



How do I search for an Application?

When you have a registered account in BICON you can view your applications via BICON External Web. This task card demonstrates how to search for and view your applications.

1. Login to BICON

Enter your email and password, then select [Login](#) to log into BICON.

The screenshot shows the BICON login interface. At the top left, there is a red shield icon followed by the word "Login". Below this, a message reads: "Please login to your account below, or you can register for a new account." The main area contains two input fields: "Email" and "Password". Below the "Password" field, there is a link for "Forgotten password?" and a blue "Login" button with a right-pointing arrow icon.

2. View Permit Overview

2.1 My Permit Workspace

Select the **Permits** tab from the top menu on the home page.

The screenshot shows the BICON website home page. The top navigation bar includes links for Home, Import Conditions, Permits (highlighted with a mouse cursor), Alerts & Changes, News, Contact Us, and Help. Below the navigation bar, there is a "Welcome to BICON" section with a brief description of the database. A "Search for Import Item" section follows, with a search input field and a "Search" button. Below the search field, there are tabs for "Quick Search", "Scientific Name", and "Tariff Code". At the bottom of the search area, there are links for "Search parameters", "Import Into: Australia", "Effective On: 25 June 2015", and "Advanced Search".



2.2 Search Application

In the dropdown list select **Application**

Permits

Here you can track and manage current applications, review archived permit applications, respond to correspondence or view your invoices. To create a new permit application please select Import Conditions from the menu above and search for the commodity you are looking to import.

Manage Permits | Correspondence | Invoices

Are you looking for a Permit, Application or Variation Request? Permit

Identification Number: All Types

Permit Type: All Application

Commodity: All Permit Variation Request

Status: Active

Importer: All

Importer Contact: All

[Reset All](#) [Search](#)

You will be presented with the Application screen.

Permits

Here you can track and manage current applications, review archived permit applications, respond to correspondence or view your invoices. To create a new permit application please select Import Conditions from the menu above and search for the commodity you are looking to import.

Manage Permits | Correspondence | Invoices

Are you looking for a Permit, Application or Variation Request? Application

Identification Number:

Permit Type: All

Commodity: All

Application Type: All

Program: All

Action Required Only:

Owing Fees Only:

Status: All

Importer: All

Importer Contact: All

Applicant: Springsteen, Bruce

Created or Submitted

Between:

And:

[Reset All](#) [Search](#)

Populate the **Status**, **Importer**, **Importer Contact** fields as desired.

The Applicant field will default to you.

Select [Search](#).

This will present you with Application that match your search.

You will be able to view your Applications by selecting the [blue hyperlink](#).

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0092212566	03/05/2018	Bach, Tristan	Springsteen, Bruce	New Permit	Finalised	Biological or Plant Products (Non-standard goods)
<input type="checkbox"/>	0092211425	02/05/2018	Bach, Tristan	Springsteen, Bruce	Variation Permit	Finalised	Biological products (Non-standard goods)
<input type="checkbox"/>	0092211421	02/05/2018	Bach, Tristan	Springsteen, Bruce	Variation Permit	Finalised	Biological products (Non-standard goods)
<input type="checkbox"/>	0092210267	01/05/2018	Bach, Tristan	Springsteen, Bruce	Variation Permit	Accepted	Plant and Plant Products (Standard goods)
<input type="checkbox"/>	0092209617	30/04/2018	Bach, Tristan	Springsteen, Bruce	Variation Permit	Finalised	Plant and Plant Products (Standard goods)
<input type="checkbox"/>	0092209591	30/04/2018	Bach, Tristan	Springsteen, Bruce	New Permit	Accepted	Plant and Plant Products (Standard goods)

From here you may also Copy, Submit or Delete Applications.