



How do I manage my Contacts?

This task card demonstrates how to manage your contacts 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**.

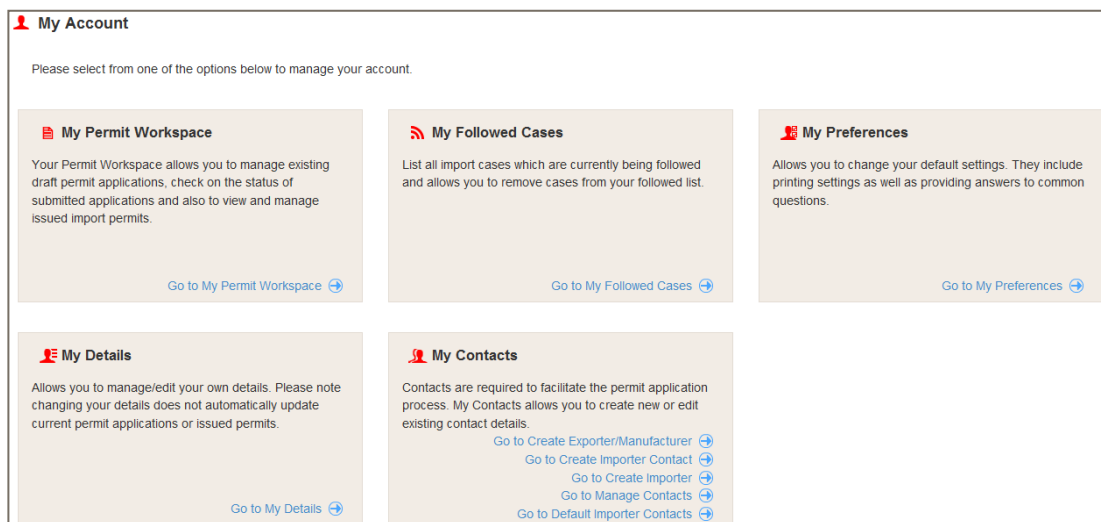


1.2 My Contacts

The **My Contacts** option allows you to manage existing contacts and create new ones. The options are:

- Create Exporter/Manufacturer
- Create Importer Contact
- Create Importer
- Manage Contacts
- Default Importer Contacts

To access select the hyperlink you wish to change.



2. Manage Existing Contacts

Select **Go to Manage Contacts**. You will be able to view the contacts set up including exporter/manufacturer, importer contact and importer. You can edit the details here, and you can also deactivate contacts that are no longer required.



Manage Contacts

You can select filter options to help with finding Contacts.

Enter a Name All Contact Types Active

Given Name	Surname	Company Name	Type	Status	
Manuela	Ackermann	Shell Holdings	Exporter/Manufacturer	Active	Edit Deactivate
Joshus B	Blum	Gasoline Guzzlers	Exporter/Manufacturer	Active	Edit Deactivate
Corey	Bull	Silver Fern Timber Suppliers	Exporter/Manufacturer	Active	Edit Deactivate
Lara	Fife		Importer	Active	Edit
Christine	Hartmann	Ultrina Pty Ltd	Exporter/Manufacturer	Active	Edit Deactivate
Akuabia	Mamelu	Golds Exports	Exporter/Manufacturer	Active	Edit Deactivate
Sarah	Meister	Fendt Tractors	Exporter/Manufacturer	Active	Edit Deactivate
Naomi	Morton		Importer Contact	Active	Edit Deactivate
Clive	Palerma	Little Rock Exports	Exporter/Manufacturer	Active	Edit Deactivate

2.1 Default Importer Contact

From the **My Contacts** page you will be able to set up the default importer contact. Select **Go to Default Importer Contacts**.

Default Importer Contact

Select your default importer contact.

Importer Contact:

Importer:

3. Create New Contacts

3.1 Exporter or Manufacturer

Select **Go to Create Exporter/Manufacturer**. Complete the details for the exporter or the manufacturer and select

Create Exporter / Manufacturer

Create Exporter or Manufacturer

Please provide details for either the exporter or the manufacturer. If the exporter and manufacturer are the same, you will only need to create one record.

Company Details

* Name:

Contact Details

* Title:

Given name(s):

Work phone:

Mobile:

* Email:

* Surname:

Home phone:

Fax:

* Preferred method of contact:

Address Details

* Address line 1:

Address line 2:

Address line 3:

* Country:

* Suburb / Locality:

* State / Territory:

* Post Code / Zip Code:

Changes will not be saved. [Return to My Account](#)



3.2 Importer Contact

Select **Go to Create Importer Contact**. Complete the details for the importer contact and select **Save & Return**.

Create Importer Contact

Please provide details for the importer contact. An importer contact must be a person the Department can contact regarding permit applications or import permits.

Select Importer

Enter a Name [Filter](#)

Existing Importers:

Importer Contact Details

Set as default contact

Given name(s):

Work phone:

Mobile:

* Email:

* Title:

* Surname:

Home phone:

Fax:

* Preferred method of contact:

Importer Contact's Address Details * Must be a physical address, PO Boxes are not permitted.

* Address line 1:

Address line 2:

Address line 3:

* Country:

* Suburb / Locality:

* State / Territory:

* Post Code / Zip Code:

* Importer Contacts must have an Australian address

[Cancel](#) [Save & Return](#)

Changes will not be saved. Return to My Account

3.3 Importer

Select **Go to Create Importer**. Complete the details for the importer and select **Save & Create Importer Contact**.

Create Importer

Create Importer

Please provide details for the importer. An importer can either be a person or an organisation. The importer will appear on any permits that you apply for.

Importer Name

* Is the importer a person or a company?

Importer's Address Details * Must be a physical address, PO Boxes are not permitted.

* Address line 1:

Address line 2:

Address line 3:

* Country:

* Suburb / Locality:

* State / Territory:

* Post Code / Zip Code:

* Importers must have an Australian address

[Cancel](#) [Save & Create Importer Contact](#) [Save & Return](#)

Changes will not be saved. Create an Importer Contact for this importer Return to My Account