

ARCHITECTS REGISTRATION COUNCIL OF NIGERIA (ARCON)



ARCHITECT LICENSE RENEWAL GUIDELINE

Step 1: Navigate to the ARCON Web Portal

1. Visit <https://portal.arconigeria.gov.ng>.
2. You will see a page similar to the one shown in the image above.
 - o Login: Enter your ARCON Portal login details (email and password).
 - o If you are visiting the portal for the first time, click on the “Reclaim my Account” button and proceed.

A screenshot of the ARCON web portal login page. At the top center is the ARCON logo. Below it, the text reads 'Architects Registration Council Of Nigeria' and 'ARCON – Regulating the Training and Practice of the Profession of Architecture in Nigeria.' The main section is titled 'Sign in' and contains the text 'Sign in to your ARCON Registration portal'. There are two input fields: 'Email Address' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter your password'. Below these fields is a checkbox labeled 'Remember me' and a link 'Forgot your password?'. A prominent orange 'LOG IN' button is located below the password field, with a red arrow pointing to it from the right. At the bottom of the form, there is a note: 'Do you already have an ARCON number with no portal access? You can reclaim your account to gain portal access. Follow the link below to do so and ensure to complete the process.' Below this note is another orange button labeled 'Reclaim my account'.



Registration form fields:

- First Name *
- Middle Name (Optional)
- Last Name *
- Email *
- Phone No. * (Phone Number E.g., (080XXXXXXXX))
- Password *
- Confirm Password *

Buttons: [Already have an account?](#) **SUBMIT**

Step 2: Complete Your Profile

1. Fill out the form displayed and click on the Submit button.
2. A verification link will be sent to the registered email address used in the form.
 - o Login to your email account and click the Verify button in the email, or click the verification link in the email footer.
 - o Once verified, you will be redirected to your Dashboard.



Thanks for signing up to reclaim your ARCON account! Before getting started, could you verify your email address by clicking on the link we just emailed to you? If you didn't receive the email, we will gladly send you another.

RESEND VERIFICATION EMAIL

[Log Out](#)



ARCON Portal <softneedstacktechnologies@gmail.com>
to me ▾

09:31 (3 minutes ago) ☆ 😊 ↶ ⋮

ARCON Portal

Hello!

Please click the button below to verify your email address.

Verify Email Address

If you did not create an account, no further action is required.

Regards,
ARCON Portal

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: <https://portal.arconigeria.gov.ng/verify-email/200/c25e2f8782c30197c65ee0bdc6bac5e342177b0?expires=1736847090&signature=d51280e7f1b381e893e79d3ea9d51787009db8fdd8b8275071e4a2749f442aa0>

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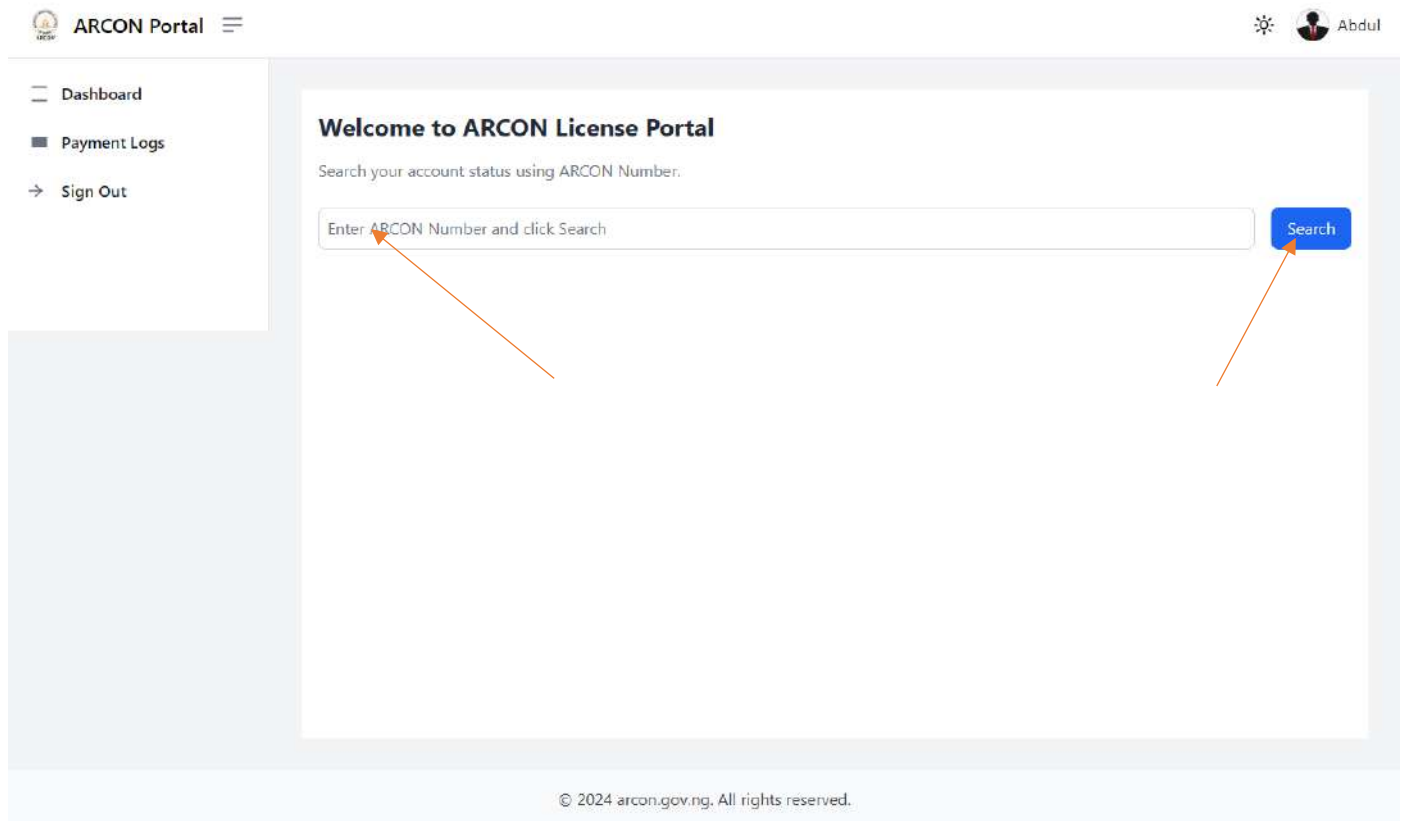
↶ Reply

