



GateKeeper  
Commercial Vehicle Management (CVM)

Vendor Website

**USER INSTRUCTIONS & REFERENCE FOR GT PERMIT HOLDERS  
ORLANDO INTERNATIONAL AIRPORT (OIA)**

# INTRODUCTION

## ABOUT VENDOR WEBSITE

1. It is a website developed to allow limited access for the GT Operators (**USERS**) to manage their CVMS accounts.
  - ✓ *Not full access as GTSS in CVMS.*
2. Users will be granted access by the Airport to manage their account information.

## USERS WILL BE ABLE TO

1. Update some information within their account to maintain current and accurate information.
  - ✓ *Contact, Address, Add/Delete Vehicle, Registration, Insurance...*
2. Access to the Activity and Trip Charge information generated by Vehicles registered in the Airport.
  - ✓ *Trip details, Monthly Billing Report*

# ROLES & DUTIES

## GROUND TRANSPORTATION SERVICE SPECIALIST

1. Inform the GT Permit Holders regarding the Vendor Website.
2. Assist with creating/setting-up Vendor Website Account for the GT Permit Holders.
  - ✓ *VW not available to USERS until set-up & approval by GTSS.*

## GROUND TRANSPORTATION PERMIT HOLDER

1. Manage/Maintain their Account to assure current and accurate information.
  - ✓ *Contact, Address, Add/Delete Vehicle, Registration, Insurance...*
2. Access the 'Report' section of their account to obtain their Permitted vehicle activity at the Airport.
  - ✓ *Trip details, Monthly Billing Detail Report*

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

# CREATING AND SETTING UP VENDOR WEBSITE

USERS CANNOT ACCESS THE VW UNTIL FIRST SET UP BY THE  
AIRPORT (GTSS).

**USERS = GROUND TRANSPORTATION PERMIT HOLDERS**

## USER

- User (Manager) gets an **automated email** with one-time [link](#) and [username](#) to access their account in the Vendor Website.
- [Clicking](#) on the link takes USER to the VW to create their Password.



Fri 1/8/2021 9:51 AM

systemalert@gksys.com

User Created - GOAA ANNEX POOL CARS

To Ratib Hussein

Your user account has been created.

You must validate this email address and setup your password by browsing to the following URL (exactly as shown):

[https://goaa-gt-vendors.com/GsiVendor/Public/User\\_Validate.aspx?vtp=b17201d0-4f58-45fb-8e43-934252e123d4](https://goaa-gt-vendors.com/GsiVendor/Public/User_Validate.aspx?vtp=b17201d0-4f58-45fb-8e43-934252e123d4)

Your username is: 'JBaker'.

## USER

- New USER validation page.
  - ✓ User enters their choice of password in both fields and clicks '[Change Password](#)'.
  - ✓ Clicks on '[Login](#)' In the next page to get to the GK Vendor Website Homepage .

### New User Validation

Thank you for validating your email address. Please set your password. This is required to gain access to your information.

Passwords must be at least three characters long.

New Password:   
Confirm New Password:

User to enter password in both fields

### New User Validation

Your password has been set. Please login to access your information.

## USER

- Gets to login page of the Vendor Website.
- Enters their User Name and the Password they created.



**GateKeeper**  
Vendor

User Name:

Password:

Remember me next time.

[Can't remember password?](#)

## USER

### ▪ Home Page

- ✓ Gets a [FULL VIEW](#) of their account.
- ✓ Only Vehicles authorized by the Airport will be available in VW.

**GateKeeper Vendor**

Welcome JBaker | Logout | Search

Account | Reports | Manage

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

**Account: GOAA ANNEX POOL CARS**

Legal Name:	___\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

Expand All | Collapse All

#### Addresses

No data found.

#### Drivers/Vehicles

Show Active Drivers/Vehicles Only

ID	D/V	Service Type	Operator Type	Access ID	Last Read
GOAA ANNEX POOL CARS 43682		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
GOAA ANNEX POOL CARS 43684		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
GOAA ANNEX POOL CARS 43679		Non-Revenue	GOAA	001000387699	Unknown
GOAA ANNEX POOL CARS 32325		Non-Revenue	GOAA	001000397699	Unknown

Show Page: 1 (Total Records Found: 4) [Export To Excel](#) Show Records Per Page: 10

#### Insurance

No data found.

#### Contacts

No data found.

#### Attachments

No data found.

## USER

- Top part – Cannot be changed by the **USER**. Section managed by GOAA.
- Bottom part – Can be updated by **USER** I.E. Address, Vehicles, Insurance, Contacts & Attachments.

**GateKeeper Vendor**

Welcome JBaker | Logout | Search

Account | Reports | Manage

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

**Account: GOAA ANNEX POOL CARS**

Legal Name:	___\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

Expand All | Collapse All

**Addresses** [Add Address](#)

No data found.

