



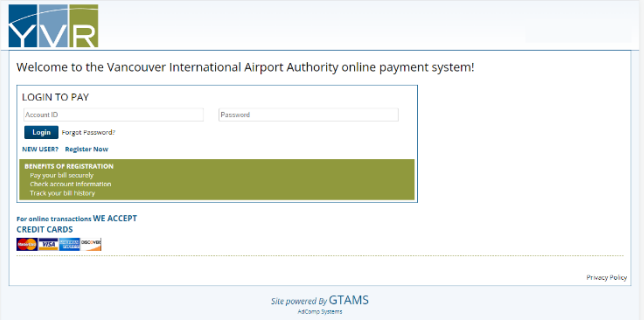
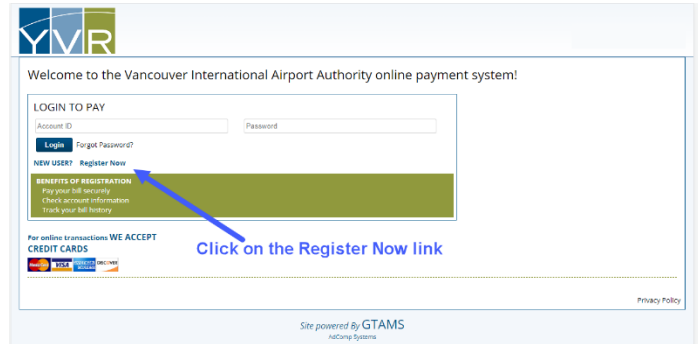
# AdComp Payment System

## Current Rates



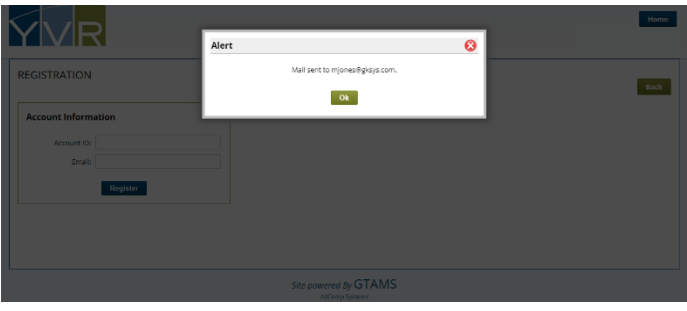
Refer to [www.yvr.ca/en/business/fees-and-charges](http://www.yvr.ca/en/business/fees-and-charges) for a list of current Commercial Vehicle Per trip rates by vehicle category.

## Logging into the System

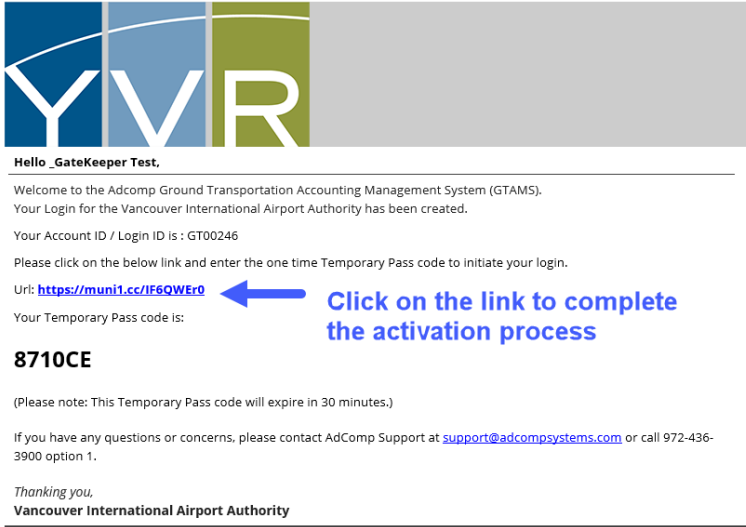
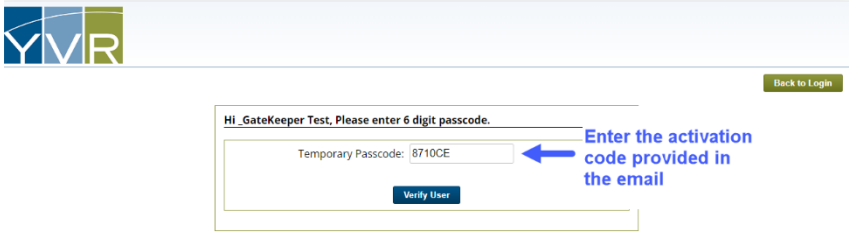
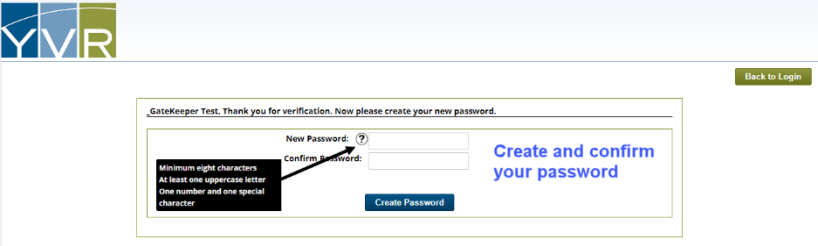
Only the Primary Contact associated with the Account will be able to access the payment portal.

Steps	Examples
<p>Go to the GTAMS vendor website URL: <a href="https://gtams.adcompsystems.com/YVR/Webportal/">https://gtams.adcompsystems.com/YVR/Webportal/</a></p>	
<p>First time users will need to register their account. Click the <a href="#">Register Now</a> link.</p>	

