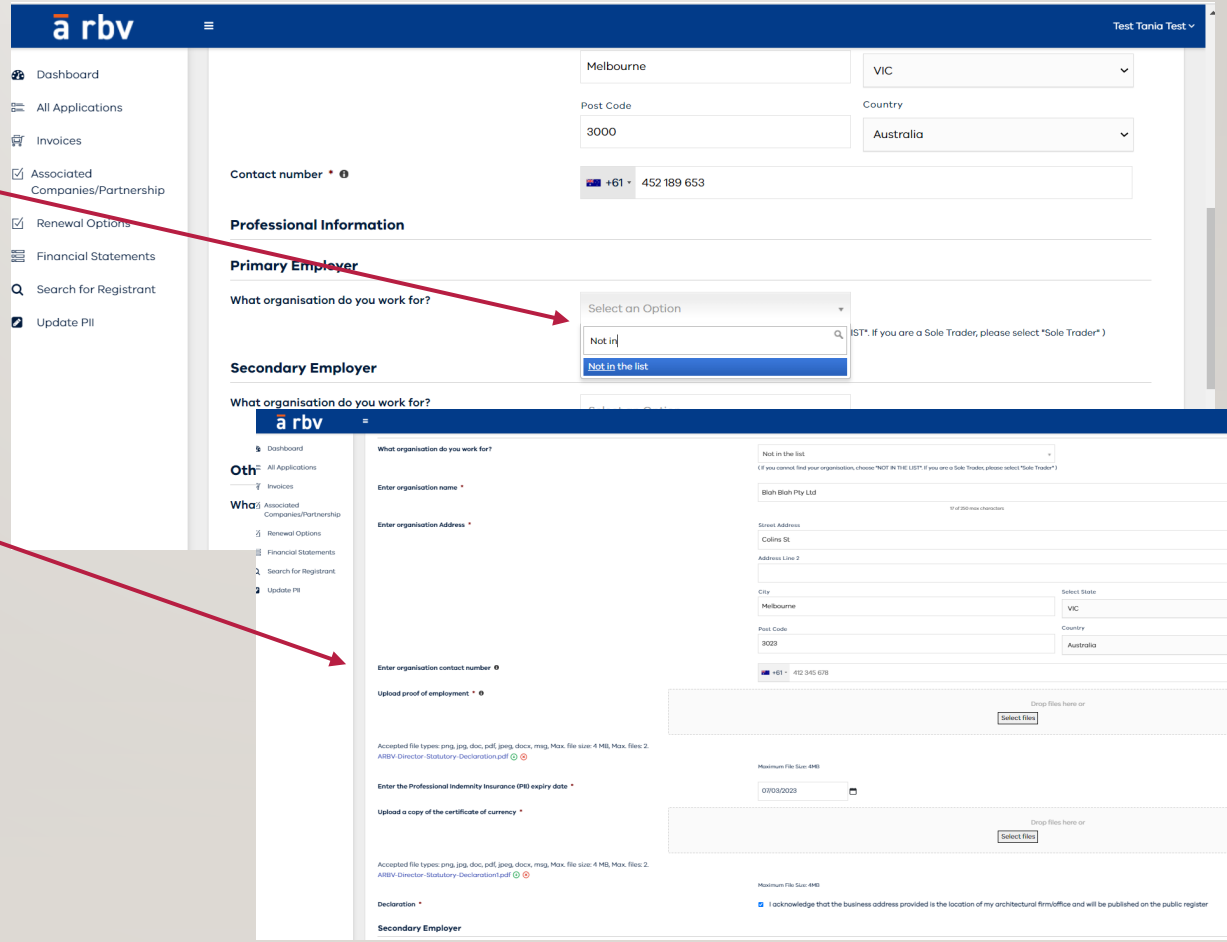
- If you are an employee of a design or drafting company: In the search box next to 'What organization do you work for?' select the option 'Not In The List' then complete the remaining required fields:
  - Organisation name, Address & contact number
  - Upload proof of employment
  - Enter the PII expiry date and upload the certificate of currency
- Finally, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.