**Drivers/Vehicles**  Show Active Drivers/Vehicles Only [Add Driver/Vehicle](#)

ID	D/V	Service Type	Operator Type	Access ID	Last Read
<a href="#">GOAA ANNEX POOL CARS 43682</a>		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
<a href="#">GOAA ANNEX POOL CARS 43684</a>		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
<a href="#">GOAA ANNEX POOL CARS 43679</a>		Non-Revenue	GOAA	001000387699	Unknown
<a href="#">GOAA ANNEX POOL CARS 32325</a>		Non-Revenue	GOAA	001000397699	Unknown

Show Page: 1 (Total Records Found: 4) [Export To Excel](#) Show Records Per Page: 10

**Insurance** [Add Insurance](#)

No data found.

**Contacts** [Add Contact](#)

No data found.

**Attachments** [Add Attachment](#)

No data found.

# USER CREATING ADDRESS

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- Updating [contact address](#).
- All applicable fields are required.
- Clicks '[Save](#)' to submit the request.
- Request [won't be visible](#) to **USER** until approved by GOAA.

### Edit Address

Address Type:

Address1:

Address2:

Address3:

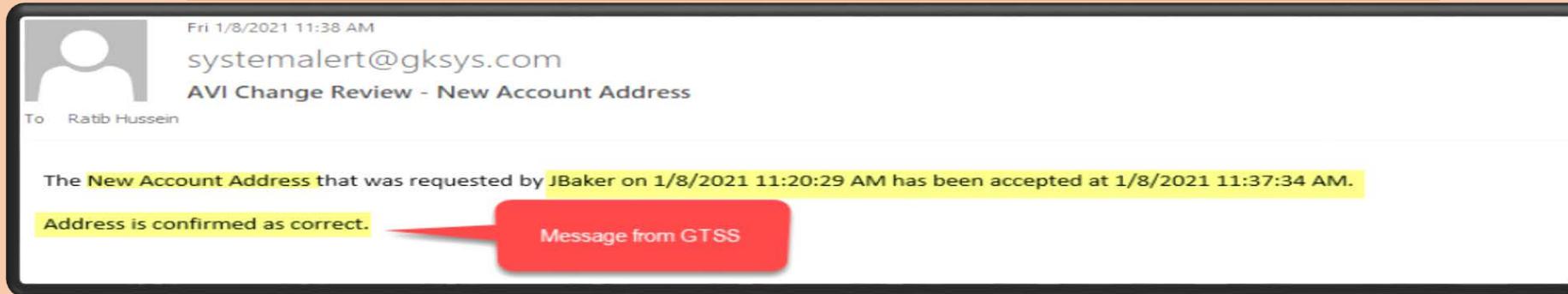
City:

State:

Zip:

## USER

- After GOAA review & approval, **USER**;
  - ✓ Gets the below confirmation message via their email address.
  - ✓ Updated address is now visible to the **USER** in the VW.



Data changes will be submitted for review. They will not be visible until approved.

### Account: GOAA ANNEX POOL CARS

Legal Name:	---	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

[Expand All](#) [Collapse All](#)

### Addresses

	Type	Address1	Address2	Address3	City	State	Zip	
<a href="#">Edit</a> <a href="#">Delete</a>	Business	5855 Cargo Road			Orlando	FL	32827	<a href="#">Add Address</a>

Show Page: 1 (Total Records Found: 1)

[Export To Excel](#) Show Records Per Page: 10

### Drivers/Vehicles

Show Active Drivers/Vehicles Only

[Add Driver/Vehicle](#)

### Insurance

[Add Insurance](#)

### Contacts

[Add Contact](#)

### Attachments

[Add Attachment](#)

# USER ADDING VEHICLE

ALL VW UPDATES BY THE USERS ARE NOT FINAL UNTIL REVIEWED  
AND APPROVED BY THE AIRPORT.

## USER

- Adding a new vehicle.
  - ✓ All applicable fields are required.
  - ✓ Clicks '[Next](#)' in each of the sections.

**GateKeeper**  
Vendor

1

Create New Driver/Vehicle

**GOAA ANNEX POOL CARS**

Vehicle Type:	Bus
Make:	VAN HOOL
Model:	EX17
Year:	2016
License Plate:	456789
License Plate State:	Florida
Color:	Blue
Capacity:	40
VIN:	456789
Fuel Type:	Unknown
Decal Number:	
License Sticker Number:	

Next

TO BE REVIEWED BY GTSS

VFH Permit # IF APPLICABLE

**GateKeeper**  
Vendor

2

Create New Driver/Vehicle

**GOAA ANNEX POOL CARS**

Note: When vehicle is covered by Account Insurance, that same information is not required on each vehicle.

Insurance Type:	<none>
Insurer Name:	
Policy Number:	
Effective Date:	Not Set
Expiration Date:	Not Set
Policy Comment:	

Next

ALL FIELDS TO BE SKIPPED

Create New Driver/Vehicle

**GOAA ANNEX POOL CARS**

All data entry is complete for the new entity.

Save

Text "Vehicle Create"

CLICK SAVE TO COMPLETE  
ADDING VEHICLE

**GTSS**

- NEXT step will be for the Airport to review the 'adding of the vehicle'.



