



How do I set my Default Answers in my BICON Account?

This task card demonstrates how to set your default answers in your BICON account. You can pre answer questions and when they present in BICON they will be answered with your preferred answer.

1. BICON Web

1.1 My Account

Go to BICON

Select **My Account** from the top menu of the home page.

Go to **My Preferences**

Select **Go to My Preferences**

Select Default Answers



Select **Select a question** from the dropdown. There are currently 3 available. Mode of arrival, Country of Origin and Personal Use.

My Preferences

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

Default Answers

Select a question. [Dropdown menu]

Question Title	Personal use	Answer(s) selected	
Country of origin			Remove this question
Mode of arrival		Accompanied baggage - Air passenger	Remove this question

Onshore Outcomes to Present

Save/Print Settings

Cancel Save Save & Return

Changes will not be saved Save and continue editing Return to My Account

The question will appear in the Question Title list.

Select the question that you wish to answer.

Default Answers

There are no more questions to add.

Question Title	Answer(s) selected	
Country of origin		Remove this question
Mode of arrival	Accompanied baggage - Air passenger	Remove this question
Personal use		Remove this question

Onshore Outcomes to Present

Save/Print Settings

Cancel Save Save & Return

Changes will not be saved Save and continue editing Return to My Account

Select the answer you wish.

Select Save & Return

Default Answer

Personal use

Are the goods for the personal use of the person wishing to import the item?

Available Answers (You may select multiple answers)

Yes No

Selected Answer(s)

Yes

Cancel Save & Return

Changes will not be saved Return to My Preferences

You will be presented with the Default Answer screen. Here you can see the question and your answer.

Select Save & Return.

*NOTE: The question will be still be presented to you in the import scenario.
You will be able to change the answer if desired.*



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

Default Answers ⊖

There are no more questions to add.

Question Title	Answer(s) selected	
Country of origin		✗ Remove this question
Mode of arrival	Accompanied baggage - Air passenger	✗ Remove this question
Personal use	Yes	✗ Remove this question

Onshore Outcomes to Present ⊕

Save/Print Settings ⊕

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

Changes will not be saved Save and continue editing Return to My Account

Now when you are presented with this question it will be answered for you.

NOTE: there may be personal use questions which are unique to an import case, as they provide additional information regarding the definition of personal use. In these instances you will need to answer the question again when navigating the import case.