


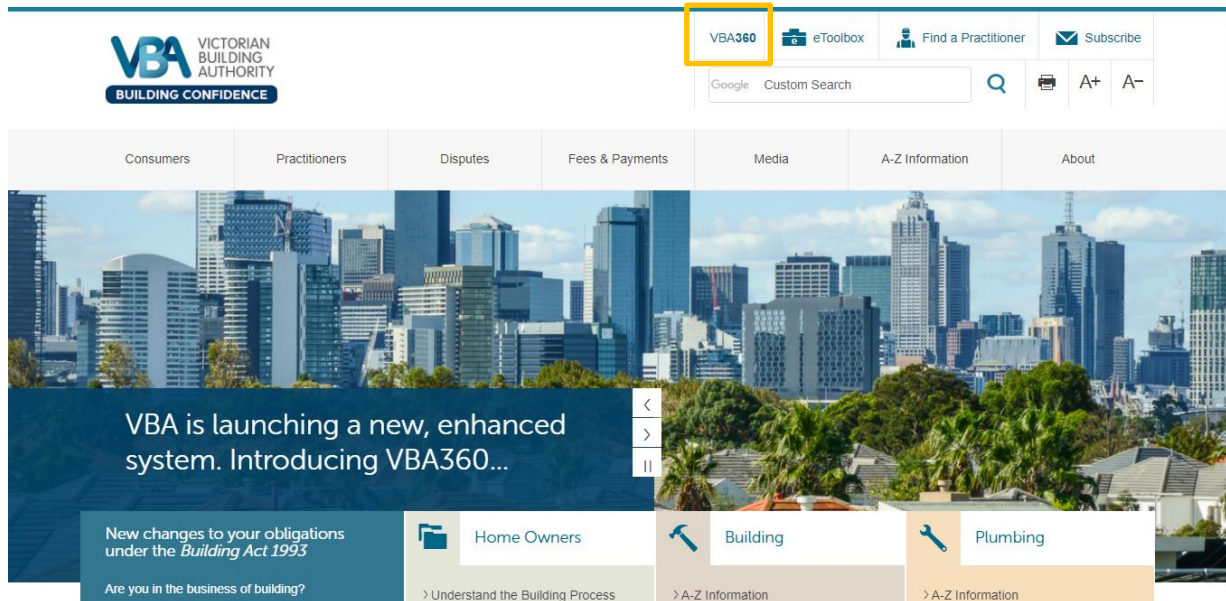
Instructions



Registering as an existing eToolbox user on VBA360 (Practitioner / Back Office Worker)

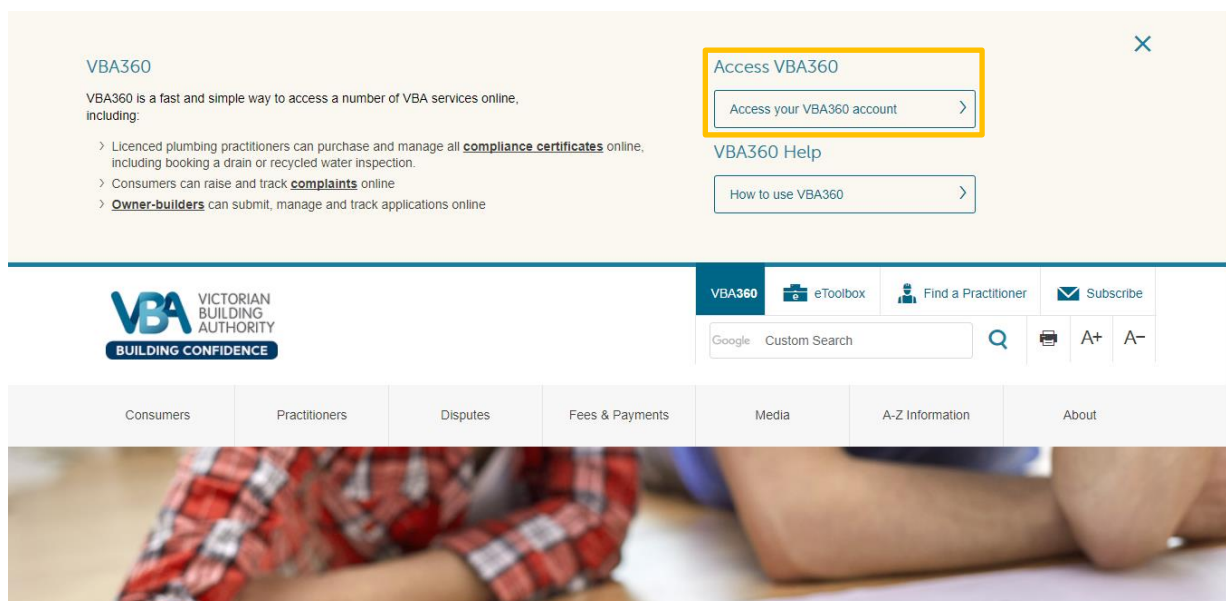
To **Register** as an **Existing eToolbox user** on **VBA360**:


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 onto the  button to be taken to the **Registration** page.