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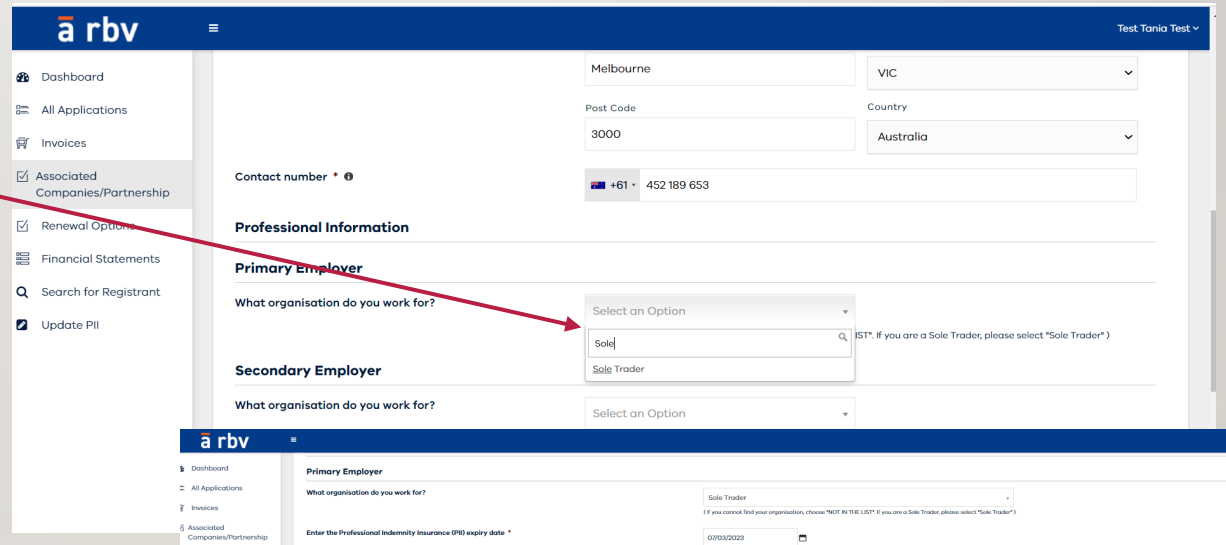
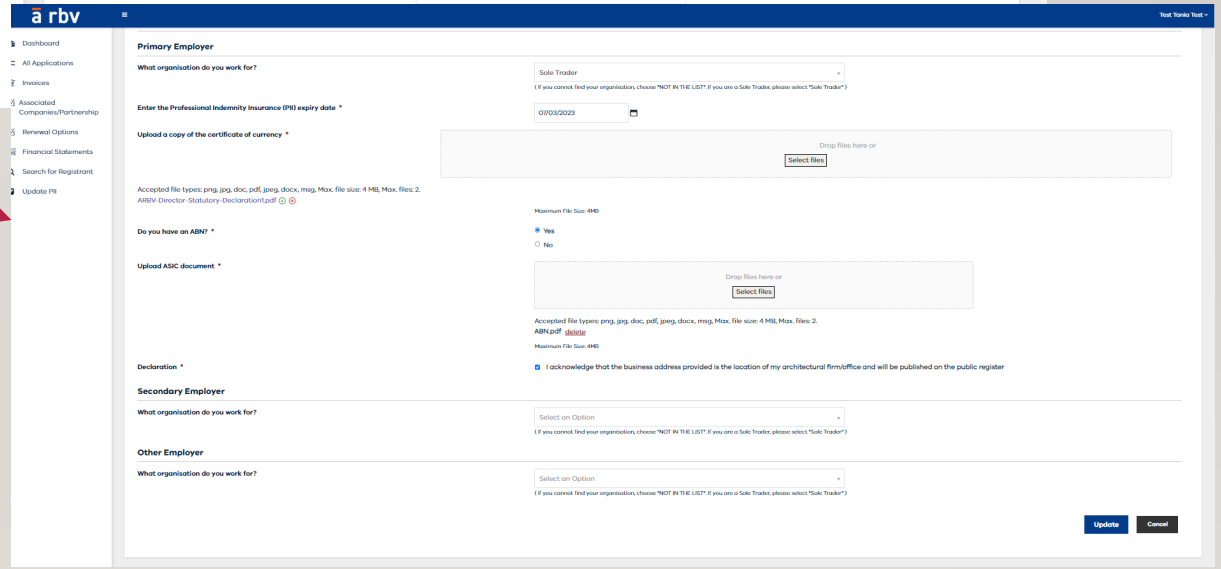
- If you are a Sole Trader: In the search box next to 'What organization do you work for?' select the option 'Sole Trader' then complete the remaining required fields:
  - Enter the PII expiry date and upload the certificate of currency
  - If you have an ABN, select the Yes radio button and upload a copy of this (you can download a copy of your ABN from the ABR Lookup website if you do not have the original ASIC document on hand)
- Finally, click on the Declaration that follows, then select the Update button on the bottom right of the page to ensure the changes are saved.