Wed 1/13/2021 12:26 PM

systemalert@gksys.com

Vehicle Created - **GOAA ANNEX POOL CARS 601983**

To Ratib Hussein

Vehicle has been created: **GOAA ANNEX POOL CARS 601983**.

### USER

- After GOAA review & approval, **USER**;
  - ✓ Gets message confirming '**adding of the new vehicle**'.
  - ✓ New vehicle added is **now visible** to the **USER**.



Welcome JBaker [Logout](#) | [Search](#)

Account Reports Manage

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

#### Account: **GOAA ANNEX POOL CARS**

Legal Name:	---	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

Expand All  Collapse All

#### Addresses [Add Address](#)

#### Drivers/Vehicles [Add Driver/Vehicle](#)

Show Active Drivers/Vehicles Only

ID	D/V	Service Type	Operator Type	Access ID	Last Read
<a href="#">GOAA ANNEX POOL CARS 43682</a>		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
<a href="#">GOAA ANNEX POOL CARS 43684</a>		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
<a href="#">GOAA ANNEX POOL CARS 43679</a>		Non-Revenue	GOAA	001000387699	Unknown
<a href="#">GOAA ANNEX POOL CARS 32325</a>		Non-Revenue	GOAA	001000397699	Unknown
<a href="#">GOAA ANNEX POOL CARS 601957</a>		Non-Revenue	GOAA		Unknown
<a href="#">GOAA ANNEX POOL CARS 601983</a>		Non-Revenue	GOAA		Unknown

VEHICLE IS NOW VISIBLE TO THE USER

Show Page: 1 (Total Records Found: 6)

[Export To Excel](#) Show Records Per Page:



Wed 1/13/2021 1:29 PM

systemalert@gksys.com

New Vehicle Rejected

To Ratib Hussein

Your request to create new vehicle " has been rejected.

License and Make/Model does not match with Vehicle Registration.

REASON FOR REJECTION

### USER

- If a vehicle is rejected by the Airport, **USER** gets message confirming '**rejection of the new vehicle**'.
  - ✓ New rejected is not visible to the **USER**.
  - ✓ **USER has to access the system, correct and fully resubmit the request again.**



Rejected Vehicle is not visible in USER account

Account

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

Account: GOAA ANNEX POOL CARS

Legal Name:	---	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

[Expand All](#) [Collapse All](#)

Addresses

Drivers/Vehicles

Show Active Drivers/Vehicles Only

ID	D/V	Service Type	Operator Type	Access ID	Last Read
<a href="#">GOAA ANNEX POOL CARS 43682</a>		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
<a href="#">GOAA ANNEX POOL CARS 43684</a>		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
<a href="#">GOAA ANNEX POOL CARS 43679</a>		Non-Revenue	GOAA	001000387699	Unknown
<a href="#">GOAA ANNEX POOL CARS 32325</a>		Non-Revenue	GOAA	001000397699	Unknown
<a href="#">GOAA ANNEX POOL CARS 601957</a>		Non-Revenue	GOAA		Unknown
<a href="#">GOAA ANNEX POOL CARS 601983</a>		Non-Revenue	GOAA		Unknown
<a href="#">GOAA ANNEX POOL CARS 601984</a>		Non-Revenue	GOAA		Unknown

Show Page: 1 (Total Records Found: 7)

# USER DELETING A VEHICLE

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- Deleting a vehicle is referred to as '**Inactivating a Vehicle**' in VW.
  - ✓ **USER** initiates deletion by clicking '**Inactivate Vehicle**' in the Account.
  - ✓ Gets a **pop up message** confirming deletion/activating of vehicle.
- This is a way **USER** notifies GOAA its intent to remove a vehicle from their fleet.

POP UP Message asking USER  
to confirming inactivation of  
this vehicle

goaa-gt-vendors.com says

Are you sure you want to initiate an inactivation of this Vehicle?

OK

Cancel

Apps GateKeeper Vendor...

**GateKeeper**  
Vendor

Vehicle Navigation: [Return to Account](#) [Read Events](#) [Trips](#) [Inactivate Vehicle](#)

Data changes will be submitted for review. They will not be visible until approved.

**Vehicle: GOAA ANNEX POOL CARS 601957**

Operator Type:	GOAA	Service Type:
Suspension Exempt:	No	Expired Permit Suspension Exempt:
Insurance Suspension Exempt:	No	Last Read:
Last Reader:	Unknown	Current Space Zone:
Decal Number:		Reference Number:

[Expand All](#) [Collapse All](#)

### Vehicle Information

Vehicle Number:	601957	Type:
License Plate:	GGGGGG	License Plate State:
Year:	2016	Capacity:
Make:	BMW	Color:
Model:	2500	Fuel Type:
VIN:	123456	License Sticker Number:

### Insurance



Wed 1/13/2021 9:56 AM

systemalert@gksys.com

AVI Change Review - Vehicle

To: Ratib Hussein

The following changes were requested by JBaker on 1/13/2021 9:52:05 AM and were reviewed on 1/13/2021 9:55:18 AM. The results of the review follow.

