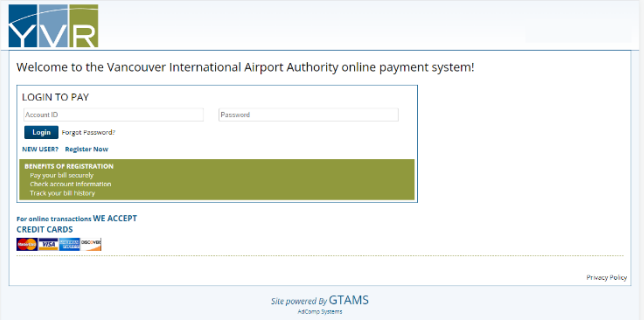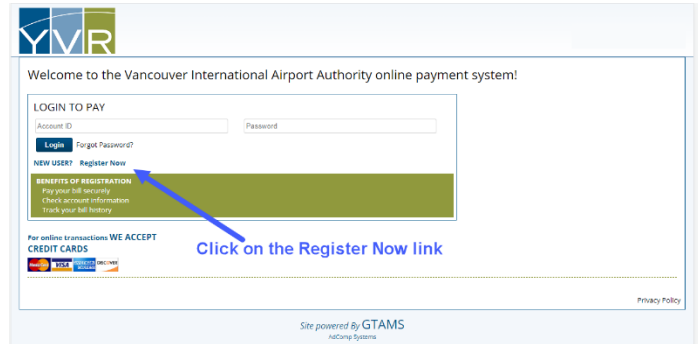# AdComp Payment System

Current Rates
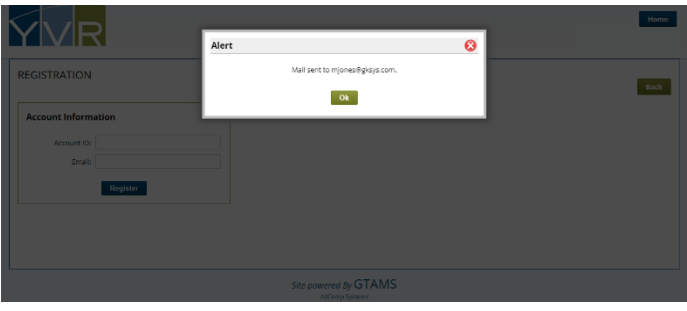
Refer to www.yvr.ca/en/business/fees-and-charges for a list of current Commercial Vehicle Per trip rates by vehicle category.
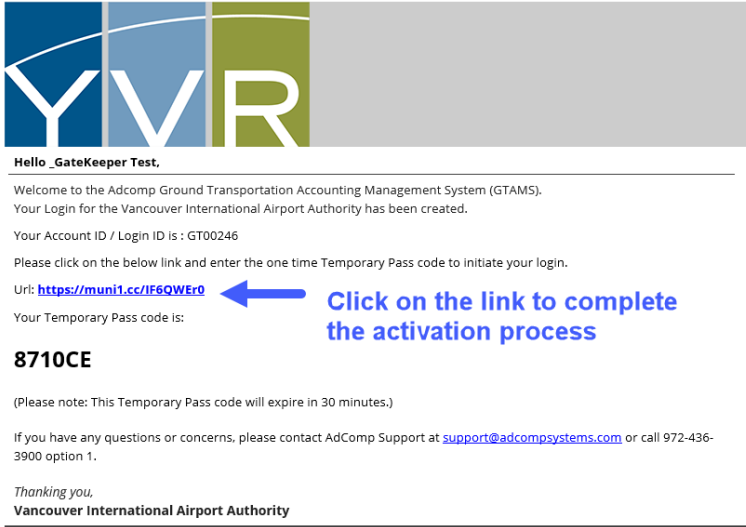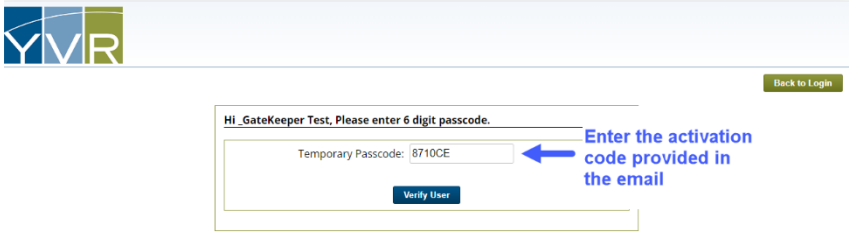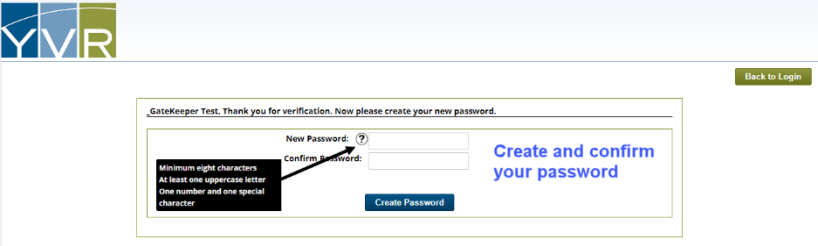
Logging into the System

