

Navigating the VBA Portal and AMR Notifications

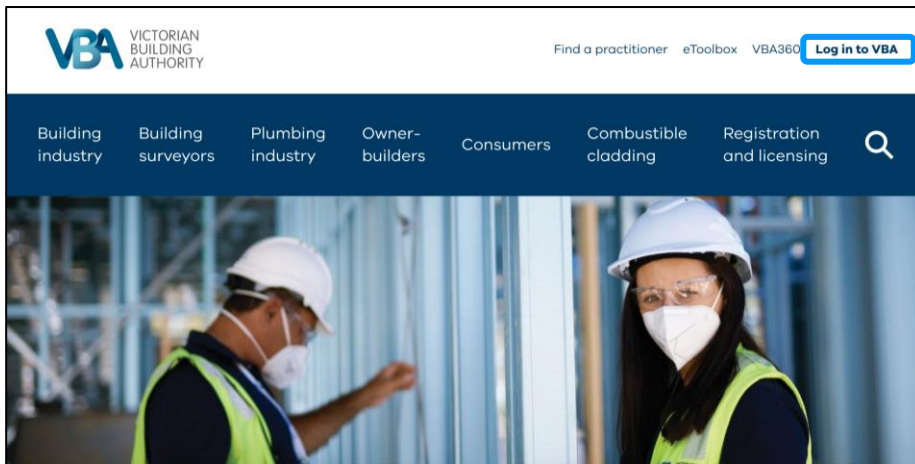
This document provides end-to-end guidance with a series of accompanying illustrations to describe an interstate plumbing practitioner's experience of creating a VBA Portal account and submitting an Automatic Mutual Recognition (AMR) Notification. There are three sections:

1. **Creating a VBA Portal account.**
2. **Completing Identity Access Management (IDAM).**
3. **AMR Notification process.**

Creating a VBA Portal account

Accessing the VBA Portal

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



- If you're using a mobile phone, scroll-down and select **Log in to VBA**.





- 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?

Create an account

Already created an account?

Log in to VBA

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.
- 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.

Back

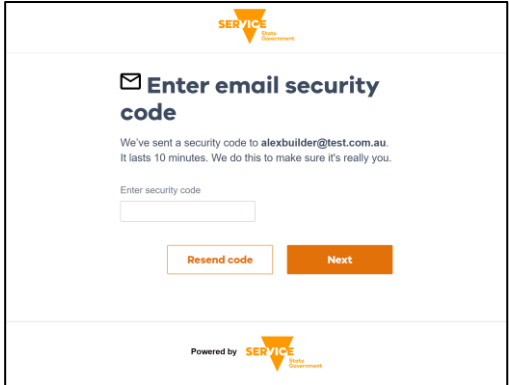

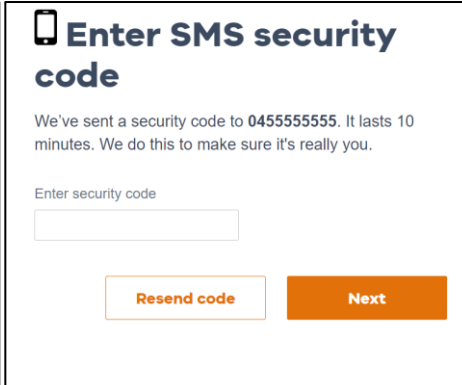
Continue



Completing Identity Access Management (IDAM)

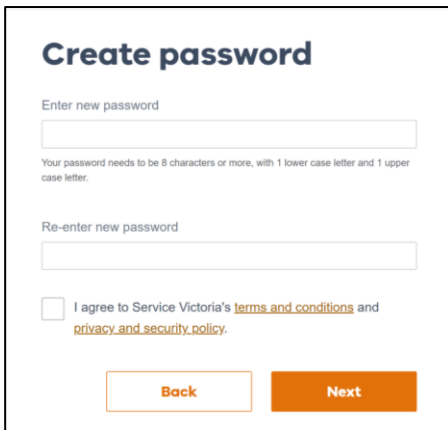
Register via IDAM in Service Victoria’s site

- 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.