Home	Building	Plumbing	
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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 labelled **Licensed Plumbing Practitioners & Back Office Workers**.

[Home](#) > Register

<p>Licensed Plumbing Practitioners & Back Office Workers</p> <p>I am a Licensed Plumbing Practitioner or a Back Office Worker, with an existing eToolbox account</p> 	<p>Owner Builder Applications & Complaints</p> <p>I am an Owner Builder Applicant or I want to lodge a Complaint</p> 
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You will be taken to the **eToolbox User Registration** page.

5. Populate the text boxes as required.

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

[Home](#) > Register

Please use either your eToolbox Practitioner ID or eToolbox Email to register in VBA360.

Practitioner ID:

If you cannot remember your Practitioner ID, you can alternatively use your eToolbox email address.

Email Address:

Password: *

Confirm Password: *

Information

Password must 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

Password must not include any part of your name or email address.


CHOICE

You must provide *either* Practitioner ID **or** the unique email address you use for eToolbox



PASSWORD

Take note of the requirements when choosing a new Password



I have read and agree to the [Terms and Conditions](#)*

Register Account

Cancel

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

7. Click **Register Account** and you will see a message appear regarding the registration of your account

[Home](#) > Register

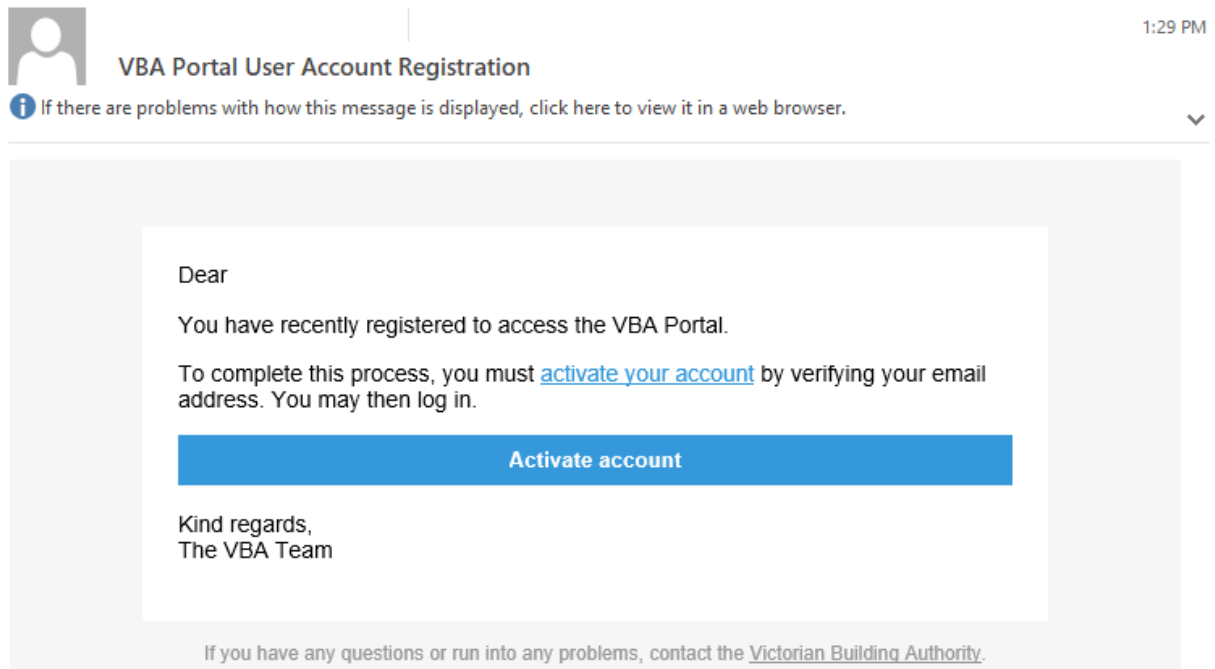
Thank you for registering your account.

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.

8. You will receive an Email to activate your account



9. Click **Activate account** to complete the registration process. You will be redirected to the **VBA360 Sign In** page

[Home](#) > [Activate](#)

Success

Your e-Toolbox account has been successfully activated in this Portal.
You can now Sign-In with your new account details.

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

10. **Sign In** when ready