How do I join an existing Multiple User Account?

This task card demonstrates how to change your account settings to upgrade from a single user account, to join an existing multiple user account.

NOTE: All of your existing BICON account information will be transferred including permits, applications and correspondence. Once upgraded you may not return to a single user account.

Log in to BICON

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

Under **My Details** select **Upgrade to a Multiple User Account**.

Join an existing Multiple User Account

You will be presented with a screen that asks you to either select, Upgrade to a Multiple User Account or Join an existing Multiple User Account. Select **Join an existing Multiple User Account.**

Complete the multiple user account details. You will need to include the account administrator's email and select **Submit**.

*NOTE: Brokers wishing to apply for Automatic Entry Processing for Commodities (AEPCOMM) access will need to complete the Automatic Entry Processing for Commodities section. Please refer to the task card - **How do I register for Automatic Entry Processing for Commodities (AEPCOMM)?** for details.*

Confirm Join an Existing Multiple User Account

Check details and select **Confirm**.

Confirm Join an Existing Multiple User Account

Please confirm the details. Once complete, this action cannot be reversed.

Multiple User Account Details

Organisation name	Importers 'R' Us	Account administrator's email	Johndoe@email.com
Nominee licence number			

Automatic Entry Processing for Commodities

Do you require Automatic Entry Processing for Commodities (AEPCOMM) user access to BICON?   No

Work Address

Address line 1	10 Street St	Suburb / Locality	SUBURB
Address line 2		State / Territory	VIC
Address line 3		Post code	2600
Country	Australia		

Cancel   Confirm

TIP: The Administrator of the multiple user account will receive an email with your request to join. Once the administrator accepts your request, you will have access to the multiple user account. You will receive an email alerting you to your acceptance.