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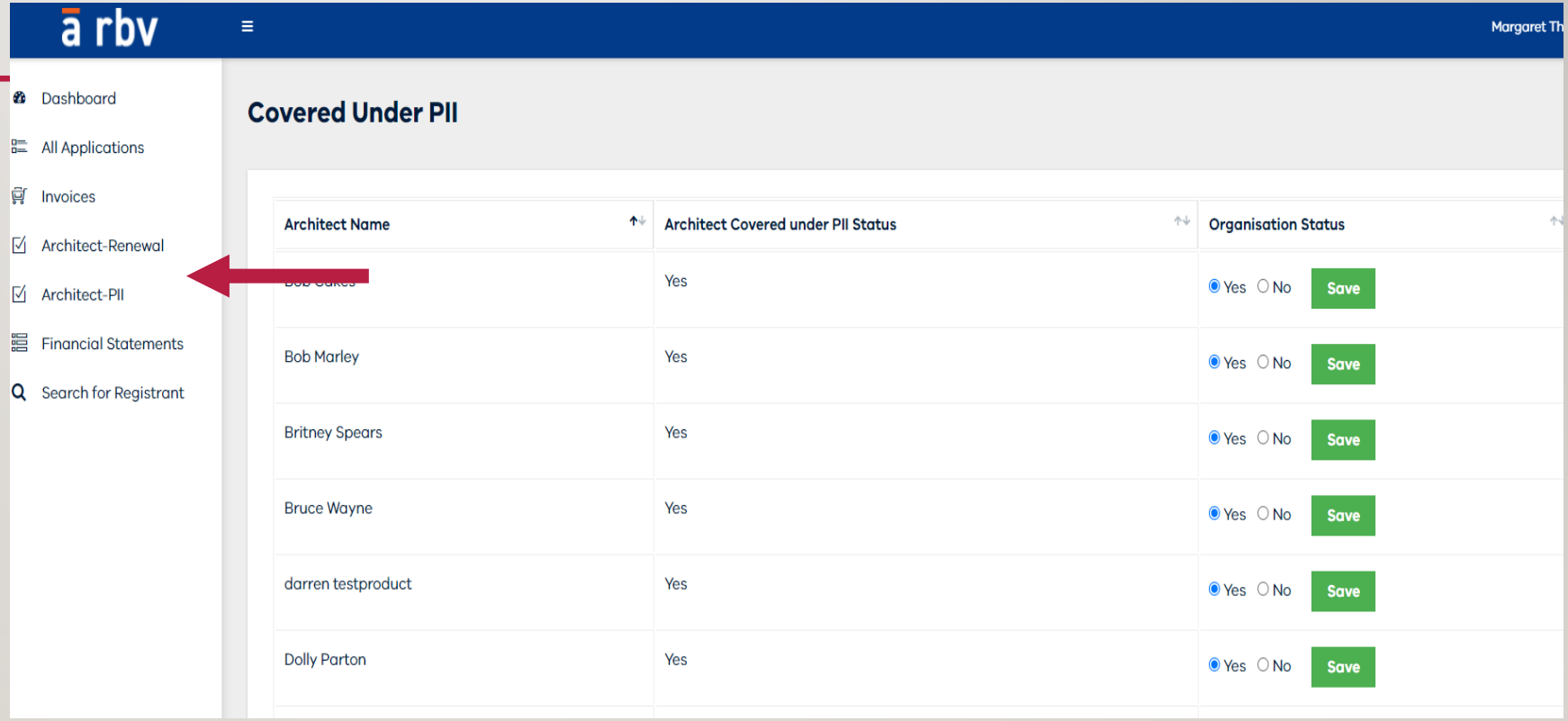
FOR APPROVED COMPANIES AND PARTNERSHIPS

- Companies and partnerships can approve employees through the ARBV Portal to confirm they are covered under their PII and pay for their renewal.
