



Updating Account Information


All updates and edits require an approval process by YVRAA PGT Office. E-mail notification of rejected changes will be sent with information as to why the edits were rejected.

Note that some changes must be completed by the YVRAA PGT Office. For these types of changes, please email parking@yvr.ca with subject line, "CVMS" with the change request. Fields that require YVRAA PGT Office to edit include:

- Legal Name
- Operating Name
- PTB Number
- PTB Expiration Date

Updating Company Address

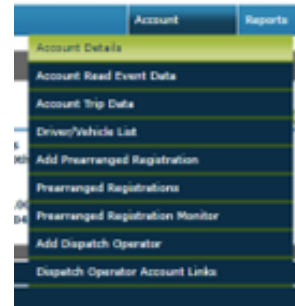
Note: Primary Billing Address is used for Billing and Legal purposes. This is the only address that may be added.

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 A screenshot of the GateKeeper Vendor login page. The page features the 'GateKeeper Vendor' logo at the top. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located below the login button. The background of the page shows a blurred image of yellow taxis.



Vendor QRG 1.04: Updating Account Information

Under "Account" select *Account Details*



Select *Expand All*

Account Navigation: [Read Events](#) [Trics](#)

Data changes will be submitted for review. They will not be visible until approved.

Account: [Retrieve Account Balance](#)

Legal Name:	PTB Commercial	Dispatch Account:	Yes
Account Type:	Prearranged	Operator Type:	z-Other PTB
Service Type:	Prearranged	Suspension Exempt:	No
Expired Permit Suspension Exempt:	No	Insurance Suspension Exempt:	No
Account ID:	GTI	Low/No Balance Threshold:	\$0.00/0
Contract/Agreement:	Not Set	PTB Number:	
PTB Expiration:			

Expand All Collapse All

Addresses [Add Address](#)

Type	Address1	Address2	Address3	City	State	Zip
Primary (Billing)				Richmond	BC	V6V 2G7

Show Page: 1 (Total Records Found: 1) [Export To Excel](#) Show Records Per Page: 10

Drivers/Vehicles Show Active Drivers/Vehicles Only [Add Driver/Vehicle](#)

ID	D/V	Service Type	Operator Type	Access ID	Last Read
		Prearranged	Tour/Charter Group PTB		10/13/2023 2:14:03 PM
		Prearranged	Tour/Charter Group PTB		10/13/2023 3:18:58 PM
		Prearranged	Tour/Charter Group PTB		10/13/2023 3:02:03 PM
		Prearranged	Tour/Charter Group PTB		10/13/2023 3:01:57 PM
		Prearranged	Tour/Charter Group PTB		10/13/2023 2:50:05 PM
		Prearranged	Tour/Charter Group PTB		Unknown
		Prearranged	Tour/Charter Group PTB		10/13/2023 1:23:30 PM

Show Page: 1 (Total Records Found: 7) [Export To Excel](#) Show Records Per Page: 10

Insurance [Add Insurance](#)

No data found.

Contacts [Add Account Contact](#)

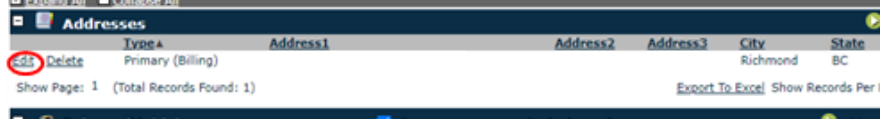
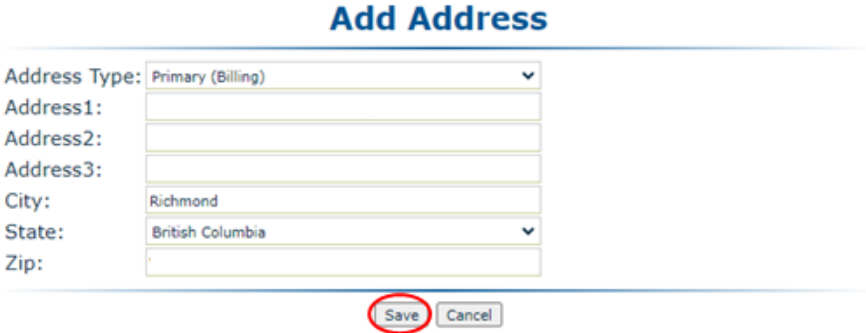
Title	Name	Type	Phone1	Phone2	Fax	Email
		Primary				