Accepted: Inactivation of 'GOAA ANNEX POOL CARS 601957'

Inactivation approved. RH.

## USER

- After Airport review & approval, **USER**;
  - ✓ Gets message via email confirming 'approval of vehicle inactivation'.
  - ✓ Inactivated Vehicle is now **NOT** visible to the USER i.e. removed from USER account.



Welcome JBaker [Logout](#) | [Search](#)

Inactivated Vehicle is now not visible in USER account

Account Reports Manage

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

Account: **GOAA ANNEX POOL CARS**

Legal Name: \_\_\_\_\_  
 Operator Type: **GOAA**  
 Suspension Exempt: **No**  
 Insurance Suspension Exempt: **No**  
 Contract/Agreement:  
 PUC Number:  
 Company #:

Account Type:  
 Service Type: **GOAA**  
 Expired Permit Suspension Exempt: **Non-Revenue**  
 Account ID: **No**  
 Color Scheme: **GT000354**  
 PUC Expiration:  
 Carrier Coverage: **Not Set**

Expand All  Collapse All

**Addresses** [Add Address](#)

**Drivers/Vehicles**  Show Active Drivers/Vehicles Only [Add Driver/Vehicle](#)

ID	D/V	Service Type	Operator Type	Access ID	Last Read
<a href="#">GOAA ANNEX POOL CARS 43682</a>		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
<a href="#">GOAA ANNEX POOL CARS 43684</a>		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
<a href="#">GOAA ANNEX POOL CARS 43679</a>		Non-Revenue	GOAA	001000387699	Unknown
<a href="#">GOAA ANNEX POOL CARS 32325</a>		Non-Revenue	GOAA	001000397699	Unknown
<a href="#">GOAA ANNEX POOL CARS 601983</a>		Non-Revenue	GOAA		Unknown

Show Page: 1 (Total Records Found: 5)

[Export To Excel](#) Show Records Per Page:

**Insurance** [Add Insurance](#)

**Contacts** [Add Contact](#)

**Attachments** [Add Attachment](#)

# USER ADDING ACCOUNT INSURANCE INFO

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

1

STEP 1

Account Reports Manage

Account Navigation: Read Events Time

Data changes will be submitted for review. They will not be visible until approved.

Account: GOAA ANNEX POOL CARS

Legal Name:	___\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	
Company #:		Carrier Coverage:	Not Set

Expand All Collapse All

- Addresses Add Address
- Drivers/Vehicles Add Driver/Vehicle
- Insurance Add Insurance
- Contacts Add Contact
- Attachments Add Attachment

No data found.

STEP 2

2

## Edit Insurance

Insurance Type:

Insurer Name:

Policy Number:

Effective Date:

Expiration Date:

Policy Comment:

Save Cancel



Wed 1/13/2021 2:38 PM

systemalert@gksys.com

AVI Change Review - **New Account Insurance**

To: Ratib Hussein

**USER gets email confirmation of the Insurance Information**

The New Account Insurance that was requested by JBaker on 1/13/2021 2:36:08 PM has been accepted at 1/13/2021 2:37:58 PM.

**USER**

- After Airport review & approval, **USER**;
  - ✓ Gets message confirming 'approval of **automobile insurance information**'.
  - ✓ Insurance information is now visible to the USER.

**GateKeeper** Vendor

Welcome JBaker | [Logout](#) | [Search](#)

Account | Reports | Manage

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

**Account: GOAA ANNEX POOL CARS**

Legal Name:	___\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

Expand All | Collapse All

**Addresses** [Add Address](#)

**Drivers/Vehicles**  Show Active Drivers/Vehicles Only [Add Driver/Vehicle](#)

**Insurance** [Add Insurance](#)

Edit	Delete	Type	Insurer Name	Policy Number	Effective Date	Expiration Date	Policy Comment
		Liability	Progressive	123456789	02/01/2021	01/31/2022	ANY AUTO

Show Page: 1 (Total Records Found: 1) [Export To Excel](#) Show Records Per Page: 10

**Contacts** [Add Contact](#)

**Attachments** [Add Attachment](#)

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# USER CREATING CONTACT INFO

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- Updating contact information.
  - ✓ Request won't be visible to USER until approved by GOAA.

**GateKeeper Vendor**

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

**Account: GOAA ANNEX POOL CARS**

Legal Name:	___\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

[Expand All](#) [Collapse All](#)

### Addresses

Type	Address1	Address2	Address3	City	State	Zip
Business	5855 Cargo Road			Orlando	FL	32827

Show Page: 1 (Total Records Found: 1) [Export To Excel](#) Show Records Per Page: 10

### Drivers/Vehicles

Show Active Drivers/Vehicles Only

ID	D/V	Service Type	Operator Type	Access ID	Last Read
GOAA ANNEX POOL CARS 43682		Non-Revenue	GOAA	001000367699	12/23/2020 03:05:23 PM
GOAA ANNEX POOL CARS 43684		Non-Revenue	GOAA	001000377699	07/22/2020 10:20:08 AM
GOAA ANNEX POOL CARS 43679		Non-Revenue	GOAA	001000387699	Unknown
GOAA ANNEX POOL CARS 32325		Non-Revenue	GOAA	001000397699	Unknown

