



Welcome to the Cairns Airport Ground Transport Driver Guide for using ParkCharge

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

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

Registering as a New Ground Transport Driver

Step 1.

To begin the Ground Transport Driver registration process, go to the following link: <https://www.cairnsairport.com.au/gtppu> and select **click here for ParkCharge** then select **Cairns Airport**.



Please select your Airport Below:



Step 2.

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

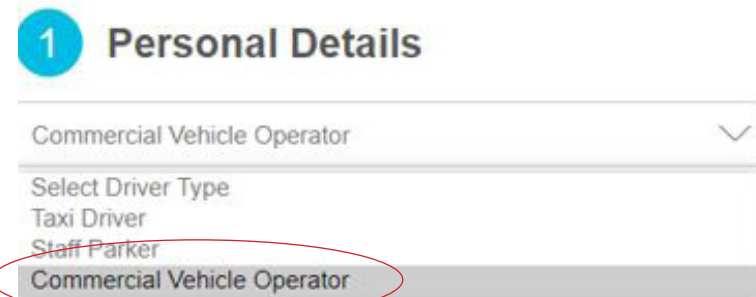
Driver Sign Up

Sign up here for StaffParking, or as a driver of a registered Taxi, Bus or Limousine company. Your application will be reviewed.



Step 3.

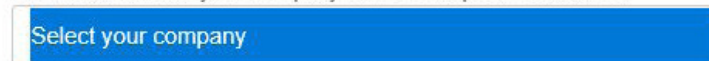
Click the **Select Driver Type** dropdown menu and select **Commercial Vehicle Operator**.



Step 4.

Click the **Select your company** dropdown menu and select **the company you drive for**.

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



Step 5.

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

1 Personal Details

Taxi Driver

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

Your Details

First Name * Surname * Mobile * Email Address * Note: will be used as the Login Username

Driver Authorisation Accreditation Number * Trading As

ABN * ACN Phone Number * Position

Your Address Details

Address Line 1 * Address Line 2

Suburb * Postcode * State *

Yes, please keep me updated with news, events and offers

Back **Next**

Annotations:
- Red box: "If you only have one phone number type the same number into both boxes" with arrows pointing to the Mobile and Phone Number fields.
- Red box: "If you do not have an ABN type 0000" with an arrow pointing to the ABN field.

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.

2 Terms and Conditions

Please read the below **Terms and Conditions and associated information**

[Terms and Conditions](#)

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.

Back **Next**

Annotations:
- Red box: "You will need to read the Terms and Conditions and then tick the box" with an arrow pointing to the "Terms and Conditions" link.
- Red oval: around the "Next" button.

Step 7.

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

3 Vehicle Details

Please enter the vehicle details below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Charter less than 18 seats	▼	Add
Vehicle Registration *	Vehicle Make	Vehicle Model	Year of Manufacture	Seating Capacity	Vehicle User Group		

Vehicle Registration	Vehicle Make	Vehicle Model	Year of Manufacture	Seating Capacity	Vehicle User Group	Delete
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Back

Next

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

3 Vehicle Details

Please enter the vehicle details below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Charter less than 18 seats	▼	Add
Vehicle Registration *	Vehicle Make	Vehicle Model	Year of Manufacture	Seating Capacity	Vehicle User Group		

Vehicle Registration	Vehicle Make	Vehicle Model	Year of Manufacture	Seating Capacity	Vehicle User Group	Delete
123ABC	Toyota	Hiace	2015	12	Charter less than 18 seats	x

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

3 Payment Details

Payment Type Prepay Per Use ▼

If you wish to nominate a higher minimum account balance or top-up to amount, please modify the settings below.

Client defined minimum account balance (minimum \$20) 20.00

Client defined top-up amount (minimum \$100) 100.00

Tag and Administration Fee 5.00

Send me an SMS alert when my balance falls below minimum account balance defined above (\$0.5 per sms)

Send me an SMS alert for failed automatic top-ups (\$0.5 per sms)

  mm ▼ yy ▼

Card Number * Expiry *

Name on Card *

Back

Next

Step 9.

Please ensure that all application details are complete and correct.

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

Allow up to 3 business days for Cairns Airport to process your application.

4 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.

Driver Type	Taxi Driver	Payment Type	Prepay Per Use
Company Name	Cairns Taxi	Card Number	456456.....644
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		

Back

Submit

Thank you!

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

Done

Step 10.

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.

If your application is successful an email will be sent to the email address that you registered with advising you that your application to operate at Cairns 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 at Cairns Airport between 9.00am and 4.00pm Monday to Friday.

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.cairnsairport.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 Cairns Airport.

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