↷ Forward

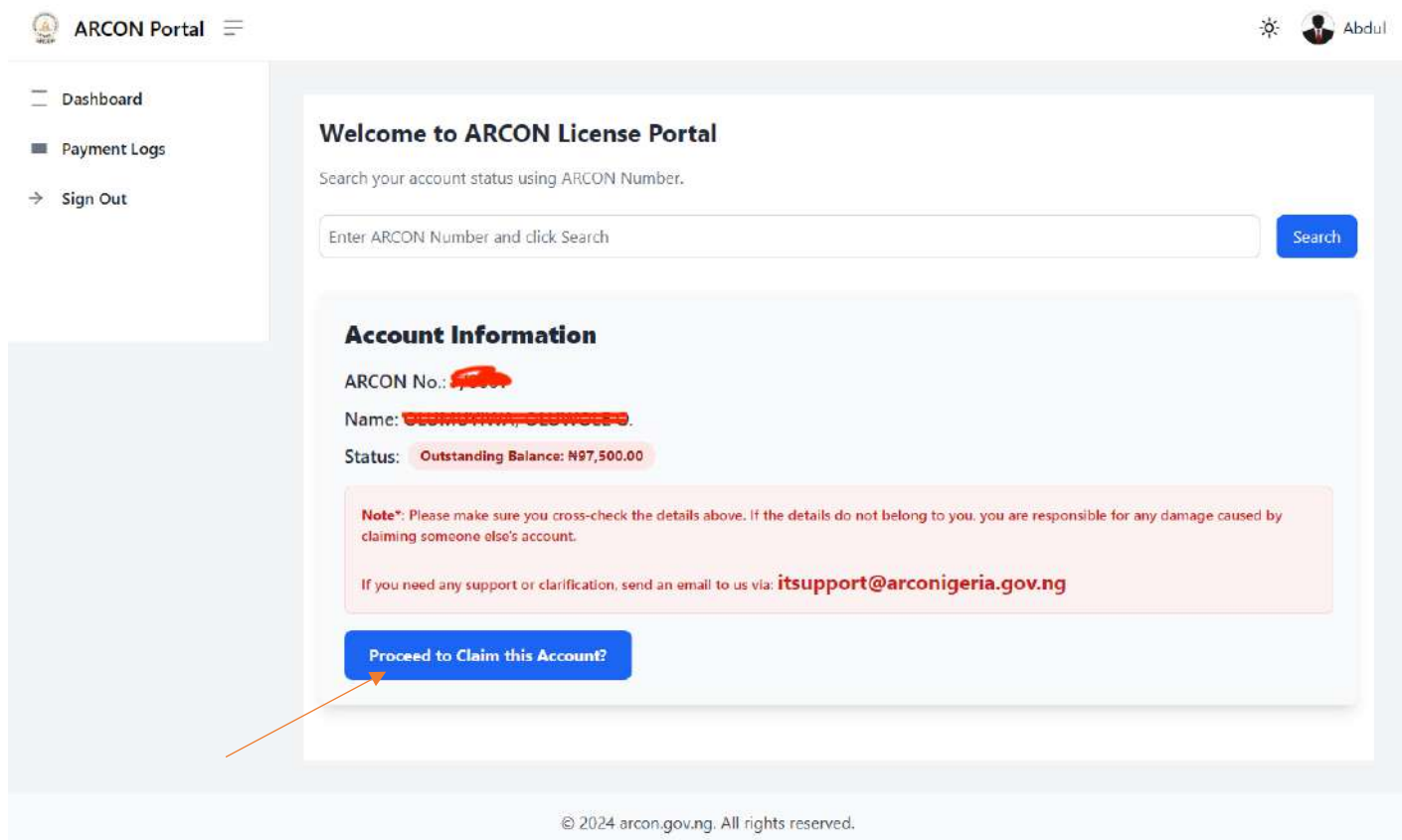


Step 3: Claim Your Account

1. Enter your ARCON (F) number in the search field and click Search. If you are claiming for a firm, search using AFR/.
2. Confirm the details of the ARCON number displayed.
 - o If all the details are correct, click the Proceed to Claim this Account button.
 - o Note: For any clarifications, contact IT Support at itsupport@arconigeria.gov.ng.



The screenshot shows the ARCON Portal interface. At the top left, there is a logo and the text "ARCON Portal" with a menu icon. At the top right, there is a settings icon and a user profile icon labeled "Abdul". On the left side, there is a navigation menu with three items: "Dashboard", "Payment Logs", and "Sign Out". The main content area is titled "Welcome to ARCON License Portal" and contains the instruction "Search your account status using ARCON Number." Below this is a search input field with the placeholder text "Enter ARCON Number and click Search" and a blue "Search" button. Two orange arrows point to the input field and the "Search" button respectively. At the bottom of the page, there is a copyright notice: "© 2024 arcon.gov.ng. All rights reserved."



The screenshot shows the ARCON Portal interface after a search. The top navigation and user profile are the same as in the previous screenshot. The main content area is titled "Welcome to ARCON License Portal" and contains the instruction "Search your account status using ARCON Number." Below this is a search input field with the placeholder text "Enter ARCON Number and click Search" and a blue "Search" button. Below the search field is a section titled "Account Information" with