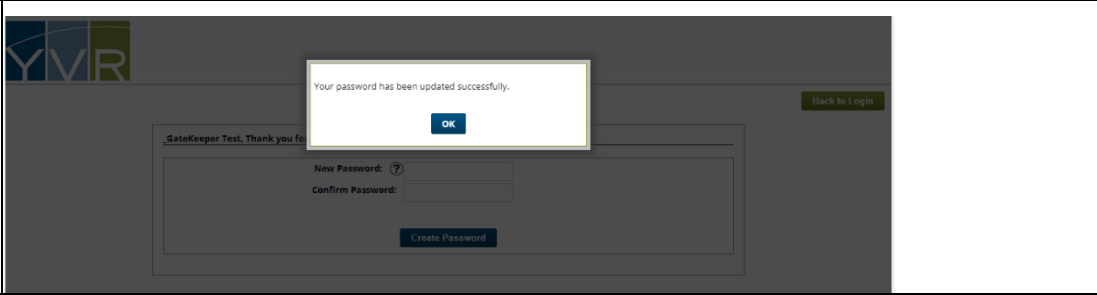
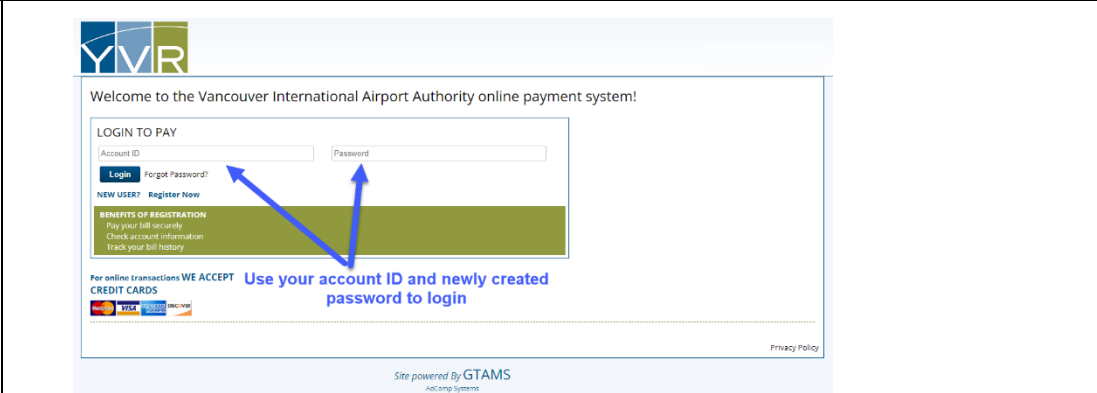
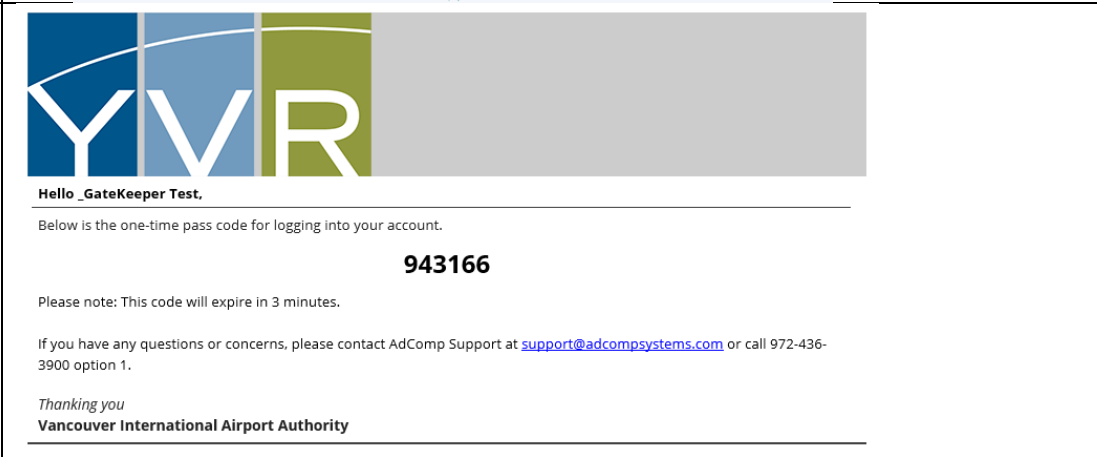


Steps	Examples
<p>First time AdComp users will need their GateKeeper Account ID to register. <b>The GateKeeper Account ID can be found by logging into the GateKeeper Vendor website.</b> The primary contact email in CVMS is the email that will be utilized by AdComp for registration and notifications.</p>	 <p>The screenshot shows the GateKeeper Vendor website interface. At the top, there is a navigation bar with 'Account', 'Reports', and 'Manage' options. Below this, a 'Data changes will be submitted for review. They will not be visible until approved.' message is displayed. The main content area shows account details for 'GateKeeper Test'. A table lists various account settings, with the 'Account ID' field highlighted in red and containing the value 'GT00246'. Below the table, there are several expandable sections: 'Addresses', 'Drivers/Vehicles', 'Insurance', 'Contacts', and 'Attachments', each with an 'Add' button.</p>
<p>Enter your GateKeeper account number and email address and then click on the <b>Register</b> button.</p>	 <p>The screenshot shows a 'REGISTRATION' form on the YVR website. The form has two input fields: 'Account ID:' and 'Email:'. A blue arrow points from the text 'Enter your GateKeeper account number and the email address on file' to the 'Account ID' field. A 'Register' button is located below the input fields. The page footer indicates 'Site powered by GTAMS AdComp Systems'.</p>
<p>Once you click on the <b>Register</b> button, you will receive an alert message that states an account activation code has been sent to your registered email. Click on the <b>Ok</b> button. It is best if you close this AdComp window here. It will be re-opened in the next step.</p>	 <p>The screenshot shows the same registration form as in the previous step, but with an 'Alert' dialog box overlaid. The alert message reads: 'Mail sent to mjones@yavs.com.' and has an 'OK' button. The background registration form is dimmed.</p>

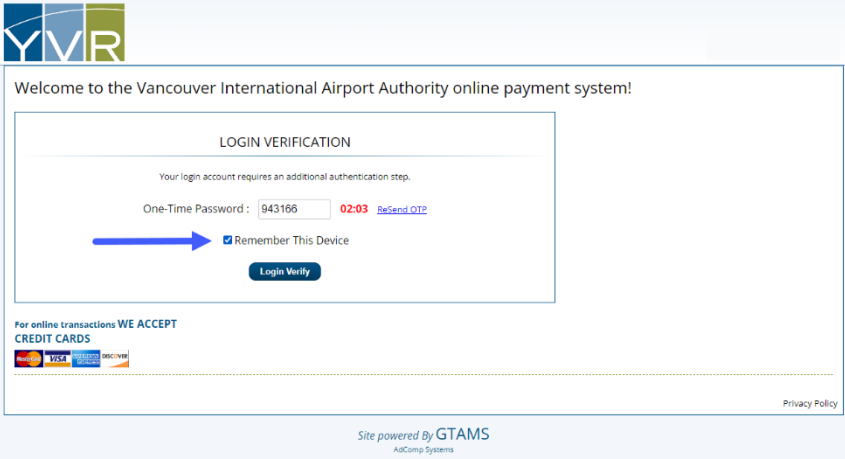
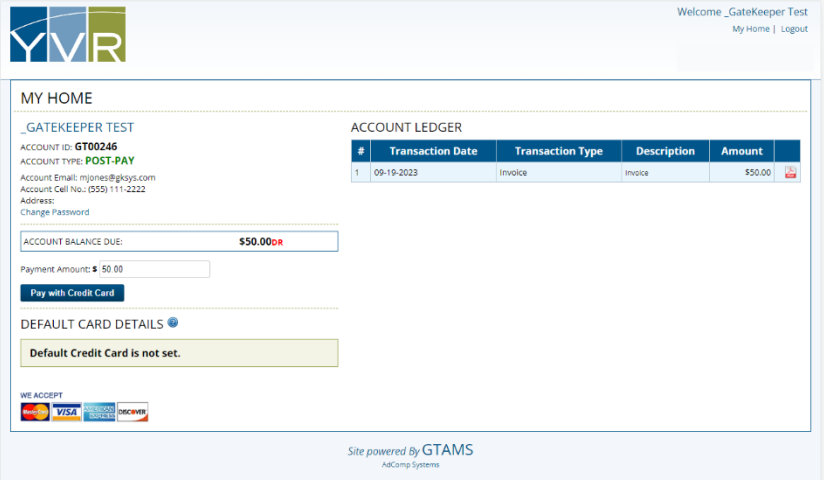


