



# How do I view and manage issued Permits?

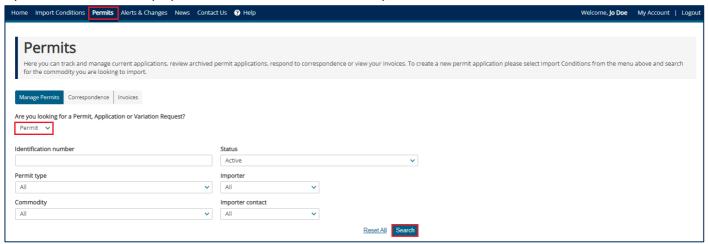
This task card demonstrates how to search for import Permits, export the results, view permit details, view a issued permit, view a permit lifecycle, update expiry notifications and change the default settings.

## **Search Permits**

Login to BICON and select Permits from the top menu bar.

Select Permit from the question drop down menu, then select Search.

By default BICON will display all active Permits associated with your account.



#### **Export Results**

In the Manage Permits tab, you are able to export your results to an Excel (.csv) file. Select Export Results.



You will be able to view your issued Permits including:

- Issue Date
- Expiration Date
- Notification Period
- Permit ID
- Importer

- Importer Contact
- Status (Active, Expired, Suspended, Revoked, Varied)
- Permit Type
- Commodities
- Permit Conditions



Exporting results will create and download a file to your device.

TIP: The export will include all issued permits, whether they are visible on the results page or not.

### **View Permit Details**

Under the Permit ID column, select the permit hyperlink of the permit you wish to view.

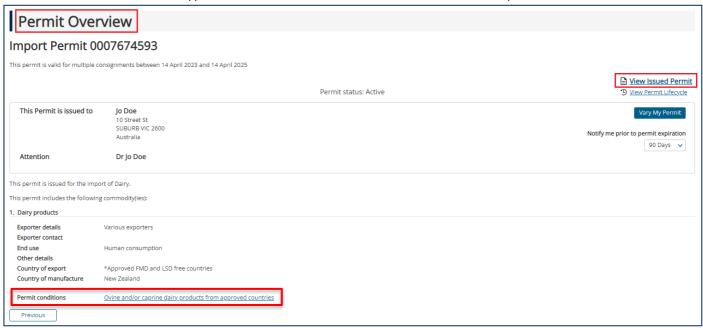
BICON will present the Permit Overview.



#### View Issued Permit

To view the permit, select **View Issued Permit**. It will open the permit in PDF format.

Select the **Permit Conditions** hyperlink to view Permit Conditions for that commodity.



#### View Permit Lifecycle

From the **Permit Overview** screen, you can select **View Permit Lifecycle**, to view the process from Application, through to Import Permit, including any Variation Requests or further processes. If you hover over each process, you will be able to view more details.

If the permit you are viewing is varied, select **Permit (Active)** to see the Active Permit Overview.







Note: Hover over the other links to show work item IDs

Tip: If you would like to vary your Permit refer to the task card – How do I vary my Permit?

# **Update Expiry Notification**

#### **Individual Permit**

You can set an expiry notification for individual permits from the **Permit Overview** page. You will receive an email notification prior to the expiry of the permit. From the drop down menu on the right side of the screen, select either **Don't notify me,** or choose a time, **between 15 to 180 days**, to receive the notification.



Tip: If you would like to update your default preference for permit expiry notifications, refer to the Task Card – **How do I manage My Permit Expiry Notification?**