Show Page: 1 (Total Records Found: 4) [Export To Excel](#) Show Records Per Page: 10

### Insurance

[Add Insurance](#)

### Contacts

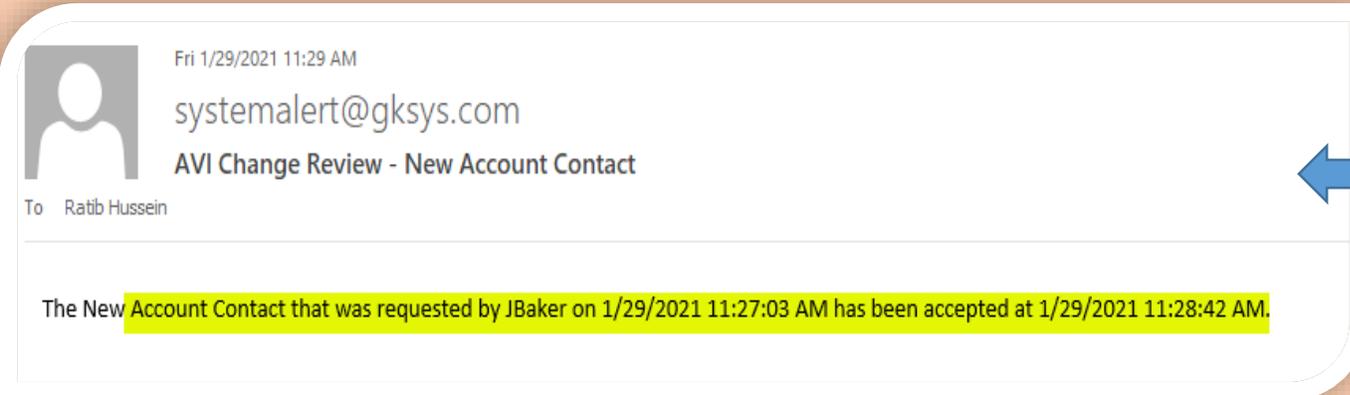
[Add Contact](#)

No data found.

### Attachments

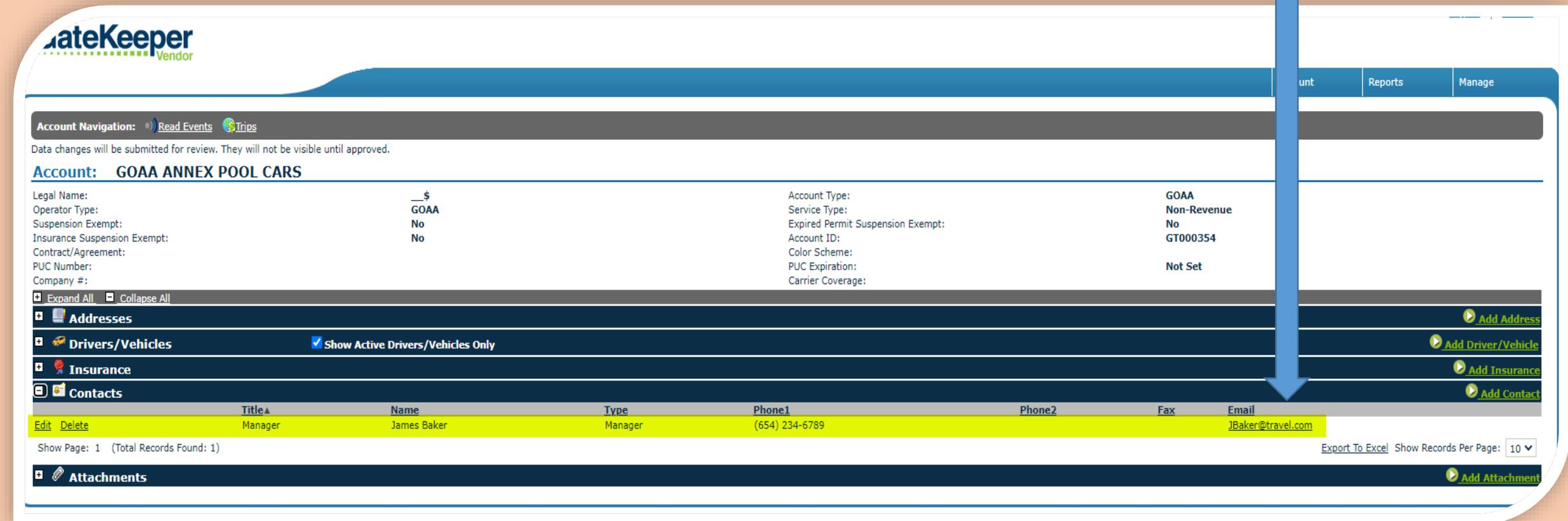
[Add Attachment](#)

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**USER**

- After Airport review & approval, **USER** gets message via email confirming **approval of new contact**.
  - Approved contact information **is now visible** to the **USER** in the VW.



