



How do I pay for previously submitted applications?

This task card demonstrates how to manage payments for import permit applications. You can pay for your application online at the time of submission or request an invoice to pay at a later date.

View invoices

To view your invoices, select **Permits** from the top menu bar. This will cause your permits workspace to be displayed.

Australian Government
Department of Agriculture,
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BICON
Australian Biosecurity Import Conditions

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Permits

Here you can track and manage current applications, review archived permit applications, respond to correspondence or view your invoices. To create a new permit application please select Import Conditions from the menu above and search for the commodity you are looking to import.

In your permits workspace select the **Invoices** tab and conduct a search for the invoices you wish to view.

TIP: Invoices from the past month will automatically be displayed. If you wish to view older invoices, adjust the date range.

Permits

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Manage Permits Correspondence **Invoices 24**

Invoice number

Status
Unpaid

Invoice Date
From: 01/Jan/2023 To: 28/Apr/2023

Clear All Search

Pay outstanding invoices

There are multiple ways to pay your BICON invoices. These can be found at the bottom of the invoice PDF file.

You can pay for one or more invoices in a single transaction online by selecting the invoices you wish to pay using the checkboxes and then selecting **Pay online by credit card**.



Australian Government
**Department of Agriculture,
 Fisheries and Forestry**

<input type="checkbox"/>	Created	Invoice Number	Due Date	Application ID	Amount	Owing	Status	Date Paid	Importer	Receipt Number
<input checked="" type="checkbox"/>	30/01/2023	BIC0076364300	27/02/2023	0007636430	\$180.00	\$180.00	Unpaid		Importers Inc	
<input type="checkbox"/>	30/01/2023	BIC0076649480	27/02/2023	0007664948	\$180.00	\$180.00	Unpaid		Importers Inc	

[Pay online by credit card](#)

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This will direct you to the BPOINT payment portal secured by Commonwealth Bank. Follow the screen prompts to complete payment.

View receipts

Once payment has been received, a receipt will be available within the right hand column of the invoices table.

NOTE: if you pay for multiple invoices at once, you will have the same receipt number for all applications.

<input type="checkbox"/>	Created	Invoice Number	Due Date	Application ID	Amount	Owing	Status	Date Paid	Importer	Receipt Number
<input type="checkbox"/>	01/03/2023	BIC0076695150	29/03/2023	0007669515	\$180.00	\$0.00	Paid	02/03/2023	Backstreet Imports	31619134879
<input type="checkbox"/>	01/03/2023	BIC0076702030	29/03/2023	0007670203	\$180.00	\$0.00	Paid	02/03/2023	Lastname, Fake state	31619216794
<input type="checkbox"/>	01/03/2023	BIC0076706830	29/03/2023	0007670683	\$180.00	\$0.00	Paid	02/03/2023	Importers Inc	31619423814