

RDU AIRPORT ADDITIONAL VEHICLE INSTRUCTIONS

OVERVIEW

1. Logging onto Vendor Website

Log onto the Vendor Website at www.RDUBusiness.com Verify that this is your account.

If you are not already setup or you need your password reset contact the GT Coordinator at 919-840-7530 or linda.cline@rd�.com

The screenshot shows the GateKeeper Vendor website interface. At the top, there's a navigation bar with 'Account', 'Reports', and 'Manage' tabs. Below this, a header section displays 'Account Navigation' with links for 'Read Events' and 'Trip'. A message states: 'Data changes will be submitted for review. They will not be visible until approved.' The main content area is titled 'Account: TEST Transportation' and contains a table of account details. The table has three columns: 'Dispatch Account', 'Billing Type', and 'Invoiced Periodically'. The details are as follows:

Dispatch Account	Billing Type	Invoiced Periodically
Operator Type: No	Service Type: No	Other
Suspension Exempt: No	Expired Permit Suspension Exempt: No	No
Contract/Agreement: No	Account ID: RD0000988	
PUC Number:	Color Scheme:	Not Set
Application Fee:	PUC Expiration:	
	Special Event Fee:	

Below the table, there are several tabs: 'Addresses', 'Drivers/Vehicles', 'Insurance', and 'Contacts'. Each tab has an 'Add' button next to it. The 'Drivers/Vehicles' tab is currently selected, and it shows a checkbox for 'Show Active Drivers/Vehicles Only'.

2. Adding New Vehicle to your Account



1. In order to add a new vehicle click on "Add Driver/Vehicle" tab from this page.

This screenshot is identical to the one above, showing the GateKeeper Vendor website account page for TEST Transportation. However, a red arrow is drawn from the text in the instruction block above to the 'Add Driver/Vehicle' button in the 'Drivers/Vehicles' tab.

3. Required documents



2. Vehicle Information and Insurance Information

GateKeeper
CVMS

Welcome LindaC Logout Add Quick Link Search

Home Administrative Reader Activity Reports Utilities Help

Account Navigation: Return to Account

Create New Driver/Vehicle

TEST Transportation

Vehicle Number: 01
Vehicle Type: Sedan
Make: Lincoln
Model: Continental
Year: 2019
License Plate: ZK12334
License Plate State: <None>
Color: black
Capacity: 4
VIN: 123456789101112
Fuel Type: Unknown
Decal Number:
Reference Number:
License Sticker Number:

Next

a. This step must include the following information:

- Vehicle Number
- Vehicle Type
- Make
- Model
- Year
- License Plate
- Color
- Capacity
- VIN #

Then click **Next**

GateKeeper
CVMS

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Account Navigation: Return to Account

Create New Driver/Vehicle

TEST Transportation

Service Type: Other
Operator Type: Non Tenant Class - 1
Suspension Exempt:
Permit Suspension Exempt:
Insurance Suspension Exempt:

Note: When vehicle is covered by Account Insurance, that same information is not required on each vehicle.

Insurance Type: <none>
Insurer Name:
Policy Number:
Effective Date: Not Set
Expiration Date: Not Set
Policy Comment:

Next

a. With this step you will need to use the drop down arrow to select the Service Type and Operator Type:

Service Type – “Other” should always be selected unless you’re adding a Charter Bus.

Operator Type – Select the correct Operator Type.

- Non Tenant Class 1 is for regular commercial vehicle with a capacity of 1-24 passengers
- Non Tenant Class 2 is for regular commercial vehicle with a capacity of >24 (greater than 24 passengers)
- Hotel/Motel - 1
- Baggage Delivery/Pick Up – 1
- Off Airport Parking
- If you are not sure use the operator type already selected

Welcome LindaC [Logout](#) | [Add Quick Link](#) | [Search](#)

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Account Navigation: [Return to Account](#)

[Create New Driver/Vehicle](#)

TEST Transportation

Service Type: ☒

Operator Type: ☒

Suspension Exempt: ☐

Permit Suspension Exempt: ☐

Insurance Suspension Exempt: ☐

Note: When vehicle is covered by Account Insurance, that same information is not required on each vehicle.

Insurance Type: ☒

Insurer Name:

Policy Number:

Effective Date: ☒

Expiration Date: ☒

Policy Comment:

- b. **Insurance Type:** If your certificate of insurance is current and on file with RDU Airport Authority and it states “any auto”, this section can then be skipped.
- c. If your certificate of insurance is current and on file with RDU Airport Authority but states “scheduled auto” or if this new vehicle is covered under a different policy other than what we have on file, this section will need to be completed.
 1. Insurance Type – change to “default” in order to complete this section.
 2. Insurance Name – fill in name of Insurance Company.
 3. Policy Number – fill in the Policy Number.
 4. Effective Start Date – fill in the date the policy begins.
 5. Expiration Date – fill in the date the policy expires.
 6. *****Email or fax a copy of your Insurance Certificate to the GT Office...email to linda.cline@rdu.com or fax to 919-840-7692.*****
- d. Then click **Next**

Welcome Linda12345 [Logout](#) | [Search](#)

Account Reports Manage

[Create New Driver/Vehicle](#)

TEST Transportation

All data entry is complete for the new entity.

- a. Click **Save**

Your new request will be submitted to the Ground Transportation Coordinator for review and will be visible once the Coordinator has approved the request.

4. Approval/Disapproval Notification

i You will receive either an approval or disapproval email.

5. Schedule appointment for permitting

i Once you receive an approval email you will need to contact the Ground Transportation Coordinator at 919-840-7530 to schedule an appointment. Trade dress must be displayed at the time of permitting.

6. To Add, Change/Reset and Manage Your Vendor Website



In order to Add, Change/Reset and Manage your existing Vendor Website select this tab



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

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

Account: **TEST Transportation**

Dispatch Account:	No	Billing Type:	Invoiced Periodically
Operator Type:	Non Tenant Class - 1	Service Type:	Other
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	RDU000988
Contract/Agreement:		Color Scheme:	Not Set
PUC Number:		PUC Expiration:	
Application Fee:		Special Event Fee:	

[Expand All](#) [Collapse All](#)

Addresses [Add Address](#)

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

Insurance [Add Insurance](#)

Contacts [Add Contact](#)

a. Adding a person



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

Add User

User Name:

Password:

Confirm Password:

E-mail:

[Create User](#)

b. Change/Reset your password



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

Change Password

Password:

New Password:

Confirm New Password:

[Change Password](#) [Cancel](#)

c. Manage your Vendor Website Account



User Management							
				User Name	Email	Locked Out	Last Login Date
Delete	Reset Password	Unlock User	Change Email	Laurie Suggs	laurie.suggs@rdu.com	☐	11/07/2018 12:11:17 PM
	Reset Password	Unlock User	Change Email	Linda12345	linda.cline@rdu.com	☐	11/07/2018 11:54:55 AM
						Last Password Change	
						11/07/2018 12:11:17 PM	
						10/29/2018 3:53:42 PM	

7. Other Updates that can be made using the Vendor Website



- a. Address
- b. Vehicle
- c. Insurance
- d. Contacts

8. Questions and contact information



Ground Transportation Coordinator 919-840-7530 or linda.cline@rdu.com or Fax # 919-840-7692