Steps	Examples
<p>Open the email from <a href="mailto:notify@adcompsystems.com">notify@adcompsystems.com</a>. This email will contain an activation code along with a link to complete the registration process. Note the activation code is valid for 30 minutes. Click on the provided link.</p>	 <p><b>Hello_GateKeeper Test.</b></p> <p>Welcome to the Adcomp Ground Transportation Accounting Management System (GTAMS). Your Login for the Vancouver International Airport Authority has been created.</p> <p>Your Account ID / Login ID is : GT00246</p> <p>Please click on the below link and enter the one time Temporary Pass code to initiate your login.</p> <p>Uri: <a href="https://muni1.cc/IF6QWEr0">https://muni1.cc/IF6QWEr0</a></p> <p>Your Temporary Pass code is:</p> <p><b>8710CE</b></p> <p>(Please note: This Temporary Pass code will expire in 30 minutes.)</p> <p>If you have any questions or concerns, please contact AdComp Support at <a href="mailto:support@adcompsystems.com">support@adcompsystems.com</a> or call 972-436-3900 option 1.</p> <p>Thanking you, Vancouver International Airport Authority</p>
<p>The link will open a new window. Enter the emailed activation code and click on <i>Verify User</i>.</p>	 <p>Hi_GateKeeper Test, Please enter 6 digit passcode.</p> <p>Temporary Passcode: 8710CE</p> <p>Verify User</p>
<p>Create and confirm your new password (must include a symbol). Click on the <i>Create Password</i> button.</p>	 <p>GateKeeper Test. Thank you for verification. Now please create your new password.</p> <p>New Password: ?</p> <p>Confirm Password:</p> <p>Create Password</p> <p>Minimum eight characters At least one uppercase letter One number and one special character</p>



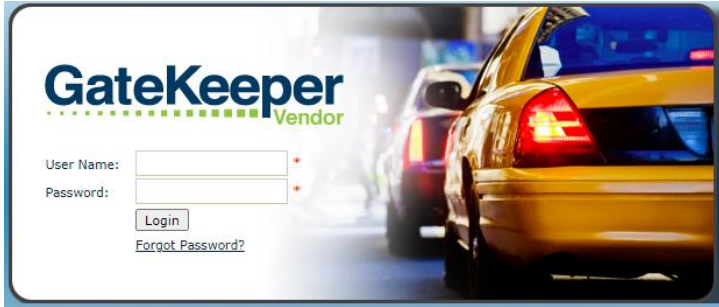

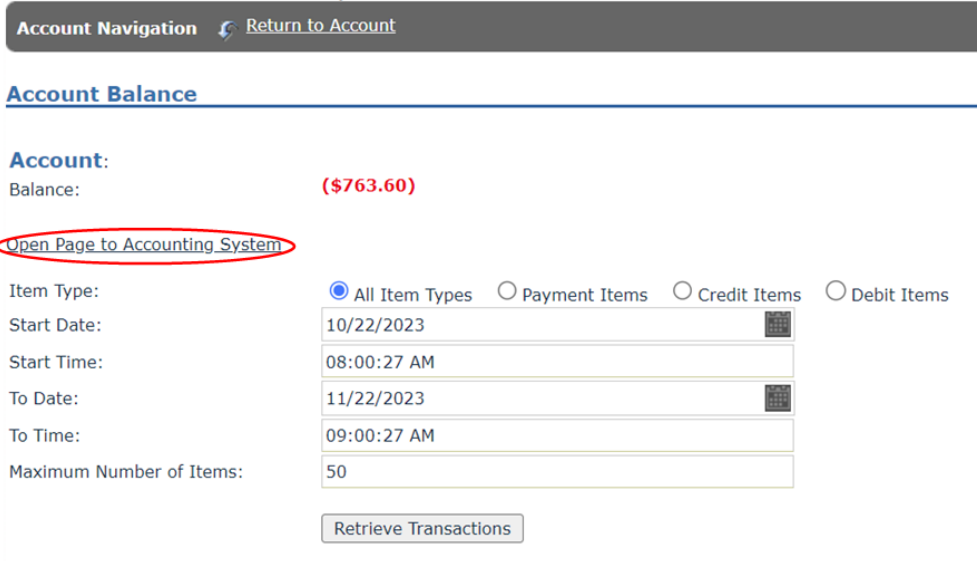
Steps	Examples
<p>You will get a message confirming that your password has been updated successfully. Click <i>OK</i>.</p>	
<p>After clicking OK, you will be taken back to the AdComp home screen. Use your newly created password to login.</p>	
<p>For your initial login, you will, again be sent an email with a confirmation code. Check your email for a new authentication code.</p>	



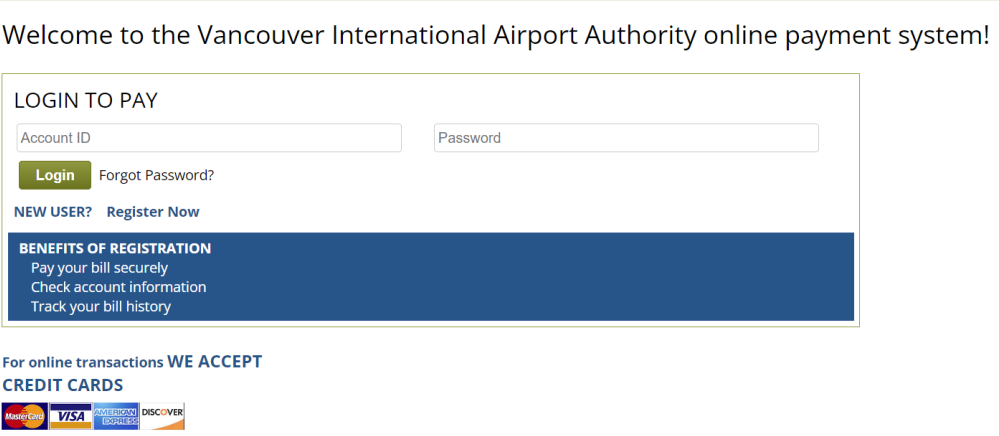
Steps	Examples
<p>Return to the verification screen and enter the one-time pass code. Be sure to also check the box <i>for Remember this Device</i>. Click on <a href="#">Login Verify</a>.</p>	
<p>You are now logged into your GTAMS vendor account where you can make payments and view transaction history.</p>	