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

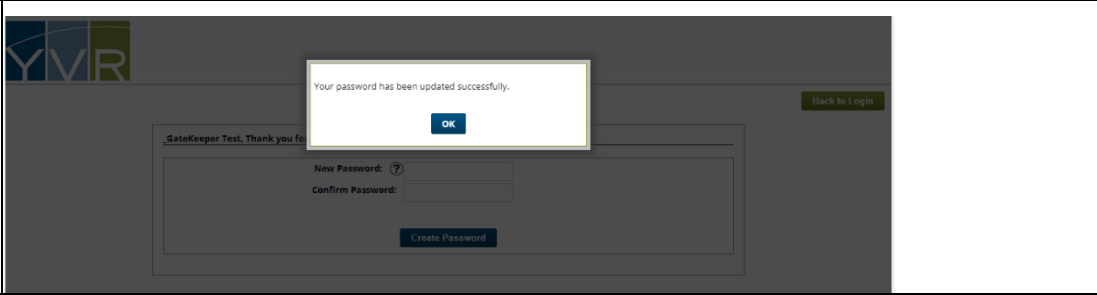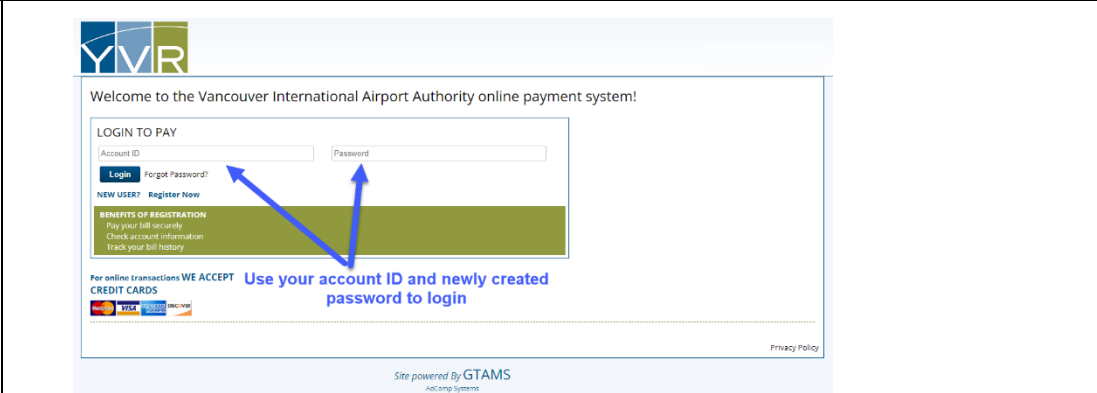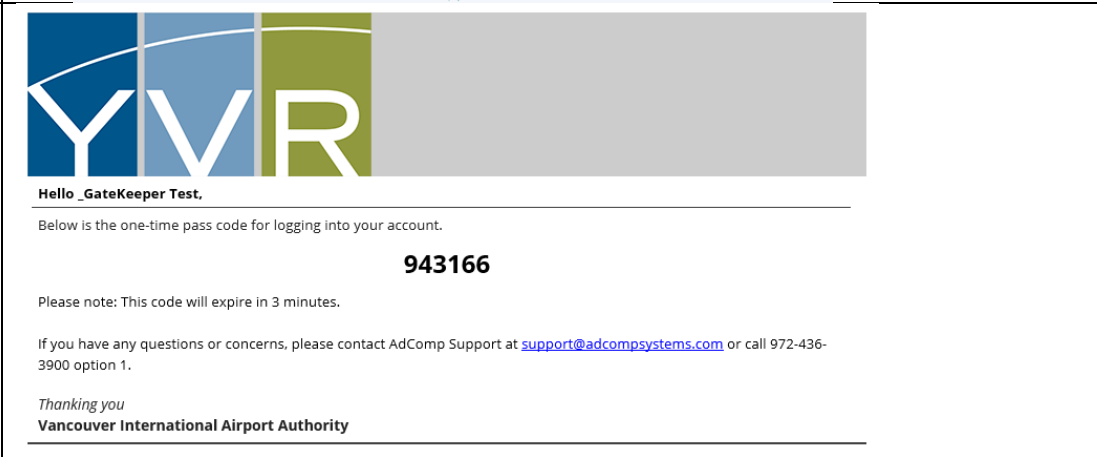| Steps	Examples
Go to the GTAMS vendor website URL: https://gtams.adcompsystems.com/YVR/Webportal/	
First time users will need to register their account. Click the *Register Now* link.	