 <p>Enter email security code</p> <p>We've sent a security code to alexbuilder@test.com.au. It lasts 10 minutes. We do this to make sure it's really you.</p> <p>Enter security code</p> <input type="text"/> <p>Resend code Next</p> <p>Powered by  SERVICE Victoria State Government</p>	 <p>Enter SMS security code</p> <p>We've sent a security code to 0455555555. It lasts 10 minutes. We do this to make sure it's really you.</p> <p>Enter security code</p> <input type="text"/> <p>Resend code Next</p>
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Create password

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



Create password

Enter new password

Your password needs to be 8 characters or more, with 1 lower case letter and 1 upper case letter.

Re-enter new password

I agree to Service Victoria's [terms and conditions](#) and [privacy and security policy](#).

[Back](#) [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.



Your Profile.

Please keep your details up to date. All communication from VBA, including disciplinary notices, will be sent via email to the email address below.

Changes will apply to your current registrations, the public practitioner register, and any applications in progress.

To change your name, or date of birth, call the VBA on 1300 815 527.

Building practitioners must advise the VBA within 14 days of their contact details changing (Building Act 1993).

Publicly available details

If you are a licensed or registered practitioner, these details will be available to members of the public via the public practitioner register.

Full name: Jason Howard Keeble

Business phone: 040102000

Business address:

Private details

These details are for use by the VBA only.

Date of birth: 7 September 1980

Residential Address: 733 Burke Street DOCKLANDS VIC 3008

Mailing address: 440 Vickers Road BELMORE VIC 3208

Log in details

These details are held by Service Victoria and shared with the VBA. After you change any of these details, you will need to log in using your new details.

Mobile phone: 040102000

Email: vba.testing.user+169081706@gmail.com

Password: *****

In partnership with Service Victoria

- **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

Navigating the VBA Portal

- Once the IDAM process is complete, you can:
 - Update personal details.
 - View existing AMR Notifications.
 - Access draft and submitted Notifications.



AMR Notification process

Learn more about the AMR Notification process and access Frequently Asked Questions by [visiting the VBA website](#). We recommend that you read the information on that web page before starting your Notification.

Start your AMR Notification

- Log in to the VBA Portal (steps outlined under *Accessing the VBA Portal* on page one).
- Select **Automatic Mutual Recognition** on the VBA Portal landing page.

- Select **Provide Notification for Automatic Mutual Recognition** to start your Notification.



- Select **Plumbing** and **Start new Notification**.



Peter

Home | Building permits (BAMS) | Registration and licensing | **Automatic Mutual Recognition** | Manage Insurance | Your Profile

Automatic Mutual Recognition (AMR) Notification

Notify for Automatic Mutual Recognition in Victoria

Please choose the type of Notification.

Are you notifying of building or plumbing activities?

- Building
 Plumbing

[Start new Notification](#)

Completing the AMR Notification

- The Notification 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.

Home | Building permits (BAMS) | Registration and licensing | **Automatic Mutual Recognition** | Manage Insurance | Your Profile

Automatic Mutual Recognition Notification

- Summary**
- [About you](#)
- [Evidence of residence](#)
- [Accredited occupations](#)
- [Declaration](#)
- [Submit](#)

Notification summary

Please complete each section of the Notification. After you have submitted your Notification the VBA will let you know of the outcome.

You're notifying of **AMR Plumbing** activities.

	About you Tell us about you	View
	Evidence of residence Tell us about your places of residence and provide evidence	View
	Accredited occupations Tell us about any relevant registrations	View
	Declaration Check you are eligible to be registered	View

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[next →](#)

- From there, simply follow the prompts and instructions to complete each section and to submit your Notification.