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.
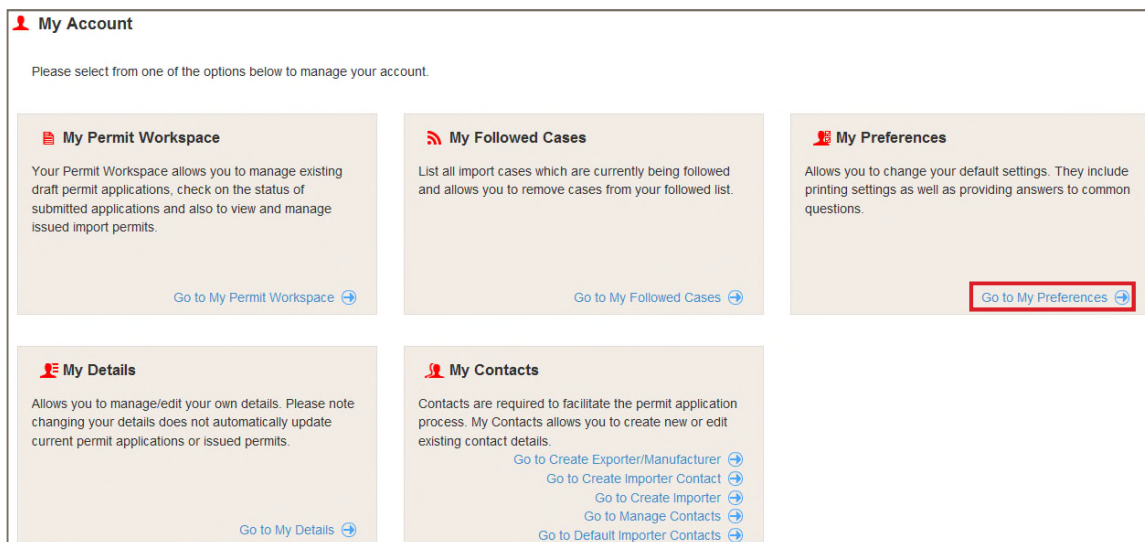
1. Login and View My Account

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.

Australian Government
Department of Agriculture,
Water and the Environment

BICON
Australian Biosecurity
Import Conditions

Expand **Permit Expiry Notification**

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.*