

# Welcome to the Mackay Airport Ground Transport Rideshare Driver Guide for using ParkCharge

ParkCharge is an online self management tool which allows Rideshare Drivers to sign up to gain access to the Mackay Airport Ground Transport Areas.

Once approved, you can self manage and check your account balance, download usage history and generate statements.

#### To sign up please have ready:

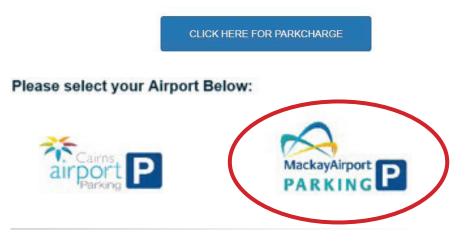
- A valid credit card/Visa Debit Card with funds available on the card if you do not have a credit card/ Visa debit card you can use a prepaid card that can be purchased from retailers or banks of your choice.
- A 2<sup>nd</sup> email address that must be different to the one that you used for your Licensee Account.

## **Registering as a New Rideshare Driver**



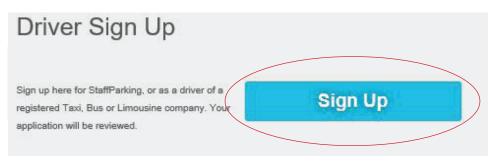
#### Step 1.

To begin the Rideshare Driver registration process, go to the following link: https://www.mackayairport.com.au/gtppu and select Click Here For ParkCharge then select Mackay Airport.



## Step 2.

Click on the Sign Up button next to the Driver Sign Up to continue registering.



## Step 3.

Click the **Select Driver Type** dropdown menu and select **Commercial Vehicle Operator.** 

1 Personal Details	
Commercial Vehicle Operator	$\sim$
Select Driver Type Taxi Driver Staff Parker	
Commercial Vehicle Operator	

## Step 4.

Click the **Name of your company** dropdown menu and select **Your Company.** 

Select the Name of your Company from the drop-down list below:

Select your company



#### Step 5.

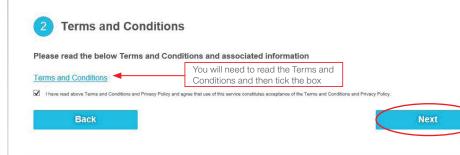
Fill in your personal details. Fields marked with an asterisk (\*) are mandatory. Please note that any pre-populated fields with predictive text need to be typed over as these are just examples. **The email address that you use here in the Personal Details section of your Driver Account <u>must be a different e-mail address</u> to the one that you used for your Licensee Account.** Once complete, click **Next.** 

Taxi Driver 🗸		$\sim$		
Select the Name of your Co	mpany from the drop-down list	below:		
CAPL TEST $\checkmark$		$\sim$		
Your Details				
First Name *	Surname *	Mobile *	Email Address * Note: will b used as the Login Usernam	
	CAPL TEST		If you only have one phone number type the same number into both boxes	
Driver Authorisation Trading As Accreditation Number *			D DOTH DOXES	
ABN *	ACN	Phone Number *	Position	
ABN -		If you do not have	e an ABN type <b>0000</b>	
Your Address Details		in you do not nave		
		Address Line 2		
Your Address Details			~	

## Step 6.

Click on the **Terms and Conditions** and select the **Terms and Conditions Applicable to your Driver Type** and please read them before continuing.

Once you have read and agreed to the Terms and Conditions, check the tick box accordingly and click **Next** to proceed.





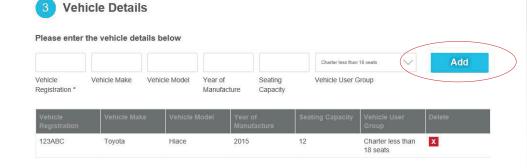
#### Step 7.

