

Instructions



How to begin a new Owner Builder Application

1. Hover your mouse over the **Building** menu and click **Owner Builder Applications**.

You will be taken to the **Owner Builder Applications** page. This page shows all **Owner Builder Applications** and current status of the application

The screenshot shows the VBA360 website interface. At the top left is the VBA360 logo. To the right, there is a user profile section with a person icon, the text "Welcome John Jones", and a "Log off" button. Further right are "Help" and "VBA Website" links. Below this is a navigation menu with tabs for "Home", "Complaints", "Building", "Plumbing", and "My Account". The "Building" tab is selected and highlighted with a blue underline. A dropdown menu is open under "Building", containing three items: "Owner Builder Applications", "Owner Builder Public Register", and "Find a Building Practitioner". The "Owner Builder Applications" item is highlighted with a yellow border. Below the navigation menu, the breadcrumb "Home > Building > Owner Builder Ap" is visible. The main heading is "Owner Builder Applications". There is a blue "New Application" button. Below it are two tabs: "Submitted Applications" and "Draft Applications". A yellow message box at the bottom states "No records found for submitted applications."

2. To **begin a new Owner Builder Application**, click on the **New Application** button.

You will be taken to the Introduction page