

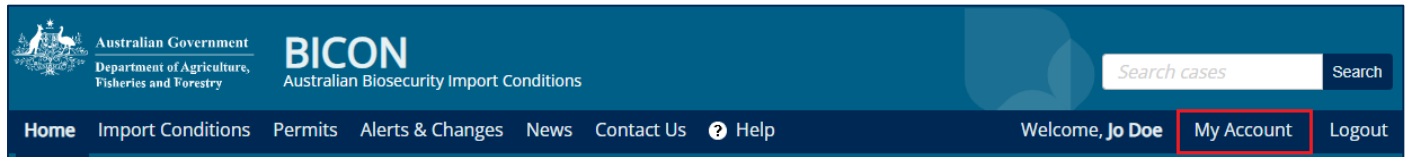


How do I manage My Preferences?

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.

Login and View My Account

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

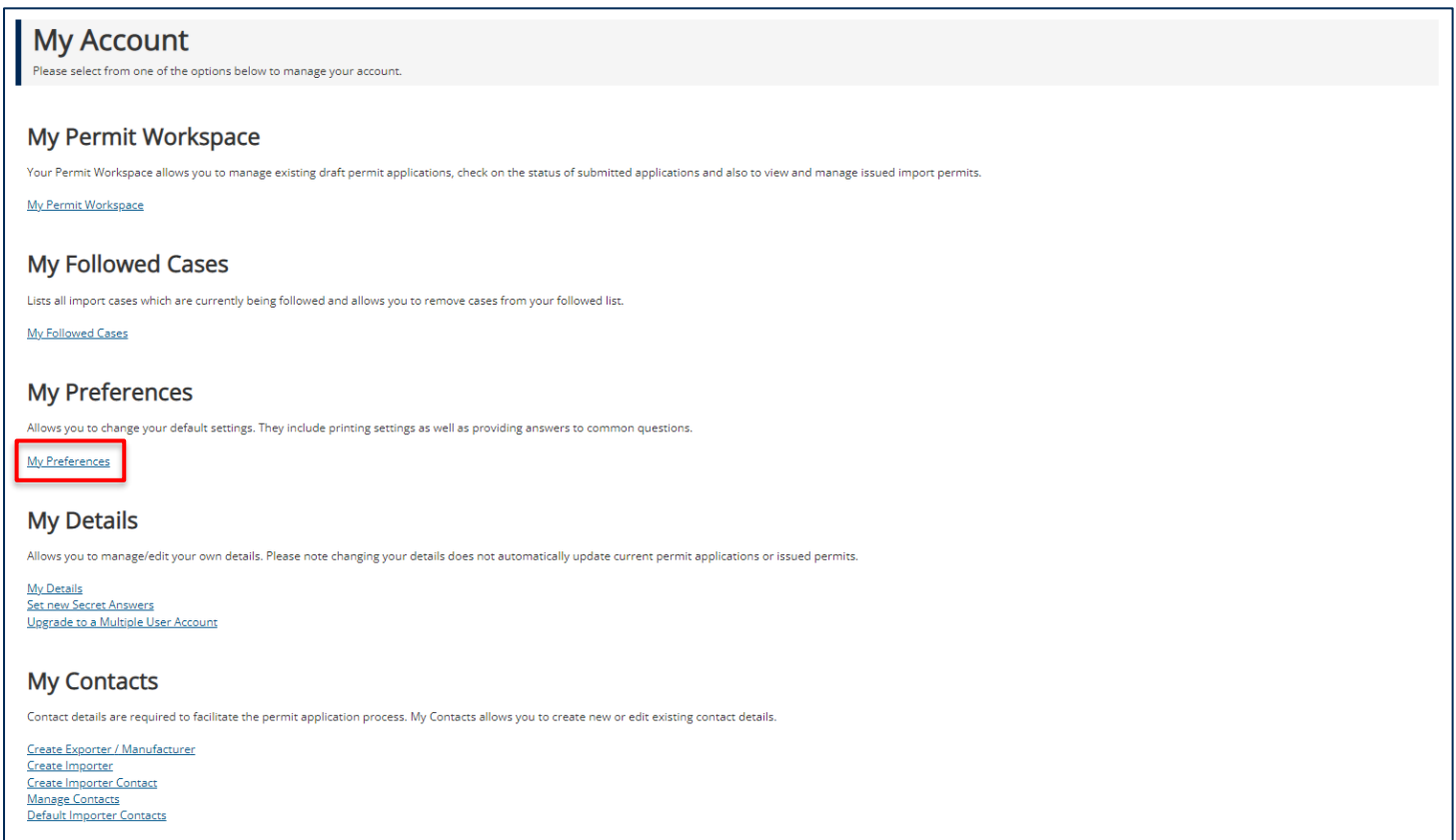


You will have access to:

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

My Preferences

Select **My Preferences**.





My Preferences

Here you will be able to set:

- **Default Answers** - allows you to pre-set answers to your import scenario questions. For example you might want to pre-answer the mode of arrival, because you only ever work with goods arriving via a sea freight full container load (FCL).
- **Onshore Outcomes to Present** - use this option to set the desired onshore outcome view.
- **Save/Print Settings** – use these checkboxes to adjust the default save/print settings.
- **Permit Expiry Notification** – use this setting to adjust the default permit expiry notification.

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

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

Cancel Save Save & Return

Select the line to open the drawers to reveal the default settings, and select the question for which you wish to set the default answer.

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

Default Answers

Select a question

- Country of origin
- Country of Origin - Netherlands
- Country of origin of coir peat
- Country of origin of peat moss
- Mode of arrival
- Personal use

Onshore Outcomes to Present

Save/Print Settings

Permit Expiry Notification

Cancel Save Save & Return



Select the question title you wish to change and available answers will display.

My Preferences

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

Default Answers ^

Select a question ▼

Question Title	Answer(s) selected
Country of origin	

✕ [Remove this question](#)

When the question is presented in BICON select your desired answer. Select **Save & Return**.

TIP: If you have a default answer saved you can change that default answer. For example below Antarctica is selected, but you want to change your default country of origin from Antarctica. To remove Antarctica click the X and then select the country of origin you would like to change your answer to.

My Preferences

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

Default Answer

Country of origin

What is the country of origin?

Available Answers (You may select multiple answers)

<input type="checkbox"/> Andorra	✕ Antarctica
<input type="checkbox"/> Angola	
<input type="checkbox"/> Anguilla	
<input checked="" type="checkbox"/> Antarctica	
<input type="checkbox"/> Antigua and Barbuda	
<input type="checkbox"/> Argentina	
<input type="checkbox"/> Armenia	
<input type="checkbox"/> Aruba	
<input type="checkbox"/> Australia	

Cancel Save & Return

Your answer will be displayed. Select **Save & Return**.



My Preferences

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

Default Answers ^

Select a question ▼

Question Title	Answer(s) selected	
Country of origin	Antarctica	X Remove this question

Onshore Outcomes to Present ▼

Save/Print Settings ▼

Permit Expiry Notification ▼

If for any reason your answer differs from your selected default answer you will be able to change the answer in Questions I have answered. For example to change the country of origin answer from the preselected answer 'Antarctica' you would click the Country of origin link.

Questions I have answered ^

- + [Description of goods](#)
- [Country of origin](#)
Antarctica