Frequent Parker Program (FPP) Registration How to Guide

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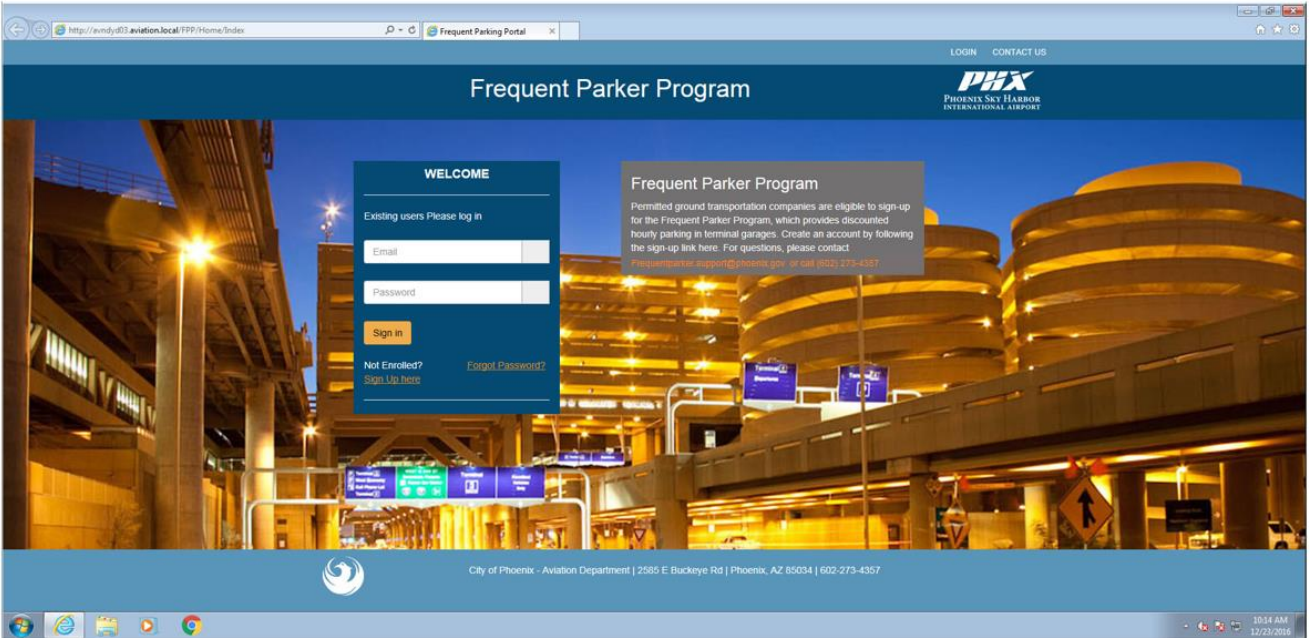# 1. FREQUENT PARKER PROGRAM INTRODUCTION

The Frequent Parker Program (FPP), is an essential new program that will be opened up to Ground Transportation (GT) Pre-Arranged Companies only in the first phase.

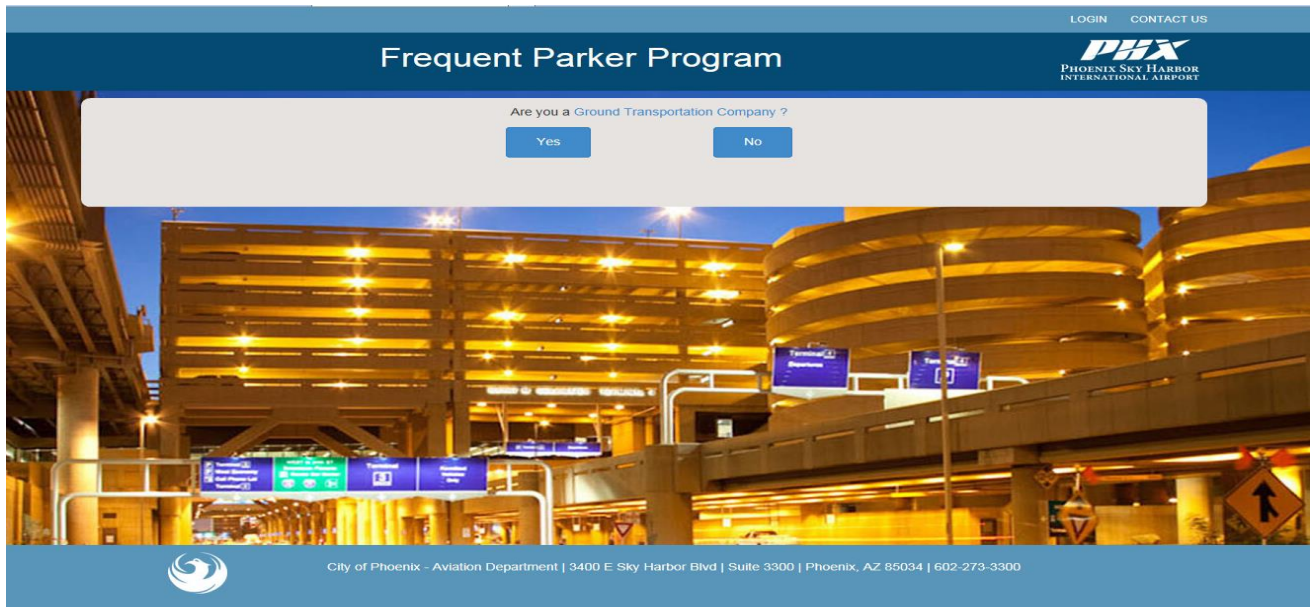The Primary features of Frequent Parker Program are:

