



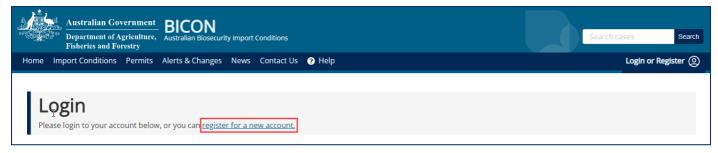
How do I apply for an import permit? (Basic)

This task card demonstrates how to apply for an import permit from a case.

Login to BICON

NOTE: To apply for an import permit you must have a registered BICON account and be logged into that account.

Refer to the series of **Account Registration and Maintenance** task cards found in the **Help** tab to determine which registration type is right for you or your organisation.



Review import conditions

After you have completed a search and identified your case, you can review the import conditions relevant to you commodity. Where an import permit is required, you will see the **Apply now** button at the bottom of the page. Select **Apply now** to commence an import permit application.

To apply for an import permit you must complete an application for Butter and cheese from countries free from foot and mouth disease

Apply Now

Complete import permit application

Review

When applying for a permit BICON allows users to create a new application or add to an existing application. Select **Create New Application.**

Note: The **Add to Existing Application** option is for users who already have a draft application that they want to add this product to. If you wish to add to an existing application please refer to the task card: **How do I** apply for a permit? (Advanced)





Select Contacts

When submitting an Import Permit Application you must identify a number of contacts.

- Applicant is the person applying for the import permit and the contact that will receive automated messages
 when the application status changes. Applicant contact details are automatically populated from the
 registered user account.
- Importer is the person or organisation that owns the permit and whose details will appear on the permit.
- **Importer Contact** details will be used for specific queries relating to the permit types and commodities on this application.

Tip: If you are an invalid importer your details may be the same for all three contact types.

Select an existing contact from the **Select** dropdown or select **Create New** to create a new contact.

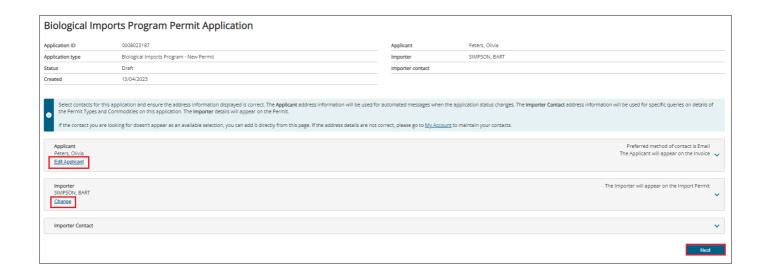


Note: If you are a new BICON user, you will need to select Create New

Tip: You will only be able to select an existing contact if you are a returning user.

Review each contact and select **Edit Applicant** or **Change** if required.

Select **Next** to continue.





Complete Application Form

Manage Permit Types

The **Manage Permit Types** page allows you to view the permit types and commodities you are applying for, an import permit for.

Tip: you can add multiple commodities and permit types to a single application. Select **Add New Permit Type** or **Add Another Commodity**.

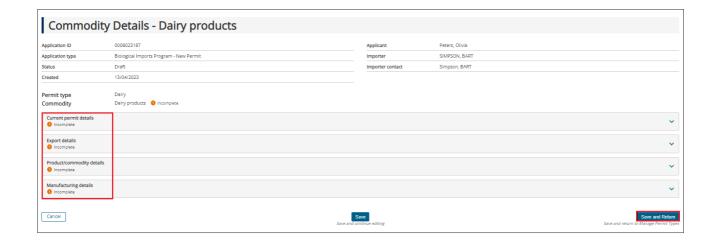
Permit types and commodities will be marked as **Incomplete** until the application form is complete. Select the **Commodity Name** to complete the application form.



Complete Application Form for each Commodity

Select each section heading to access the application form questions. Mandatory questions are marked with a red asterisk.

