# Table of Contents

1.0 Front-End User Guide  

2.0 Registration Process  
   2.1 Personal Details  
   2.2 Terms and Conditions  
   2.3 Vehicle Details  
   2.4 Payment Details  
   2.5 Submit Application  
   2.6 Next Steps  

3.0 Logging into a new Operator Account  
   3.1 Instant Top-Up  
   3.2 Statement  
   3.3 Modify Driver Account
1.0 Front-End User Guide

This user guide is intended to provide ground transport operators with an example of how to complete the registration process and management functionality available in the GroundTransport system, allowing user’s access to manage driver accounts, update personal details, top-up account balances, and review and download tax invoices.

2.0 Registration Process

- Ground transport operators can register using the Sign-up button located on the landing page.

2.1 Personal Details

- Allows operators to enter identification information, including ABN and contact details.
2.2 Terms and Conditions

- Provides important information regarding terms of use for Commercial Operators and their fleet. An Operator will not be able to proceed with the registration process unless the Terms and Conditions have been accepted.

2.3 Vehicle Details

- Allows commercial operators to enter multiple vehicle information. The vehicle information entered will be assigned access parking access by BIA through the Administration Console.
2.4 Payment Details

- **Client defined minimum account balance**: This allows operators to set a minimum account credit balance. Once an account reaches this minimum balance, an automatic top-up from the nominated account will occur.

- **Client defined top-up amount**: This allows operators to define the amount to be debited from their nominated account when automatic top-ups are triggered.

![Payment Details form](image)

2.5 Submit Application

- Allows Operators to review all input information before submission

2.6 Next Steps

- After the registration application has been submitted to BIA for approval:
  - The Operator will receive an email confirming the registration request has been submitted to BIA for approval. This email will include a temporary password for use when initially logging in to their new account.
  - Once BIA has reviewed, assigned RFID’s and approved the application, the Operator will receive another email notification advising them of the approval, and directing them to collect TAG’s from the Carpark Kiosk.
3.0 Logging into a new Operator Account

- The Operator will need to log into their account for the first time using the temporary password provided via email.
- Navigate to Change Password and set a new password.
- The system will require the operator to enter their username and new password again to allow access.
- The ‘Home’ page will then display with account options.

3.1 Instant Top-Up

- Allows Operators to add credit to their account outside of the automatic top-up process. This page also displays the current account balance available.
3.2 Statement

- Allows Operators to access transaction information, using date and time range, transaction status and transaction type search parameters.
- There is also an option to download and print transactions in a tax invoice format, and to download and export transaction history in excel.
3.3 Modify Driver Account

- This option allows Operators to manage their existing account details entered during the registration process such as:
  - updating contact information
  - updating payment details, including credit card information, minimum account balance and automatic top-up amounts
  - adding or deleting vehicle details as required

![Vehicle Details](image)

**Vehicle Details**

Please enter the vehicle details below

<table>
<thead>
<tr>
<th>Vehicle Registration</th>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Seating Capacity</th>
<th>Vehicle User Group</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHJZ7F</td>
<td>Ford</td>
<td>Transit</td>
<td>8</td>
<td>Passenger vehicle (up to 22 seats)</td>
<td>X</td>
</tr>
<tr>
<td>BD1LXE</td>
<td>Toyota</td>
<td>Prius</td>
<td>4</td>
<td>Taxi/Limousine (including maxi taxis)</td>
<td>X</td>
</tr>
</tbody>
</table>