- Just click on the left-hand navigation and select ‘Yes’ or ‘No’ and then save.



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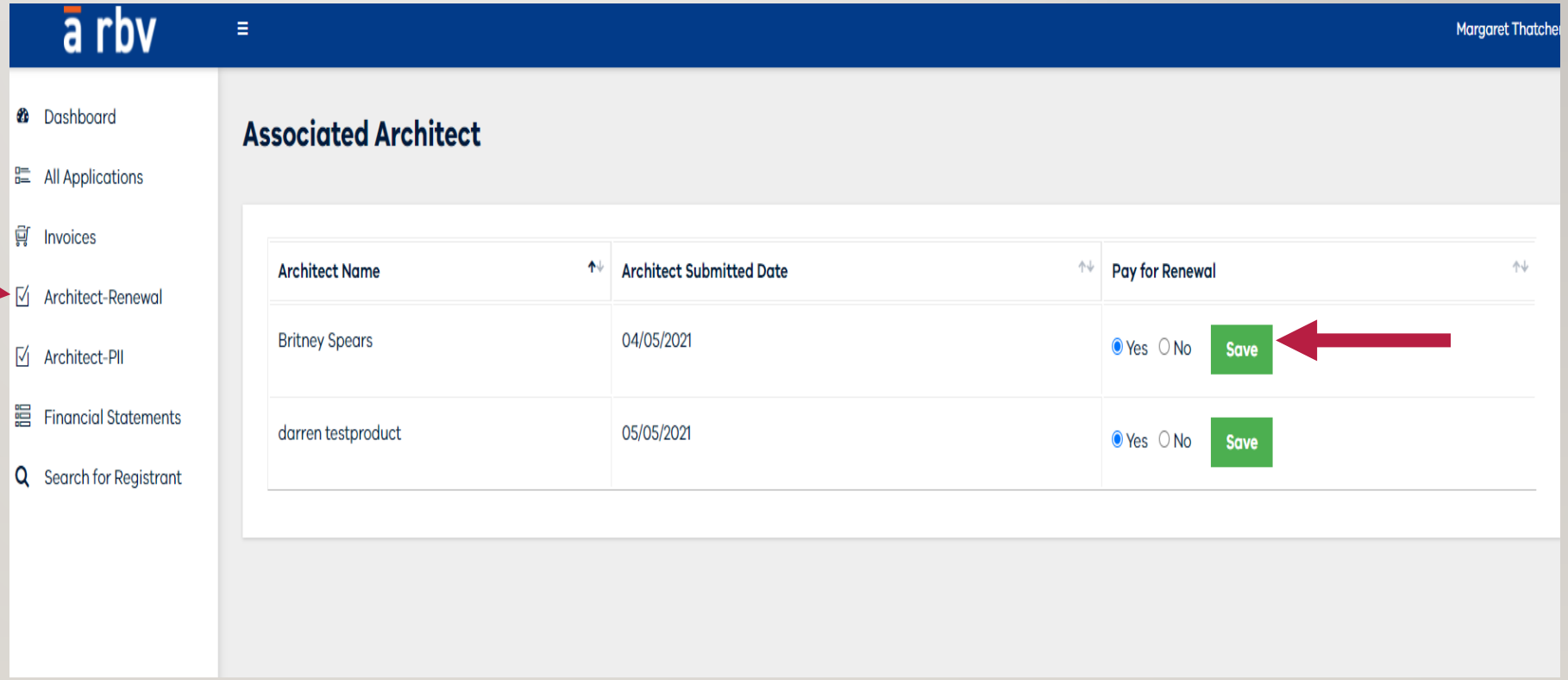
FOR APPROVED COMPANIES AND PARTNERSHIPS

- Just click on the left-hand navigation and select ‘Yes’ or ‘No’ and then save.