

# ParkCharge Digital Wallet User Guide

## Taxi Operator Guide

### Contents :

1 | Logging In

2 | Sign Up Guide

9 | Changing Details

10 | View Balance & Top Up

11 | Statements



# Home Page

## Website :

[parking.wellingtonairport.co.nz](http://parking.wellingtonairport.co.nz)



To register as a new driver  
Select **Sign Up** under  
Ground Transport Driver / Staff Parker

A screenshot of the website's home page. At the top, it says "Welcome to Wellington International Airport Parking" with a "How To Guide" link. Below this is a login section with fields for "Email \*" and "Password \*" and a "Login" button. A "Forgot Password?" link is also present. The page is divided into two main sections: "Licensee" and "Ground Transport Driver / Staff Parker". The "Licensee" section has a "Sign Up" button and text about registering a fleet of vehicles. The "Ground Transport Driver / Staff Parker" section has a "Sign Up" button and text about registering as a taxi/shuttle driver or other ground transport driver. A red box highlights the "Ground Transport Driver / Staff Parker" section.A close-up screenshot of the login form. It shows the "Email \*" and "Password \*" input fields, the "Login" button, and the "Forgot Password?" link. A yellow box highlights the entire login section.

To Sign In as a registered driver enter your email and password

Passwords can be reset using the "Forgot Password ?" link

Sign Up

# Personal Details

## Step By Step Sign Up Guide.

To create a Driver Account, follow this step by step guide.

After Selecting **Sign Up** under Ground Transport Driver / Staff Parker on the home page :

### 1 Personal Details

In the "Select Driver Type" field choose Commercial Vehicle Operator

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

Under "Select your company", select the company that you work for from the drop-down list

Back

#### Note :

If your company is not listed, then they need to register as a Licensee, please contact [transport@wellingtonairport.co.nz](mailto:transport@wellingtonairport.co.nz) if you require assistance with this.

Sign Up

# Personal Details

**1 Personal Details**

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

**Your Details**

<input type="text" value="John"/> First Name *	<input type="text" value="Smith"/> Surname *	<input type="text" value="johnsmith@testemail.com"/> Email Address * Note: will be used as the Login Username	<input type="text" value="123456"/> Driver License Number *
<input type="text" value="0211234567"/> Mobile *	<input type="text" value="10"/> SPSV Number *		

**Your Address Details**

<input type="text" value="Test Address"/> Address Line 1 *	<input type="text" value="Test Address"/> Address Line 2
<input type="text" value="Wellington"/> Suburb *	<input type="text" value="6001"/> Postcode *

Yes, please keep me updated with news, events and offers

[Back](#) [Next](#)

For Section 1- *Personal Details*, complete all the fields with your personal details.

Anything marked with an asterisk (\*) is a compulsory field and will need to be completed to move to the next section.

Once completed click next. Any errors will be indicated.

## Note :

A Driver License Number is not required by us. If you wish to skip this, then please just enter any sequence of numbers.

Similarly, if you don't have a SPSV Number please enter placeholder numbers.

Sign Up

# Terms and Conditions

## 2 Terms and Conditions

Please read the below Terms and Conditions and associated information.

[Driver Expectation Training](#)

[Ground Transport System Operator Guide](#)

[Privacy Policy](#)

[Driver Terms and Conditions and Airport Operating Rules](#)

I have read the above Driver Expectation Training, How to Guide, Privacy Policy and Terms and Conditions and Airport Operating Rules and agree that use of this service constitutes acceptance of all of these items.

Back

Next

On this page, you can find the Driver Expectation Training, Driver Operating Training, Privacy Policy, and Driver Terms & Conditions and Airport Operating Rules.

You can access these by clicking the titles on links.

Once you have read, understood and accepted the above documents, click the tick box circled and then next.

Sign Up

# Vehicle Details

## 3 Vehicle Details

Please enter the vehicle details below

<input type="text" value="ABC222"/>	<input type="text" value="Honda"/>	<input type="text" value="Civic"/>	<input type="text" value="2015"/>	<input type="text" value="5"/>	<input type="text" value="Taxi PC"/>	<input type="button" value="Add"/>
Vehicle Registration *	Vehicle Make *	Vehicle Model *	Year of Manufacture *	Seating Capacity *	Vehicle User Group	

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

Back

Next

This page details the vehicle associated with your account. It will also include vehicle year of manufacture. Seating capacity includes the driver.