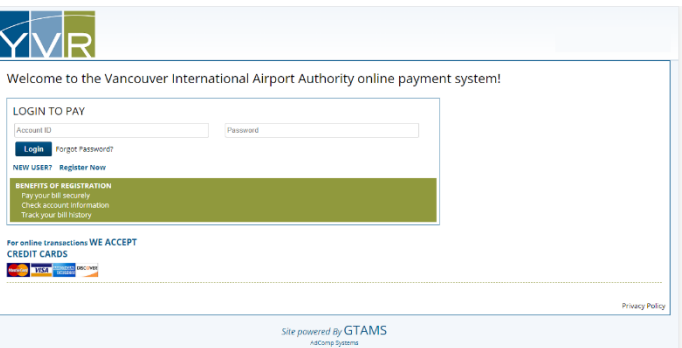
Note: AdComp can also be accessed through the Vendor Portal.

Steps	Examples
Log into GateKeeper Vendor <a href="https://yvr.gtcvms.com/GSIVendor">https://yvr.gtcvms.com/GSIVendor</a>	 The screenshot shows the GateKeeper Vendor login interface. It features the logo at the top, followed by input fields for 'User Name' and 'Password', each with a red asterisk. Below these are 'Login' and 'Forgot Password?' buttons. The background shows a yellow taxi.
Select <i>Retrieve Account Balance</i>	 The screenshot shows the 'Account Navigation' menu. It includes links for 'Read Events' and 'Titles'. A red message states: 'Data changes will be submitted for review. They will not be visible until approved.' The 'Account:' section has a link for 'Retrieve Account Balance' circled in red.
Select <i>Open Page to Accounting System</i>	 The screenshot shows the 'Account Balance' page. It includes an 'Account Navigation' bar with a 'Return to Account' link. The 'Account Balance' section shows the account balance as (\$763.60). A link 'Open Page to Accounting System' is circled in red. Below are filters for 'Item Type' (radio buttons for All Item Types, Payment Items, Credit Items, Debit Items), 'Start Date' (10/22/2023), 'Start Time' (08:00:27 AM), 'To Date' (11/22/2023), 'To Time' (09:00:27 AM), and 'Maximum Number of Items' (50). A 'Retrieve Transactions' button is at the bottom.

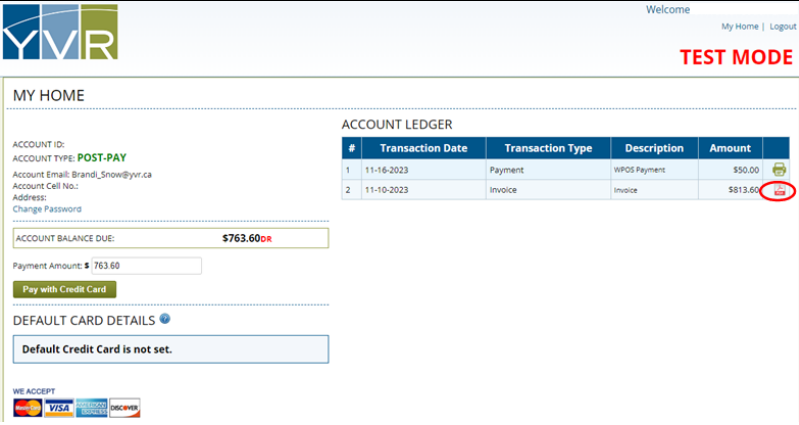
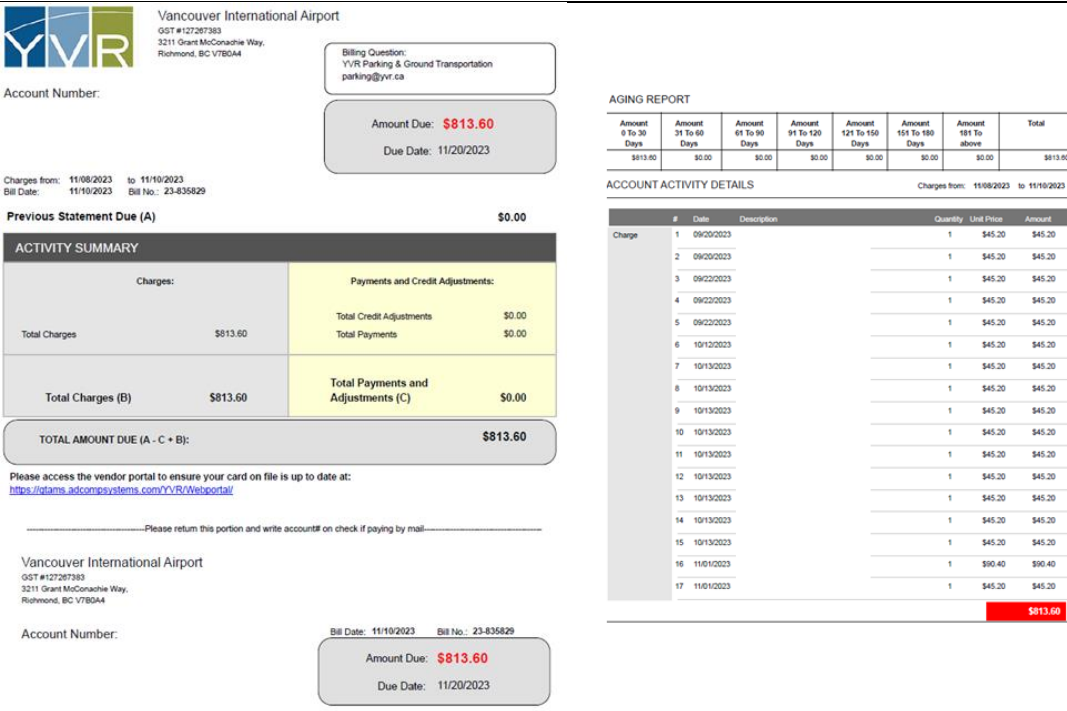


Steps	Examples
<p>This will link to AdComp.</p> <p>Use the Account ID and Password to Login.</p> <p>Note: only the Primary Contact from the Vendor Portal has access to AdComp.</p>	

