

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

ParkCharge is an online self management tool which allows Taxi 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 Taxi User



Step 1.

To begin the Taxi User registration process, go to the following link:

https://www.cairnsairport.com.au/taxis

then select Cairns Airport.

Please select your Airport Below:





Step 2.

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



Step 3.

Click the **Select Driver Type** dropdown menu and select **Taxi Driver**.



Step 4.

Click the **Select your company** dropdown menu and select **Cairns Taxis Limited**.

Select the Name of your Company from the drop down list below.

(Don't see your company? They may not yet be registered. Please refer back to your company)

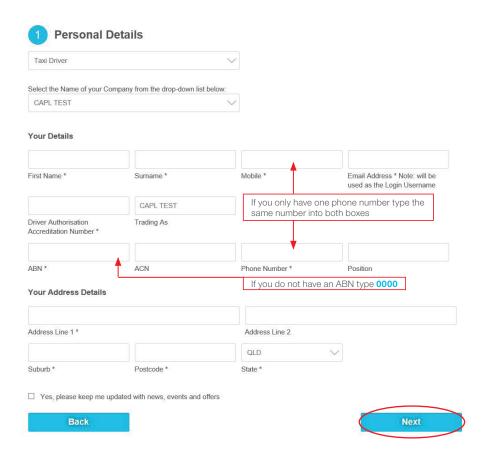
Select your company.





Step 5.

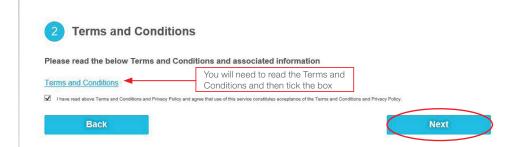
Fill in your personal details. Fields marked with an asterisk (*) are mandatory. Once complete, click **Next**.



Step 6.

Click on the **Terms and Conditions** and read them before continuing.

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





Step 7.

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 of \$0.18 payable per sms sent.

Insert your payment details and preferences, click **Next** to proceed.

Payment Type			Prepay Per Use	~
			110001101000	- 100
f you wish to nominate a higher minin	num account balance or top-up to amo	unt, 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 t	balance falls below minimum account b	valance defined above (\$0.5 pe	er sms)	
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Step 8.

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 Taxis and Cairns 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
Company Name	Cairns Taxi
Email Address	test@test.com
First Name	Bob
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

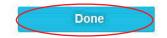
Payment Type	Prepay Per Use	
Card Number	456456644	
Expiry Date	0120	
Total Due Amount	\$105.00	

Back



Thank you!

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



Step 9.

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.

If you signed up on site at the Cairns Taxis Office you can collect your access card from the Cairns Taxis Office once your application has been approved.

If you didn't sign up on site at the Cairns Taxis Office you can collect your access card from the Car Park Service Kiosk at Cairns Airport between 9.00am and 5.00pm 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/taxis

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.

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

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.













😭 Horne 🚍 Instant Top up 📑 Statement 🚨 Modify Driver Account 🚨 Change Password 🕩 Logout



