



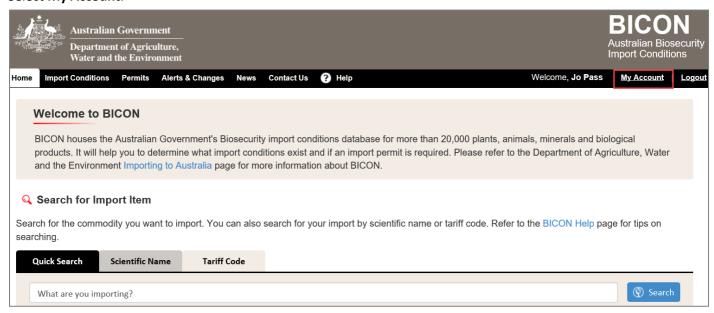
How do I upgrade from a Single User to a Multiple User Account?

This task card demonstrates how to change your account settings. If you have a single user account you can upgrade to a multiple user account in your account details.

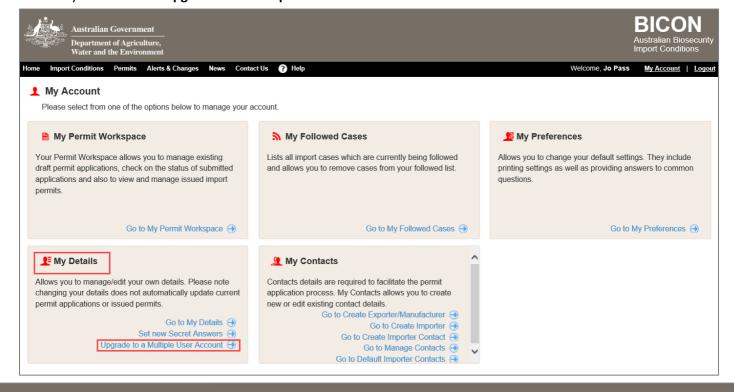
Login to BICON

Login to your BICON account.

Select My Account.



Under My Details select Upgrade to a Multiple User Account.

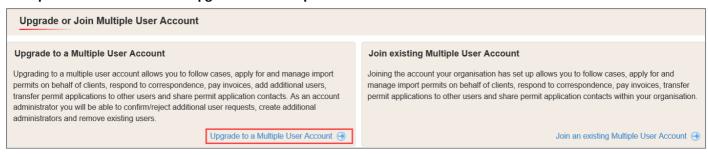






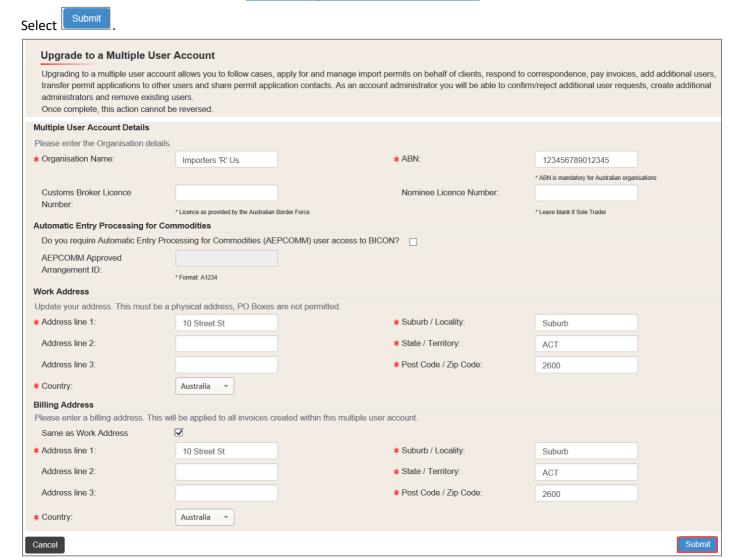
Upgrade to a Multiple User Account

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



Complete the details. * denotes a mandatory field

Brokers wishing to apply for AEPCOMM access will need to complete the **Automatic Entry Processing for Commodities** section. Please refer to <u>How do I register for AEPCOMM access</u> for details.



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.





Confirm Upgrade to a Multiple User Account.





You will now have a Multiple User Account that others can join.

You will be the Administrator of the account.