Thank you for your interest in registering as a Ground Transport Operator at Gold Coast Airport.

Ground Transport operators are required to register online by using the direct link https://parkcharge.gcagtgateway.com.au/public and following the instructions below.

## How do I register for the service?

Ground Transport operators are required to register online by using the direct link https://parkcharge.gcagtgateway.com.au/public and following the instructions below:

1. Click on our online portal - Access Ground Transport Gateway System
2. Complete all your details
3. Select the initial credit you wish to purchase and the minimum credit for your account.
4. Pay the relevant administration fee and the initial payment to finalise the online registration

Please note all operators are required to update their details and pay a renewal fee on the 1st July each year

Once you have completed your application on the Gold Coast Airport Ground Transport Gateway your application will be pending GCAPL approval. It is a requirement as an operator at Gold Coast Airport to have current Operator Accreditation as well as Motor Vehicle and Public Liability Insurance (a minimum of $20,000,000 is required). Copies of these documents must be supplied if requested.

**Please note we will only accept Certificate of Currencies or Confirmation of insurance not tax invoices with balances owing.**

## How do I monitor my electronic account?

Once you receive GTO Approval you will be able to manage your account on the Gold Coast Airport Ground Transport Gateway site.

You can then top-up your account, update personal details, view your account history and maintain your account online.

It is your responsibility to monitor and maintain your account on the Gold Coast Airport Ground Transport Gateway site and ensure the required account balances are in place.

If you have any further questions please email groundtransport@gcal.com.au or call the Ground Transport office on 07 5589 1110.

goldcoastairport.com.au