

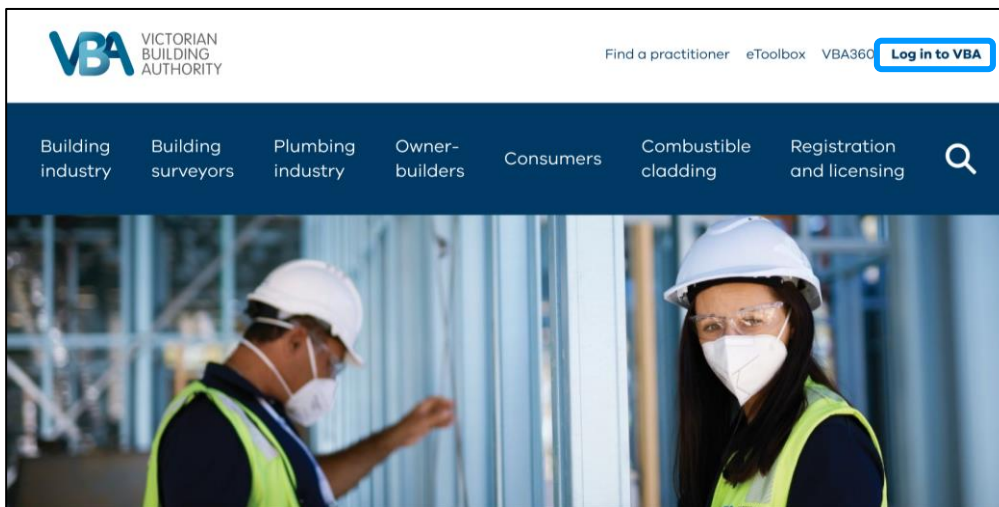
Navigating registration applications and the VBA Portal

This document provides end-to-end guidance with a series of accompanying illustrations to describe a building practitioner's experience of creating an account in the new VBA Portal and starting a registration application. There are three sections:

1. **Logging in for the first time to the VBA Portal.**
2. **Completing Identity Access Management (IDAM).**
3. **Registration application process.**

Logging in for the first time to the VBA Portal

- Click **Log in to VBA** on the VBA homepage from a browser.



- To log in with a mobile phone, scroll-down and select **Log in to VBA**.



I want to...

Log in to VBA



Completing Identity Access Management (IDAM)

- Select **Create an Account** (if you are a new user).
- Select **Log in to VBA** (if you have previously registered for the Portal).

Log in to VBA

We're moving our online services into one place, so it's easier to work with the VBA. Builders can log in to:

- Apply for and manage building permits (BAMS)
- Apply for and maintain registration and licensing
- Keep insurance up to date


For help, and more information, go to, [Why do I need to log in to VBA?](#)

First time logging into VBA?

Already created an account?

By using VBA's online services, you agree to our [terms and conditions](#), [privacy collection notice](#) and [privacy policy](#).

In partnership with Service Victoria.



- When creating an account, you must enter your personal details as outlined in the image below.
- Please use the email address you have used with the VBA in the past. By doing this when creating your account, your accreditations will be added to the Registrations and Licenses page in the VBA Portal.
- After selecting **Continue** you will be transferred to the **Service Victoria** site.

Create an account

To make it simpler and faster for you, VBA has partnered with Service Victoria to provide log in and identity checks.

Enter your details below. We'll use your details to create an account with VBA, and an account with Service Victoria, if you don't have one already.

First Name

Last Name

Email address

All communication from VBA, including disciplinary notices, will be sent via email to this email address.

Mobile phone number

Date of Birth (Optional)

Postcode

By creating an account, you agree to our [terms and conditions](#), [privacy collection notice](#) and [privacy policy](#).

On the next screens you will need to confirm your email and mobile phone by entering a security code that we will send to them.



Register via IDAM in Service Victoria's site

- An email and SMS OTP (One time password) will then be sent to the email and phone number provided. These must be entered to proceed.

Create password


- Create a password, then select **Next**.

Check and update details

- Once the creation of the password is complete, you'll be returned to the VBA registration page to check and update your details.
- **Note:** Name and date of birth can only be changed by contacting the VBA.



- **Note:** If you select **Edit** for mobile phone or email changes, you will be automatically redirected to **Service Victoria** to complete the change if this is required. Mobile phone number or email address changes will update your Service Victoria profile. You will be logged-out of the portal and will need to log in again using your new email address.



Enter Email

Enter your new email below. We'll log you out after the change.

Current email
alexbuilder1@email.com

New email

Cancel
Next

Navigating the VBA Portal

- Once the IDAM process is complete, you can:
 - Update personal or company details.
 - View existing registrations.
 - Access draft and submitted applications.
 - Renew your registrations.
 - Manage your insurance.
 - Pay annual fees.
 - Manage building permits.

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 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	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;">Renew</div>
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Your applications

Found 3 Draft Application(s)

	New Registration - Building Individual Domestic Builder - Unlimited Individual Temporary Reference: 00000429 Started: 14/06/2023 Modified: 04/07/2023	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Complete</div> <div style="border: 1px solid #ccc; padding: 2px 5px; color: red;">Delete</div> </div>
	New Registration - Building Individual Domestic Builder - Unlimited Individual Temporary Reference: 00000451 Started: 29/06/2023 Modified: 04/07/2023	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Complete</div> <div style="border: 1px solid #ccc; padding: 2px 5px; color: red;">Delete</div> </div>
	New Registration - Building Company Temporary Reference: 00000441 Started: 23/06/2023 Modified: 04/07/2023	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Complete</div> <div style="border: 1px solid #ccc; padding: 2px 5px; color: red;">Delete</div> </div>