1

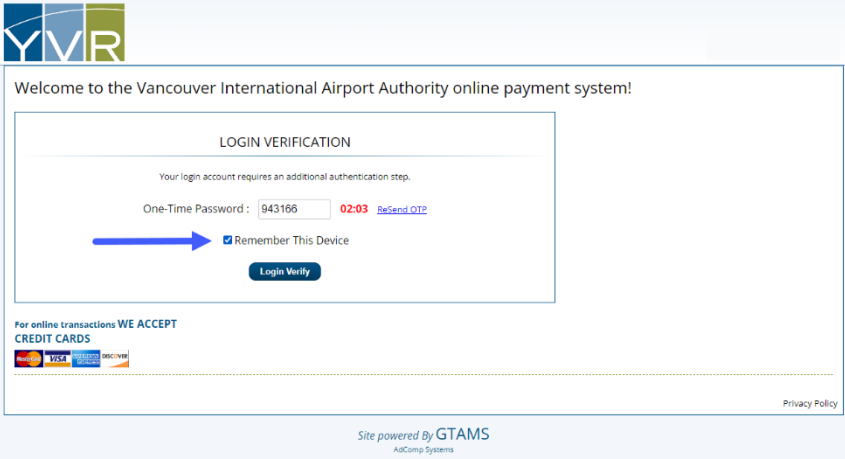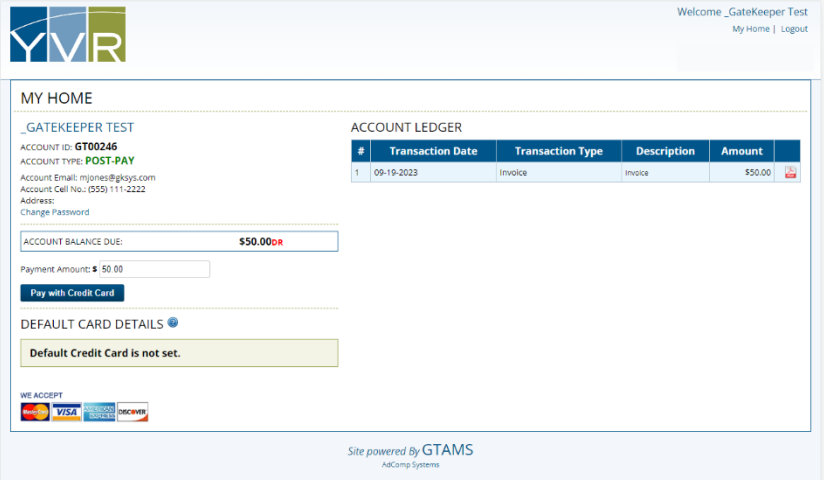| Steps	Examples
First time AdComp users will need their GateKeeper Account ID to register. **The GateKeeper Account ID can be found by logging into the GateKeeper Vendor website.** The primary contact email in CVMS is the email that will be utilized by AdComp for registration and notifications.	
Enter your GateKeeper account number and email address and then click on the *Register* button.	
Once you click on the *Register* button, you will receive an alert message that states an account activation code has been sent to your registered email. Click on the *Ok* button. It is best if you close this AdComp window here. It will be re-opened in the next step.	

