



# How do I register a new single user account?

This task card describes how to register a new single user BICON account. Select this option if you are an individual looking to follow cases or apply for import permits and you are the only person who needs access to the associated correspondence, invoices, payments and the resulting permits.

If you work for an organisation with an existing multiple user account and you are one of multiple staff managing permit applications, see the Task Card – **How do I submit a request to join an existing multiple user account?**

If you work for an organisation without an existing multiple user account and you are one of multiple staff managing permit applications, see the Task Card – **How do I register a new multiple user account?**

## 1. Register New Account

Select **Login** or **Register** on the home page and then select [register for a new account](#).

## 2. Conditions Of Use

Read through the **BICON Conditions of Use**. If you agree, select the **I accept** button.



### 3. Account Type

Select **New single user account** and then select [Next](#) .

**Registration**

Conditions Of Use → Account Type → Account Details → Confirm Email → Set Password → Registered

**\* Which type of account do you want to create?**

Please ensure you select the correct account type before proceeding as this cannot be changed later.  
Refer to the [BICON Help](#) page for assistance in selecting the correct account type.

**New single user account**

Select this option if you are an individual looking to follow cases or apply for import permits yourself. You will also be able to respond to correspondence with the department and pay invoices.

Do not select this option if you work for an organisation (e.g. brokerage or importer) that has a multiple user account in BICON or you wish to create a new account for your organisation.

**Join an existing multiple user account**

Select this option if you want to join the multiple user account in BICON for your organisation (e.g. brokerage or importer).  
You will be asked during registration to provide the email address of the account administrator who will need to confirm you as a user before you can proceed with the registration. The existing account administrator can make you an administrator of the account if required.  
Joining the account your organisation has set up allows you to follow cases, apply for and manage import permits on behalf of clients, respond to correspondence, pay invoices, transfer permit applications to other users and share permit application contacts within your organisation.

Do not select this option if your organisation does not have a multiple user account created in BICON.

**New multiple user account**

Select this option if you want to create and be the administrator of a new multiple user account for your organisation (e.g. brokerage or importer).  
Setting up a multiple user account allows you to follow cases, apply for and manage import permits on behalf of clients, respond to correspondence, pay invoices, add additional users, transfer permit applications to other users and share permit application contacts. As an account administrator you will be able to confirm/reject additional user requests, create additional administrators and remove existing users.

Do not select this option if your organisation already has a multiple user account created in BICON or you do not need to have multiple users.

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### 4. Account Details

Complete the account details and select [Next](#) .

**Registration**

Conditions Of Use → Account Type → Account Details → Confirm Email → Set Password → Registered

**Username**

Please enter your email address which will be used as your username for accessing BICON.

\* Email:

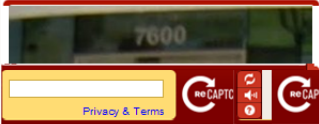
**Personal Details**

\* Title:

Given Name(s):  \* Surname:

**Security**

\* Security Code:



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## 5. Confirm Email

You will receive an email to verify that you own the email address provided in your registration.

Select the link in the email to proceed to the next step.

**Registration**

Conditions Of Use → Account Type → Account Details → **Confirm Email** → Set Password → Registered

**Please check your email.**

An email has been sent to boo@email.com. Please click on the link provided in the email to confirm that you own the email address. Once you click on the link in the email, the registration will proceed to the next step.

If you do not receive this email please check your junk mail folder and be sure to add '@agriculture.gov.au' to the safe sender's list.

If you still experience difficulty, please [contact us](#) for further assistance.

*If you don't receive an email, check the junk mail folder and add @agriculture.gov.au to your safe senders list.*

## 6. Set Password

Complete the **Password** and **Security Questions**. You can either chose from a set question in the drop down menu or write your own security question(s).

Select Next → .

**Registration**

Terms Of Use → Account Details → Confirm Email → **Set Password** → Registered

\* Denotes required fields

**Password**

Your password must be between 7 and 15 characters and must have at least one upper case, one number and one special character like ~!@#%&'&\*

\* New Password:

\* Retype Password:

**Security Question And Answer**

The following three security questions and answers will be used as verification mechanism in case you forget your password. For example Question: Name of first pet? Answer: Spot

\* Security Question 1:

\* Answer:

\* Security Question 2:

\* Answer:

\* Security Question 3:

\* Answer:

Next →



## 7. Registration Successful

You are now registered.

Select [Next](#) to login to BICON.

**Registration**

Conditions Of Use → Account Type → Account Details → Confirm Email → Set Password → Registered

**Registration Successful!**

You are now registered with the Department's BICON system.

As a registered user you can now:

- Follow import cases and stay informed of updates to import conditions,
- Apply for permits online,
- Make payments for permits, and
- Check on the status of existing permit applications.

[Next](#)

Now that you are registered you will be able to:

- follow import cases and stay informed of updates to import conditions.
- apply for permits online.
- make payments for permits.
- check on the status of existing permit applications.