



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

ParkCharge is an online self management tool which allows users to sign up as a Licensee of Mackay Airport.

ParkCharge allows your drivers to operate under your License to gain access to the Mackay Airport Ground Transport Areas.

### To sign up please have ready:

- 2 x different email addresses (1 x email address for your Licensee Account and 1 x email address for you Driver Account)
- A copy of your vehicle insurance saved on your computer, tablet or phone - this can be a scanned copy or if you do not have a scanner a clear photo of the vehicle insurance is also ok.

# Registering as a New Ground Transport Rideshare Licensee



## Step 1.

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

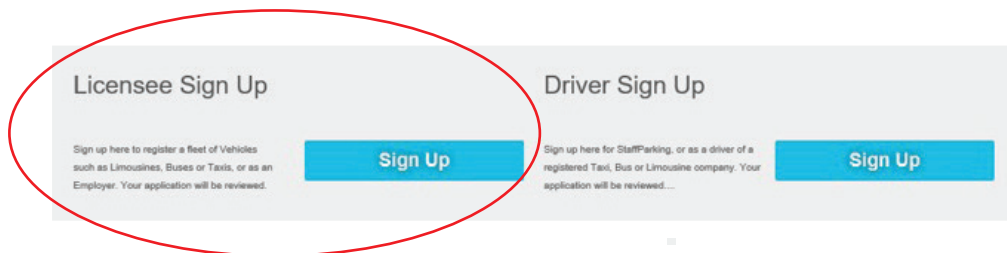


Please select your Airport Below:



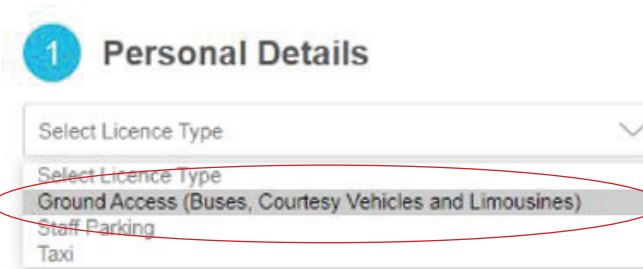
## Step 2.

Click on the **Sign Up** button next to the Licensee Sign Up to continue registering.



## Step 3.

Click the **Select Licence Type** dropdown menu and select **Ground Access (Buses, Courtesy Vehicles and Limousines)**



## Step 4.

Fill in your Licensee details as appropriate. Fields marked with an asterisk (\*) are mandatory. Once complete, click **Next**.

**1 Personal Details**

Tax

**Your Company Details**

Company Name \*  ABN  ACN

Trading As \*  Transport Accreditation Number  Insurance Policy Number  Insurance Policy Expiry Date

**Your Contact Details**

Contact First Name \*  Contact Surname \*  Mobile \*  Phone Number \*

Position \*  Email Address \* Note: will be used as the Login Username

Contact Phone Number for Accounts  Contact Email Address for Invoices  Contact Email Address for Statements

**Your Address Details**

Address Line 1 \*  Address Line 2

Suburb \*  Postcode \*  State \*

**Your Billing Address Details**  Same as the Above

Address Line 1 \*  Address Line 2

Suburb \*  Postcode \*  State \*

If you only have one phone number type the same number into both boxes

## Step 5.

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.

**2 Terms and Conditions**

Please read the below Terms and Conditions and associated information

[Terms and Conditions](#)  You will need to read the Terms and Conditions and then tick the box

I have read above Terms and Conditions and Privacy Policy and agree that use of this service constitutes acceptance of the Terms and Conditions and Privacy Policy.

## Step 6.

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

You can upload a copy of your Insurance Policy by clicking on the **Upload** button.

Click **Submit** to send your application off to the Mackay Airport Ground Transport Team.

## Step 7.

**Thank you!**

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

Done

### 3 Submit 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.

Licence Type	Taxi	First Name	Test
Company Name	CAPL TEST	Surname	Smith
Email Address	test@tester1.com.au	Mobile	0455655874
ABN	654	Phone Number	0411615658
ACN	65465	Position	Mr Test
Trading As	CAPL TEST	Accounts Contact	
Accreditation Number	546456	Email for Invoices	
Address	1airport, Cairns, QLD 4868	Email for Statements	
Insurance Policy No.	6546	Billing Address	1airport, Cairns, QLD 4868
Insurance Expiry	29/01/2019		

Please upload a copy of your Insurance Policy

Upload

Back

Submit

# Logging Into Your Account / Managing Your Account



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

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 into you Licensee ParkCharge Account.**

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