

Updating your insurance details 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 provide their updating insurance information.

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.

Manage insurance

You will receive a notification email requesting you to visit the VBA website and sign in to the VBA Portal to update your insurance information.

- Once logged in, select **Manage Insurance**.

The screenshot displays the VBA Portal user interface. At the top left is the VBA logo and name. At the top right, the user is logged in as 'Tom Burton'. A navigation bar contains links for 'Home', 'Building permits (BAMS)', 'Registration and licensing', 'Manage Insurance', and 'Your Profile'. Below the navigation bar, the user is greeted with 'Hello Tom' and 'Welcome to the VBA'. A message states: 'We are moving our online services into one place, to make it easier for our customers to work with the VBA.' Three service buttons are shown: 'Building permits (BAMS)', 'Registration and licensing', and 'Manage Insurance'. The 'Manage Insurance' button is highlighted with a blue border.



The Manage Insurance home page

This page displays all your current insurance, insurance that has been provided to the VBA, but not yet verified, insurance that is approaching expiry and the most recent expired insurance.

The screenshot shows the 'Manage Insurance' page with a navigation bar at the top containing 'Home', 'Building permits (BAMS)', 'Registration and licensing', and 'Manage Insurance'. The main heading is 'Manage insurance'. Below this, there is a sub-heading 'Your insurance' and a note: 'All of your current and recently expired insurance policies are listed below. Found 2 insurance policy'. Two insurance policies are listed:

- Domestic Building Insurance**
Jason Howard Keeble - Domestic Builder Individual (DB-U 61450)
Insurance Provider: VMIA
Account Number: 167736
Employer Name: ECO LOGIQUE DEVELOPMENTS PTY LTD|ECO L...
- Domestic Building Insurance**
ECO LOGIQUE DEVELOPMENTS PTY LTD - Domestic Builder Company (CDB-U 62689)
Insurance Provider: VMIA
Account Number: 167736
Employer Name: ECO LOGIQUE DEVELOPMENTS PTY LTD

Upload proof of insurance

You can do this on the manage insurance home page.

- To successfully upload your proof of insurance you must complete all the required fields.
- Select **Update Insurance** to complete the process.

The screenshot shows the 'Upload proof of insurance' form. It includes the following sections:

- Upload proof of insurance**
When you get a new policy, or renew a policy, use this form to upload your new proof of insurance documents.
- What type of insurance are you uploading?**
 Domestic Building Insurance
- Which registration does this insurance apply to?**
 Jason Howard Keeble - Domestic Builder Individual (DB-U 61450)
 ECO LOGIQUE DEVELOPMENTS PTY LTD - Domestic Builder Company (CDB-U 62689)
- Domestic Building Insurance details**
Insurance provider: Search...
Can't find it? [Enter Insurance provider manually](#)
Insurance broker: Search...
Can't find it? [Enter Insurance broker manually](#)
Account Number: [text input]
Date issued: [calendar icon]
Is your employer's insurance policy?
 Yes
 No
- Proof of Domestic Building Insurance**
Proof insurance is a Certificate of Currency, Certificate of Insurance or Confirmation of Placement.
Upload proof of insurance
Upload Files | Or drop files
- Update Insurance** (button)