


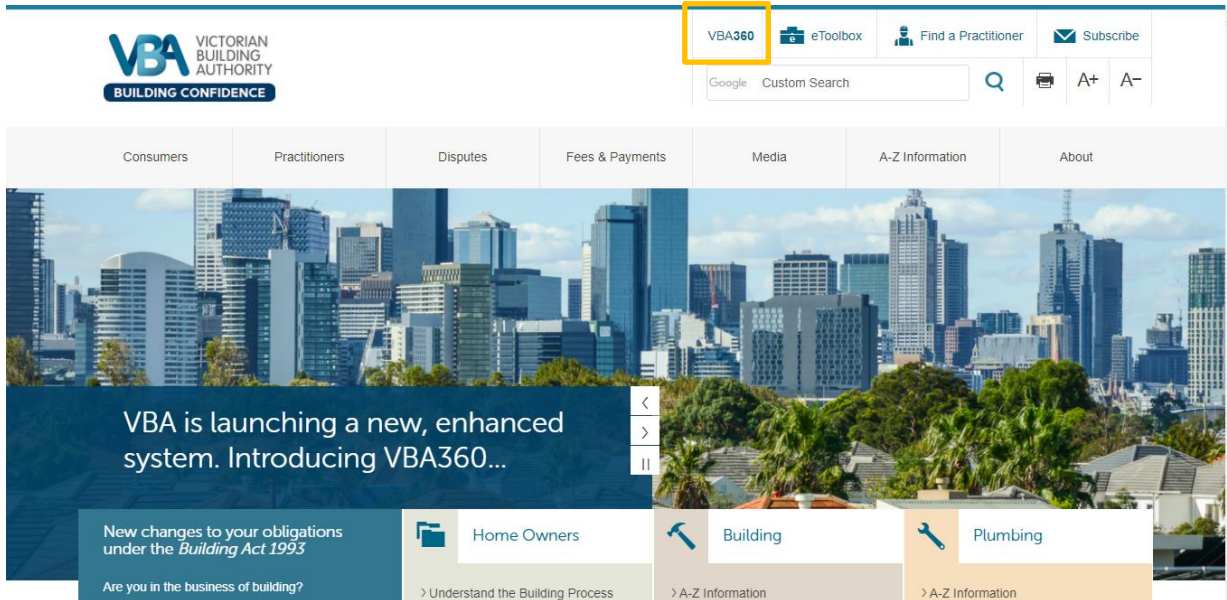
# Instructions



## Registering as a new user on VBA360

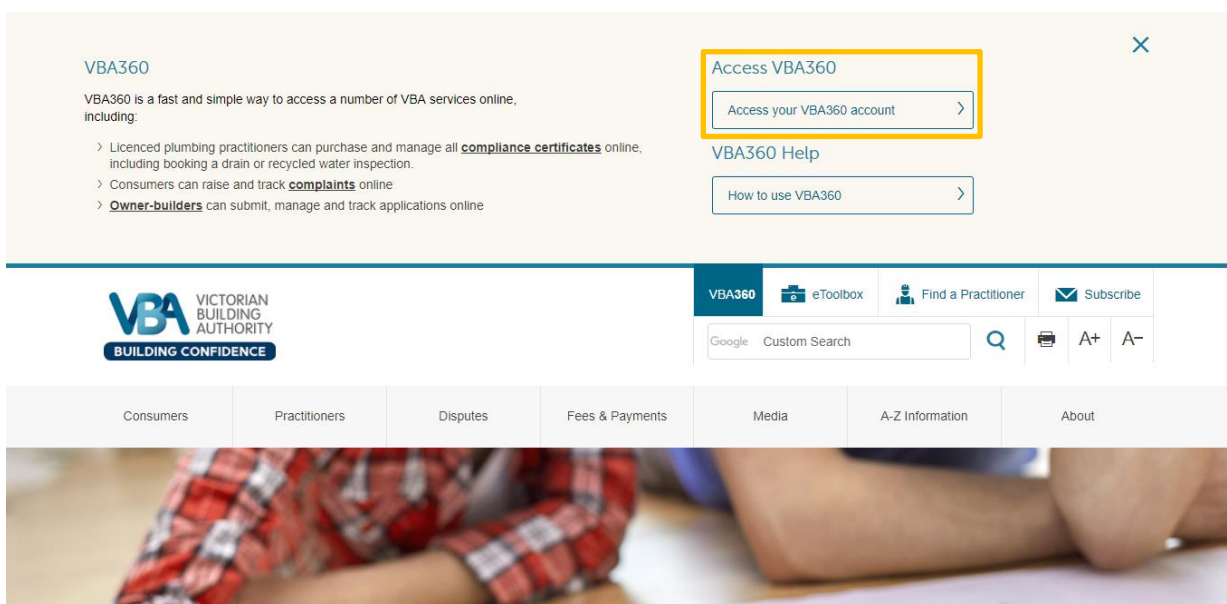
To **Register** as a **New User** on **VBA360**:


1. From the **VBA website**, click onto the  menu button.



A drop down form will appear

2. Click onto the **Access your VBA360 Account** under the **Access VBA360** heading and you will be taken to the **VBA360 home page**



3. From the **VBA360 home page**, click  to be taken to the **Registration page**



<a href="#">Home</a>	<a href="#">Building</a>	<a href="#">Plumbing</a>	
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Home

Welcome to the new VBA360, a fast and simple way to access a number of VBA services online.

