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

Dear BICS user,

This letter provides you with the details of your BICS identity that you need to install the new BICS software. The account allows you to access the Rijkswaterstaat Message Service, which allows you to use BICS to send and receive messages.

1. Your BICS identity

User name: ('RWS account')	**«Username»**
Reporting ID: ('7000 number')	**«Reporting ID»**

From version 5.5.0 onwards, the BICS software starts communicating in a different way with the revamped Message service, namely via what is known as a 'Webservice'. The BICS identity shown applies for the configuration for this new way of communicating. In this letter, we will explain how you have to do this. **Do not forget!** Do this as soon as possible. It is not possible to report your journeys via BICS without following the instructions below.

Important: Check the registered details set out below before you start installing the BICS software. If you find an error then please report this to the BICS Helpdesk (helpdesk@bics.nl).

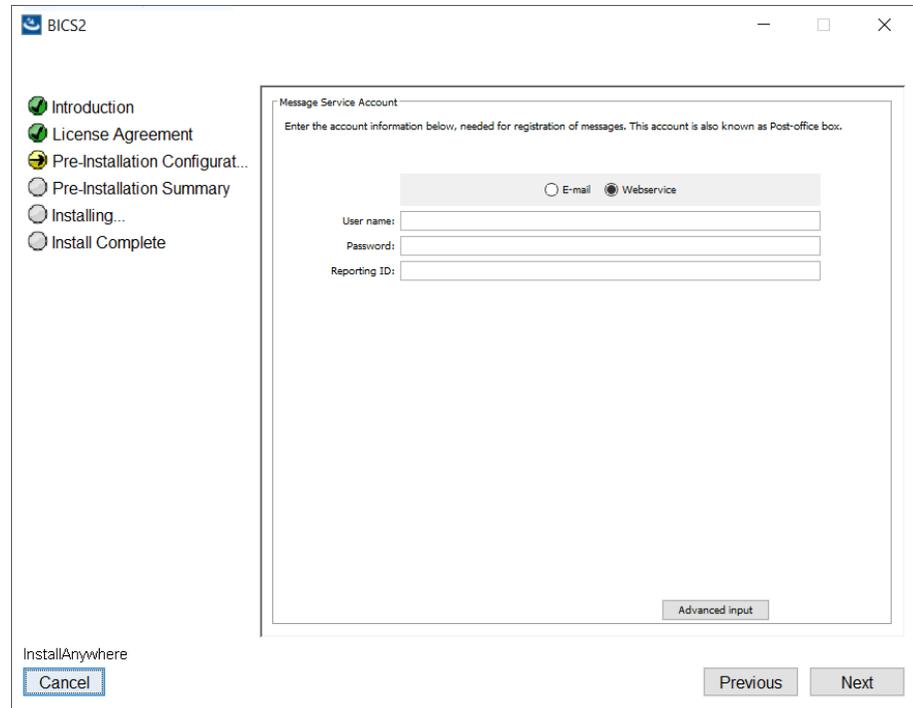| Contact details:		Ship's details:	
E-mail:	«Email»	Ship's name:	«Shipname»
		Ship's number:	«Shipnumber»
	«Welcome letter language»	Type of vessel:	«Shiptype»

2.1 Installing the BICS software
The steps below indicate how to install the latest version of BICS (if you have already installed BICS, continue with section 2.2):
1. Download the BICS software from: https://www.bics.nl/?q=en/node/100000047

2. Open the downloaded file to start the installation and keep clicking until you are asked for account details, as you can see from the illustration below.
3. Select *Webservice* and enter your account details that are stated at the top of this letter:
   o <u>User name:</u> Your User name
   o <u>Password:</u> The password for your RWS account. If you have forgotten your password then you can reset it via this link
   o <u>Reporting ID:</u> Your Reporting ID
4. In the next screen, fill in your contact details;
   o <u>Party name</u>: The name of the legal entity for this account
   o <u>Party identification</u>: A self-chosen 3-letter code, e.g. your initials
5. Keep clicking until the BICS software starts installing and wait until installation has been completed.
   o The progress bar may hang at 100%. However, the installation will still be installing during that time! Therefore, give your computer at least 5 minutes to complete the installation. When you see that the installation is complete, you can proceed.

2.2 What if you have already installed the BICS software?
This section only applies if you have already started using version 5.6.2 of the BICS software (Note: go to the heading *Updates* on BICS's homepage to see which software version you are using). In this case, you have to configure the software, to be able to use the new electronic reporting method. You do this as follows:
1. Log into BICS. In the main screen, you click on *Settings* in the top right corner;
2. You then click on *System settings* in the top left of the menu that has just opened;
3. In the box 'Message Service account', you click on *Change*. This opens the screen that you see in the illustration.
4. In this screen, you select 'Webservice'. As soon as you do this, a number of empty fields will be displayed:
   o At <u>User name</u> you fill in your RWS account's user name that is stated at the top of this letter

- At <u>Password</u> you fill in the password for your RWS account. If you have forgotten your password then you can reset it via [this link](#)
- At <u>Sender identification</u> and <u>EDI mailbox number</u> you fill in your Reporting ID that is stated at the top of this letter

5. After filling in the above information, you click on *Save* at the bottom of this screen.

Message service account

Link:	○ Email ● Webservice
Username:	
Password:	Unchanged
Webservice endpoint:	demo
Email return address:	demo@demo
Sender identification (for ERI messages):	7000xxxxx
EDI mailbox number:	7000xxxxx
Party identification (for ERI messages):	
Party name (for ERI messages):	
Street:	
Zip code:	
City:	
Country:	🔍
Allow forwarding:	☑ ERINOT ☑ ERIVOY ☑ PAXLST ☑ BERMAN

✕ Cancel   💾 Save

3. Starting up and logging into the BICS software
1. Following successful installation, you can start BICS up by clicking the shortcut on your desktop. If no such shortcut is displayed then you use the address http://localhost:80 orhttp://localhost in your browser;
2. As soon as BICS has opened, you can login using <u>User name</u>: bics2, and <u>Password</u>: bics2.
3. After you have logged in, your reference data (can be found under the heading "Updates") must first update itself to the most recent version. This happens automatically, but takes a few minutes.
4. Note: Before you can start reporting your voyages, you must first add a hull. Here's how to do this:
   - In the main screen, click on *Administration Panel* at the top right;

- o   Click on *Hulls* in the menu that has just opened;
- o   Click on *Add New Hull*. This opens a new screen;
- o   In this screen you fill in the information of your ship (all dimensions of the ship are accurate to the centimetre, in accordance with the measurement certificate);
- o   After entering your ship, click on *Save* at the bottom of this screen.
5.   You are now ready to report 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 more questions during or after the installation of the BICS software, please contact the BICS Helpdesk or take a look at 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 9.00 a.m. to 5.00 p.m. CET*

Enjoy using BICS and the new electronic reporting method!