## Viewing Invoice

Steps	Examples
<p>Go to the GTAMS vendor website URL: <a href="https://gtams.adcompsystems.com/YVR/Webportal/">https://gtams.adcompsystems.com/YVR/Webportal/</a></p> <p>And login.</p>	

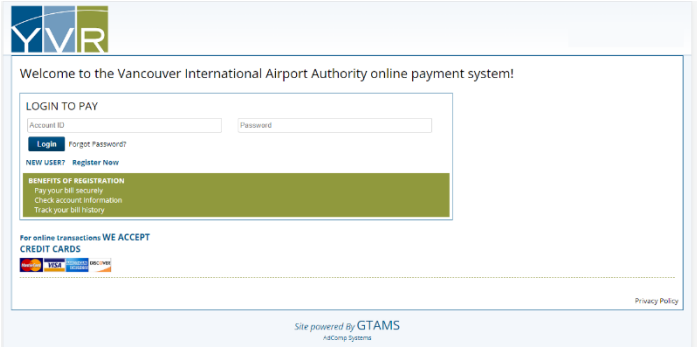
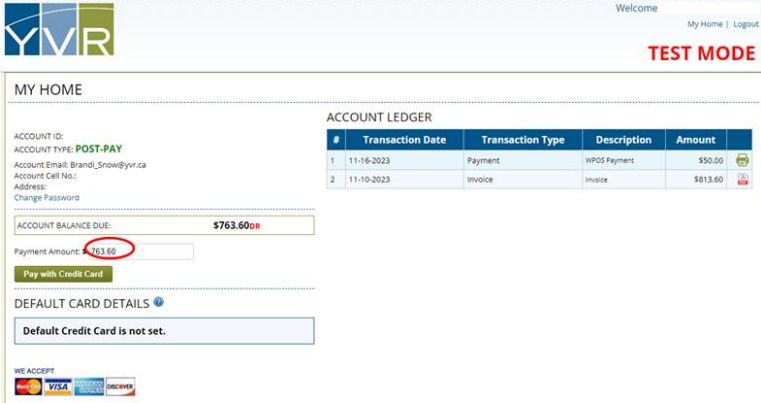


Steps	Examples																																																																																																																																															
<p>Under the Account Ledger Section, click on the <i>PDF icon</i> beside the Invoice you want to view.</p>	 <p>ACCOUNT LEDGER</p> <table border="1"> <thead> <tr> <th>#</th> <th>Transaction Date</th> <th>Transaction Type</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-16-2023</td> <td>Payment</td> <td>WPOS Payment</td> <td>\$50.00</td> </tr> <tr> <td>2</td> <td>11-10-2023</td> <td>Invoice</td> <td>Invoice</td> <td>\$813.60</td> </tr> </tbody> </table>		#	Transaction Date	Transaction Type	Description	Amount	1	11-16-2023	Payment	WPOS Payment	\$50.00	2	11-10-2023	Invoice	Invoice	\$813.60																																																																																																																															
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<p>The invoice should then be displayed.</p>	 <p>Vancouver International Airport GST #127287383 3211 Grant McConachie Way, Richmond, BC V7B0A4</p> <p>Account Number: [redacted]</p> <p>Amount Due: <b>\$813.60</b> Due Date: 11/20/2023</p> <p>Charges from: 11/08/2023 to 11/10/2023 Bill Date: 11/10/2023 Bill No.: 23-835829</p> <p>Previous Statement Due (A) \$0.00</p> <table border="1"> <thead> <tr> <th colspan="2">ACTIVITY SUMMARY</th> </tr> </thead> <tbody> <tr> <td>Charges:</td> <td>Payments and Credit Adjustments:</td> </tr> <tr> <td>Total Charges \$813.60</td> <td>Total Credit Adjustments \$0.00</td> </tr> <tr> <td></td> <td>Total Payments \$0.00</td> </tr> <tr> <td><b>Total Charges (B) \$813.60</b></td> <td><b>Total Payments and Adjustments (C) \$0.00</b></td> </tr> <tr> <td colspan="2"><b>TOTAL AMOUNT DUE (A - C + B): \$813.60</b></td> </tr> </tbody> </table> <p>AGING REPORT</p> <table border="1"> <thead> <tr> <th>Amount 0 to 30 Days</th> <th>Amount 31 to 60 Days</th> <th>Amount 61 to 90 Days</th> <th>Amount 91 to 120 Days</th> <th>Amount 121 to 150 Days</th> <th>Amount 151 to 180 Days</th> <th>Amount 181 to above</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$813.60</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$813.60</td> </tr> </tbody> </table> <p>ACCOUNT ACTIVITY DETAILS</p> <table border="1"> <thead> <tr> <th>#</th> <th>Date</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>1</td><td>09/20/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>2</td><td>09/20/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>3</td><td>09/22/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>4</td><td>09/22/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>5</td><td>09/22/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>6</td><td>10/12/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>7</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>8</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>9</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>10</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>11</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>12</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>13</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>14</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>15</td><td>10/13/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr><td>16</td><td>11/01/2023</td><td></td><td>1</td><td>\$90.40</td><td>\$90.40</td></tr> <tr><td>17</td><td>11/01/2023</td><td></td><td>1</td><td>\$45.20</td><td>\$45.20</td></tr> <tr> <td colspan="5"></td> <td><b>\$813.60</b></td> </tr> </tbody> </table>		ACTIVITY SUMMARY		Charges:	Payments and Credit Adjustments:	Total Charges \$813.60	Total Credit Adjustments \$0.00		Total Payments \$0.00	<b>Total Charges (B) \$813.60</b>	<b>Total Payments and Adjustments (C) \$0.00</b>	<b>TOTAL AMOUNT DUE (A - C + B): \$813.60</b>		Amount 0 to 30 Days	Amount 31 to 60 Days	Amount 61 to 90 Days	Amount 91 to 120 Days	Amount 121 to 150 Days	Amount 151 to 180 Days	Amount 181 to above	Total	\$813.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$813.60	#	Date	Description	Quantity	Unit Price	Amount	1	09/20/2023		1	\$45.20	\$45.20	2	09/20/2023		1	\$45.20	\$45.20	3	09/22/2023		1	\$45.20	\$45.20	4	09/22/2023		1	\$45.20	\$45.20	5	09/22/2023		1	\$45.20	\$45.20	6	10/12/2023		1	\$45.20	\$45.20	7	10/13/2023		1	\$45.20	\$45.20	8	10/13/2023		1	\$45.20	\$45.20	9	10/13/2023		1	\$45.20	\$45.20	10	10/13/2023		1	\$45.20	\$45.20	11	10/13/2023		1	\$45.20	\$45.20	12	10/13/2023		1	\$45.20	\$45.20	13	10/13/2023		1	\$45.20	\$45.20	14	10/13/2023		1	\$45.20	\$45.20	15	10/13/2023		1	\$45.20	\$45.20	16	11/01/2023		1	\$90.40	\$90.40	17	11/01/2023		1	\$45.20	\$45.20						<b>\$813.60</b>
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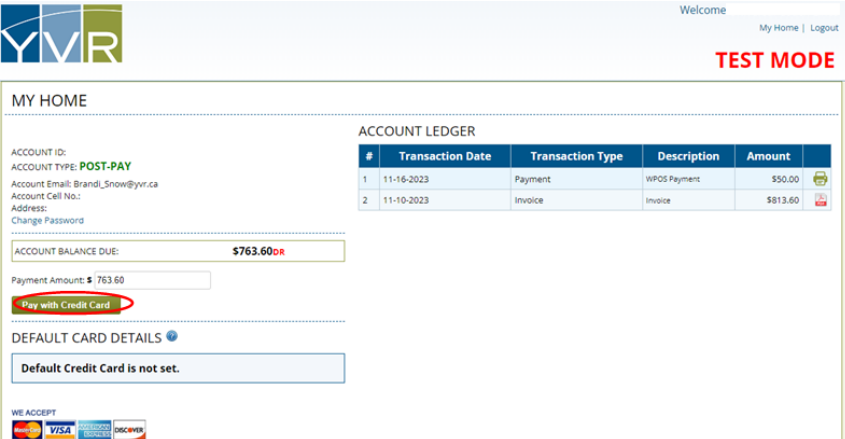
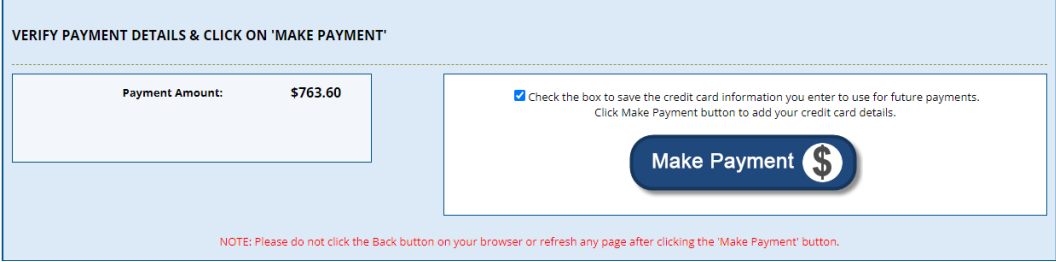