- Ground Transportation Pre-Arranged Companies will be able to take advantage of discounted hourly parking in terminal garages.

- Users will be able to perform nearly all necessary functions on-line to setup and manage their own Frequent Parker Program accounts.

- This manual will show step by step how to create a company account, register credit card, enter vehicle details, register participants, update your information, reset passwords and view reports.

- An appendix will be provided for additional information on variations.

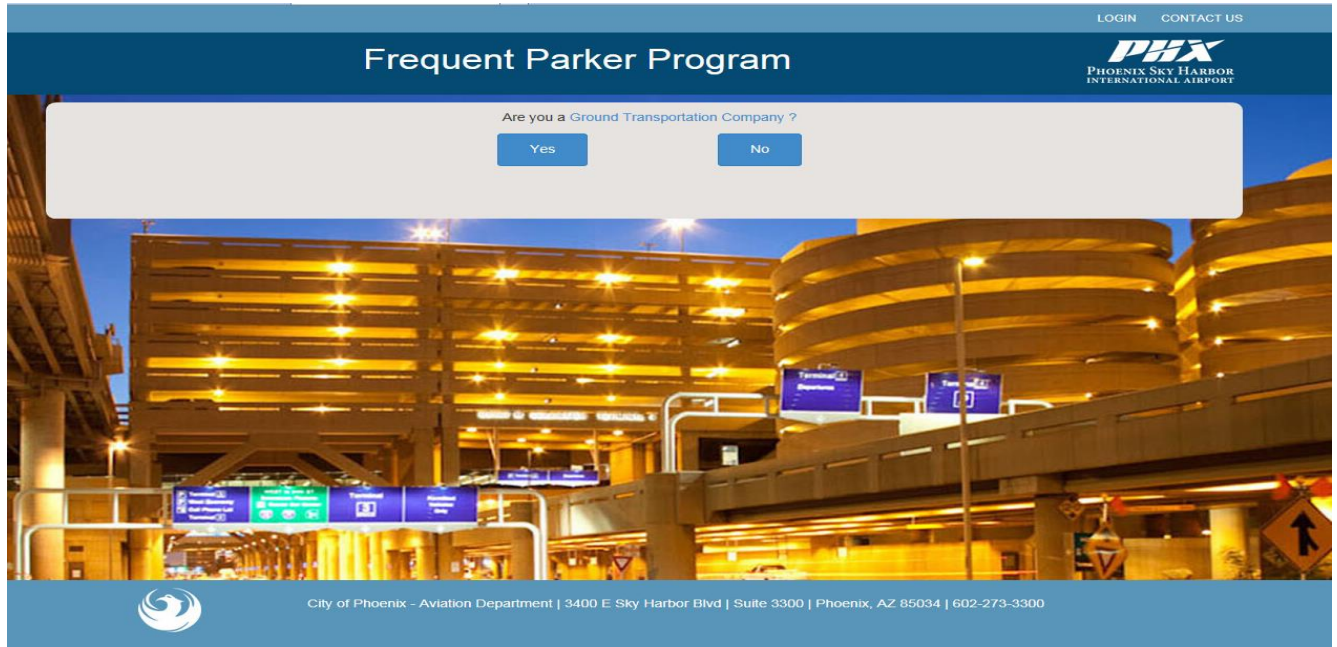## 2. GT PRE-ARRANGED COMPANY REQUESTS FREQUENT PARKER ACCOUNT

- User goes to Frequent Parker Program at SkyHarbor.com/ website: https://parking.skyharbor.aero/FrequentParker