Fill in your vehicle details. Fields marked with an asterisk (\*) are mandatory. Once complete, click **Add and then Next.** 



# Please enter the vehicle details below Charter less than 10 seals Add Vehicle Vehicle Make Vehicle Model Year of Seating Vehicle User Group Vehicle Vehicle Make Vehicle Model Year of Seating Capacity Vehicle User Delete Vehicle Vehicle Make Vehicle Model Year of Seating Capacity Vehicle User Delete Back Next

If you have more than 1 vehicle, click Add and continue to add all your vehicles. Once complete, click **Next.** 



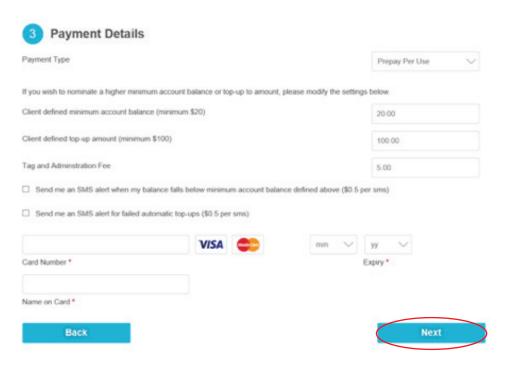
#### Step 8.

You will now be directed to the **payment details page.** 

The minimum account balance and the minimum auto top up is pre-set to \$20.00, you can increase the minimum amount account balance and top up if you wish.

You can also opt in to receive an SMS when your account falls below your minimum amount account balance. There is a **charge to you** of \$0.18 payable per sms sent.

Insert your payment details and preferences, click Next to proceed



#### Step 9.

#### Please ensure that all application details are **complete and correct**.

Click **Submit** to send your application off to the Mackay Airport Ground Transport Team. Allow up to 3 business days for Mackay Airport to process your application.



Please review your details below. If you are submitting a new application, please click Submit to complete your registration and you will receive an email to confirm your registration. If you are modifying your existing account information details, please click Submit to save your changes. No email confirmation will be sent.

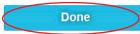
Driver Type	Taxi Driver	Payment Type	Prepay Per Use
Company Name	Cairns Taxi	Card Number	456456644
Email Address	test@test.com	Expiry Date	0120
First Name	Bob	Total Due Amount	\$105.00
Surname	Smith		
Mobile	0411565587		
Phone Number	264587654		
Address	1 Airport, Cairns, QLD 4870		
Licence Number	12365		
Driver Authorisation	15645		
Trading As	Cairns Taxi		
Position			
ABN	18 132 228 221		
ACN	132 228 221		





#### Thank you!

Your application has been submitted for approval. You will be notified when your application progresses.





#### Step 10.

An email will be sent to the email address that you registered with in the Driver Sign Up process. The email will confirm that your application has been submitted and it will contain an automatically generated password for you to log into your Driver account once it is approved.

If your application is successful an email will be sent to the email address that you registered with in the Drive Sign Up process advising you that your application to operate at Mackay Airport has been approved. This email also contains the instructions for collection of your access card.

You can collect your access card from the Car Park Service Kiosk (located in the Terminal) Monday to Friday 10:00am - 1:00pm and 2:00pm - 5:00pm and Saturday and Sunday 8:00am - 12:00pm.

Once your account has been approved, your payment method will be debited the minimum auto top up fee of \$20.00. This fee will be transferred to your access account.

# Logging Into Your Account / Managing Your Account



Once your account is approved you will be able to log into your account. The log in link is **https://www.mackayairport.com.au/gtppu** 

#### Click on 'CLICK HERE FOR PARKCHARGE'

When you log in for the first time you will need to change your password.

Your **user name** is the email address that you registered with.

Your **password** (this is the automatically generated password that was included in the email you received advising you that your application had been submitted)

Once you **change your password** the system will take you back to the log in screen where you can log in using your registered e-mail address and your new password. You will now be able to log in and manage your account.

Once you log into your ParkCharge profile you have the options to manage your account:



Instant Top Up allows you to use a Credit Card to top up your account for an amount you choose, you can also view you current account balance.

**Statement** allows you to print out activity staments on your account. This will include any time your account is topped up and when your access card is used in the Ground Transport Areas at Mackay Airport.

If you have any questions, please contact the Mackay Airport Ground Transport Team via email at: gt@mackayairport.com.au