

Connecting BAMS and Service Victoria accounts

Date: 6th June 2022

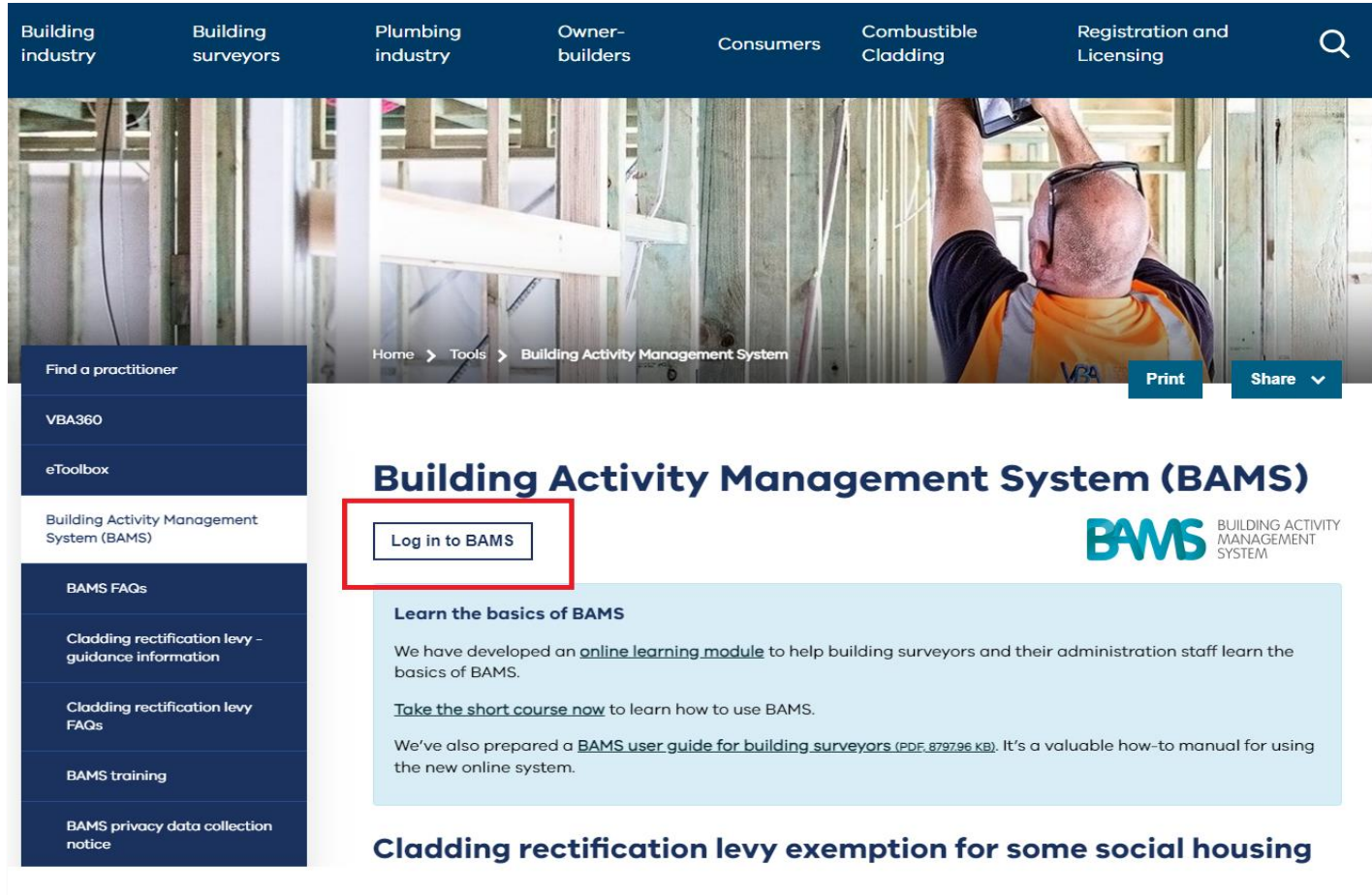
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Version: 3.0

Navigating Via Website:



BAMS users may navigate to the VBA website and begin by clicking the “Log-in to BAMS” button, which will redirect to the new login experience:



Navigating Via Website:



This action will navigate the user to the below log-in/register screen, which can be accessed directly if bookmarked.

