Welcome to the Cairns 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 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 Rideshare Driver

Step 1.

To begin the Rideshare Driver registration process, go to the following link: **https://www.cairnsairport.com.au/gtppu** and select **Click Here For ParkCharge** then select **Cairns Airport.**
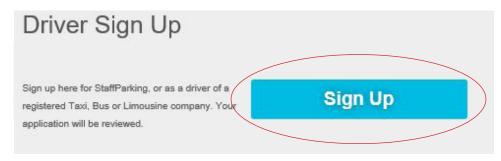
CLICK HERE FOR PARKCHARGE

Please select your Airport Below:

Step 2.

Click on the **Sign Up** button next to the 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.

Sign Up

Step 3.

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

1 **Personal Details**

Commercial Vehicle Operator

Select Driver Type
Taxi Driver
Staff Parker
Commercial Vehicle Operator

Step 4.

Click the **Select your company** dropdown menu and select **Sole Trader Ride Share Operator**

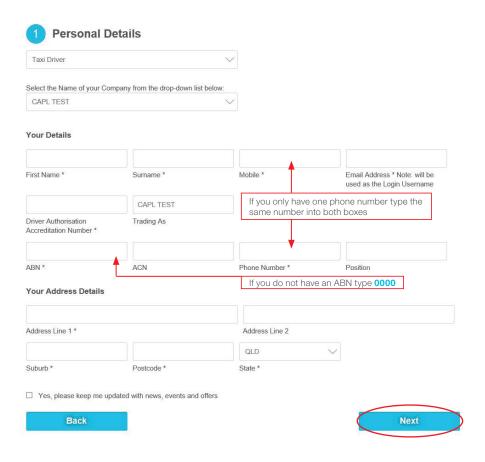Select the Name of your Company from the drop-down list below:

Select your company

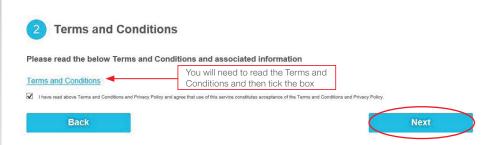Select your company
Sole Trader Ride Share Operator

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. Once complete, click **Next.**

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

If you do not have an ABN type **0000**

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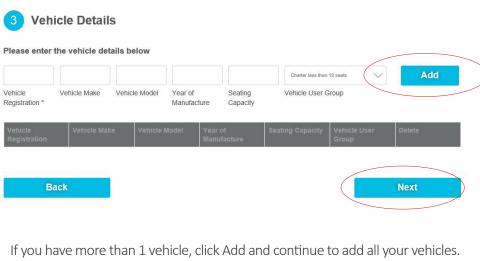
Once you have read and agreed to the Terms and Conditions, check the tick box accordingly and click **Next** to proceed.

You will need to read the Terms and Conditions and then tick the box

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

| Vehicle Registration * | Vehicle Make | Vehicle Model | Year of Manufacture | Seating Capacity | Charter less than 18 seats ⌄ | Add |

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

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

| Vehicle Registration * | Vehicle Make | Vehicle Model | Year of Manufacture | Seating Capacity | Charter less than 18 seats ⌄ | Add |

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 Adminstration 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)

[   ] VISA MasterCard   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.

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 acess 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