

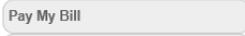
# GOAA Payment Portal

## Accessing the Portal

The payment portal can be accessed via the Authority's website at the following URL:

<http://www.orlandoairports.net/business.htm>

Click on PAY MY BILL.



Click on All Others to proceed to the payment portal.

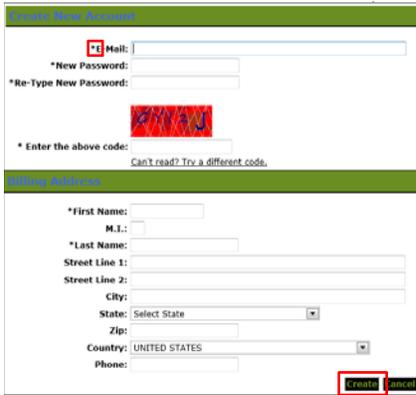


## Register Account

To create a new user account, click on the New User? Register Here link.



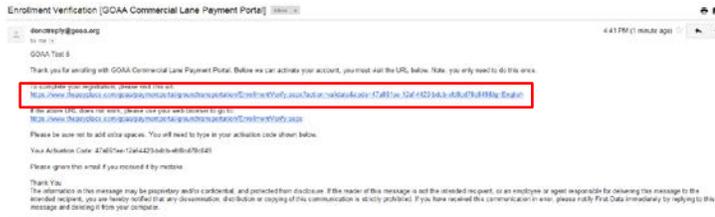
Fill out enrollment information. Fields marked with \* are required. All other fields are optional. Click on Create.



An enrollment verification message will appear. Click on Exit.



An "Enrollment Verification" email will be sent to your email address. Log into your email account and click on the link provided to complete your account registration.



You will be redirected to the Verify Account screen. Click on Next to complete your registration.



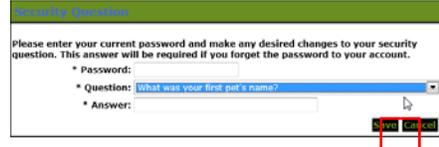
Your new account registration is completed.

## Logging In the First Time

Enter the email address and password that you registered. Click on Submit.



Choose a security question and enter an answer. This will assist you in the future in case you forget your password. Click on Save.



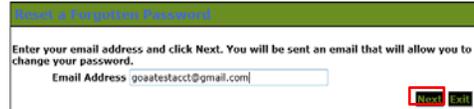
Your account has now successfully been set up.

## Forgot your Password?

To reset a forgotten password, click on the Forgot Password? link.



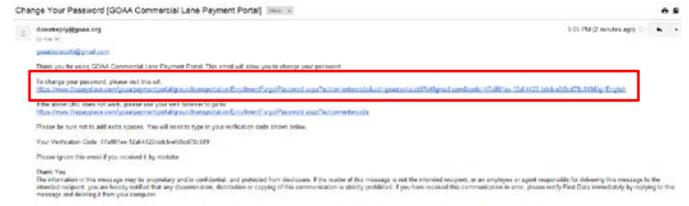
Enter the email address that you registered. Click on Next.



A forgot password message will appear. Click on Exit.



A "Change Your Password" email will be sent to your email address. Log into your email account and click on the link provided to change your password.



Enter and confirm your new password and enter the security question that you entered when logging in the first time. Click on Next.



Your password has successfully been changed. Click on Next.



Log in using your new password.

**Make a Payment**

Enter your invoice # and company #. These are located on the top right corner of the invoice to be paid. Click on Submit.

Choose your method of payment – you can only pay by electronic check. Choose the account type (Personal or Business). Click on Next.

Enter the required information indicated by \*. This includes the name on the bank account being used, bank account number and bank routing number.

To store this account information for future payments, click on the box in the Save Account section.

Click on Next.

Review your payment information and click on Pay Now to make the payment.

Your payment has been submitted. You can print your receipt by clicking on the Printable Receipt link. You can make another payment by clicking on the Pay Now link.

**Payment History/Cancel a Payment**

You can view your payments or cancel a payment by clicking on the Payment History link from any page.

Payment history page is shown below.

To review a payment receipt, click on the Confirmation # link. This will launch a copy of the receipt.

| Confirmation #                 | Status          | Account | Amount   | Date       | Paid To                             |
|--------------------------------|-----------------|---------|----------|------------|-------------------------------------|
| <a href="#">14080534811569</a> | Payment Success | GOAA    | 1.00 USD | 08/05/2014 | GOAA Commercial Lane Payment Portal |

To cancel a payment that was made that day, click on the Cancel link.

| Confirmation #                 | Status          | Account | Amount   | Date       | Paid To                             |
|--------------------------------|-----------------|---------|----------|------------|-------------------------------------|
| <a href="#">14080534811569</a> | Payment Success | GOAA    | 1.00 USD | 08/05/2014 | GOAA Commercial Lane Payment Portal |

Click on OK if you are sure you want to cancel the payment.



Following is an example of a successful payment cancellation.

| Confirmation #                 | Status         | Account | Amount    | Date       | Paid To                             |
|--------------------------------|----------------|---------|-----------|------------|-------------------------------------|
| <a href="#">14080534812014</a> | Cancel Success | GOAA    | -1.00 USD | 08/05/2014 | GOAA Commercial Lane Payment Portal |
| <a href="#">14080534811569</a> | Cancel Success | GOAA    | 1.00 USD  | 08/05/2014 | GOAA Commercial Lane Payment Portal |