Complete each question and select Save and Return to return to the Manage Permit Types Page.



Review Permit Type and Commodity

Once you have completed the application form/s, each permit type should be marked as **Complete**.

If you are applying for multiple permit types in a single application, select your issuing preference: **Issue Permits Immediately when Approved** or **Issue Permits Together.**



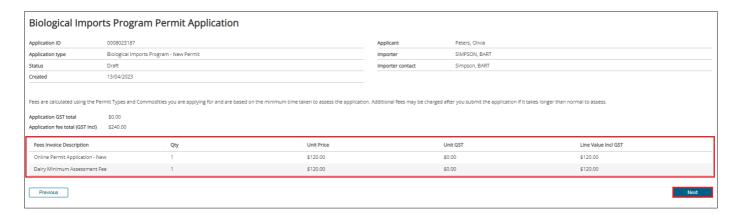
Select Save.

Ensure all permit types and commodities are ready to submit and select Next.



Review Fees

Review the fees and select Next.

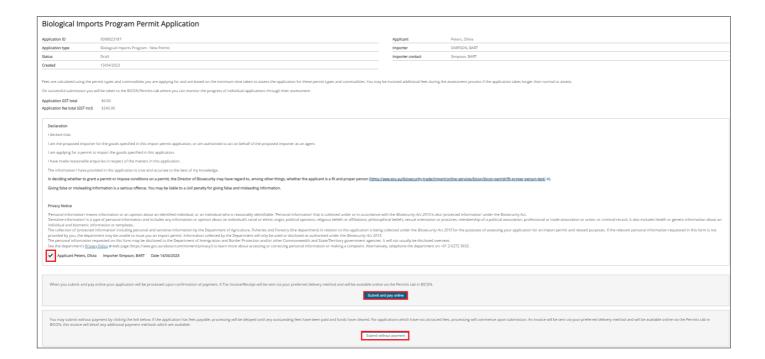


Check Importer Declaration, Pay and Submit

Check Importer Declaration

Complete the Import **Declaration** checkbox and select **Submit & Pay Online**.

Note: If you choose to select **Submit Without Payment**, your application will be submitted but not accepted assessment until full payment is made.



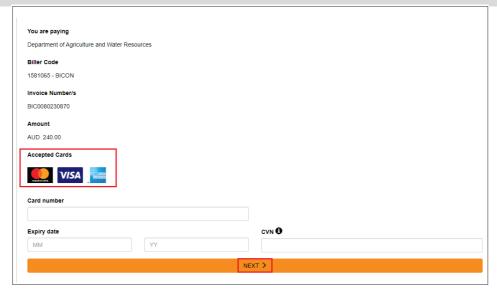
Pay Online

After you complete your application and select **Sumit & Pay Online**, you will be presented with the **BPoint** payment screen to pay online via credit card.

Payment options are displayed.

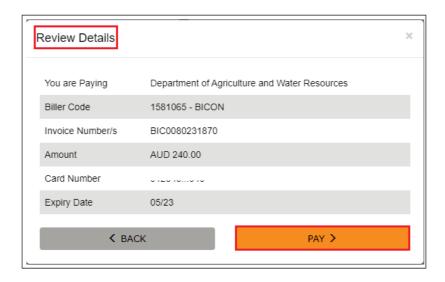






Complete your credit card details and select Next.

Review details screen will be displayed, select PAY.



Your payment will be processed and you will return to the **Permits** tab in your account. Your application is now with the department for processing.

Submitted

Your import permit application is complete.

- Your payment will be processed.
- An invoice will be generated.



Australian Government

Department of Agriculture, Fisheries and Forestry

- Your application will be submitted.
- Your application will be accepted for assessment.

Tip: Please refer to the **How do I manage payments for Permits** task card found in BICON Help for details on other payment methods.

Track Import Permit Application

You will be able to view the submitted permit application in your **Manage Permits** tab of your **My Permit Workspace.**

You will be able to view the invoice in your **Invoices** tab.

