



# 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

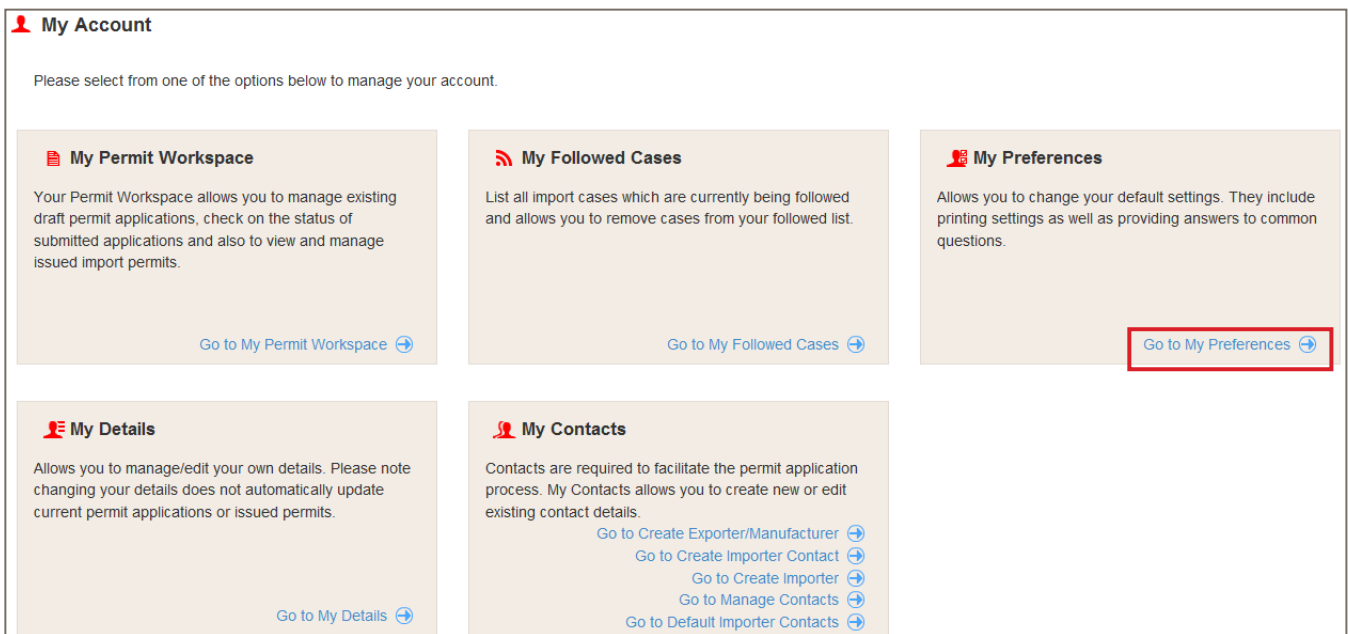
### 1.1 Login

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:

- **Permit Expiry Notification** – use this setting to adjust the default permit expiry notification.

*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**

The screenshot shows the 'My Preferences' form with the 'Permit Expiry Notification' section expanded. The dropdown menu is open, showing options from 15 Days to 180 Days, with '90 Days' selected and highlighted. The 'Save & Return' button is also highlighted.

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, 20 business days to issue a permit. The Import Services Team recommend a **90 days** notification period as the optimal time for processing.