



Date

BICS Welcome Letter

Dear BICS user,

In this Welcome Letter, you will receive your BICS account details, which are necessary to access BICS. Additionally, this Welcome letter contains instructions for installing and configuring BICS on your computer.

Receiving this Welcome Letter confirms that your BICS account has been created and is ready to be utilized.

1. Your BICS Account Information

The below BICS account details are required for the configuration of BICS. Keep these details handy and store them securely. You may need these details later.

USER NAME: (<i>"RWS account"/"Lock Planning account"/"Waterway Information account"</i>)	<< >>
PASSWORD: (recover now)	<Use the password associated with your user name>
REPORTING IDENTIFICATION: (<i>"7000 number"</i>)	<< >>

Please verify the registered information below before using BICS. If you notice any errors, please report them to the [BICS helpdesk](#).

Ship name: << >>
Ship number: << >>
Ship type: << >>

2. Installing BICS

1. Download the latest version of BICS from www.bics.nl/en/node/v6.
2. Open the downloaded file to initiate the installer.
 - o Note: macOS (Apple) users should open the installer by holding down the "control"/"cmd" (⌘) key and then clicking "Open."
 - o Note: If you have BICS version 5.6.8 or higher already installed on your device, you do not need to uninstall it to install the latest version of BICS.
3. Follow the instructions in the installer and click through until BICS begins the installation.
 - o The progress bar may appear to stall at some point. BICS is actively installing during this period, so give your computer a few minutes to complete the installation.
4. Once you see that the installation is complete, you can proceed to Chapter 3.

3. Launching and Configuring BICS

After the installation of BICS is complete, you can launch BICS using the shortcut placed on your desktop. If this shortcut is not present, you can also start BICS by opening <http://localhost:80> in your browser.

1. When BICS opens, log in with the default credentials: User name *bics2* and Password *bics2*
2. You will then be guided through the "First-use Wizard" in five steps to configure BICS on your computer. If you have a previous version of BICS installed on your computer, steps 1 to 3 will be automatically skipped.
 - o Step 1: In this step, BICS is downloading the latest reference data. This step completes automatically.
 - o Step 2: In this step, you can choose to install BICS in demo mode. For normal use of BICS, select "No" here.
 - o Step 3: In this step, you can choose to import a backup. Choose "Skip" if you do not want to use a backup.
 - o Step 4: In this step, enter your BICS account details. Your BICS account details are mentioned at the top of this letter. Also, add a sender address by clicking "Add sender to message".
 - In the "Organization" field, enter the name of the legal entity associated with this BICS account.
 - In the "Identification" field, enter a self-chosen 3-letter code, such as your initials. A suggestion will be automatically shown after filling in the Organization field.
 - o Step 5: In this step, enter the details of at least one ship. Click on "+ Hull" and fill in the required information according to the measurement certificate.
 - Note: Providing incorrect ship information can hinder the smooth progress of your journey.
3. Click "Finish" to complete the First-use Wizard. Your BICS is now ready for use.

For additional BICS usage information, you can visit www.bics.nl/en/node/information.

If you have any questions during or after the installation of BICS, please contact the [BICS helpdesk](#).

4. BICS Helpdesk

Website: www.bics.nl/en
Phone: +31 88 20 22 600
Email: helpdesk@bics.nl
Opening Hours: Monday to Friday from 9:00 AM to 5:00 PM