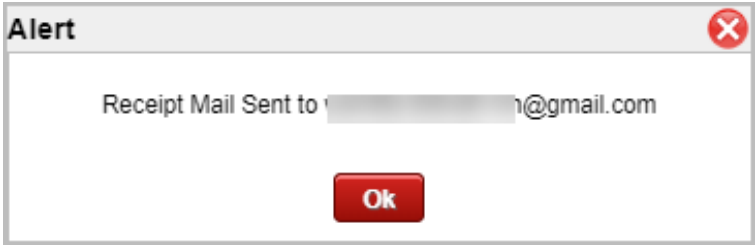
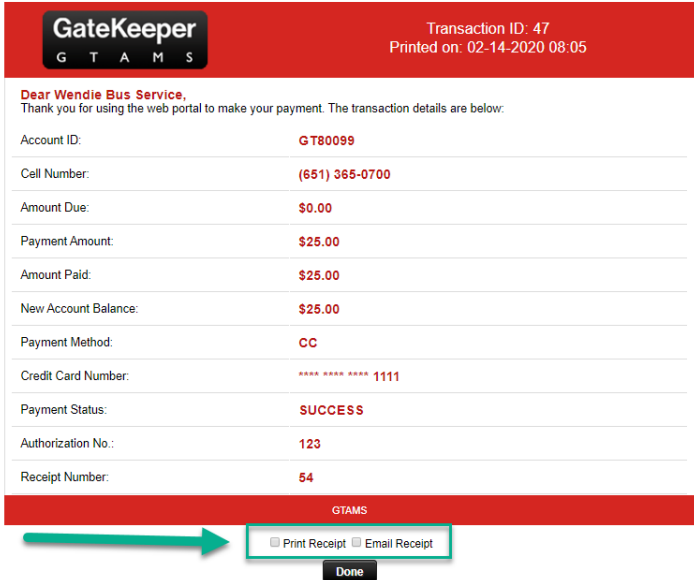
## Making a Payment

Steps	Examples
<p>Go to the GTAMS vendor website URL: <a href="https://gtams.adcompsystems.com/YVR/Webportal/">https://gtams.adcompsystems.com/YVR/Webportal/</a></p> <p>And login.</p>	
<p>Type in Payment Amount, if different from shown.</p>	

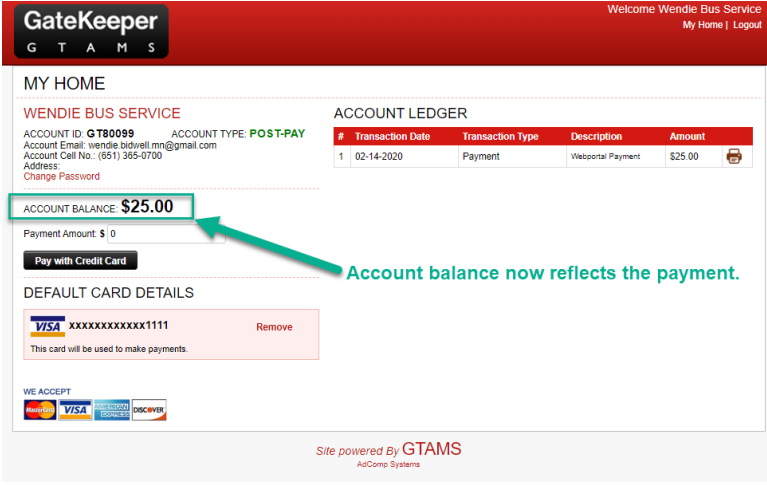
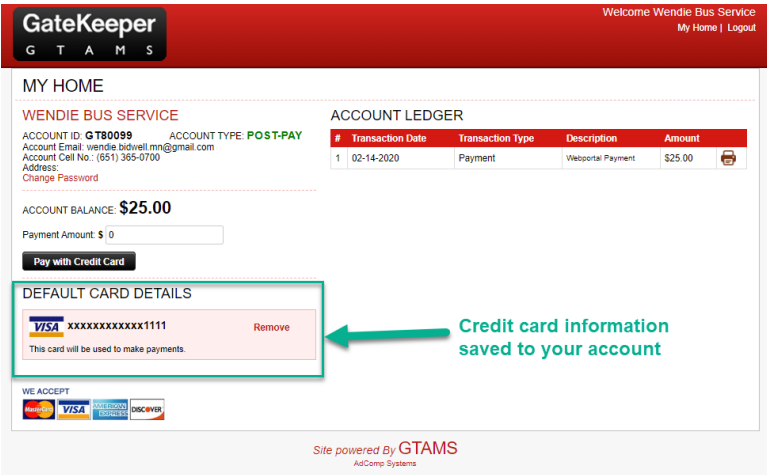