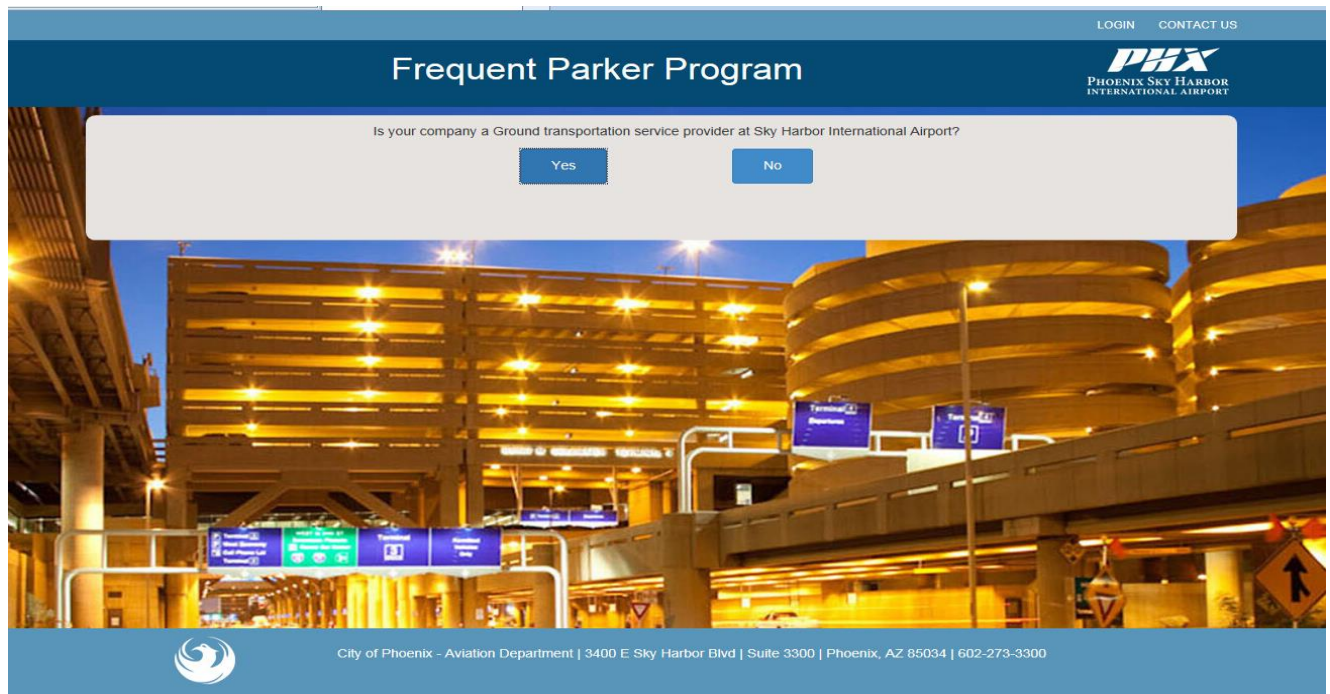- User goes to the login screen on the Frequent Parker website and clicks on Sign Up Here.

- User is sent to "Are You a Ground Transportation Pre-Arranged Company?" Screen.