Registration application process

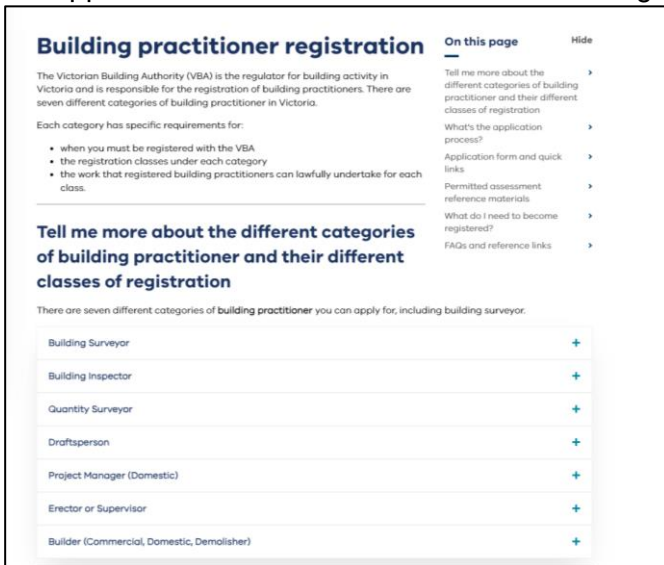
- To learn more about the building registration and licensing process, select **Registration and licensing**, before selecting **Building practitioner registration** from the drop-down menu.
- You can also use this pathway to log in to the VBA Portal, with **Log in to the VBA** links featured on the **Building practitioner registration** page.



Find a practitioner eToolbox VBA360 Log in to VBA



- Applicants can learn more about each building registration category and class.

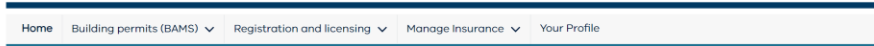


Start your registration application process

- Start an application by **Logging in to VBA**.
- Select **Registration and licensing** on your Portal landing page.



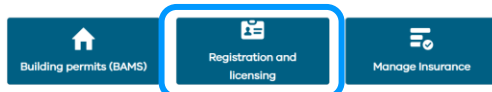
Jason Keeble



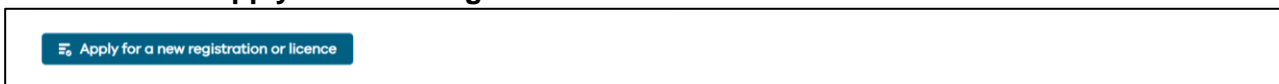
Hello Jason

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.



- Then select **Apply for a new registration or licence**.





Select the type of application

- Select **Individual** or **Company**, the **type of registration** and **class of registration**.
- When that's done, select **Start New Application**.

Registration and Licences

Apply for a new registration or licence

Please choose the type of registration or licence that you are applying for.

Are you applying for an individual or a company?

- Individual
- Company

Choose a type of registration or licence...

- Domestic Builder Individual
- Building Surveyor Individual
- Commercial Builder Individual
- Demolisher Individual
- Building Inspector Individual

Select the **Domestic Builder Individual Class**

- Domestic Builder-Ltd. to construction of non-habitable building structures work
- Domestic Builder - Unlimited Individual
- Domestic Builder - Limited to waterproofing
- Domestic Builder - Limited to solid plastering and rendering
- Domestic Builder - Limited to site works involved in relocating a dwelling
- Domestic Builder - Limited to sheet plastering
- Domestic Builder - Limited to roof tiling
- Domestic Builder - Limited to re-stumping and re-blocking
- Domestic Builder - Limited to painting and decorating
- Domestic Builder - Limited to insulation work
- Domestic Builder - Limited to glazing work
- Domestic Builder - Limited to framing
- Domestic Builder - Limited to footings and slab work
- Domestic Builder - Limited to floor finishing and covering
- Domestic Builder - Limited to floor and wall tiling work
- Domestic Builder - Limited to external wall cladding
- Domestic Builder - Limited to erection of poles, masts and antennas
- Domestic Builder - Limited to earthworks and excavation work
- Domestic Builder - Limited to door and window replacement and installation
- Domestic Builder - Limited to construction of swimming pools and spas
- Domestic Builder - Limited to construction of structural landscaping
- Domestic Builder - Limited to construction of shade structures
- Domestic Builder - Limited to construction of retaining walls work
- Domestic Builder - Limited to construction of private bushfire shelters
- Domestic Builder - Limited to construction of gates and fences work
- Domestic Builder - Limited to cabinet making, joinery and stair construction
- Domestic Builder - Limited to bricklaying and blocklaying
- Domestic Builder - Limited to bathroom, kitchen and laundry renovation
- Domestic Builder - Limited to attaching external fixtures

[Start New Application](#)















Completing the application

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

Application summary

Please complete each section of the application. After you have submitted your application, the VBA will review it, access your experience, consult with your referees, and make a decision.

You're applying for a registration as a **Domestic Builder - Unlimited Individual**.

	<p>About you Tell us about you</p>	View
	<p>Other Accreditations Tell us about any relevant registrations</p>	View
	<p>Qualifications Tell us about any relevant training and qualifications</p>	View
	<p>Partnership Are you working in a partnership?</p>	View
	<p>Employment History Tell us about your employment in the building industry</p>	View
	<p>Building Experience Tell us about your experience in the building industry</p>	View
	<p>Portfolio Projects Tell us about your best three projects</p>	View
	<p>Area of Experiences Tell us about your best three projects based on Area of experiences</p>	View
	<p>Technical References Provide referee reports from your past supervisors</p>	View
	<p>Declaration Check you are eligible to be registered</p>	View
	<p>Identity and Photo Prove your identity and upload a photo</p>	View
	<p>Police Check Get a police check online</p>	View

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