

Completing your five-year renewal in the VBA Portal

This Building document provides end-to-end guidance with a series of accompanying illustrations to describe a building practitioner's experience of using the VBA's interactive online forms to complete their five-year renewal.

Access our [Navigating registration applications and the VBA Portal guide](#) for instructions on:

- how to log in to the VBA Portal
- complete Identity Access Management (IDAM)
- process a registration.

Completing your five-year renewal

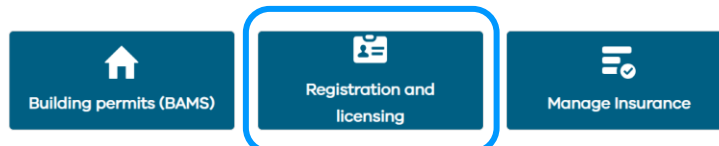
You will receive a notification email requesting you to visit the VBA website and sign in to the VBA Portal to complete your five-year renewal.

- Once logged in, select **Registration and licensing**.

Hello Jason

Welcome to the VBA

We are moving our online services into one place, to make it easier for our customers to work with the VBA.



The registration and licensing page displays all your registrations, licences and applications.



Registration and licensing home page

- Select the **Renew** button beside the correct registration or licence to progress.

Home | Building permits (BAMS) | **Registration and licensing** | Manage Insurance

Registration and licences

Below you will find a list of all of your registration and licences, and a list of any online applications that you have in progress or completed.

Your registration and licences

Found 2 registration or licences

Draftsperson Individual
 Draftsperson - Building Design (Architectural) - Current Renew
 Registration Number: DP-AD 1603
 Annual Fee Due: 06/12/2023
 Insurance Expiry: 12/11/2023
 Renewal Due: 06/09/2023
 Expires: 06/12/2023

Building Company
 company5 Renew
 Building Inspector - Limited to 3 storeys in height and max 500m2 (no basement) - Current Pay Annual Fee
 Registration Number: CIN-L 100033
 Directors: vloke prp1
 Annual Fee Due: 01/06/2023
 Renewal Due: 04/04/2023
 Expires: 04/07/2023

Renewal Registration Application

- The application summary is the core navigation tool for renewing your registration or licence.
 - A green tick is shown when a section is successfully completed.
 - An orange alert is shown when a section requires completion.
- You may save your progress and enter or exit any part of the application until you are ready to submit.

Renewal Registration Application

- Summary**
- About you
- Partnership
- Proof of insurance
- Declaration
- Identity and Photo
- Police Check
- Submit and Pay

Application summary

Please complete each section of the application. After you have submitted your application, the VBA will assess it, and make a decision.

You're renewing for a registration as a Draftsperson Individual - DP-AD 1603.

About you Tell us about you	View
Partnership Are you working in a partnership?	View
Proof of insurance Provide the required proof of insurance	View
Declaration Check you are eligible to be registered	View
Identity and Photo Prove your identity and upload a photo	View
Police Check Get a police check online	View

^ Top

Next →



- From there, simply follow the prompts and instructions to complete each section of the application.

Payment

After you select **I Agree and Submit**, the secure payment gateway appears.

The secure payment gateway supports credit card or debit card payments. The payment gateway does not yet support BPay or other payment types.

The annual fee for Building Inspector Company CIN-L 100033 is \$906.80.
Please enter your credit or debit card details below to pay this fee now.

Cardholder name

Credit card number

Expiry date
Month / Year

CVN

After submitting your payment please wait until you are notified of a successful transaction before leaving the payment page.

Once payment is successfully made, your renewal will be processed by VBA.