- If user hovers over or clicks on Ground Transportation Company, a description of Ground Transportation Company will pop up.
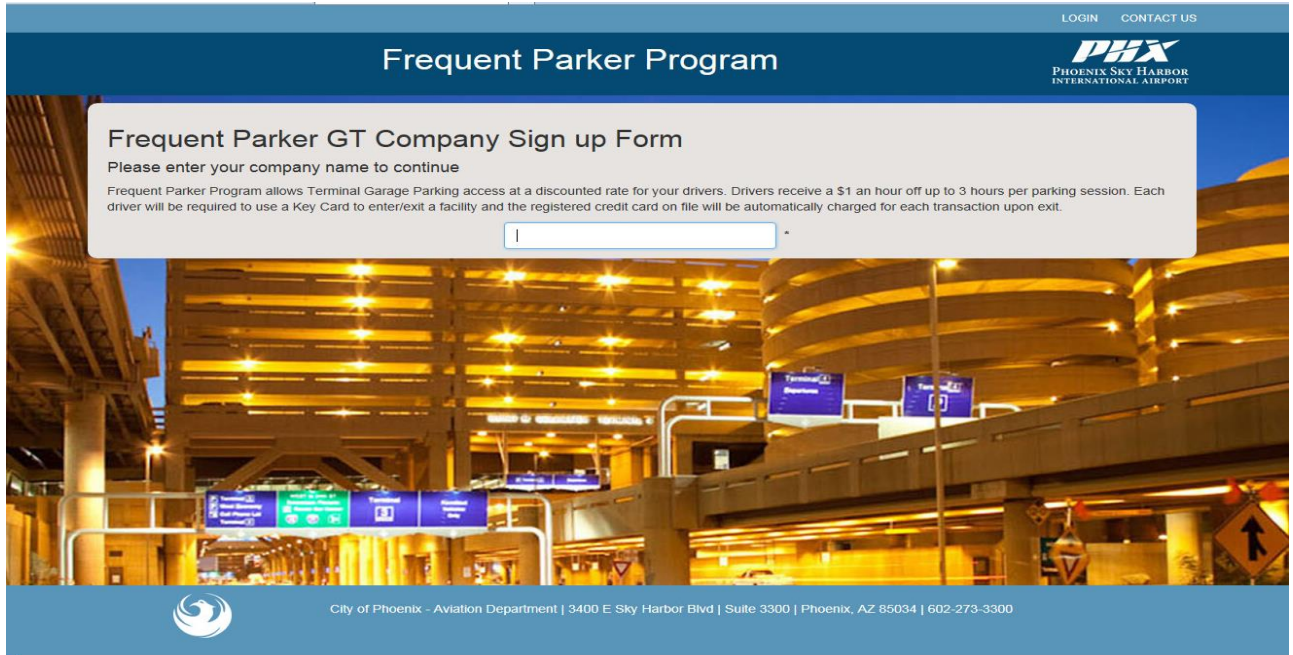
- User chooses [Yes] to "Are you a Ground Transportation Pre-Arranged Company?".
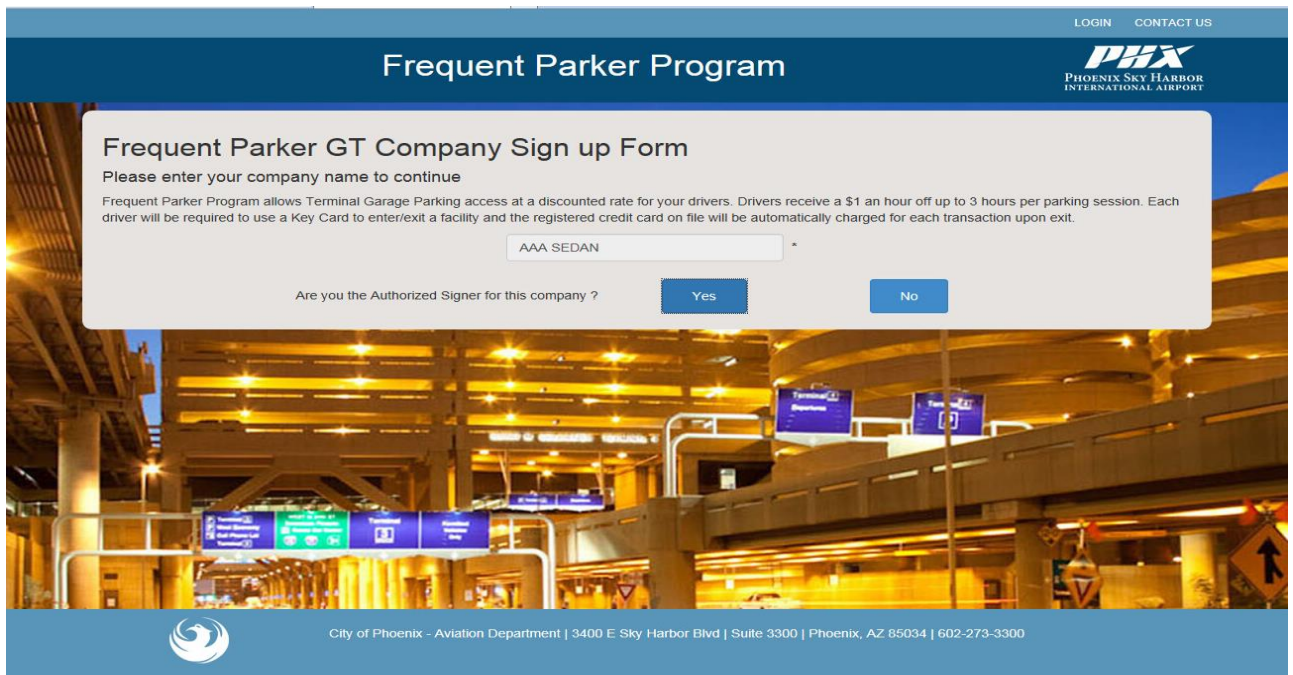