2

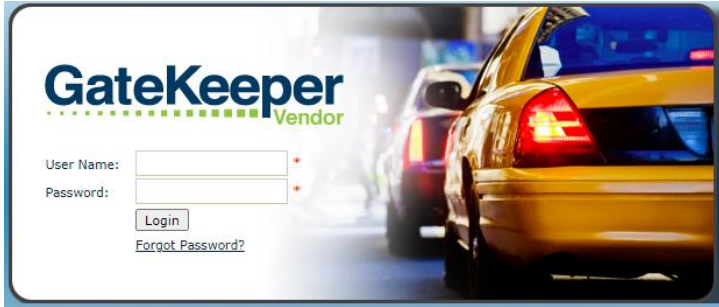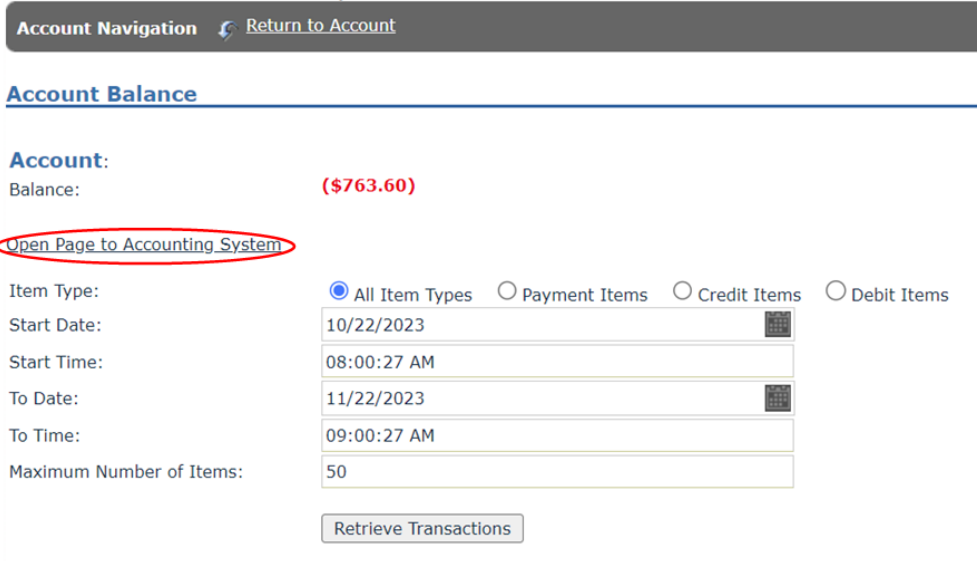| Steps	Examples
Open the email from notify@adcompsystems.com. This email will contain an activation code along with a link to complete the registration process. Note the activation code is valid for 30 minutes. Click on the provided link.	**Hello _GateKeeper Test,** Welcome to the Adcomp Ground Transportation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

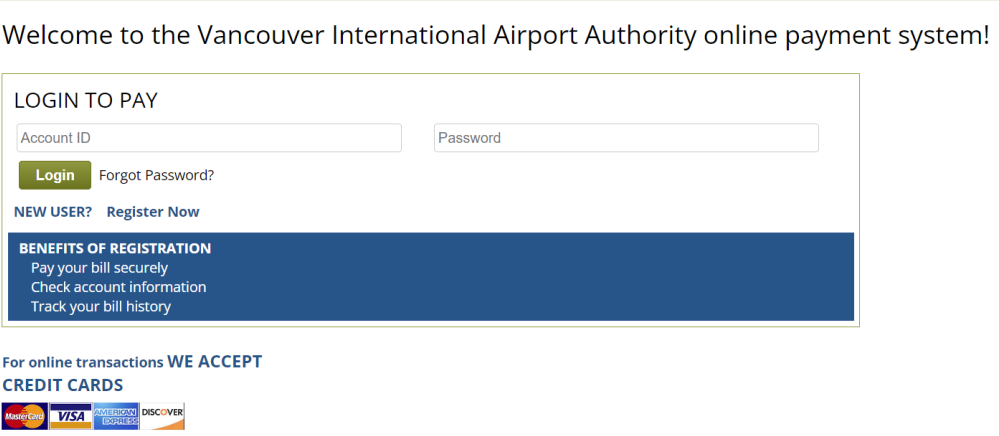| Steps	Examples
You will get a message confirming that your password has been updated successfully. Click *OK*.	
After clicking OK, you will be taken back to the AdComp home screen. Use your newly created password to login.	
For your initial login, you will, again be sent an email with a confirmation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

Steps	Examples
Return to the verification screen and enter the one-time pass code. Be sure to also check the box *for Remember this Device*. Click on *Login Verify*.	
You are now logged into your GTAMS vendor account where you can make payments and view transaction history.	
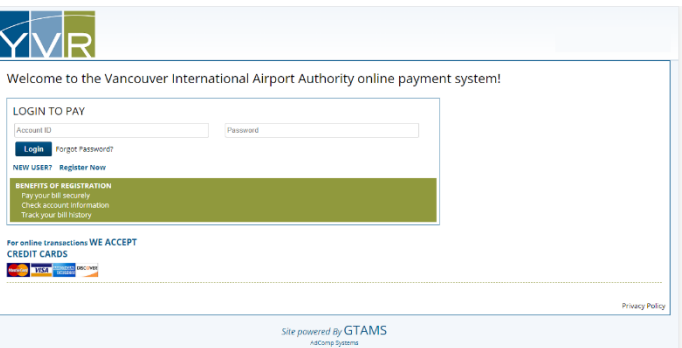
Note: AdComp can also be accessed through the Vendor Portal.

