

## 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

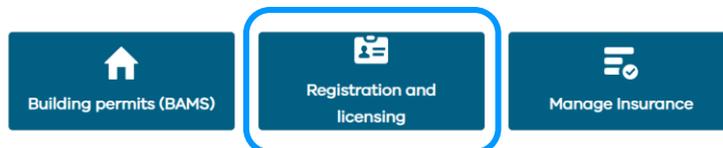
You will receive a notification letter requesting you to visit the VBA website and sign in to the VBA Portal to complete your Annual Fee payment.

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

## 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

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.

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

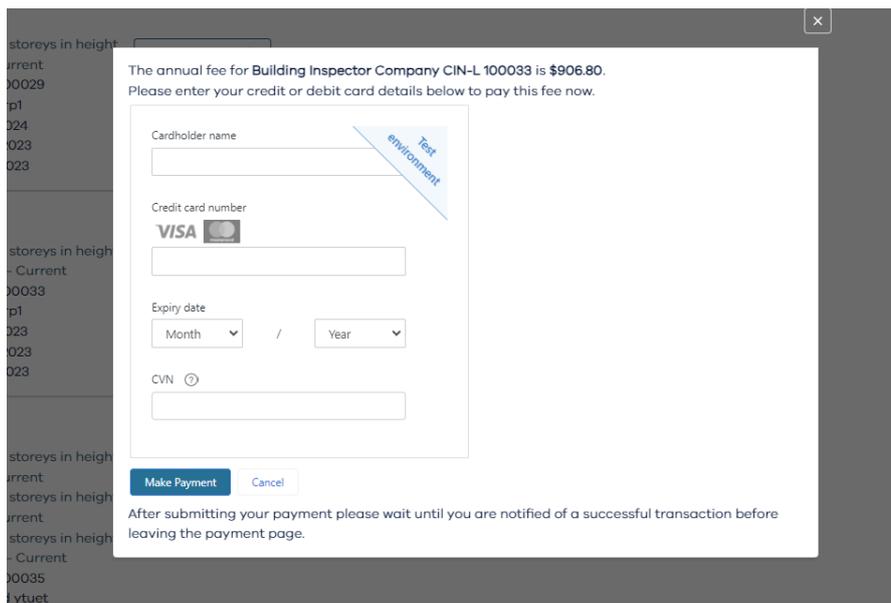
Found 2 registration or licences

<p><b>Draftsperson Individual</b></p> <p>Draftsperson - Building Design (Architectural) - Current</p> <p>Registration Number: DP-AD 1603</p> <p>Annual Fee Due: 06/12/2023</p> <p>Insurance Expiry: 12/11/2023</p> <p>Renewal Due: 06/09/2023</p> <p>Expires: 06/12/2023</p>	<p>Renew</p>
<p><b>Building Company</b></p> <p>company5</p> <p>Building Inspector - Limited to 3 storeys in height and max 500m2 (no basement) - Current</p> <p>Registration Number: CIN-L 100033</p> <p>Directors: vloke prp1</p> <p>Annual Fee Due: 01/06/2023</p> <p>Renewal Due: 04/04/2023</p> <p>Expires: 04/07/2023</p>	<p>Renew</p> <p><b>Pay Annual Fee</b></p>

## 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.



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