



Rijkswaterstaat
Ministerie van Infrastructuur en Waterstaat

Date dd-mm-yyyy
Subject Welcome letter with your BICS identity

Dear BICS user,

This letter includes the details of your BICS identity, which you need in order to install and set up the BICS software. Your BICS identity gives you access to the Rijkswaterstaat Message Service as a resource for sending and receiving messages in BICS.

1. Your BICS identity

User name: (‘RWS account’)	«SIAM_Gebruikersnaam»
Reporting ID: (‘7000 number’)	«MeldID»

The BICS software uses the Rijkswaterstaat Message Service, known as HERMES. You require the BICS identity shown above to set up your BICS software for this new message service. This letter provides instructions on how to do this.



Note: If you do not follow the instructions below, you will not be able to report your voyages with BICS.

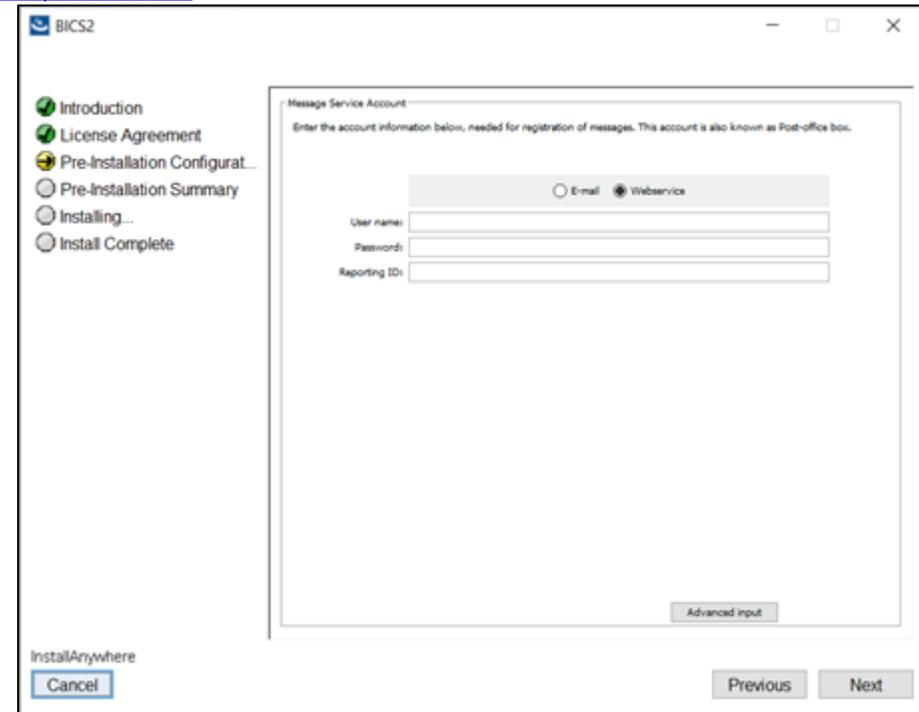
Important: Check the registered details shown below before you start installing the BICS software. If you find any mistakes, please report them to the BICS Helpdesk (helpdesk@bics.nl).

Contact details:		Vessel details:	
E-mail:	«Email»	Vessel name:	«Scheepsnaam»
		Vessel number:	«Scheepsnummer»
	«Taal_Welkomstbrief»	Type of vessel:	«Scheepstype»

2.1 Install the BICS software

The following steps show you how to install the latest version of BICS (if you have already installed BICS, follow the instructions in paragraph 2.2):

1. Download the latest BICS software version from: <https://www.bics.nl/?q=en/node/10000047>
2. Open the downloaded file to start the installation and keep clicking until you are asked for your account details, as shown in the figure below.
3. Activate the *Webservice* radio button in the screen and enter your BICS identity:
 - o User name: Your User Name, as shown at the top of this letter.
 - o Password: The password associated with your user name. If you have forgotten your password, you can reset it via [this link](#)
 - o Reporting ID: Your Reporting ID, as shown at the top of this letter.
4. Click *Next* and enter your contact details;
 - o Party name: The name of the legal entity associated with this account.
 - o Party identification: A 3-letter code of your choice, e.g. your initials.
5. Keep clicking until the BICS software starts installing and wait until installation has been completed.
 - o **Note**: The progress bar may stay at 100% for some time. This indicates that the software is still being installed! Give your computer at least 5 minutes to complete the installation. Only continue when you are informed that installation has been completed.



2.2 What if you have already installed the BICS software?

This paragraph applies only if you are already using the latest version of BICS. If that is the case, you need to change your BICS software settings in order to notify your voyages using your Message Service account. Proceed as follows:

1. Log in to BICS. In the main screen, click *Control* in the top right corner;
2. This opens a menu where you click *System settings* at the top left;
3. In the "Message Service account" box, click *Change*. This opens the screen that you see in the figure.
4. Activate the *Webservice* radio button in this screen. As soon as you do so, a number of empty fields will be displayed:
 - o In the User name field, enter your user name as shown at the top of this letter.

- In the Password field, enter the password associated with your user name. If you have forgotten your password, you can reset it via [this link](#)
 - In Sender identification and EDI mailbox number, enter your Reporting ID as stated at the top of this letter
5. After entering the above information, click *Save* at the bottom of this screen.

3. Starting up and logging in to the BICS software

1. Following successful installation, you can start up BICS by clicking the shortcut on your desktop. If no shortcut is displayed, you can use the address <http://localhost:80> or <http://localhost> in your browser;
2. As soon as BICS has opened on your screen, you can log in with User name: bics2, and Password: bics2.
3. After you have logged in, your reference data (shown under "Updates") has to update itself first to the most recent version. This happens automatically, but takes a few minutes.
4. **Note:** Before you can start notifying your voyages, you must first add a vessel. Proceed as follows:
 - In the main screen, click *Administration Panel* in the top right corner;
 - This opens a menu where you click *Hulls*;
 - Now click *Add New Hull*. This opens a new screen;

- You enter your vessel's information in this screen (all the dimensions of the vessel, accurate to one centimetre, according to the tonnage certificate);
 - After entering your vessel, you click *Save* at the bottom of this screen.
5. You are now ready to notify your voyages with BICS!

For additional information on using BICS, please go to <https://www.bics.nl/?q=en/node/100000094>.

If you have any further questions during or after the installation of BICS, please contact the BICS Helpdesk or refer to <https://www.bics.nl/?q=en>. The Helpdesk contact details can be found at the bottom of this letter.

Contact details for the BICS Helpdesk

Website: <https://www.bics.nl/?q=en>

Telephone: +31 (0)88-2022600

E-mail: helpdesk@bics.nl

Opening hours: *Mondays to Fridays inclusive, from 9am to 5pm*



We hope you enjoy using BICS!