Steps	Examples
Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor	
Select *Retrieve Account Balance*	
Select *Open Page to Accounting System*	
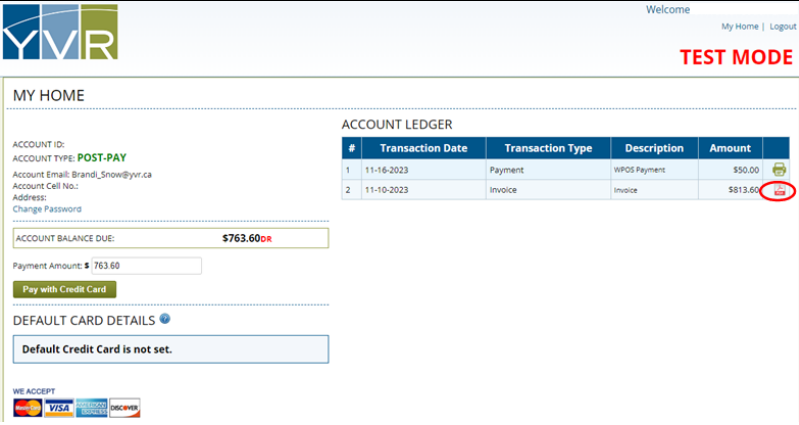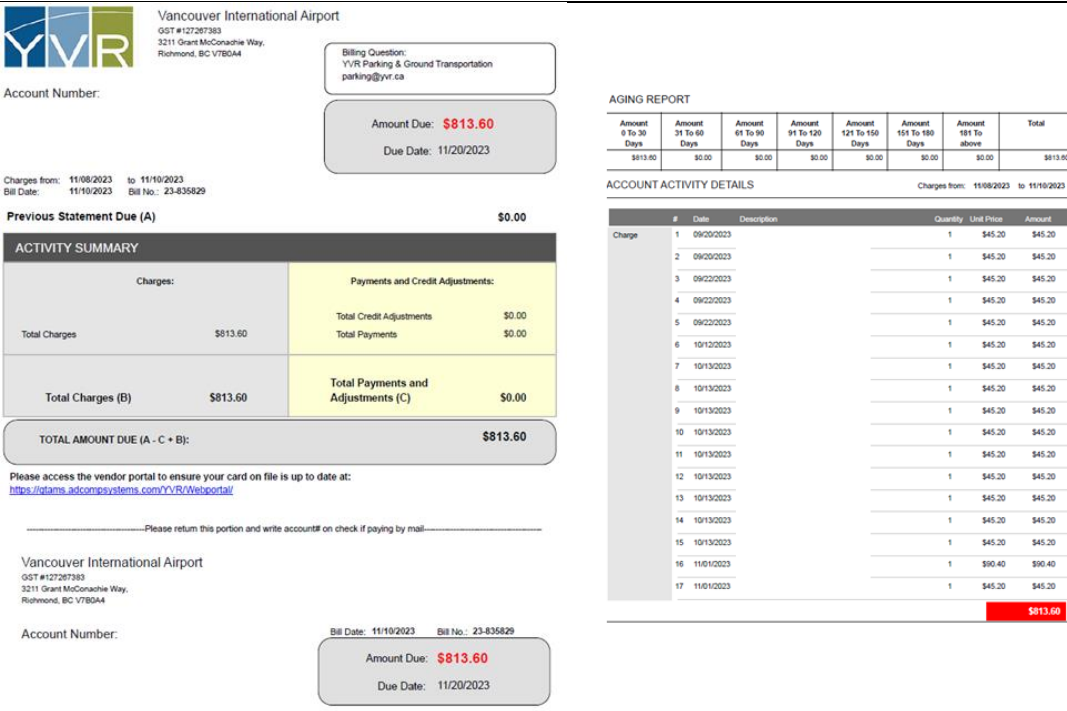
Steps	Examples
This will link to AdComp. Use the Account ID and Password to Login. Note: only the Primary Contact from the Vendor Portal has access to AdComp.	Welcome to the Vancouver International Airport Authority online payment system! **LOGIN TO PAY** Account ID · Password Login · Forgot Password? **NEW USER?** Register Now **BENEFITS OF REGISTRATION** Pay your bill securely Check account information Track your bill history **For online transactions WE ACCEPT CREDIT CARDS** MasterCard VISA AMERICAN EXPRESS DISCOVER

Viewing Invoice

Steps	Examples
Go to the GTAMS vendor website URL: https://gtams.adcompsystems.com/YVR/Webportal/ And login.	

