



ESTABLISHED BY CAP A 19 ARCHITECTS (REGISTRATION ETC) ACT LFN 2004

Dear Architect,

**ACCOUNT RECLAMATION ON ARCON PORTAL AND PAYMENT FOR 2024
ANNUAL PRACTISING FEE**

1. In line with the ARCON Act, you are required to renew your annual license and firm subscription in order to be included in the Registers of Registered Architects and Architectural Firms. Consequently, you are required to claim your accounts on the ARCON portal segment of the ARCON website in order to be able to pay outstanding license renewal fees.
2. Registered Architects and Firms who have an existing F/Number, AFR/Number, including persons registered under provisional 1 and Technologist: P1/ Number and AT2/ Number who have claimed their accounts can proceed with payments as indicated on their personalised dashboard while those who are yet to pay should follow the steps below:
 - a. Visit the new ARCON portal/website by going to <https://portal.arconigeria.gov.ng/onboarding> on the ARCON PORTAL;
 - b. Click on the "Reactivate my account" option below the Log-in button;

- c. Follow the on-screen instructions to verify your identity. You may need to provide your registered email address, license number, password or other relevant information;
 - d. Once verified, you will be prompted via the email you just registered with to go ahead and sign to your account. (Note that verification takes 24-48 hours),
 - e. Log in with your new credentials created, and you will have access to the upgraded portal.
3. Kindly note that for individual account and firm account reclaim process you will need the e-copy of your ARCON Certificate and Firm Certificate respectively.
 4. Annual subscription fees are to be paid strictly after reclaiming account
 5. Please note that if you have F/Number, AFR/Number, P1/ Number and AT2/ Number, you are to “Reactivate” and NOT “Sign Up”.
 6. If you encounter any issues during the account reclamation process, please contact our support team at itsupport@arconigeria.gov.ng, and they will be happy to assist you.
 7. Please accept the assurances of the Council always



Arc. Umar Murnai, ARCON, *fnia*

Registrar, ARCON