Steps	Examples
<p>Select <i>Pay with Credit Card</i></p>	 <p>The screenshot shows the 'MY HOME' dashboard. On the left, account information includes: ACCOUNT ID, ACCOUNT TYPE: POST-PAY, Account Email: Brandi_Snow@yvr.ca, Account Cell No., Address, and Change Password. The ACCOUNT BALANCE DUE is \$763.60. A 'Pay with Credit Card' button is visible. Below, 'DEFAULT CARD DETAILS' shows 'Default Credit Card is not set.' At the bottom, it says 'WE ACCEPT' with logos for Visa, Mastercard, American Express, and Discover. On the right, an 'ACCOUNT LEDGER' table shows two transactions: a \$50.00 WPOS Payment and an \$813.60 Invoice.</p>
<p>Ensure that the Check box to save credit card information is checked – this is a requirement to continue to be invoiced by YVRAA PGT.</p> <p>Select <i>Make Payment</i></p>	 <p>The screenshot shows the 'VERIFY PAYMENT DETAILS &amp; CLICK ON MAKE PAYMENT' screen. It displays the 'Payment Amount: \$763.60'. A checkbox is checked with the text: 'Check the box to save the credit card information you enter to use for future payments. Click Make Payment button to add your credit card details.' A large 'Make Payment' button with a dollar sign icon is prominent. A note at the bottom states: 'NOTE: Please do not click the Back button on your browser or refresh any page after clicking the 'Make Payment' button.'</p>
<p>For first payment, enter:</p> <p>Credit Card Number            Expiration Date            CVV Number (on the back of credit card)            Card Holder Name            Zip Code (i.e. Postal Code)</p> <p>Select <i>Make Payment</i></p>	 <p>The screenshot shows the 'CC Processor (TEST MODE)' form. It displays 'Reference ID: 143-Web' and 'Amount: \$763.60'. The form includes input fields for: Credit Card Number, Date of Expiration (with MM and YYYY dropdowns and an example 'Eg: 09 2050'), CVV Number, Card Holder Name, and Zip Code. 'Make Payment' and 'Cancel' buttons are at the bottom. A note at the bottom states: 'Please DO NOT click on the browser back/close or refresh button.'</p>

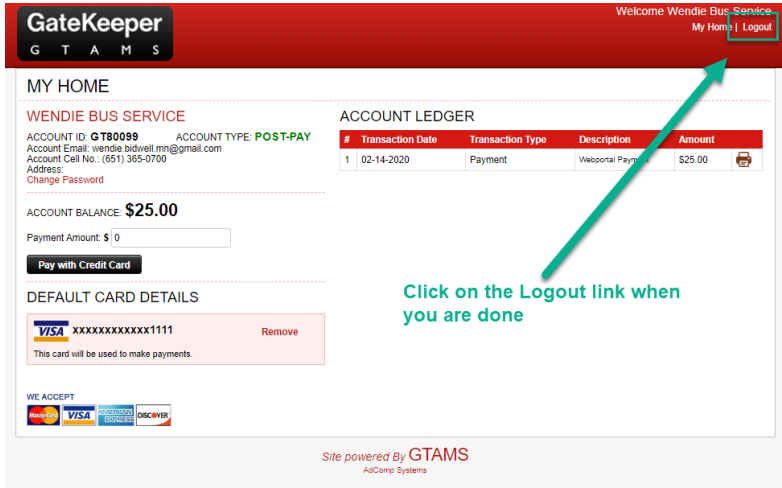


Steps	Examples
<p>A window alert will tell you a receipt has been emailed to you email address on file.</p>	
<p>You will receive a web page payment confirmation receipt. A receipt will also be emailed to the email listed on your account. You can print the receipt or email another copy of the receipt by checking the appropriate box(es) at the bottom of the page.</p>	<p>PAYMENT CONFIRMATION RECEIPT</p> 



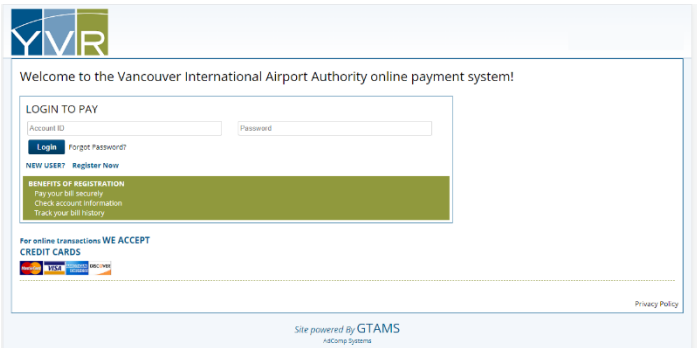
Steps	Examples
<p>You will see the payment has been added to your Account Balance.</p>	 <p>The screenshot shows the GateKeeper account page for Wendie Bus Service. The account ID is GT80099 and the account type is POST-PAY. The account ledger shows a single transaction on 02-14-2020 for a payment of \$25.00. The account balance is \$25.00. A green arrow points to the account balance, with the text "Account balance now reflects the payment."</p>
<p>You will also see you have a credit card saved to your account.</p>	 <p>The screenshot shows the GateKeeper account page for Wendie Bus Service. The account ID is GT80099 and the account type is POST-PAY. The account ledger shows a single transaction on 02-14-2020 for a payment of \$25.00. The account balance is \$25.00. A green arrow points to the "DEFAULT CARD DETAILS" section, which shows a VISA card saved to the account. The text "Credit card information saved to your account" is next to the arrow.</p>




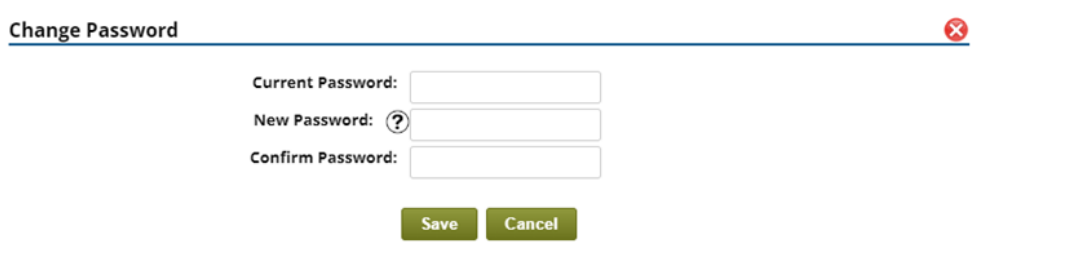
Steps	Examples
<p>Click the <a href="#">Logout</a> link when you are finished.</p>	

