



How do I manage My Permit Expiry Notification?

This task card is to assist in managing your preferences 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

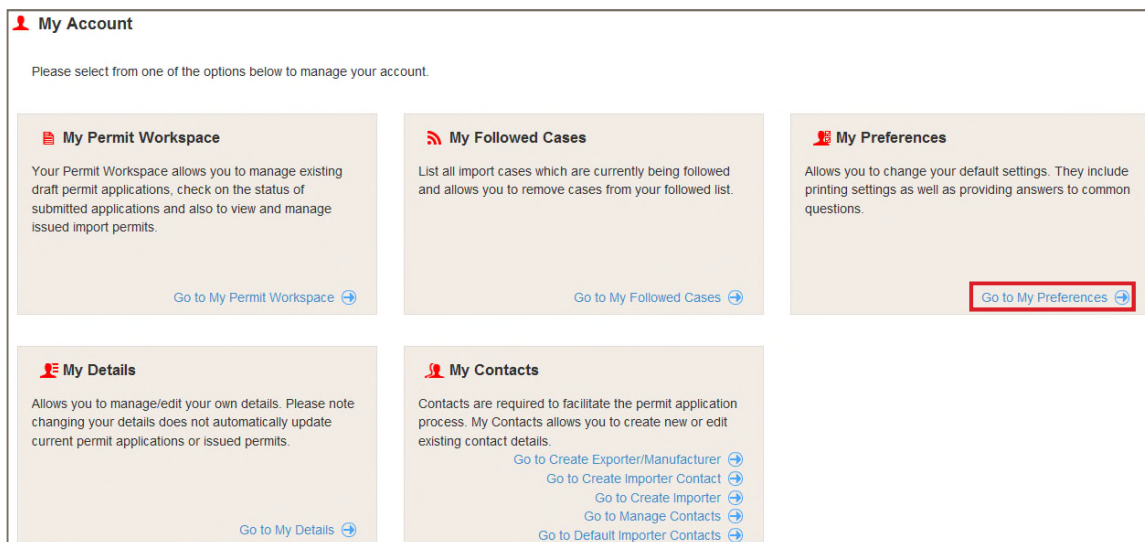
1.1 Login

Login to BICON and select **My Account**.



1.2 My Preferences

Select [Go to My Preferences](#).



2. My Preferences (Permit Expiry)

Here you will be able to set the **Permit Expiry Notification**. You use this setting to adjust the default permit expiry notification that lets you know that your permit is expiring.

Note: Changing the default permit expiry will only apply to new permits. To change the permit expiry on existing permits go to the individual permit.



Expand Permit Expiry Notification

My Preferences

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

Default Answers ⊕

Onshore Outcomes to Present ⊕

Save/Print Settings ⊕

Permit Expiry Notification ⊖

Select when you would like to be reminded of your permits expiration: 90 Days ▾

* You may change this reminder for each individual permit, this can be done on the Permit Overview page.

15 Days

30 Days

45 Days

60 Days

90 Days

120 Days

150 Days

180 Days

Cancel

Changes will not be saved

Save

Save and continue editing

Save & Return

Return to My Account

Select when you would like to be reminded of your permit's expiration.

Select **Save & Return**

You will now be notified that your import permit is expiring in the number of days selected.

Note: The Business Charter states, from the time all information is received, it will be 20 business days to issue a permit.

*The Client Contact Group recommends you set a **90 days** notification period as the optimal time for processing.*