

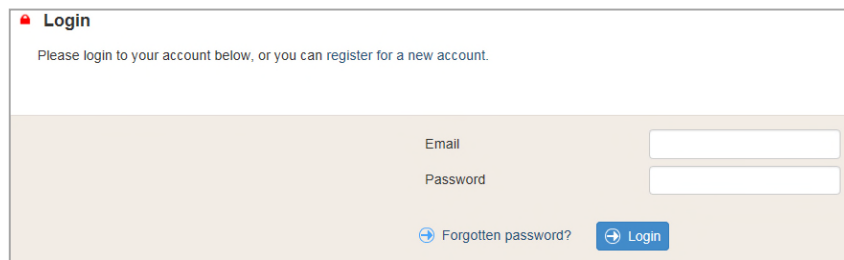


How do I view an Application status and track its progress?

This task card demonstrates how to search for and view your applications, and also find the status. You may wish to track the progress of your application. This task card demonstrates how to track the progress as well as how to copy, delete or submit an application. When you have a registered account in BICON you can view your applications via BICON Web.

1. Login to BICON

Enter your email and password, then select  **Login** to log into BICON.

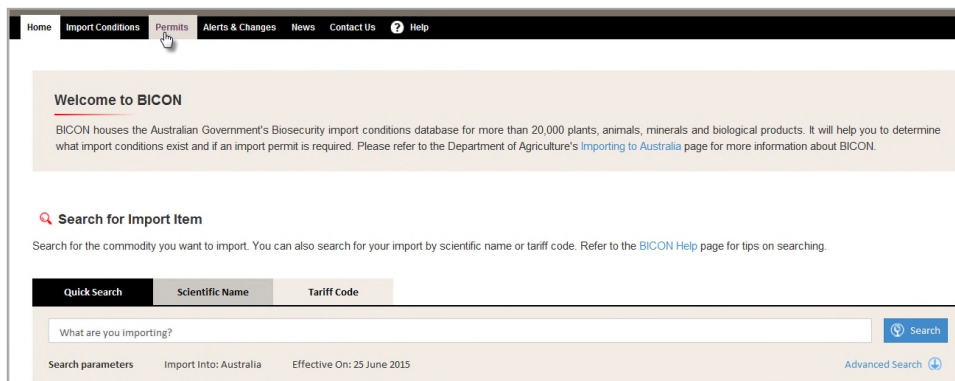


Note: You will need to be logged into BICON to view and manage applications.

2. View Permit Overview

2.1 My Permit Workspace

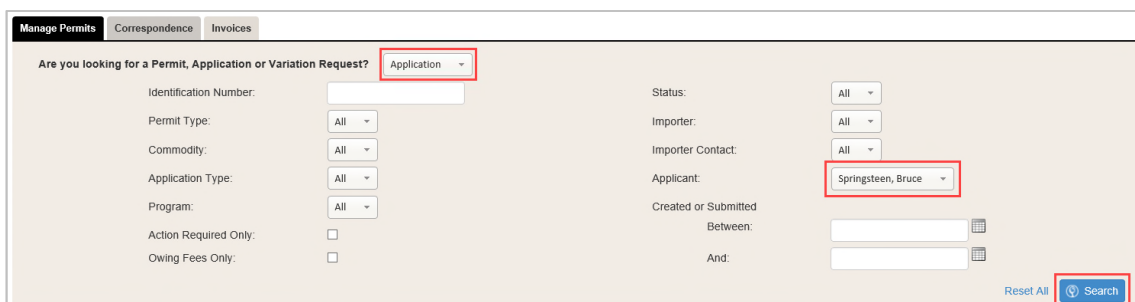
Select the **Permits** tab from the top menu on the home page.



2.2 Search Application

In the **Manage Permit** change the dropdown option to **Application**.

Populate the **Status**, **Importer**, **Importer Contact** fields as desired and then select  **Search**.



Note: The Applicant field will default to you.



2.3 View Application Status

Once you perform the search you will be presented with a table of all the applications that you have in the system. The results will show each application and their status.

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](#)

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0092224202	17/07/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Submitted	Biological or Plant Products (Non-standard goods)
<input type="checkbox"/>	0092224235	17/07/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Submitted	Biological products (Standard goods)
<input type="checkbox"/>	0092204529	19/04/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Finalised	Biological products (Non-standard goods)
<input type="checkbox"/>	0092227414	26/07/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Draft - Incomplete	Live animals (other than cats or dogs); Live animals (other than cats or dogs)
<input type="checkbox"/>	0092224120	16/07/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Draft - Complete	Biological products (Non-standard goods)
<input type="checkbox"/>	0092204500	19/04/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Accepted	Biological products (Non-standard goods); Biological products (Non-

2.3.1 Status / Progress

- Accepted** Application has been accepted and is ready for assessment.
- Draft – Complete** Application has been completed but not yet submitted.
- Draft – Incomplete** Application has been started but needs further information.
- Finalised** Application has been assessed and an outcome has been sent e.g. import permit granted.
- Submitted** Application has been submitted and is awaiting payment.
- Withdrawn** Application has been withdrawn and cannot be actioned any further.

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

2.4 Copy Delete or Submit an application

<input type="checkbox"/>	0092204542	19/04/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Accepted	Biological products (Non-standard goods)
<input checked="" type="checkbox"/>	0092224050	16/07/2018	Whittaker, Georgina	Cousteau, Porter	New Permit	Accepted	Biological or Plant Products (Non-standard goods)

Please select an action ▼

Transfer To: Select Registered User

[Transfer](#) results per page: 10

[Export Results](#)

Sh 1 2

- Copy Selected Application
- Delete Selected Applications
- Submit Selected Applications

You can also Copy, Delete or Submit your application.

Note: Only Applications in a draft status may be Deleted.

Select the tick box and then the action you wish to perform.