

## Digital Accreditation

As part of the Victorian Building Authority's (VBA) commitment to digital transformation, we have launched a Digital Accreditation for registered building practitioners.

Digital Accreditation allows a practitioner to identify themselves and the registration classes they hold

There are three sections to this guide:

1. What is Digital Accreditation?
2. Add your VBA Digital Accreditation to the Service Victoria Wallet app.
3. How your Digital Accreditation can be checked.

**Note:** The term 'Accreditation' in this document encapsulates both registrations and licences.

The Digital Accreditation registration process should take no longer than five minutes.

### What is Digital Accreditation?

The VBA is transforming its digital infrastructure to enable faster, more effective regulatory practices.

In line with this strategic initiative, Digital Accreditation offers:

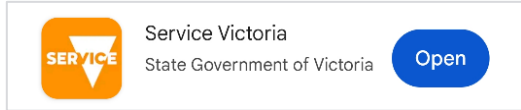
- **A more convenient** way for practitioners to verify their licence or registration, without the need for a physical card.
- **Instant access to Digital Accreditation** as soon as a licence or registration is granted or renewed, so practitioners can start working straight away or continue working, without waiting for a physical card to be mailed.
- **Increased accuracy and security**, so consumers have the confidence that a practitioner's Digital Accreditation is current and accurate. Simple online consumer validation reduces the risk of fraud.
- **Instant Digital Accreditation updates** to reflect any changes made to practitioner details, licenses or registrations, Digital Accreditations will be updated to display a 'suspended' or 'cancelled' status rather than 'current' if the practitioner is suspended or has their licence or registration cancelled.
- **Reduced risk** of damage or loss that arises with physical cards.



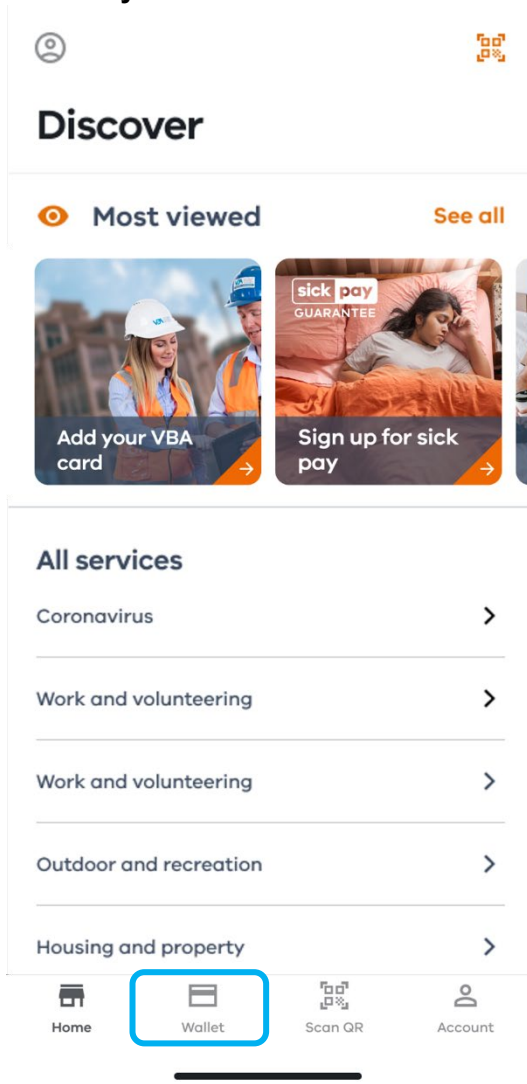
# Downloading and validating Digital Accreditation

## Add your VBA Digital Accreditation to the Service Victoria Wallet app

1. Download the **Service Victoria** app from either Google Play or the Apple app store.



2. Select **My wallet**.



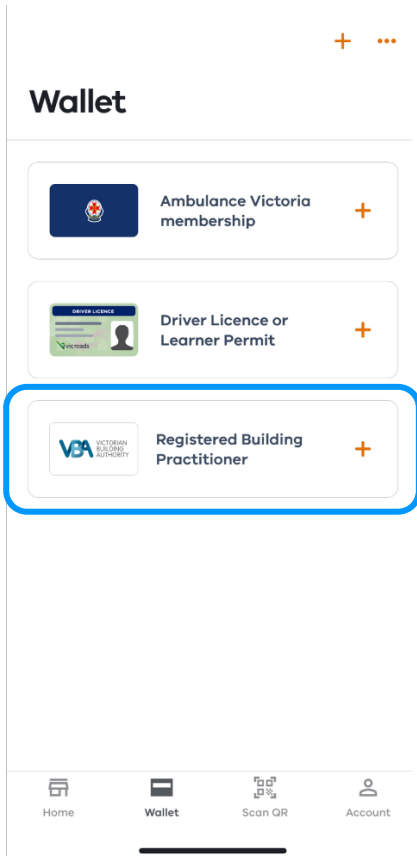


3. Log in to Service Victoria (or create an account):
  - Select **Sign Up** (if you are a new user).
  - **Log in** if you have previously created an account.

