



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

ParkCharge is an online self management tool which allows users to sign up as a Licensee of Cairns Airport. ParkCharge allows your drivers to operate under your License to gain access to the Cairns Airport Ground Transport Areas.

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

# Registering as a New Ground Transport Licensee

## Step 1.

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

CLICK HERE FOR PARKCHARGE

Please select your Airport Below:



## Step 2.

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

Licensee Sign Up

Sign up here to register a fleet of Vehicles such as Limousines, Buses or Taxis, or as an Employer. Your application will be reviewed.

Sign Up

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...

Sign Up

## Step 3.

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

### 1 Personal Details

Select Licence Type

Select Licence Type

Ground Access (Buses, Courtesy Vehicles and Limousines)

Staff Parking

Taxi

## 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**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Company Name *</small>	<small>ABN</small>	<small>ACN</small>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Trading As *</small>	<small>Transport Accreditation Number</small>	<small>Insurance Policy Number</small>
		<small>Insurance Policy Expiry Date</small>

**Your Contact Details**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Contact First Name *</small>	<small>Contact Surname *</small>	<small>Mobile *</small>	<small>Phone Number *</small>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<small>Position *</small>	<small>Email Address * Note: will be used as the Login Username</small>		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<small>Contact Phone Number for Accounts</small>	<small>Contact Email Address for Invoices</small>	<small>Contact Email Address for Statements</small>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

**Your Address Details**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Address Line 1 *</small>	<small>Address Line 2</small>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Suburb *</small>	<small>Postcode *</small>
	<small>State *</small>
	<input style="width: 95%;" type="text"/>

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

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Address Line 1 *</small>	<small>Address Line 2</small>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<small>Suburb *</small>	<small>Postcode *</small>
	<small>State *</small>
	<input style="width: 95%;" type="text"/>

Back

Next

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

## Step 5.

Please 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.

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Next

## 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 Cairns Airport Ground Transport Team.

### 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

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Submit

## Step 7.

**Thank you!**

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

Done

# 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.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 to ParkCharge to endorse and manage drivers under your Licensee account.**

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

# Adding New Drivers



## Step 1.

Once you login, you will have options to manage your account.

To manage the Drivers/Vehicles assigned to your account, click **Driver List** in the top navigation bar.

## Step 2.

Here you can view the status and details of the Drivers/Vehicles assigned to your account. These statuses are explained below in further detail.

**SUBMITTED** - Driver/Vehicles require endorsement from the Licensee.

**ENDORSED** - Driver/Vehicles have been endorsed by the Licensee to operate under the Licensees Licence.

**REJECTED** - The Driver/Vehicle account has not fulfilled the requirements of the signup process and has been rejected to allow the Driver/Vehicle to fulfil the requirements of the signup process.

**APPROVED** - Driver/Vehicle has been approved by Cairns Airport to access Ground Transport Areas.

**HOLD**- Driver/Vehicle is currently on hold and is unable to access Ground Transport Areas until they update their personal details on their account.

**SUSPENDED** - Driver/Vehicle has been suspended and is unable to access Ground Transport Areas due to a breach of Ground Transport rules and regulations.

**CLOSED** - Driver/Vehicle no longer requires access to Ground Transport Areas.

