



How do I manage my permit expiry notifications?

This task card demonstrates how to manage your permit expiry notifications in BICON. You must have already registered for an account to access the 'my account' option.

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

View my account

Login to BICON and select **My Account**, and then select **My Preferences**.

Home Import Conditions Permits Alerts & Changes News Contact Us Help

Welcome, Jo Doe **My Account** Logout

My Account

Please select from one of the options below to manage your account.

My Permit Workspace

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.

[My Permit Workspace](#)

My Followed Cases

Lists all Import cases which are currently being followed and allows you to remove cases from your followed list.

[My Followed Cases](#)

My Preferences

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

[My Preferences](#)

My Details

Allows you to manage/edit your own details. Please note changing your details does not automatically update current permit applications or issued permits.

[My Details](#)
[Set new Secret Answers](#)

My Contacts

Contact details are required to facilitate the permit application process. My Contacts allows you to create new or edit existing contact details.

[Create Exporter / Manufacturer](#)
[Create Importer](#)
[Create Importer Contact](#)
[Manage Contacts](#)
[Default Importer Contacts](#)

My preferences (permit expiry)

Here you will be able to set the **Permit Expiry Notification**. You use this setting to adjust the default permit expiry notification that lets you know that your permit is expiring.

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



Expand the **Permit Expiry Notification** dropdown, select when you would like to be reminded of your permit's expiration and select **Save & Return**.

My Preferences

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

- Default Answers
- Onshore Outcomes to Present
- Save/Print Settings
- Permit Expiry Notification**

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.

You will now be notified that your import permit is expiring in the number of days selected.

NOTE: The Biosecurity Import Support Team recommends you set a 90-day notification period as your default.