4. **Create or use a six-digit passcode.**



5. Select **VBA Registered Building Practitioner**.



6. **Enter your personal details.** Please make sure you enter your VBA Registration Number using the exact format from your physical accreditation card (including spaces and dashes).

**Let's find your record**

We need your VBA registration number.

If you have multiple registrations, choose any one. All of them will work.

**Given name**

**Family name**

**Date of birth**

**Registration number**

**Next**

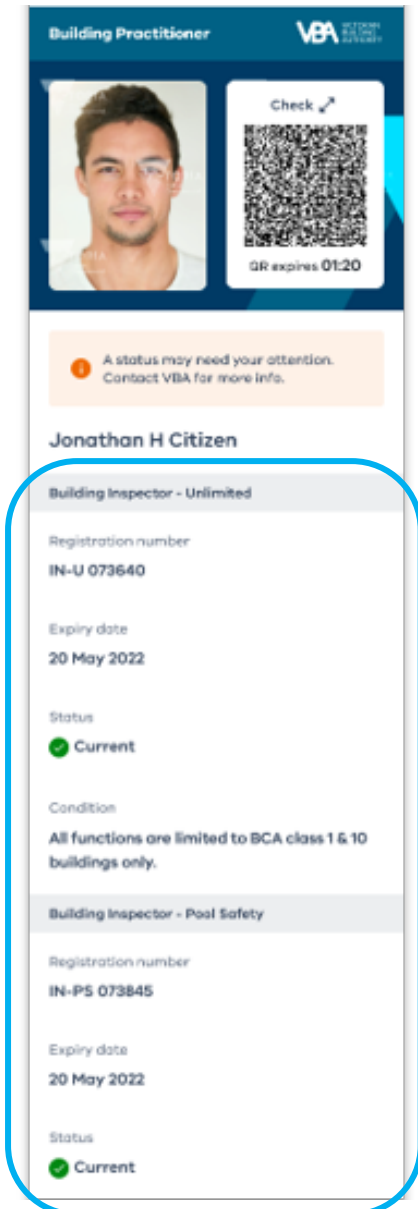
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7. To **confirm your identity and add your Digital Accreditation** to your wallet, simply follow the prompts and instructions provided.
8. You will receive an email notification when your Digital Accreditation has been **added to your digital wallet** – this may take up to 10 minutes.



9. **Please check** that your Digital Accreditation includes all your current licenses and/or registrations. If any details are incorrect, please contact the VBA.

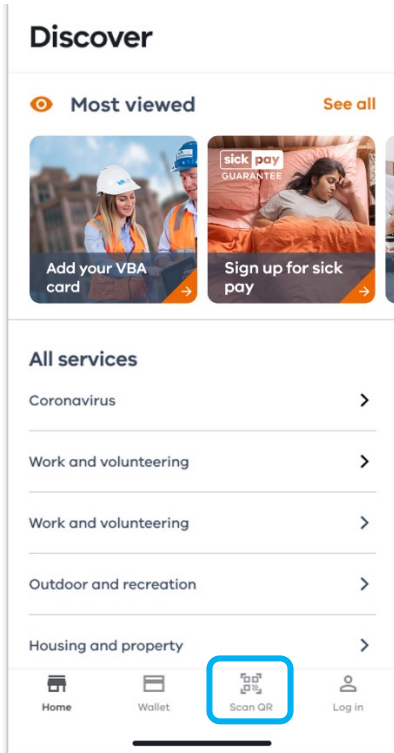




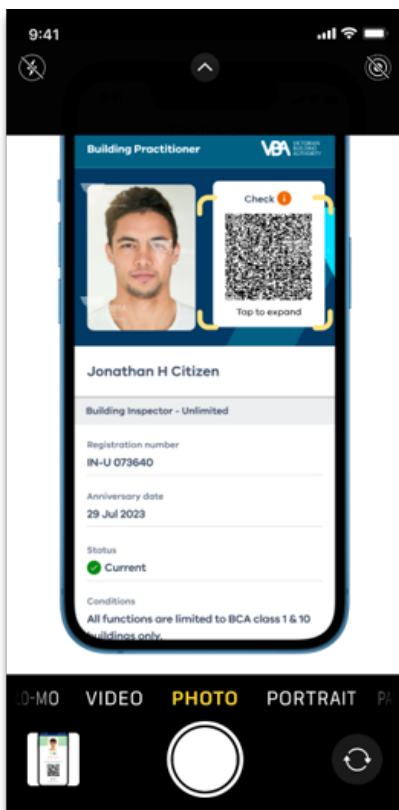
## How your Digital Accreditation can be checked

A consumer can check the validity of your Digital Accreditation with the following steps:

1. **Download the Service Victoria app** from the Google Play or Apple app store.
2. **Log in** or **create an account**.
3. Select **Scan QR Code**.



4. **Consumer scans the QR code** on the practitioner's Digital Accreditation.





5. The validation screen will then appear on the consumer's phone.