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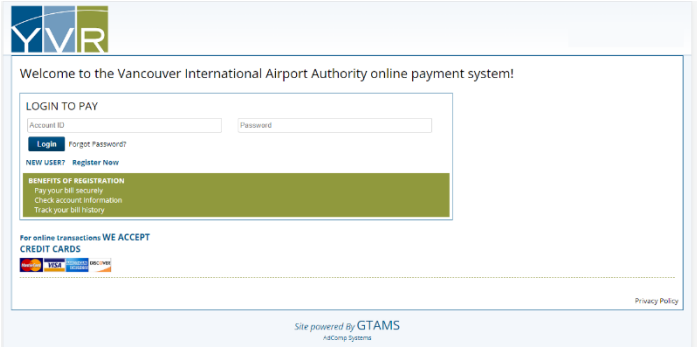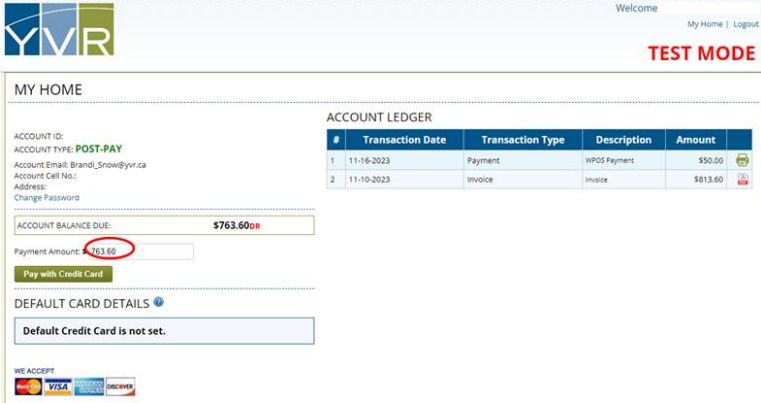
Steps	Examples
Under the Account Ledger Section, click on the *PDF icon* beside the Invoice you want to view.	
The invoice should then be displayed.	

