

Practitioner guidance

September 2023

Paying your Annual Fee in the VBA Portal

This 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 pay their Annual Fee.

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 Annual Fee payment

You will receive a notification letter requesting you to visit the VBA website and sign in to the VBA Portal to complete your Annual Fee payment.

• Once logged in, select Registration and licensing.



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





A Pay Annual Fee button will appear next to a registration or licence when an Annual Fee is due.

• Select the Pay Annual Fee button next to the registration or licence you'd like to pay.

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	ou will find a list of all a	f your registration and licer	ease and a list of any o	aline applications that you have in progress or completed
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1=	Draftsperson Individual			
	Draftsperson - Building Design (Architectural) -		Renew	
	Current			
	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		
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	Companys	ited to 0 stars in height		
	and may 500m2 (no bo	inted to 3 storeys in neight	Renew	
	Degistration Number	CIN L 100022	Pay Appual Fee	
	Directors:	vloke prp1		
	Appual Fee Due:	01/06/2023		
	Renewal Due:	01/00/2023		
	Renewal Date.	0-1/0-1/2020		

Payment

After the user selects Pay Annual Fee, 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.

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arrent	The annual fee for Building Inspector Company CIN-L 100033 is \$906.80.
p1	Please enter your credit or debit card details below to pay this fee now.
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	Credit card number
	VISA 🥨
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irrent	After submitting your payment please wait until you are notified of a successful transaction before
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Once payment is successfully made, your annual fee will be processed by VBA.

