

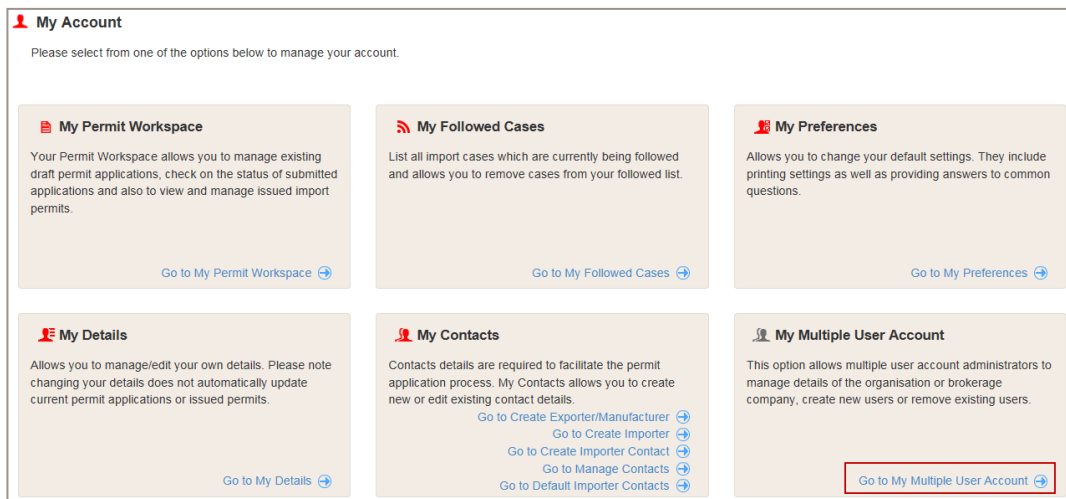


# How do I add users within my existing multiple user account?

This task card describes how administrators of a multiple user account can accept and reject requests to join the multiple user account.

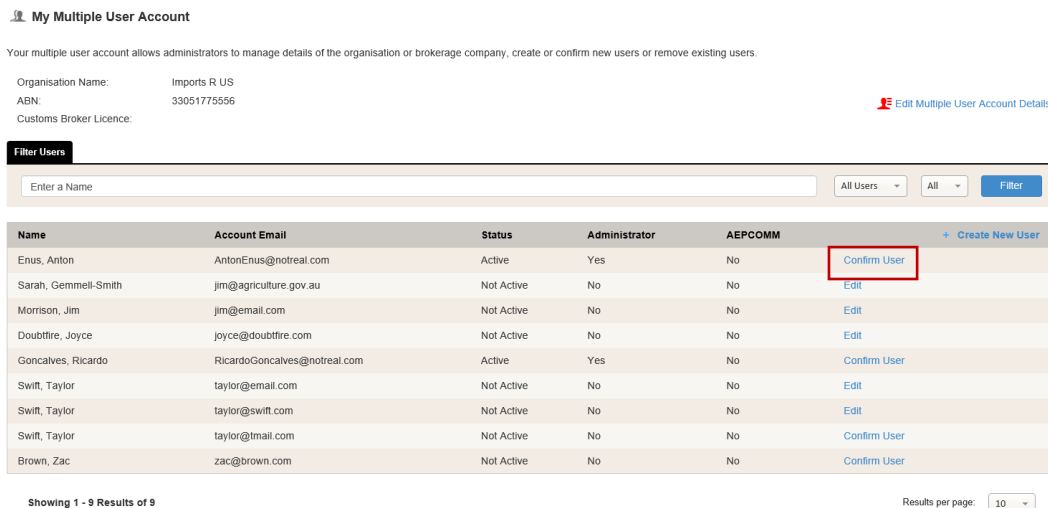
## 1. Accepting and rejecting requests to join a multiple user account

As a BICON multiple user account administrator, if a new user submits a request to join your account via the BICON “Join an existing multiple user account” option, you will receive an email notification with the request. The email will contain a link to the BICON homepage. Login to BICON and select **My Account** and then select **Go to My Multiple User Account**.



Use the drop down menu to filter on **All Users** and **All** and then select [Filter](#).

Select **Confirm User** to check the users details before deciding whether to confirm or reject a user.





The **Confirm New User** screen displays and provides the new users details.

**Confirm New User**

Please provide confirmation that the following user should be granted access under the customs broker account that you administer.

\*The customs broker details entered below are what the user has selected, these fields are for your information only. If these are different to the actual customs broker details, they will be updated once you confirm this user.

Name:	Jessica Rabbit
Email Address:	rabbit@gmail.com
Nominee Licence Number:	369852
Customs Broker Name:	Fast Pets Pty Ltd
Customs Broker Licence Number:	MBN00001

Here you can either:

1. accept the new user by selecting . The new user is sent an email advising them to finalise their registration,
2. reject the new user by selecting ,
3. or return to your **My Multiple User Account** by selecting  without accepting or rejecting the new user.