



Rijkswaterstaat
Ministry of Infrastructure
and Water Management

BICS Welcome Letter

Date: -
Subject: Your details and instructions for starting to use BICS

Dear Sir/Madam,

Your Reporting ID for BICS has been created and is ready for use. In this Welcome Letter, you will find your details and further instructions for installing and configuring BICS.

Your details

The information below is required for configuring BICS. Please note: keep this information readily available and store it securely. You may need it again later. Please verify this information before using BICS. If you find any errors, please report them to the BICS helpdesk.

User Name ("*Rijkswaterstaat Inland Shipping Account*")

<Rijkswaterstaat Inland Shipping Account >

Password ([reset now](#))

<Use your Rijkswaterstaat Inland Shipping Account password>

Reporting ID

<BICS Reporting ID>

Ship Name

<Ship Name>

Ship Number

<Ship Number>

Ship Type

<Ship Type>

Installing BICS

Follow these steps to install BICS on your device:

1. Download the latest version of BICS via: www.bics.nl/en/node/v6.
2. Open the downloaded file to start the installation.
3. Follow the instructions in the installer and complete the installation.

Starting and configuring BICS

After installing BICS, follow these steps to complete the configuration:

1. Open BICS via the shortcut on your desktop or open <http://localhost:80> in your browser.
2. Log in with the default login credentials: username *bics2* and password *bics2*.
3. Follow the five steps in the First-use Wizard:
 - Step 1: BICS downloads the latest reference data. This step completes automatically.
 - Step 2: Choose whether to install BICS in demo mode. For normal use, select "No."
 - Step 3: Choose whether to import a backup. Select "Skip" if you do not want to use a backup.
 - Step 4: Enter your information as listed in this email. Then add a message sender by clicking "Add sender to message."
 - In the "Organization" field, enter the name of the legal entity (the holder) of these details.
 - In the "Identification" field, enter a self-chosen 3-letter code, for example, your initials.
 - Step 5: Enter the details of at least one ship. Click "+ Hull" and fill in the required details according to the measurement certificate.
 - Please note: Providing incorrect ship information can hinder the smooth progress of your voyage.
4. Click "Finish" to complete the First-use Wizard. Your BICS is now ready for use.

For more information about using BICS, visit www.bics.nl/en/node/information.

Support (BICS helpdesk)

Website	www.bics.nl/en
Phone	+31 (0) 88 - 20 22 600
Email	helpdesk@bics.nl
Opening hours	Monday to Friday from 9:00 AM to 5:00 PM