the following details: "ARCON No.: [REDACTED]", "Name: [REDACTED]", and "Status: Outstanding Balance: ₦97,500.00". Below the account information is a red-bordered box containing a note: "Note*: Please make sure you cross-check the details above. If the details do not belong to you, you are responsible for any damage caused by claiming someone else's account." Below the note is a line of text: "If you need any support or clarification, send an email to us via: itsupport@arconigeria.gov.ng". At the bottom of the account information section is a blue button labeled "Proceed to Claim this Account?". An orange arrow points to this button. At the bottom of the page, there is a copyright notice: "© 2024 arcon.gov.ng. All rights reserved."

Step 4: Update Your Profile

1. After claiming your account, an update profile form will appear.
2. Fill in the required information, upload your profile picture and signature, then click Submit Details to continue.

- Dashboard
- Payment Logs
- Sign Out

Profile Information Update Form

First Name Enter first name	Last Name Enter last name
Middle Names Enter Middle names	Gender Select Gender
WhatsApp No. Enter WhatsApp No.	Email address Enter email address
Phone no. Enter phone no.	Date of Birth mm/dd/yyyy
Address Enter address	Business Address Enter business address
Registration Date mm/dd/yyyy	Mode of Identification Select Status
Identity Number Identity Number	Marrital Status Select Status
Firm Name (Note: This is only for Principal Owner) Enter Firm Name	Firm AFR No. (Note: This is only for Principal Owner) Enter Firm AFR No.
Architect Image Choose File No file chosen	Architect Signature Choose File No file chosen