## Troubleshooting

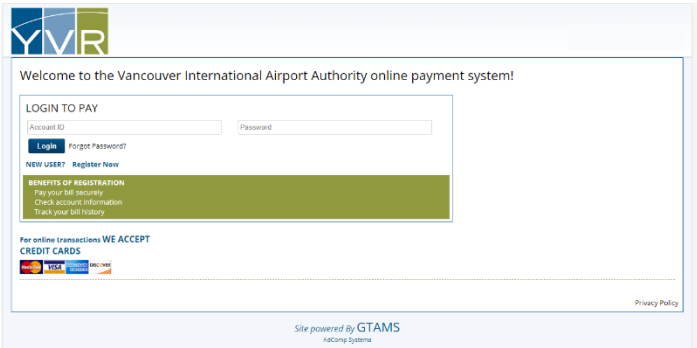
### Changing Password

Steps	Examples
<p>Go to the GTAMS vendor website URL:  <a href="https://gtams.adcompsystems.com/YVR/Webportal/">https://gtams.adcompsystems.com/YVR/Webportal/</a></p> <p>And login.</p>	

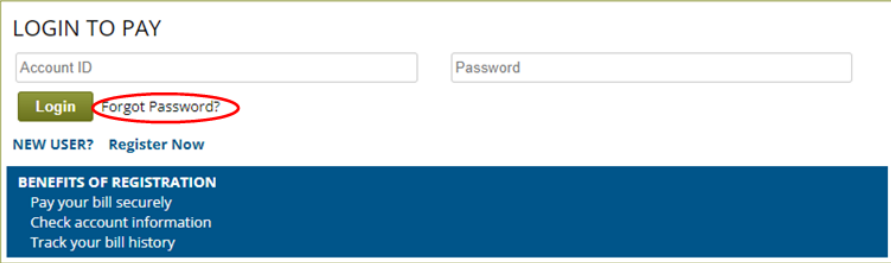
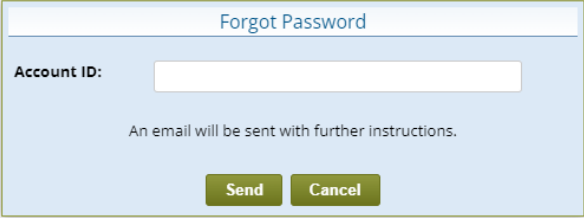
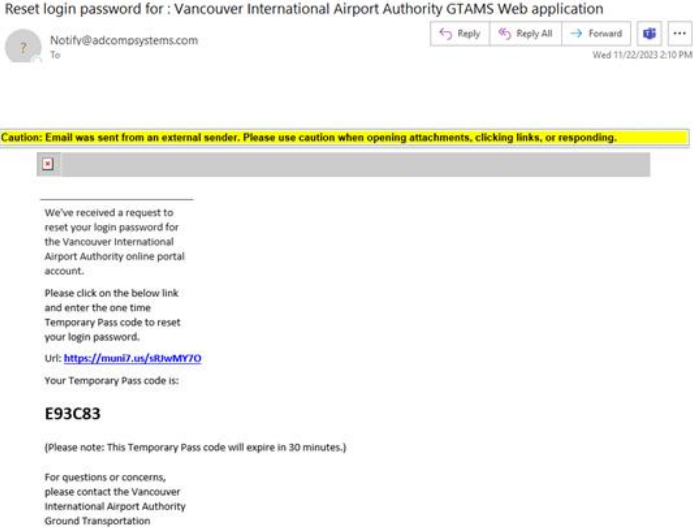


Steps	Examples
Select <i>Change Password</i>	 <p>MY HOME</p> <hr/> <p>ACCOUNT ID: ACCOUNT TYPE: <b>POST-PAY</b> Account Email: Account Cell No.: Address: <b>Change Password</b></p>
A popup will appear requesting the current password and the new password (to be entered twice).  Select <i>Save</i>	 <p>Change Password <span style="float: right;">✖</span></p> <p>Current Password: <input type="password"/></p> <p>New Password: <input type="password"/> ?</p> <p>Confirm Password: <input type="password"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

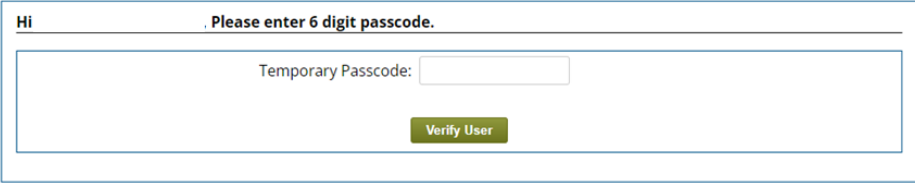

### Forgot Password

Steps	Examples
Go to the GTAMS vendor website URL: <a href="https://gtams.adcompsystems.com/YVR/Webportal/">https://gtams.adcompsystems.com/YVR/Webportal/</a>	 <p>YVR</p> <p>Welcome to the Vancouver International Airport Authority online payment system!</p> <p>LOGIN TO PAY</p> <p>Account ID: <input type="text"/> Password: <input type="password"/></p> <p><input type="button" value="Login"/> <a href="#">Forgot Password?</a></p> <p><a href="#">NEW USER?</a> <a href="#">Register Now</a></p> <p><b>BENEFITS OF REGISTRATION</b> Pay your bill securely Check account information Track your bill history</p> <p>For online transactions WE ACCEPT CREDIT CARDS</p> <p></p> <p>Site powered by GTAMS adComp Systems</p> <p>Privacy Policy</p>



Steps	Examples
<p>Select <i>Forgot Password</i></p>	
<p>Enter in Account ID (which can be found on the Vendor Portal) and select <i>Send</i></p>	
<p>The email account registered with the account will receive an email with a Temporary Pass code and a link to rest the password. Note that the Temporary Passcode is only valid for 30 minutes.</p>	



Steps	Examples
<p>The link from the email will prompt you to enter the Temporary Passcode provided in the email. Then select <i>Verify User</i>.</p>	
<p>Enter in the new Password and confirm the Password. Select <i>Create Password</i>.</p>	
<p>A pop up will appear notifying you that your password has been updated. Select <i>OK</i>. The page to log in will then load.</p>	