VBA Portal

Log in | Register.

We have recently undergone some changes to our system and login experience, in partnership with Service Victoria. If this is your first time logging into your account since the changes, your existing BAMS login will no longer work.

To access your existing account, we just need to ask you a couple of questions to verify you. Please click "Register with VBA" to get started.

[Register with VBA](#)

Already re-verified? Great! You can login to your account here.

[Log in to VBA](#)

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VBA VICTORIAN BUILDING AUTHORITY
BUILDING CONFIDENCE

Victorian Building Authority
Goods Shed North
733 Bourke Street
Docklands VIC 3008

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

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Existing BAMS users will be required to “Register with VBA” the first time they wish to access BAMS after 7 June 2022

Register:



Upon clicking “register” on the previous page, the user will be navigated to this page.

VBA Portal

Let's get started...

Please ensure you enter your details exactly as they appear on your identity documents.
Your email address must be one that is not shared with anyone else

*First Name

*Last Name

*Email

*Mobile

Date of Birth

*Postcode

* I have read and agree to the [VBA Website Terms](#), [BAMS Privacy Collection Notice](#) and [VBA Privacy Policy](#)

Users must populate all required information and click register.

This detail will be used to locate and link your existing BAMS account.





Register:

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:

The screenshot shows the 'Enter email security code' step of the registration process. At the top is the 'SERVICE State Government' logo. Below it is a heading 'Enter email security code' with an envelope icon. The text states: 'We've sent a security code to **GTT@GTT.com**. It lasts 10 minutes. We do this to make sure it's really you.' There is a text input field labeled 'Enter security code' containing the value '256992'. At the bottom are two buttons: 'Resend code' and 'Next'.



The screenshot shows the 'Enter SMS security code' step of the registration process. At the top is the 'SERVICE State Government' logo. Below it is a heading 'Enter SMS security code' with a mobile phone icon. The text states: 'We've sent a security code to **0499999999**. It lasts 10 minutes. We do this to make sure it's really you.' There is a text input field labeled 'Enter security code' containing the value '658954'. At the bottom are two buttons: 'Resend code' and 'Next'.



Register:

Users must then create a new password and click next:

The screenshot shows a web form titled "Create password" under the "SERVICE State Government" logo. It contains two password input fields. The first field is labeled "Enter new password" and contains a masked password. Below it is a note: "Your password needs to be 8 characters or more, with 1 lower case letter and 1 upper case letter." The second field is labeled "Re-enter new password" and also contains a masked password, with a green checkmark on the right side. Below the second field is a checkbox that is checked, with the text "I agree to Service Victoria's [terms and conditions](#) and [privacy and security policy](#)." At the bottom, there are two buttons: "Back" and "Next".

Register:



Once the creation of your password is complete, to finalise the registration process, users will land on their profile page to prompt them to enter any missing or incorrect / outdated information.

Please note: Name and DoB must be changed through the VBA.

To edit an item, click “Edit” and change details as required.



Each item saves individually.

Please Note: When you click on edit for Mobile phone, email and password changes the user will be automatically redirected to Service Victoria to complete the change if this is required.



Register:

Once your profile has been updated, the user may navigate the system via the top menu as normal:

BAMS BUILDING ACTIVITY MANAGEMENT SYSTEM

Excited Eel

Manage Applications | Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | Manage Permits | Transfer of Function

Your Profile.

Please ensure the following details are kept up to date. When you make changes, the changes will apply to all existing registrations, the public practitioner register, and any current applications.
Building and plumbing practitioners are obligated under the *Building Act 1993* to advise the VBA within 14 days of any changes to their contact details.

Publicly available details

If you are a licenced or registered practitioner, these details are available to members of the public by searching the practitioner register.

Full name	Excited Eel	
Business phone	97980000	Edit
Business address		Edit

Private details

These details are for use by the VBA only.