### IMPORTANT :

Your vehicle user group will be Taxi PC – it is important that this option is selected.

Once completed, click add, and then next.

**Vehicle Details can be updated, added, or removed at any time after registration – Please read the *Changing Details* guide on page 8**

## Payment Details

### 4 Payment Details

All transactions are processed using New Zealand Dollars.

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.

Minimum account balance (minimum \$NZ10)

10.00

Top-up amount (minimum \$NZ20)

20.00

Administration Fee

15.00

Send me an SMS alert when my balance falls below minimum account balance defined above (\$NZ0.30 per sms)

Send me an SMS alert for failed automatic top-ups (\$NZ0.30 per sms)



Card Number \*

Expiry \*

Name on Card \*

Back

Next

The amounts on the payment details page will be auto-filled.

You may wish to adjust the top-up amount, if for instance, you would prefer to top up \$50 each time the balance drops below the nominated minimum balance.

The Administration Fee is a one-off charge on sign up.

All prices are in New Zealand dollars.

## Review and Submit

### 5 Submit Application

Please review your details below and click **Submit** to complete your application. You will receive an email to confirm your application status.

Driver Type	Commercial Vehicle Operator	Payment Type	Prepay Per Use
Company Name	WIAL	Card Number	456445.....564
Email Address	johnsmith@testemail.com	Expiry Date	1228
First Name	John	Total Due Amount	\$NZ35.00
Surname	Smith		
Mobile	0211234567		
Address	Test Address, Wellington, 6001		
Driver License Number	123456		
SPSV Number	10		

[Back](#)

[Submit](#)

This final page gives you a chance to review all your details before you submit for approval. Once you are happy all the details are correct, click submit.

You will receive an email confirming your application has been received and is being processed.

This email will also contain your username (email address) and password. You will be able to use this on the same Opening/Home page as at the beginning of the Sign Up.

A separate email will be received once your application has been approved. You will then be able to log in using your email and password.

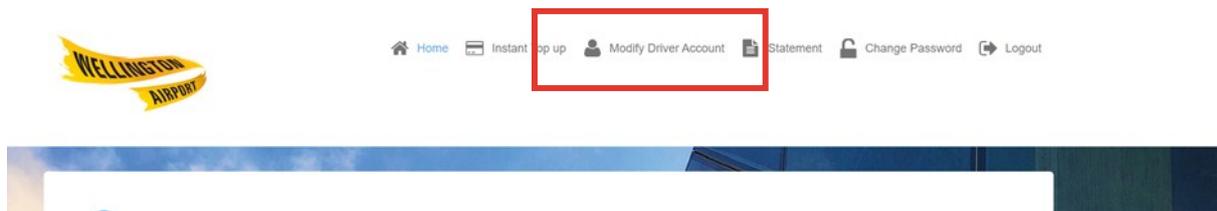
# Changing Details

This section outlines how to update vehicle details as a registered driver.

Log in to your account using your email and password through the website

[parking.wellingtonairport.co.nz](http://parking.wellingtonairport.co.nz)

Once logged in, select Modify Driver Account on the top panel



This will take you to your personal details. All of this will be pre-filled from registration. Click **Next** to open **Vehicle Details**

Please enter the vehicle details below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Taxi PC"/>	<input type="button" value="Add"/>
Vehicle Registration *	Vehicle Make *	Vehicle Model *	Year of Manufacture *	Seating Capacity *	Vehicle User Group	

Enter your new vehicle details then click **Add**: This will need to be done before you can remove a vehicle.

## IMPORTANT :

When adding a vehicle, please ensure **Taxi PC** is selected for Vehicle User Group

# Changing Details

Use the red delete button to remove existing vehicle details:

Vehicle Registration	Vehicle Make	Vehicle Model	Year of Manufacture	Seating Capacity	Vehicle User Group	Delete
ABC135	Toyota	Prius	2018	5	Taxi PC	X
ABC246	Toyota	Camry	2017	5	Taxi PC	X

Once your changes are complete, select **next** to view your payment details.

Select next again to reach the **review and submit** page.