If contact information is rejected.

### USER

- After GOAA review, **USER** gets the below message confirming rejection via their email address.
  - ✓ Message includes reason for the rejection.
  - ✓ Rejected Contact information is not visible to the **USER** in the VW.
  - ✓ **USER** has to access the system, correct and fully resubmit the request again.



Fri 1/8/2021 12:15 PM

systemalert@gksys.com

**New Account Contact Rejected**

To Ratib Hussein

Your request to create a new Account Contact for Account 'GOAA ANNEX POOL CARS' has been rejected.

Phone # appears incorrect. Please correct and resubmit. Request is rejected.

Comment by GTSS after review

# USER UPLOADING ATTACHMENTS

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- Uses for adding or updating [Attachments](#).
  - ✓ Request *won't be visible* to USER until approved by GTSS.

The screenshot shows the GateKeeper Vendor account management interface for 'GOAA ANNEX POOL CARS'. The account details are as follows:

Field	Value	Field	Value
Legal Name:	GOAA	Account Type:	GOAA
Operator Type:	Non-Revenue	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

The interface includes sections for 'Addresses', 'Drivers/Vehicles', 'Insurance', 'Contacts', and 'Attachments'. The 'Attachments' section at the bottom has a red callout bubble that says 'User attaching a required file' and a red arrow pointing to the 'Add Attachment' button.

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Vehicle registration/specifications, Insurance Certificates, Transponders, etc.

## USER

- Correct File name to be entered in the 'Comment' section.
  - ✓ Clicks 'Upload and Save' once file has been uploaded.
  - ✓ Request won't be visible to **USER** until approved by GTSS.

Account Navigation: [Return to Account](#)

### Add Account Attachment

Data changes will be submitted for review. They will not be visible until approved.

**File has been uploaded and is waiting for approval. It will not be visible until approved.**

**Account:** GOAA ANNEX POOL CARS

Account Attachment Type: Account Attachment

**Comment:** Counter Reduction Request

Select File to Upload:  No file chosen

**Information & File entered by Permit Holder.**

Vehicle registration/specifications, Insurance Certificates, Transponders, etc.

## USER

- After GOAA review, **USER** gets the below confirmation message via their email address.
  - ✓ [New attached document](#) is now visible to the USER in the VW.



Fri 1/8/2021 12:56 PM

systemalert@gksys.com

AVI Change Review - New Account Attachment

To Ratib Hussein

The Account Attachment that was requested by JBaker on 1/8/2021 12:45:59 PM for 'GOAA ANNEX POOL CARS' has been accepted at 1/8/2021 12:55:42 PM

Attachment reviewed and approved.

Attachment is now added and visible for the User in the Vendor Website

GateKeeper  
Vendor

Welcome JBaker | Logout | Search

Account | Reports | Manage

Account Navigation: [Read Events](#) [Trails](#)

Data changes will be submitted for review. They will not be visible until approved.

Account: **GOAA ANNEX POOL CARS**

Legal Name: \_\_\_\_\_  
Operator Type: GOAA  
Suspension Exempt: No  
Insurance Suspension Exempt: No  
Contract/Agreement:  
PUC Number:  
Company #:

Account Type: GOAA  
Service Type: Non-Revenue  
Expired Permit Suspension Exempt: No  
Account ID: GT000354  
Color Scheme:  
PUC Expiration:  
Carrier Coverage: Not Set

[Expand All](#) [Collapse All](#)

Addresses

[Add Address](#)

Drivers/Vehicles

Show Active Drivers/Vehicles Only

[Add Driver/Vehicle](#)

Insurance

[Add Insurance](#)

Contacts

[Add Contact](#)

Attachments

[Add Attachment](#)

Type: Account Attachment

Comment

Counter Reduction Request

Upload Date

01/08/2021

Show Page: 1 (Total Records Found: 1)

Show Records Per Page: 10

# USER REPORTS

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- SEVEN Reports are available for the USER via the drop down selection.
  - ✓ Reports indicate **detailed Airport activity** for each and all vehicles in the account .
  - ✓ Reports are **downloadable**, can be **emailed** directly from the System and **available in several formats** e.g. excel, pdf.

GateKeeper Vendor

Welcome JBaker Logout Search

Account Reports Manage

Report Selection

Select a report:

- <Select Report>
- Plaza Interval
- Plaza Sequence
- Transactions by Vehicle
- Trip Charges Detail
- Trip Charges Summary
- Trip Detail Total Charges By Driver/Vehicle
- Trips and Read Events

BACK-UP FOR GOAA GT INVOICES

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### GOAA: Trips and Read Events

Report Range: 01/01/2021 00:00:00 to 01/31/2021 23:59:59  
Traveler/Vehicle: All Drivers/Vehicles  
Include Read Events Within Trip? Yes