- User is taken to the "Is your company a Ground Transportation Service Provider registered at Sky Harbor International Airport?" screen: User chooses [Yes] to "Is your company a Ground Transportation Service Provider registered at Sky Harbor International Airport?".
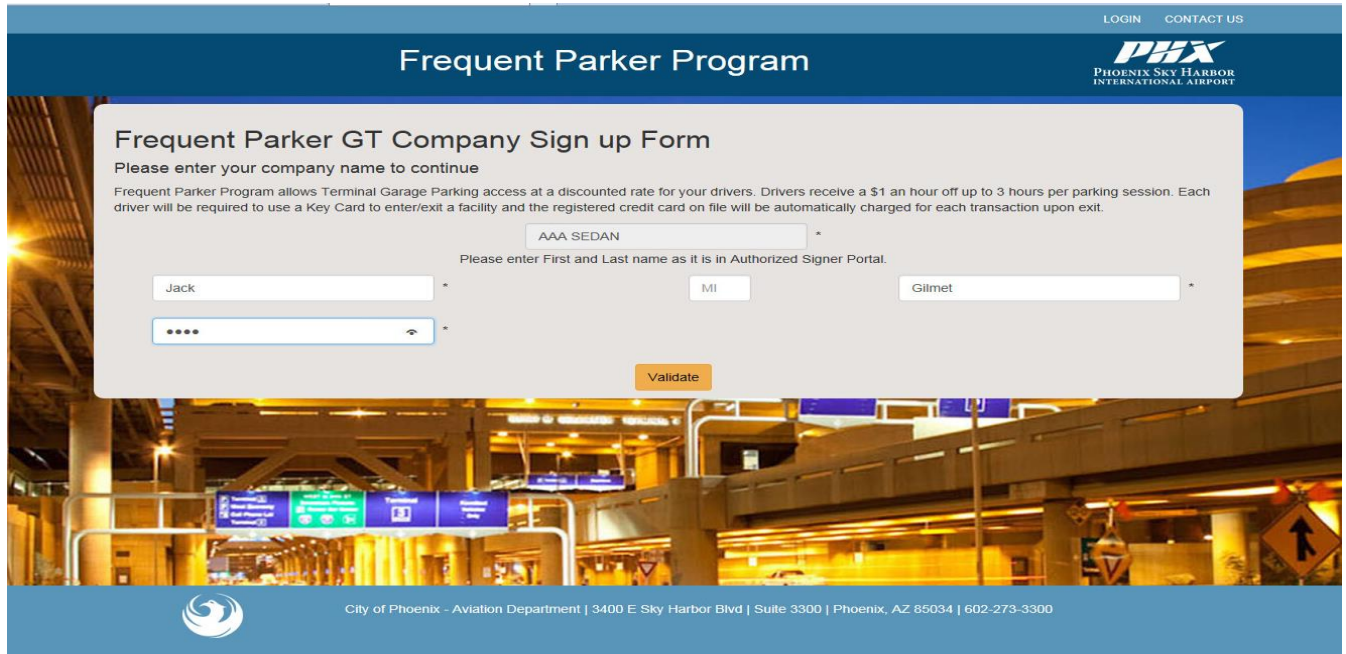
- User will see Frequent Parker GT Pre-Arranged Company Sign Up Form and will need to type in Company Name to continue.
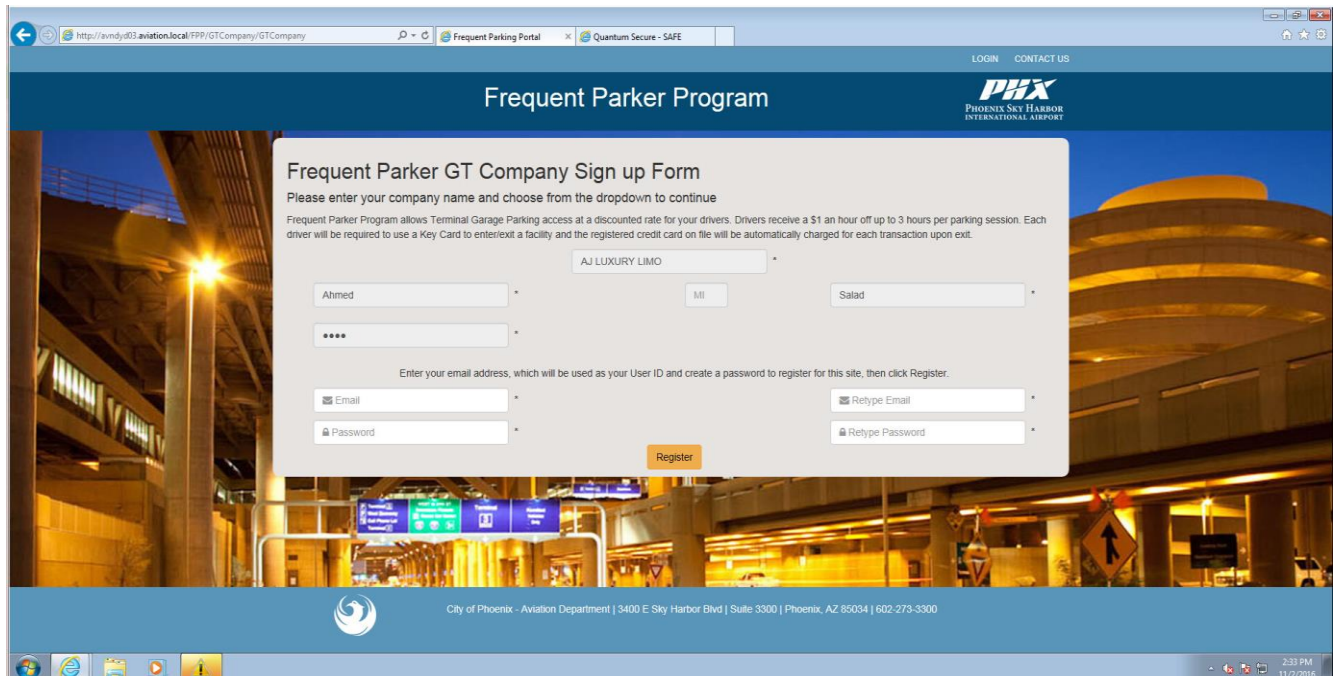