Submit Details

Step 5: The Dashboard

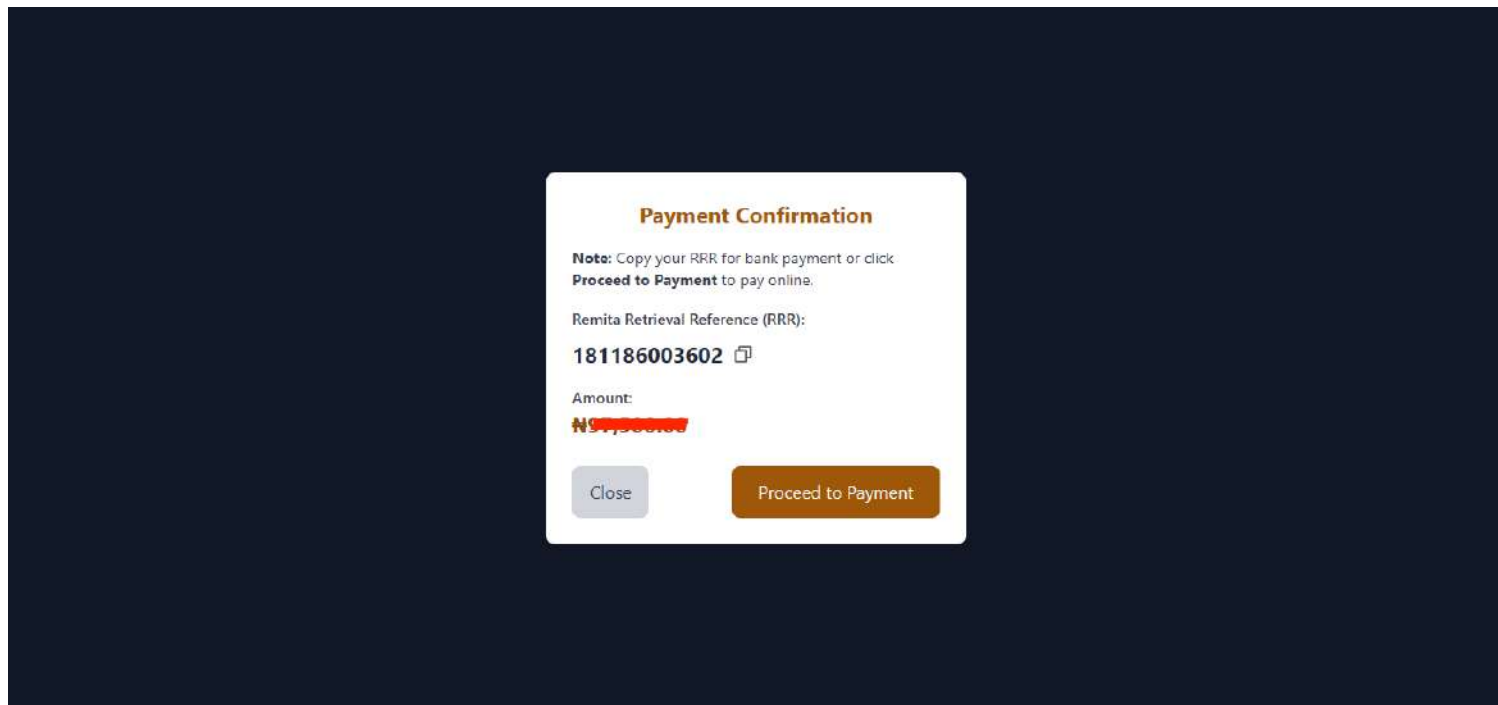
The Dashboard contains your essential information:

1. Architect Profile: Includes your ARCON Number, Name, and Email Address.
2. Financial Status: Displays your financial information (Debt, Credit, and Balance).
3. License Information: Shows your license's Issue Date, Renewal Date, Validity Period, and a temporary license print button.
4. Payment Logs Tab: Displays all payment information and receipts (failed, successful, and pending payments).
5. Sign Out: Use this option to exit your dashboard.
6. To renew your license or pay outstanding fees, click the Pay Debt button.

The screenshot displays the ARCON Portal dashboard. At the top left, the logo and text 'ARCON Portal' are visible. On the top right, there are icons for settings, a user profile, and a notification bell. A left-hand navigation menu contains three items: 'Dashboard' (selected), 'Payment Logs', and 'Sign Out'. The main content area features three cards: 1. 'Architect's Profile' showing 'ARCON No.' (redacted), 'Name' (redacted), and 'Email' (redacted), with a blue profile icon. 2. 'My Financial Status' showing 'Indebted' and 'Balance: ₦-97,500.00', with a blue 'Pay Debt' button. 3. 'License Information' showing 'Issue Date: N/A', 'Renewal Date: N/A', and 'Validity Period: N/A Days', with a blue 'Print' button. At the bottom center, the footer text reads '© 2024 arcon.gov.ng. All rights reserved.'

Step 6: License Payment

1. Click on the Pay Debt button to initiate payment for your license and outstanding debts.
2. An Invoice will be created and the RRR Code will appear, click “Proceed to Payment and Continue.



Step 7: Remita Payment

1. Choose a payment option.
2. Enter the required details:
 - o **Card Payment:** Provide the 16-digit number on your ATM card, expiry date, and CVV.
 - o Confirm the payment amount, then click the **Pay** button.
3. After clicking **Proceed**, a payment window will appear allowing you to choose a payment method (Card, Transfer, USSD).

Upon successful payment:

- An automated receipt will be sent to your email.
- You will be redirected to the portal to print your temporary license.

