



How do I register for Automatic Entry Processing for Commodities (AEPCOMM)?

This task card describes how to register your account for Automatic Entry Processing for Commodities (AEPCOMM) approved arrangement. Only select this option when you have confirmed that you are an accredited broker under the Automatic Entry Processing for Commodities (AEPCOMM) approved arrangement.

1. Registering for AEPCOMM user access at the time of new account creation

AEPCOMM user access is only available for multiple-user accounts. For instructions about how to register for a new multiple user account, refer to the task card [How do I register for a new multiple user account?](#)

If you have a single user account and require AEPCOMM user access, you can upgrade your account to a multiple-user account. For instructions, refer to the task card [How do I upgrade to a multiple user account?](#)

During registration, under the Account Details section, select the checkbox against **Do you require Automatic Entry Processing for Commodities (AEPCOMM) user access to BICON?**

This will enable an AA Site ID to be entered.

Note: The AA Site ID must be registered and also have a registered AEPCOMM Class.

Once all mandatory fields are completed, click [Next](#)

Registration

Conditions Of Use | Account Type | **Account Details** | Confirm Email | Set Password | Registered

Multiple User Account Details

Please enter the Organisation details.

* Organisation Name: ABN:
* ABN is mandatory for Australian organisations

Customs Broker Licence Number: Nominee Licence Number:
* Licence as provided by the Australian Border Force * Leave blank if Sole Trader

Username

Please enter your email address which will be used as your username for accessing BICON.

* Email: Preferred method of contact:

Automatic Entry Processing for Commodities

Do you require Automatic Entry Processing for Commodities (AEPCOMM) user access to BICON?

* AA Site ID:

Confirm your email and set your password and security questions to complete the registration process.



2. Registering for AEPCOMM user access for an existing multiple-user account

1.1 Login

Log in to your account and select **My Account**.

1.2 My Account

Under the **My Details** heading, select **Go to My Details**.

My Account

Please select from one of the options below to manage your account.

- My Permit Workspace**
Your Permit Workspace allows you to manage existing draft permit applications, check on the status of submitted applications and also to view and manage issued import permits.
[Go to My Permit Workspace](#)
- My Followed Cases**
Lists all import cases which are currently being followed and allows you to remove cases from your followed list.
[Go to My Followed Cases](#)
- My Preferences**
Allows you to change your default settings. They include printing settings as well as providing answers to common questions.
[Go to My Preferences](#)
- My Details**
Allows you to manage/edit your own details. Please note changing your details does not automatically update current permit applications or issued permits.
[Go to My Details](#)
[Set new Secret Answers](#)
- My Contacts**
Contacts details are required to facilitate the permit application process. My Contacts allows you to create new or edit existing contact details.
[Go to Create Exporter/Manufacturer](#)
[Go to Create Importer](#)
[Go to Create Importer Contact](#)
[Go to Manage Contacts](#)
- My Multiple User Account**
This option allows multiple user account administrators to manage details of the organisation or brokerage company, create new users or remove existing users.
[Go to My Multiple User Account](#)

1.3 My Details

Select the checkbox against **Do you require Automatic Entry Processing for Commodities (AEPCOMM) user access to BICON?**

This will enable an AA Site ID to be entered.

Note: The AA Site ID must be registered and also have a registered AEPCOMM Class.



My Details

Allows you to manage/edit your own details. Changing your details does not automatically update current permit applications or issued permits.

Username

Your account email address will be used as your username for accessing BICON. You may nominate a different email for system correspondence to be sent to.

Account email: AEPandCo@notreal.com

Preferred Contact Email: AEPandCo@notreal.com

* If populated, your preferred contact email will be used for system correspondence

[Click here to change your preferred contact email](#)

Preferred method of contact:

Password

[Click here to change your password](#)

Automatic Entry Processing for Commodities

Do you require Automatic Entry Processing for Commodities (AEPCOMM) user access to BICON?

AA Site ID:

Once completed, select [Save & Return](#)