- User starts typing company name and all registered GT Pre-Arranges Company names show in drop down.

- User clicks on correct company.

- User will see "Are you the Authorized Signer for this company?". User chooses [Yes] and they are prompted to enter their First/Last Name, and Authorized Signer Portal (SAFE) PIN for verification.

- The user enters their First/Last Name and Authorized Signer Portal (SAFE) PIN.

- User clicks Validate for system verification.

- User needs to enter a valid email address and create a password to register for this site.

- User clicks Register.

- System generates Check Your Email message.

- User clicks on the link provided in their email.

airportparking@phoenix.gov   ■ Donna Begonis

Verify Your Email - Frequent Parker Program

Retention Policy   CoP Default 90 day delete (90 days)   Expires   4/5/2017

MessageHeaderAnalyzer

Frequent Parker Program

Welcome to the Frequent Parker Program. You must first verify your email address in order to continue with the account set up process. **Your username is your email ID**

Please click on the URL below or copy paste the link into your browser to verify your account. You will be asked to enter in your password to verify your account
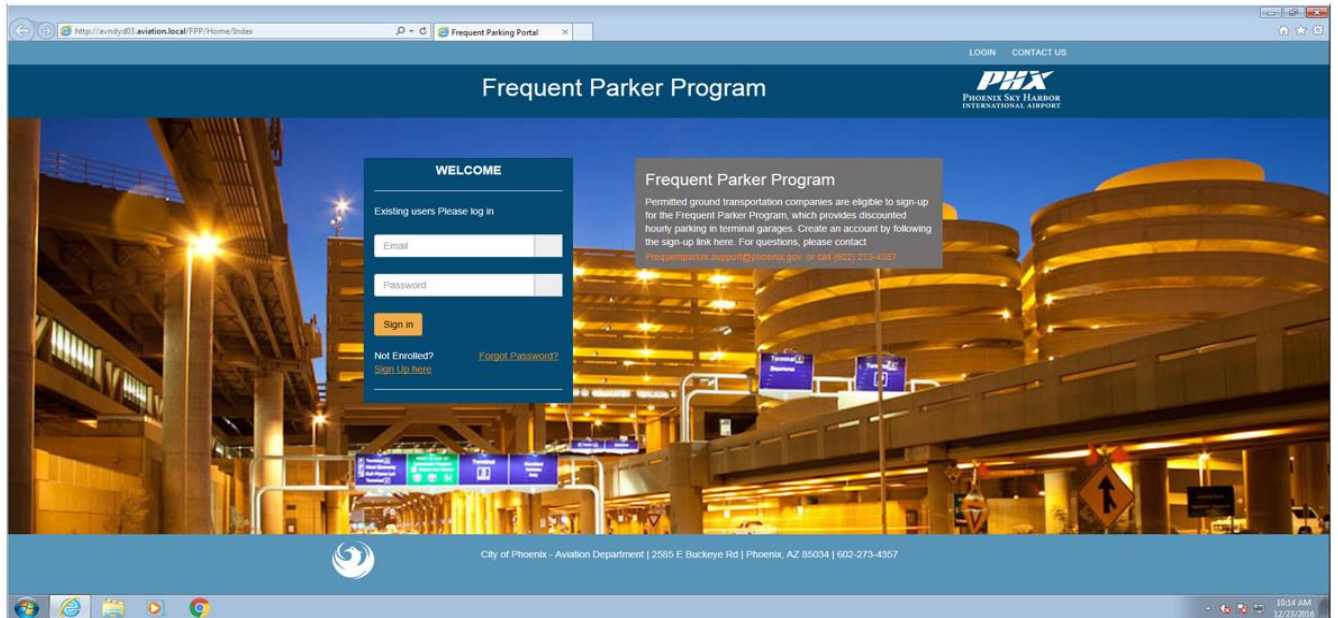
http://avndyd03.aviation.local/fpp/RegisterCompany/VerifyEmail?RefID=84de80ca-13d7-43f8-8ea3-b1a5820a9b9a

