



How do I manage My Preferences?

This task card is to assist in managing your preferences in BICON. You must have already registered for an account to access My Account.

Once you have registered in BICON, you can access your account which holds information relating to your permit applications in a secure environment.

1. Login and View My Account

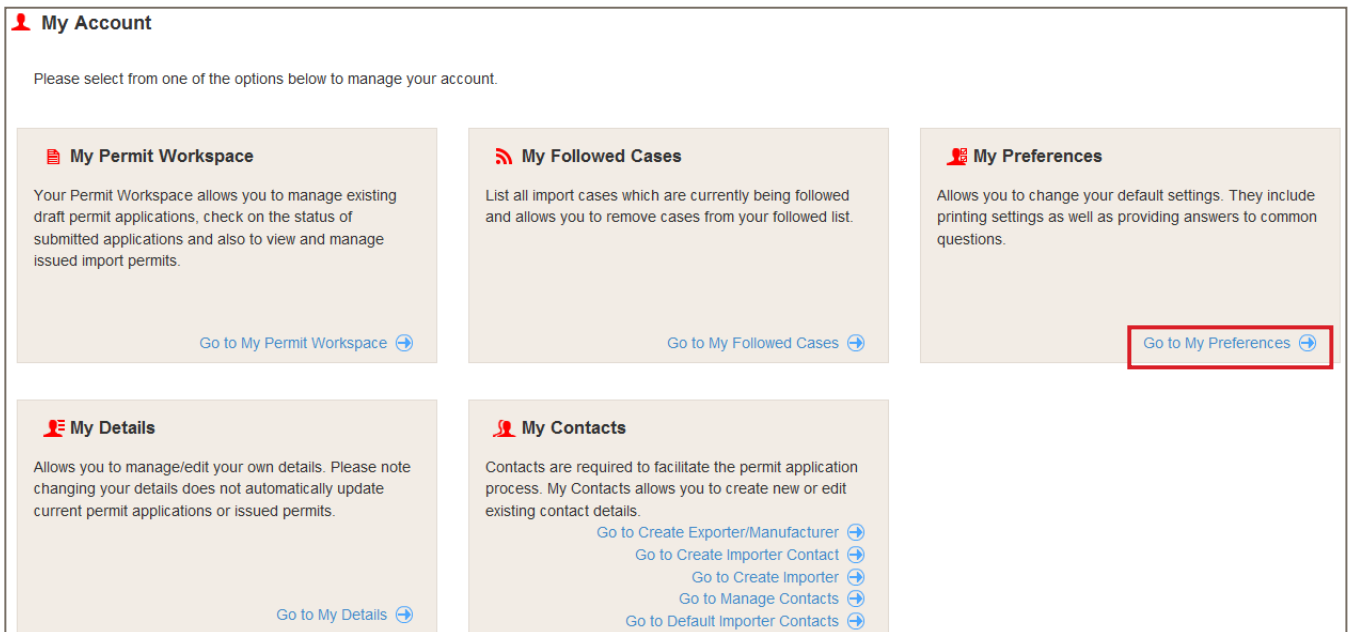
1.1 Login

Login to BICON and select **My Account**.



1.2 My Preferences

Select [Go to My Preferences](#).





2. My Preferences (Options)

Here you will be able to set:

- **Default Answers** - allows you to pre-set answers to your import scenario questions. For example you might want to pre-set the mode of arrival, because you only ever work with goods arriving via a sea freight full container load (FCL).
- **Onshore Outcomes to Present** - Use this option to set the desired onshore outcome view.
- **Save/Print Settings** – use these checkboxes to adjust the default save/print settings.
- **Permit Expiry Notification** – use this setting to adjust the default permit expiry notification.

Changing the default permit expiry will only apply to new permits. To change the permit expiry on existing permits go to the individual permit.

My Preferences

Allows you to change your default settings. These include printing settings as well as providing answers to common questions.

Default Answers

Provide default answers for standard questions.

Select a question:

Onshore Outcomes to Present

Typical Onshore Outcome Only
 All Onshore Outcomes
 No Onshore Outcomes

Save/Print Settings

You can select from the following options to control what information you will see in the generated document. Please note that selecting additional options will increase the size of the document.

<input checked="" type="checkbox"/> What's Changed	<input checked="" type="checkbox"/> Appendix - Documentation Requirements	<input type="checkbox"/> Appendix - Rationale
<input type="checkbox"/> Onshore Outcomes	<input type="checkbox"/> Appendix - Glossary Terms	<input type="checkbox"/> Appendix - References (Files and URLs)
<input type="checkbox"/> Procedures	<input type="checkbox"/> Appendix - Questions and Answers	<input checked="" type="checkbox"/> Appendix - Scientific Names
<input checked="" type="checkbox"/> Appendix - Annexes	<input type="checkbox"/> Appendix - Question Details	Document Format: <input type="text" value="Word"/>

Permit Expiry Notification

Select when you would like to be reminded of your permits expiration:

* You may change this reminder for each individual permit, this can be done on the Permit Overview page.

Changes will not be saved Save and continue editing Save and return to My Account