# **GOAA Employee Parking Payment Portal**

#### Accessing the Portal

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

#### http://www.orlandoairports.net/gt/index.htm

Click on PAY MY NBC BILL in the Non-Based Crew (NBC) Members area or the PAY MY BILL in the Terminal Garage Employee Parking area to proceed to the Employee Parking 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.

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

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

ase enter your curren estion. This answer wi	t password and make any desired changes to y Il be required if you forget the password to you	our security ur account.	
* Password:			
* Question:	What was your first pet's name?		
* Answer:			
		Save Cancel	

Your account has now successfully been set up.

### Forgot your Password?

Ple

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

	word
New User? Register Here	
mail Address:	
Password:	
Forgot Password?	
	iubmit

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

Reset a Forgotte	n Password	
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

Cha	nge Your Password [GOAA Commercial Lane Payment Portal]	•	*		
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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 Addre	ss goaatestacct@gmail.com	
*New Passwon	d: •••••	
Confirm Passwor	d:	
Security Questio	n: In what city was your mother born?	
* Answe	r: Neverland	_

Your password has successfully been changed. Click on Next.



Log in using your new password.

#### Make a Payment

Enter your account # located at the top right corner of your bar code and your last name. Click on Submit.

	mation
* Account #:	12345
* Last Name:	Lastname
	Submit
	Back Exit

Choose your method of payment – you can pay by credit/debit card (VISA, MasterCard or Discover) or by electronic check. If paying by check, choose the account type (Personal or Business). Click on Next.



If paying by check, 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.

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"Last Nome:	THE2		
Street Line 1:			
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If paying by credit/debit card, enter the required information indicated by \*. This includes the name on the credit card, the card number and card expiration date.

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.

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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.



### Schedule a Recurring Payment

You can schedule a recurring payment so that you do not have to log in to pay your parking once a month.

On the Payment Information screen, check the "Make this a recurring payment" box.

Recurring Payment		
Make this a recurring payment		
		_
	Back Next	Exit

Enter a Start Payment and Stop Payments Date. Choose Repeat Every = Monthly. Choose Day 1 = 25 to ensure that your payment is processed before the end of the month.



You can disable or delete your scheduled payments by clicking on the Scheduled Payments link.

Scheduled Payments | Payment History | Enrollment Settings

## Payment History

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.

			nge <mark>:</mark>	u2/01/2014	- Today	•	
	Confirmation #	Status	Account	Amount	Date 🚽	Paid To	
l	14080534811569	Payment Success	*Check 7354	1.00 USD	08/05/2014	GOAA Commercial Lane Payment Portal	Cancel