Driver/Vehicle: ESCOT BUS LINES LLC 200288						
Trip Start	Date Time	Trip End/Read Location	Date Time	Trip Length	Elapsed Time Since Prior Read	Amount
North A - CV Entry	01/17/2021 12:24:41	North A - CV Exit	01/17/2021 12:35:15	0:00:10:34	0:00:00:00	\$6.35
North A - CV Entry	01/24/2021 12:36:00	North A - CV Exit	01/24/2021 12:53:43	0:00:17:43	0:00:00:00	\$6.35
North A - CV Entry	01/29/2021 10:20:35	North A - CV Exit	01/29/2021 10:43:02	0:00:22:27	0:00:00:00	\$10.25
North A - CV Entry	01/30/2021 10:10:00	North A - CV Exit	01/30/2021 10:22:35	0:00:12:35	0:00:00:00	\$6.35
North A - CV Entry	01/31/2021 12:04:19	North A - CV Exit	01/31/2021 12:26:45	0:00:22:26	0:00:00:00	\$10.25
Driver/Vehicle Totals:						5 trips \$39.65
Driver/Vehicle: ESCOT BUS LINES LLC 201904						
North B - CV Entry	01/31/2021 15:58:53	North B - CV Exit	01/31/2021 16:07:29	0:00:08:36	0:00:00:00	\$6.35
Driver/Vehicle Totals:						1 trips \$6.35
Driver/Vehicle: ESCOT BUS LINES LLC 201907						
North A - CV Entry	01/14/2021 12:24:09	North A - CV Exit	01/14/2021 12:42:15	0:00:18:06	0:00:00:00	\$5.80

Trips and Read Events  
Printed: 02/18/2021 15:16:05

Page: 1 of 60

Reporting by: GateKeeper Vendor

# USER USER MANAGEMENT

ALL VW UPDATES BY THE GT OPERATORS ARE NOT FINAL UNTIL  
REVIEWED AND APPROVED BY THE AIRPORT.

## USER

- Several USERS can be set up to access the Account.
- Airport shall create only one **USER** at initial account set-up for **Company Manager**.
- Company Manager can add and manage other **USER**
  - ✓ All **USERS** have same security level i.e. access to same information in the VW.
  - ✓ Can delete, reset password and change email address for other **USERS** in their account.



Welcome JBaker [Logout](#) [Search](#)

Account Reports **Manage**

Account Navigation: [Read Events](#) [Trips](#)

Data changes will be submitted for review. They will not be visible until approved.

**Account:** GOAA ANNEX POOL CARS

Legal Name:	__\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

[+ Expand All](#) [- Collapse All](#)

**Add User**  
Change Password  
User Management

## USER

- **Company Manager** to enter the following information for the **New USER**.
  1. **User Name** – **Initial** for First Name, Lower case for the second name.
    - Example: Charles Witherspoon will be: **Cwitherspoon**
  2. **Password** – Any letters/number combination
    - Password Confirmation – same password entered
  3. **Email Address** – **New USERS** email address

Welcome JBaker [Logout](#) | [Search](#)



Account

Reports

Manage

### Add User

User Name:

Password:

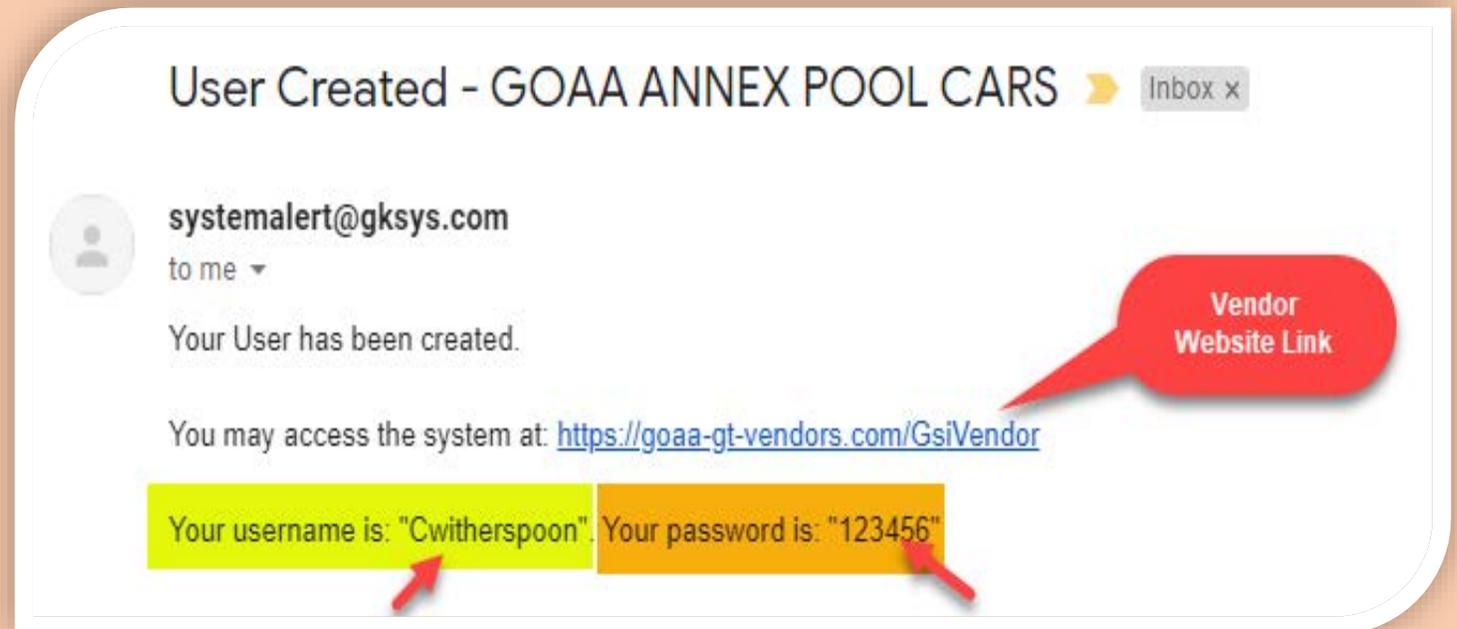
Confirm Password:

E-mail:

Create User

## USER

- **New USER gets email with;**
  1. **Link** to access the Vendor Website.
    - New USER to click on the link and enter User Name and Password
  2. **User Name** – To be used as shown
    - Example: Charles Witherspoon will be: **Cwitherspoon**
  3. **Password** – To be used as shown
    - Example: **123456**



- **New USER:**

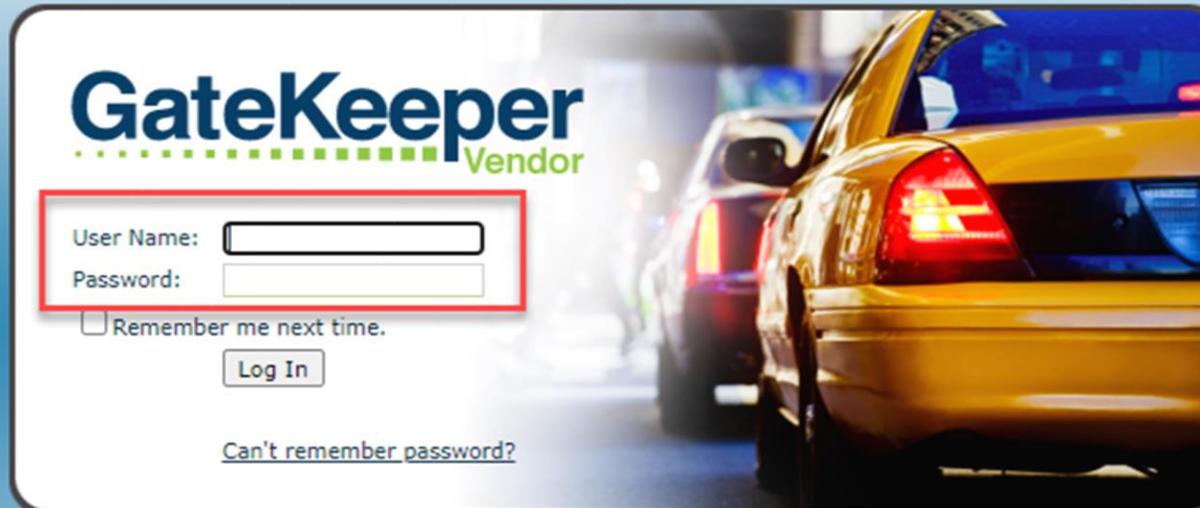
1. 'Clicks' on the [Link](#). Takes New USER to Vendor Website Home Page.

2. **Enters: User Name**

- Example: [Cwitherspoon](#)

3. **Enters: Password**

- Example: [123456](#)



**GateKeeper**  
Vendor

User Name:

Password:

Remember me next time.

[Can't remember password?](#)

## New USER:

- Once User Name and Password are entered correctly, New USER should have full access to the GT Company Account.

The screenshot displays the GateKeeper Vendor portal interface. At the top left is the GateKeeper Vendor logo. On the top right, a yellow box highlights the text "Welcome Cwitherspoon" with a red arrow pointing to it. Next to it are links for "Logout" and "Search". Below the logo is a navigation bar with "Account", "Reports", and "Manage" tabs. Underneath is an "Account Navigation" section with links for "Read Events" and "Trips". A message states: "Data changes will be submitted for review. They will not be visible until approved." The main section is titled "Account: GOAA ANNEX POOL CARS". It contains a table of account details:

Legal Name:	__\$	Account Type:	GOAA
Operator Type:	GOAA	Service Type:	Non-Revenue
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	GT000354
Contract/Agreement:		Color Scheme:	
PUC Number:		PUC Expiration:	Not Set
Company #:		Carrier Coverage:	

Below the table are expand/collapse controls and a list of menu items:

- Expand All / Collapse All
- Addresses (Add Address)
- Drivers/Vehicles (Show Active Drivers/Vehicles Only, Add Driver/Vehicle)
- Insurance (Add Insurance)
- Contacts (Add Contact)
- Attachments (Add Attachment)

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**YOU'VE GOT  
QUESTIONS**



**PLEASE CALL YOUR ACCOUNT ADMINISTRATOR, OR  
GT PERMIT OFFICE @ 407-852-2689**