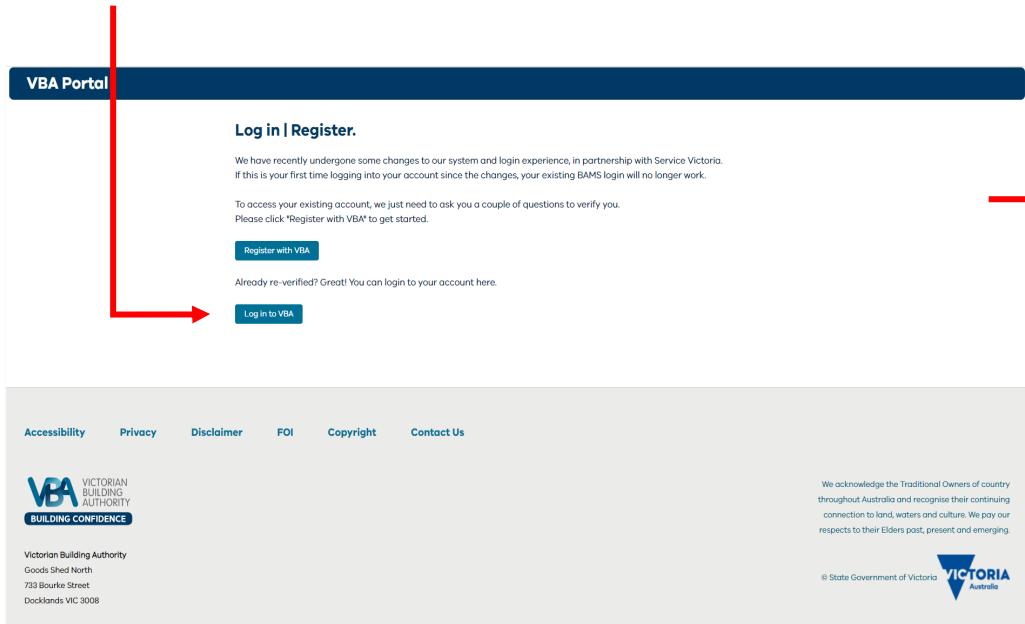
Date of birth		
Residential Address		Edit
Mailing address		Edit

Security details

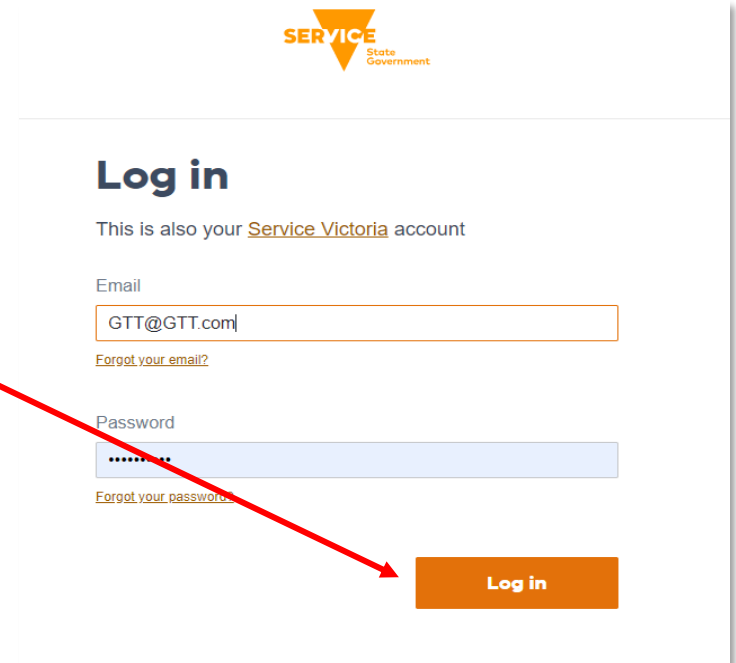


Logging in:

Once a user has already registered via this new process with a Service Victoria account, they will for any subsequent sessions be able to simply click 'Login in to VBA'



The user will be presented with the Service Victoria login screen to fill in their Service Victoria account details



Once login details have been entered successfully, the user will be automatically navigated back to the VBA BAMS portal.