How do I track an Application's progress?

This task card demonstrates how to view your import permit application's progress.

1.   My Permit Workspace

You will need to be logged into BICON external web to view and manage applications.

Go to **My Account** then select **Go to My Permit Workspace**.

2.   View Applications

2.1   Search

Select the **Manage Permits** tab.

Change the dropdown option to **Application** and the status to **All**, and then select 🔍 Search.

✉ imports@agriculture.gov.au
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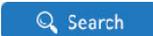
2.2   View Application Status

Once you perform the search you will be presented with a table of all the applications that you have in the system. The results will show each application and their status:

Accepted	Application has been accepted and is ready for assessment.
Draft – Complete	Application has been completed but not yet submitted.
Draft – Incomplete	Application has been started but needs further information.
Finalised	Application has been assessed and an outcome has been sent e.g. import permit granted.
Submitted	Application has been submitted and is awaiting payment.
Withdrawn	Application has been withdrawn.

Permits

Here you can create new permit applications, track and manage current applications, review archived permit applications, respond to correspondence or view your invoices.

| Permit Type / Commodity Search | **Manage Permits** | Correspondence | Invoices |

Are you looking for a Permit, Application or Variation Request? [Application ▼]

Identification Number:	[ ]	Status:	All ▼
Permit Type:	All ▼	Importer:	All ▼
Commodity:	All ▼	Importer Contact:	All ▼
Application Type:	All ▼	Applicant:	Ryan, Meg ▼
Program:	All ▼	Created or Submitted Between:	[ ] 📅
Action Required Only:	☐	And:	[ ] 📅
Owing Fees Only:	☐		

Reset All   [🔍 Search]

☐	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
☐	0000153869	01/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Finalised	Plant and Plant Products (Non-standard goods)
☐	0000153897	01/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Accepted	Live animals
☐	0000153922	02/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Accepted	Machinery and Military (Standard goods); Machinery and Military (Non-standard goods)
☐	0000153925	02/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Accepted	Biological products (Non-standard goods); Biological products (Standard goods)
☐	0000153964	02/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Accepted	Live animals
☐	0000153972	02/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Accepted	Biological products (Standard goods); Biological products (Non-standard goods)
☐	0000154892	10/06/2015	Crowe, Russell	Ryan, Meg	Variation Permit	Accepted	Biological products (Standard goods)
☐	0000154948	11/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Withdrawn	Plant and Plant Products (Standard goods)
☐	0000155012	11/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Draft - Incomplete	Bulk Commodities (Non-standard goods)
☐	0000155015	11/06/2015	Crowe, Russell	Ryan, Meg	New Permit	Draft - Complete	Plant and Plant Products (Non-standard goods)

[Please select an action ▼]

Showing 1 - 10 Results of 11   ← **1** 2 →   Export Results   Results per page: [10 ▼]