



# 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.

Australian Government Department of Agriculture		BICON Australian Biosec Import Conditions	
Home Import Conditions Permits Alerts & Changes	News Contact Us 🕐 Help	Welcome, A Noon My Account	<u>Loqout</u>

## 1.2 My Preferences

#### Select Go to My Preferences.

L My Account						
Please select from one of the options below to manage your account.						
My Permit Workspace	My Followed Cases	🧏 My Preferences				
Your Permit Workspace allows you to manage existing draft permit applications, check on the status of submitted applications and also to view and manage issued import permits.	List all import cases which are currently being followed and allows you to remove cases from your followed list.	Allows you to change your default settings. They include printing settings as well as providing answers to common questions.				
Go to My Permit Workspace 🕣	Go to My Followed Cases 🕣	Go to My Preferences 🕣				
🗜 My Details	🧕 My Contacts					
Allows you to manage/edit your own details. Please note changing your details does not automatically update current permit applications or issued permits.	Contacts are required to facilitate the permit application process. My Contacts allows you to create new or edit existing contact details. Go to Create Exporter/Manufacturer Go to Create Importer Contact Go to Create Importer Contact Create Importer Contact Create Importer Contact Create Importer Contact Create Contact Contact Contact Contact Create Contact Co					
Go to My Details 🕣	Go to Manage Contacts					





## 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.* 

1 My Preferences				
Allows you to change your default settings. These include printing settings as well as providing	g answers to common questions.			
Default Answers			Θ	
Provide default answers for standard questions.				
Select a question:				
Onshore Outcomes to Present			Θ	
Typical Onshore Outcome Only				
All Onshore Outcomes				
No Onshore Outcomes				
Save/Print Settings			Θ	
You can select from the following options to control what information you will see in the ge	nerated document. Please note that selection additional options will increase the size of t	ne document		
	Appendix - Documentation Requirements			
What's Changed Onshore Outcomes	Appendix - Documentation Requirements     Appendix - Glossary Terms	<ul> <li>Appendix - Rationale</li> <li>Appendix - References (Files and URLs)</li> </ul>		
Procedures	Appendix - Questions and Answers	Appendix - Kelerendes (Files and OKCs)		
Appendix - Annexes	Appendix - Question Details	Document Format: Word *		
Permit Expiry Notification			Θ	
Select when you would like to be reminded of your permits expiration: 90 Days *				
You may change this reminder for each individual permit, this can be done on the Permit Overview page.				
	_			
Cancel	Save		Save & Return	
Changes will not be saved	Save and continue editing		Save and return to My Account	