# **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.

Pay My Bill

Click on All Others to proceed to the payment portal.

Commercial Lane Customers					
Airline Non-Based Crew Parkin	ng				
All Others					

### **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.

	a		
reate New Accoun	t		
<b>—</b> ———————————————————————————————————			
*t-Mail:			
"New Password:			
e-Type New Password:			
Enter the above code:			
	Can't read? Try a different code.		
lling Address			
ining Mutal Cas			
*First Name:			
M.L.:			
*Last Name:			
Street Line 1:			
Street Line 2:			
City:			
State:	Calact Ctata		
June.	Select State	121	
Zip:	UNITED OTATIO		-
Country:	UNITED STATES		1. M.

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.



## Logging In the First Time

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

New	User? Register Here
Email Address:	goaatestacct@gmail.com
Password:	•••••
E	orgot Password?
	Submit
h	

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

se enter your current stion. This answer wi	password and make any desired changes to your s Il be required if you forget the password to your ac	security count.	
* Password:			
* Question:	What was your first pet's name?		
* Answer:		R	
	8	ive Car	cel

Your account has now successfully been set up.

#### Forgot your Password?

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

		voru
New	<u>User? Register Here</u>	
mail Address:		
Password:		
F	orgot Password?	
	Su	ıbmit

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

Enter your email addre change your password	ess and click Next. You will be sent an	email that will allow you to
Email Address	goaatestacct@gmail.com	
		Next Exit

A forgot password message will appear. Click on Exit.

mail has been sent to the address: goaatestacct@gmail.com Please check your email and follow the directions.

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.

Exit

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

Email Address	goaatestacct@gmail.com	
*New Password:		
*Confirm Password:		
Security Question:	In what city was your mother born?	
* Answer:	Neverland	_

Your password has successfully been changed. Click on Next.



Log in using your new password.

Your new account registration is completed.

### 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.

Customer F	Payment Data
* Invoice #:	12007964
* Company #:	00009999
	Submit
	Back Exit

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.

Carlo Hannes	004		
M.L.			
"Last Nome:	Test2		
Street Line 1:			
Street Line 2:			
City:			
State:	select state		
Zip:	Ţ		
Country:	UNITED STATES		•
Phone:			
*C·Moli:	goaatestacct2@gmail.com		
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Review your payment information and click on Pay Now to make the payment.

Address
Billing Address: GOAA Test
goaatestacct@gmail.com
Payment Method
Business Check Checking
Payment Amount
Amount: 15.15 USD
Total: 15.15 USD
Account Information
Using Account: GOAA PP
By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfers) or draft(s) dram from my account.
If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACNA Operating Rules. To exit Without authorizing, click EXTI.
Bock Pey New Balt

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 Enrollment Settings

Payment history page is shown below.

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

Payment History Date Range:			02/01/2014	- Today		
Confirmation #	Status	Account	Amount	Date 🛩	Paid To	
14080534811569	Payment Success	atheck	1.00 USD	08/05/2014	GOAA Commercial Lane Payment Portal	Cancel

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

	02/01/2014 - Today					
Confirmation #	Status	Account	Amount	Date 🗸	Paid To	_
14080534811569	Payment Success	athack	1.00 USD	08/05/2014	GOAA Commercial Lane Payment Portal	Cancel

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



Following is an example of a successful payment cancellation.

Payment History Date Range:			02/01/2014 - Today		
Confirmation #	Status	Account	Amount	Date 🛩	Paid To
14080534812014	Cancel Success	etheck 7	-1.00 USD	08/05/2014	GOAA Commercial Lane Payment Portal
14080534811569	Cancel Success	athers 7	1.00 USD	08/05/2014	GOAA Commercial Lane Payment Portal