# How do I manage My Contacts?

*This task card demonstrates how to manage your contacts in BICON. You must have already registered for an account to access the **My Account** option. Once you have registered in BICON, you can access your account which holds information relating to your permit applications in a secure environment.*

Login and View My Account

Login to your BICON account and select **My Account.**
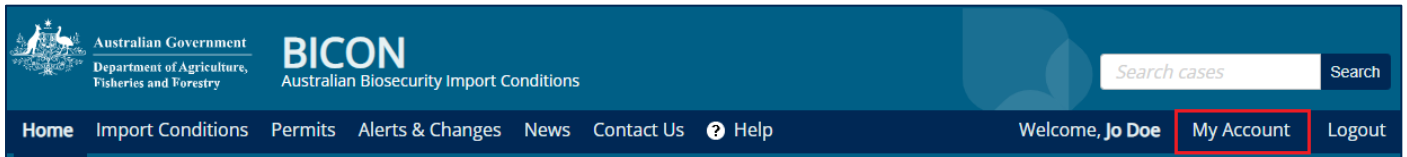
You will have access to:

- My Permit Workspace
- My Followed Cases
- My Preferences
- My Details
- My Contacts

My Contacts

The **My Contacts** section allows you to manage existing contacts and create new ones. Click the hyperlink for the option you want to manage or create.

The options are:

- Create Exporter/Manufacturer
- Create Importer
- Create Importer Contact
- Manage Contacts
- Default Importer Contacts

Manage Existing Contacts

Manage Contacts

From the **My Account** page under the **My Contacts** section select the **Manage Contacts** hyperlink. You will be able to view the contacts set up, including exporter/manufacturer, importer contact and importer. You can edit the contact details here. You can also deactivate contacts that are no longer required.

Default Importer Contacts

From the **My Account** page under the **My Contacts** sub heading select the **Default Importer Contacts** hyperlink. Here you can set up the default importer contact by selecting your importer contact using the **Importer contact** dropdown option and select **Save.**

Create New Contacts

Exporter or Manufacturer

From the **My Account** page under the **My Contacts** sub heading select the **Create Exporter/Manufacturer** hyperlink. Complete the details for the exporter or the manufacturer and select **Save & Return.**

Importer Contact

From the **My Account** page under the **My Contacts** sub heading select the **Create Importer Contact** hyperlink. Complete the details for the importer contact and select **Save & Return.**

NOTE: Importer contacts must only be people.

Create Importer Contact

Please provide details for the importer contact. An importer contact must be a person the Department can contact regarding permit applications or import permits.

Select Importer

Existing importers

[Select ▾]

Importer Contact Details

☐ Set as default contact

Email

[   ]

Preferred method of contact

[Email ▾]

Title *(Optional)*

[▾]

Given name(s)

[   ]

Work phone *(Optional)*

[   ]

Home phone *(Optional)*

[   ]

Surname

[   ]

Mobile *(Optional)*

[   ]

Address

* Must be a physical address, PO Boxes are not permitted.

Address line 1

[123 London Cct   ❓]

Suburb / Locality

[PADDINGTON]

Address line 2 *(Optional)*

[   ]

State / Territory

[Select ... ▾]

Post code

[2021]

Address line 3 *(Optional)*

[   ]

Country

[Australia ▾]

[Cancel]   [Save & Return]

Importer

From the **My Account** page under the **My Contacts** sub heading select the **Create Importer** hyperlink. Complete the details for the importer and select **Save & Create Importer Contact** to continue to create an importer contact or select **Save & Return.**

NOTE: Importers can be listed as a person or a company.