Show Page: 1 (Total Records Found: 1) [Export To Excel](#) Show Records Per Page: 10


Attachments [Add Attachment](#)



Vendor QRG 1.04: Updating Account Information

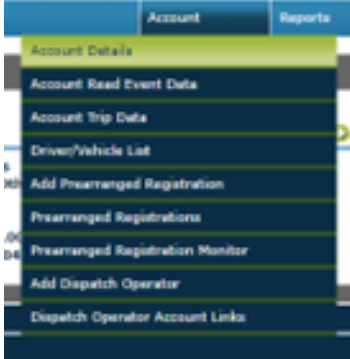
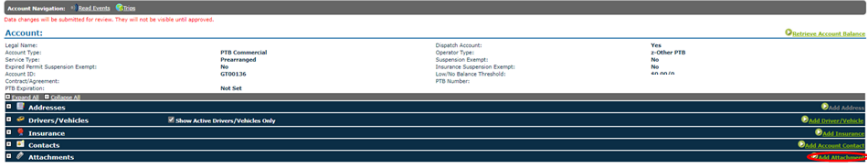
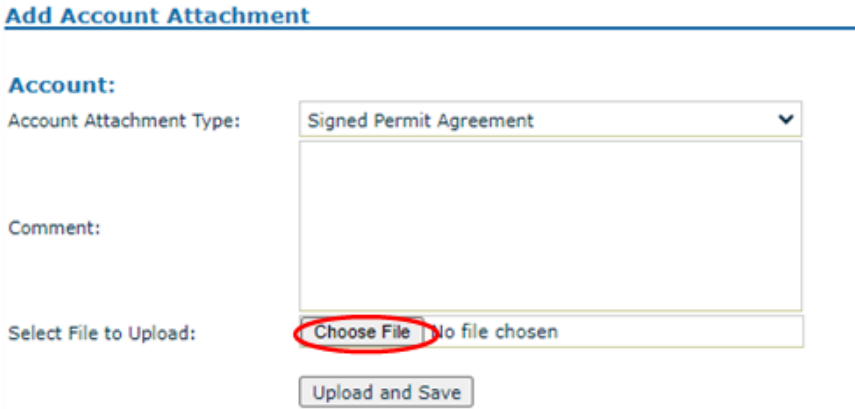
<p>Select <i>Edit</i> under “Addresses” to update address.</p>	
<p>Make required edits and select <i>Save</i>.</p>	

Uploading PTB License

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	



Vendor QRG 1.04: Updating Account Information

<p>Under "Account" select <i>Account Details</i></p>	
<p>Select <i>Add Attachment</i>.</p>	
<p>Use the pull-down menu (Account Attachment Type) to select "PTB License".</p> <p>Select <i>Choose File</i></p> <p>Select File to upload and select <i>Open</i></p>	



<p>Select <i>Upload and Save</i></p>	<p>Add Account Attachment</p> <p>Account: Account Attachment Type: PTB License</p> <p>Comment:</p> <p>Select File to Upload: Choose File PTB Insurance.pdf</p> <p>Upload and Save</p>
<p>A message will appear to note that the file is uploaded and pending approval.</p>	<p>Add Account Attachment</p> <p>Data changes will be submitted for review. They will not be visible until approved. File has been uploaded and is waiting for approval. It will not be visible until approved.</p> <p>Account: Account Attachment Type: Signed Permit Agreement</p> <p>Comment:</p> <p>Select File to Upload: Choose File No file chosen</p> <p>Upload and Save</p>