If you are experiencing any issues please send us an email at frequentparker.support@phoenix.gov and provide detailed information. Or call the helpdesk at (602) 273-4357.
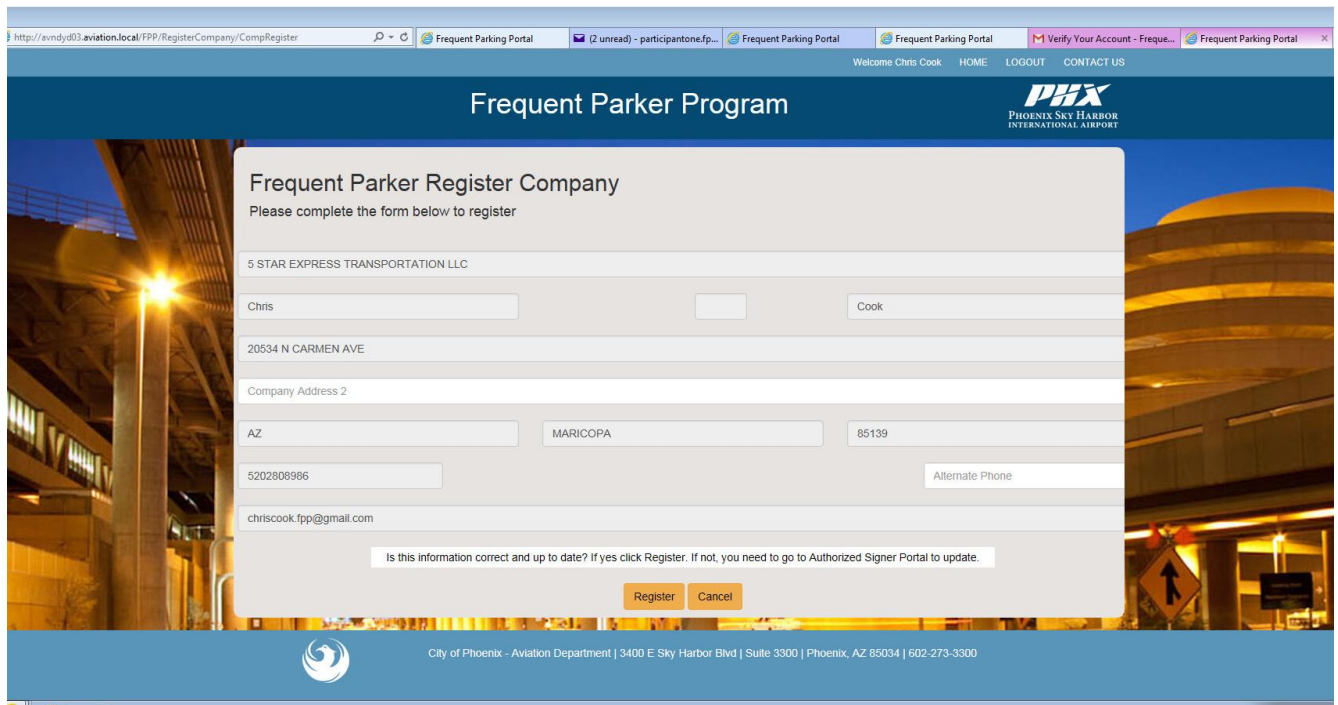
City of Phoenix - Aviation Department | 2585 E Buckeye Rd | Phoenix, AZ 85034 | 602-273-4357
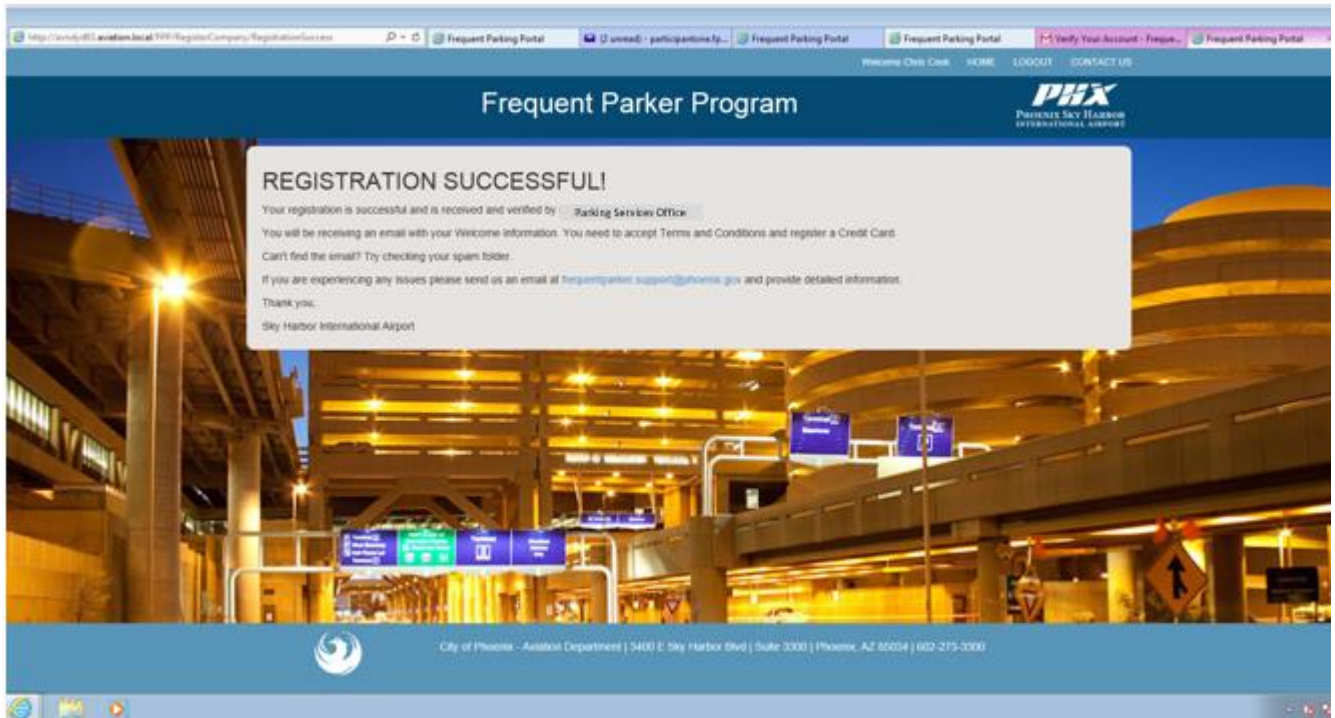
- Frequent Parker Program login page will appear with user's email auto populated. User will enter password they have created and click sign in.

- Registration screen is based on information from Authorized Signer Portal. User reviews all information to be sure it is correct and up to date.

- User clicks on Register.

- System generates Registration Successful screen.

- User will receive an email with a link to complete registration.