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.

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

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.

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.

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.

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.

Payment History

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.