



How do I submit multiple Permit Applications?

This task card demonstrates how to submit multiple Permit Applications or individual Permit Applications that are in a Draft-Complete Status. You will find this feature useful if you would like to pay for multiple Permits at the same time.

1. Submit Permit Applications

BICON allows you to submit individual or multiple permit applications if they are in **Draft-Complete** status. To submit an application, go to the **Permits** tab, and search by **Application**.



Select the checkbox or checkboxes of the application(s) that you wish to submit, and select the **Please select an action** dropdown. Select **Submit Selected Applications**.

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0000150235	05/03/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Live animals
<input type="checkbox"/>	0000150264	05/03/2015	Brown, Zac	Gates, Bill	New Permit	Draft - Incomplete	Biological products (Standard goods)
<input type="checkbox"/>	0000150288	05/03/2015	Brown, Zac	Gates, Bill	New Permit	Draft - Incomplete	Biological products (Standard goods); Biological products (Non-standard goods); Biological products ...
<input type="checkbox"/>	0000150293	05/03/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Biological products (Standard goods); Biological products (Standard goods)
<input checked="" type="checkbox"/>	0000150313	06/03/2015	Brown, Zac	Gates, Bill	New Permit	Draft - Complete	Biological products (Non-standard goods)

Please select an action ▾

Please select an action

Copy Selected Application

Delete Selected Applications

Submit Selected Applications

Transfer To: Select Registered User ▾ Transfer

Results per page: 5 ▾

[Export Results](#)

This will take you to the **Fees** screen where you can review the fees and complete payment or submit without payment and receive an invoice.