Making a Payment

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

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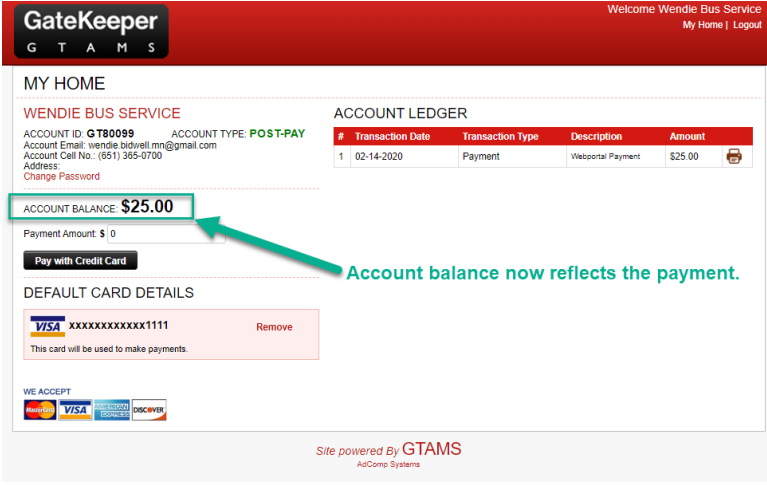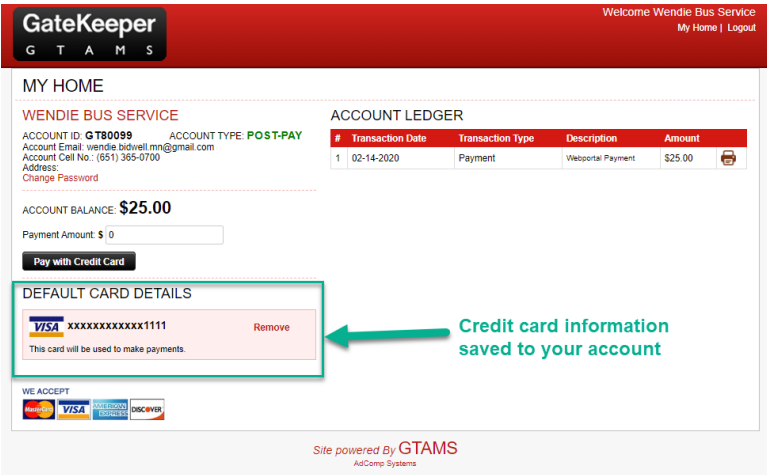
Steps	Examples
Select *Pay with Credit Card*	
Ensure that the Check box to save credit card information is checked – this is a requirement to continue to be invoiced by YVRAA PGT. Select *Make Payment*	
For first payment, enter: Credit Card Number Expiration Date CVV Number (on the back of credit card) Card Holder Name Zip Code (i.e. Postal Code) Select *Make Payment*	
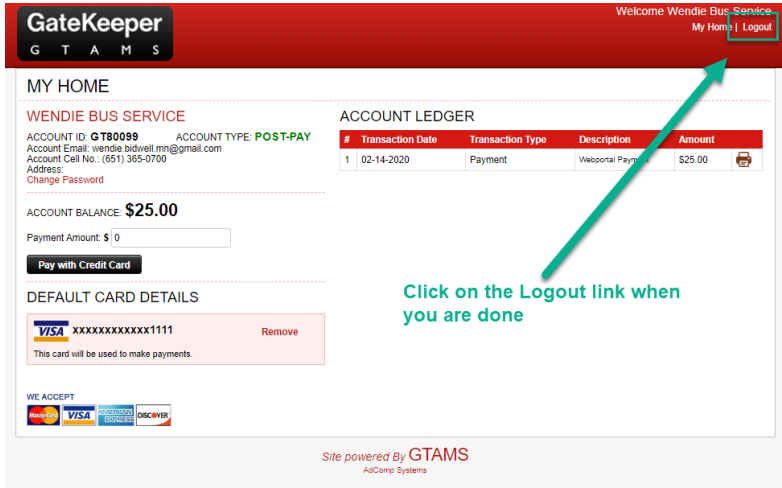
Steps	Examples
A window alert will tell you a receipt has been emailed to you email address on file.	**Alert** ❌ Receipt Mail Sent to ▓▓▓▓▓n@gmail.com **Ok**
You will receive a web page payment confirmation receipt. A receipt will also be emailed to the email listed on your account. You can print the receipt or email another copy of the receipt by checking the appropriate box(es) at the bottom of the page.	**PAYMENT CONFIRMATION RECEIPT** **GateKeeper** G T A M S Transaction ID: 47 Printed on: 02-14-2020 08:05 **Dear Wendie Bus Service,** Thank you for using the web portal to make your payment. The transaction details are below: Account ID: **GT80099** Cell Number: **(651) 365-0700** Amount Due: **$0.00** Payment Amount: **$25.00** Amount Paid: **$25.00** New Account Balance: **$25.00** Payment Method: **CC** Credit Card Number: ****** **** **** 1111** Payment Status: **SUCCESS** Authorization No.: **123** Receipt Number: **54** GTAMS ☐ Print Receipt ☐ Email Receipt **Done**

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Steps	Examples
You will see the payment has been added to your Account Balance.	
You will also see you have a credit card saved to your account.	

Steps	Examples
Click the *Logout* link when you are finished.	