#### Licensed Plumbing Practitioners & Back Office Workers

If you are a Licensed Plumbing Practitioner or Back Office Worker, and have an existing eToolbox account, you must [Register](#) on VBA360 to:

- Purchase a Compliance Certificate
- Lodge a Compliance Certificate
- Request a Drain Booking

#### Owner Builder Applications & Complaints

[Register](#) on VBA360 to submit, manage and track Owner Builder Applications and Complaints.

#### IMPORTANT:

If this is your **first time** using VBA360, please register an account by selecting the 'Register' button below.





4. On the next page, select **Register** in the box that applies to you. For example: Owner Builder Applications & Complaints.

[Home](#) > Register

<p><b>Licensed Plumbing Practitioners &amp; Back Office Workers</b></p> <p>I am a Licensed Plumbing Practitioner or a Back Office Worker, with an existing eToolbox account</p> <p><a href="#">Register</a></p>	<p><b>Owner Builder Applications &amp; Complaints</b></p> <p>I am an Owner Builder Applicant or I want to lodge a Complaint</p> <p><a href="#">Register</a></p>
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5. On the **Registration Page**, in the **Email address** text box, type in your **Email address**

Home > Register

Email Address: \*

Register a New Account

6. Click **Register a New Account** and further text boxes will appear

**INFORMATION**  
If your **Email** address already exists in **VBA360**, then you will be notified

7. Populate the text boxes as required.

\* Denotes **mandatory** fields which cannot be left blank

Home > Register

Email address: \*

Title:

First Name: \*

Middle Name:

Last Name: \*

Address: \*

Phone Number:

Mobile Phone:

Password: \*

Confirm Password: \*

**Information**

Passwords should include at least 10 characters.  
Password must consist of at least one character in three of the following character sets:

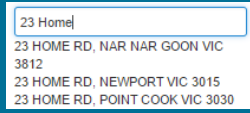
- Lowercase alphabetic characters (a-z)
- Uppercase alphabetic characters (A-Z)
- Numeric characters (0-9)
- Special characters

I have read and agree to the **Terms and Conditions**\*

Create Account

Cancel

When typing an Address, the field will automatically find the best match.



You can also enter an Address manually

Enter Address Manually

Address Details

Address Line 1\*  
123 Home St

Address Line 2

Suburb\*  
Hampton Park

Post Code\*  
3976

State\*  
VIC

Cancel Save

8. Ensure that you have ticked **I have read and agree to the Terms and Conditions** box

9. Click [Create Account](#) and you will see a message appear regarding the registration of your account

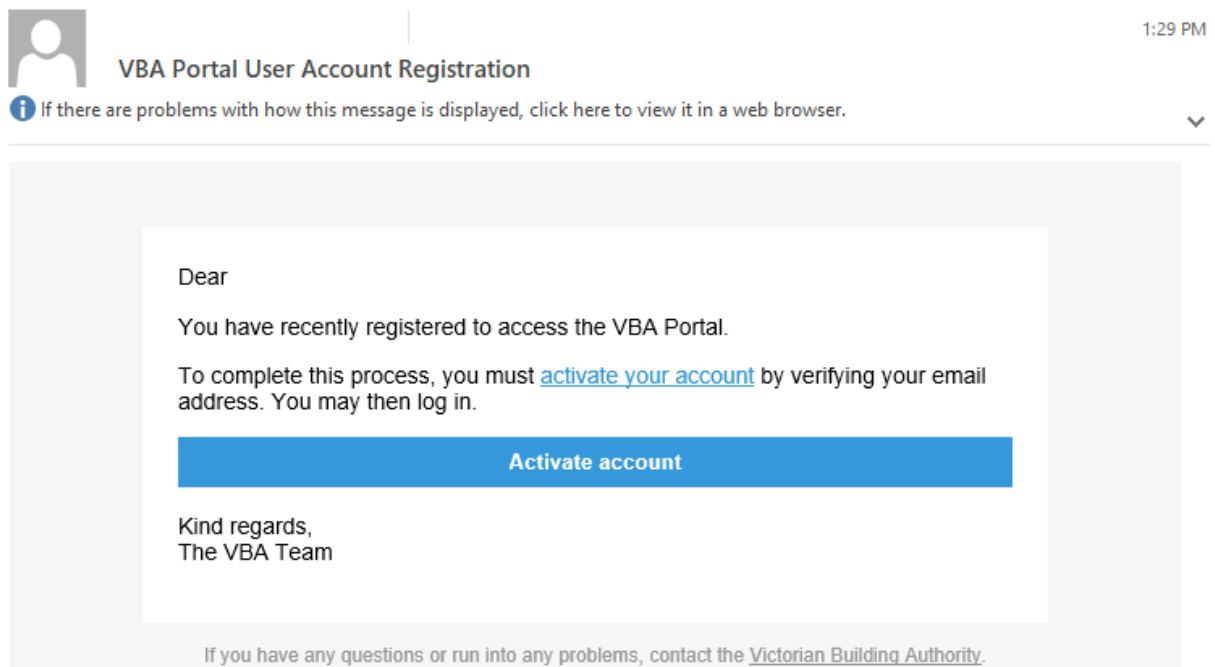
[Home](#) > Register

## Thank you for registering your account.

**Please note:**

To activate your VBA360 account we require you to verify your email address. A message from the VBA has been sent to your email account. Please click on the link in the email to confirm your email address.

10. You will receive an Email to activate your account



11. Click **Activate account** to complete the registration process. You will be redirected to the VBA360 sign in page

[Home](#) > Activate

**Success**

Thank you for creating your account with us.  
You can now Sign-In with your new account details.

Please wait while we redirect you to the VBA360 Sign-In page.

12. **Sign In** when ready