You will need to hit **Submit** for your changes to be recorded.

## Note :

**You will not be charged for making changes**

The total amount due on the final page before you submit will show \$0.00 (see example below).

Expiry Date	1121
Total Due Amount	\$NZ0.00

**Submit**

# View Balance & Top Up

This section outlines how to view your balance and complete a manual Top-Up as a registered driver.

Log in to your account using your email and password through the website

[parking.wellingtonairport.co.nz](http://parking.wellingtonairport.co.nz)

Once logged in, select Instant Top-Up on the top panel



## Note :

Your current balance will be displayed here, at the top of the page (below)

### Instant Top-up

#### Account Summary

Available Balance: \$NZ30

Please enter your credit card details to top up your account and click 'Pay' to proceed.

<input type="text"/>	 	mm <input type="text"/>	yy <input type="text"/>
Card Number *		Expiry *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name on Card *	CVV * 	Amount *	

Pay

To Top-Up manually, complete all required fields and click **Pay** at the bottom right hand corner.

# Statements

This section outlines how to produce a statement as a registered driver.

Log in to your account using your email and password through the website

[parking.wellingtonairport.co.nz](http://parking.wellingtonairport.co.nz)

Once logged in, select Statement on the top panel



Home Instant Top up Modify Driver Account **Statement** Change Password Logout

Statements/receipts can be viewed by selecting the preferred dates and clicking **Search**

This can then be printed or downloaded by clicking on either option at the bottom of the page.

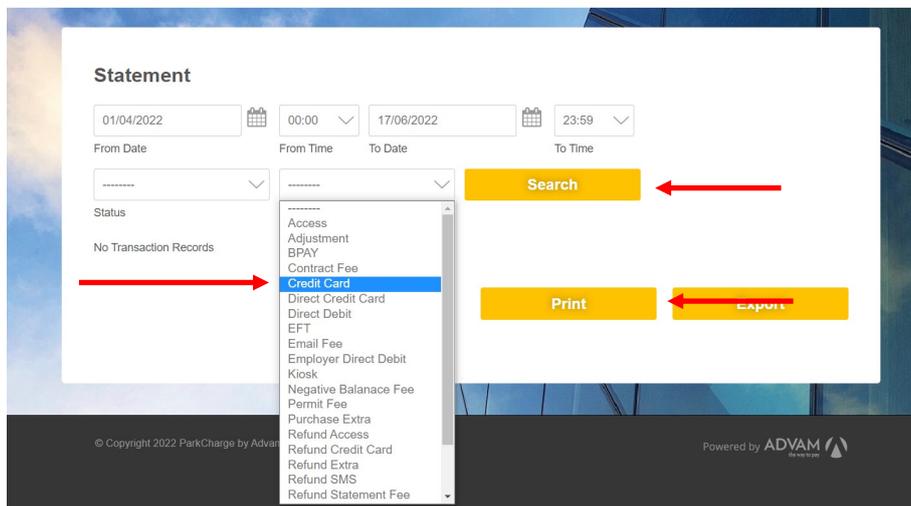
**Status** and **Type** can be left blank or filled at choice.

A screenshot of the 'Statement' form in the ParkCharge system. The form is titled 'Statement' and contains several input fields: 'From Date' (15/07/2020), 'From Time' (00:00), 'To Date' (15/07/2020), and 'To Time' (23:59). Below these are dropdown menus for 'Status' and 'Type'. A yellow 'Search' button is positioned to the right of the dropdowns. Below the form, there is a message 'No Transaction Records' and two yellow buttons: 'Print' and 'Export'.

# Statements

## Generating GST receipts for payments :

To produce a GST receipt for top-up payments, select the dates at the top that cover the payment you require.



Next, select "Credit Card" in the Type drop down box, followed by search.

**Statement**

01/02/2022 00:00 17/06/2022 23:59

From Date From Time To Date To Time

----- Credit Card Search

Status Type

Licence Plate Number	Type	Description	Status	Date/Time	Amount (\$NZ)
	<a href="#">Payment-CC</a>	Initial Top-up	APPROVED		20.00
	<a href="#">Payment-CC</a>	TAG and Administration Fee	APPROVED		15.00

Clicking "Print" will now produce a GST receipt that you can download or print out.