Troubleshooting
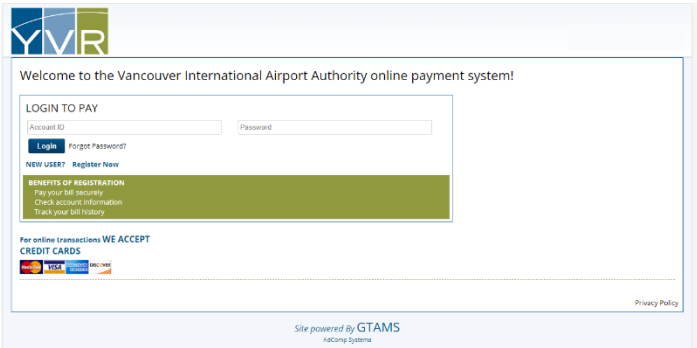
Changing Password

Steps	Examples
Go to the GTAMS vendor website URL: https://gtams.adcompsystems.com/YVR/Webportal/ And login.	
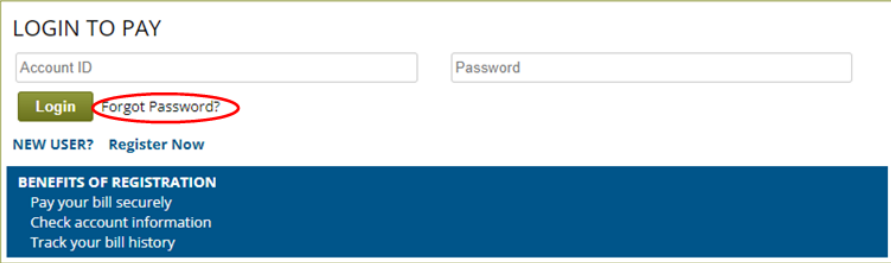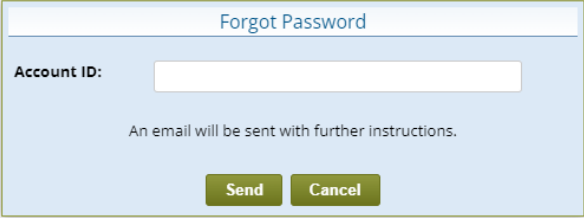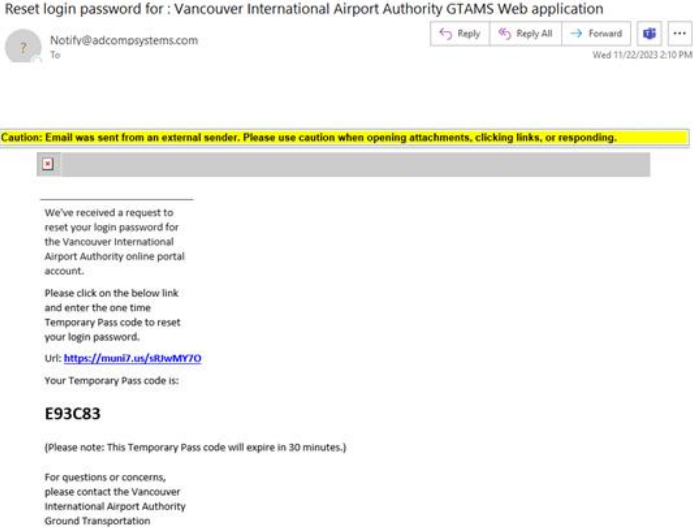
Steps	Examples
Select *Change Password*	**MY HOME** ACCOUNT ID: ACCOUNT TYPE: **POST-PAY** Account Email: Account Cell No.: Address: Change Password
A popup will appear requesting the current password and the new password (to be entered twice). Select *Save*	**Change Password** Current Password: New Password: (?) Confirm Password: Save Cancel
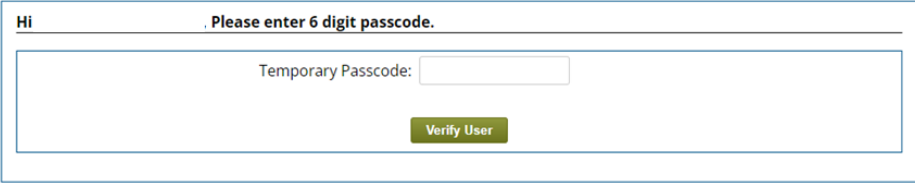
Forgot Password

Steps	Examples
Go to the GTAMS vendor website URL: https://gtams.adcompsystems.com/YVR/Webportal/	Welcome to the Vancouver International Airport Authority online payment system! LOGIN TO PAY Account ID Password Login Forgot Password? NEW USER? Register Now BENEFITS OF REGISTRATION Pay your bill securely Check account information Track your bill history For online transactions WE ACCEPT CREDIT CARDS Privacy Policy Site powered By GTAMS AdComp Systems

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Steps	Examples
Select *Forgot Password*	Welcome to the Vancouver International Airport Authority online payment **LOGIN TO PAY** Account ID · Password Login Forgot Password? **NEW USER? Register Now** **BENEFITS OF REGISTRATION** Pay your bill securely Check account information Track your bill history
Enter in Account ID (which can be found on the Vendor Portal) and select *Send*	**Forgot Password** **Account ID:** An email will be sent with further instructions. Send Cancel
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.	Reset login password for : Vancouver International Airport Authority GTAMS Web application Notify@adcompsystems.com Reply Reply All Forward To Wed 11/22/2023 2:10 PM Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding. We've received a request to reset your login password for the Vancouver International Airport Authority online portal account. Please click on the below link and enter the one time Temporary Pass code to reset your login password. Url: https://muni7.us/sRJwMY7O Your Temporary Pass code is: **E93C83** (Please note: This Temporary Pass code will expire in 30 minutes.) For questions or concerns, please contact the Vancouver International Airport Authority Ground Transportation

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Steps	Examples
The link from the email will prompt you to enter the Temporary Passcode provided in the email. Then select *Verify User*.	**Hi** ___ . **Please enter 6 digit passcode.** Temporary Passcode: [ ] [Verify User]
Enter in the new Password and confirm the Password. Select *Create Password*.	**Thank you for verification. Now please create your new password.** New Password: (?) [ ] Confirm Password: [ ] [Create Password]
A pop up will appear notifying you that your password has been updated. Select *OK*. The page to log in will then load.	Your password has been updated successfully. [OK]