## 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 online 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



 User is taken to the "Is your company a Ground Transportation Service Provider registered at Sky Harbor International Airport?" screen: User chooses 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.

| Frequent Parker Program  | PHOENIX SKY HARBOR   |
|--|--|
| Frequent Parker GT Company Sign up Form<br>Please enter your company name to continue<br>Frequent Parker Program allows Terminal Garage Parking access at a discounted rate for your drivers. Drivers receive a \$1 an hour off up<br>driver will be required to use a Key Card to enter/exit a facility and the registered credit card on file will be automatically charged for each tr<br>1 | to 3 hours per parking session. Each ransaction upon exit. |
|  | 9297330  |

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

|   |   |  |  | LOGIN CONTACT US                            |
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|   | Frequer   | nt Parker Progran  | n  | PHOENIX SKY HARBOR<br>INTERNATIONAL AIRPORT |
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|   | City of Phoenix - Aviation De   | epartment   3400 E Sky Harbor Blvd   Suite 3   | 3300   Phoenix, AZ 85034   602-273-3300  |   |

- User will see "Are you the Authorized Signer for this company?". User chooses 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.

| Frequent Parker Program   | PHOENIX SKY HARBOR<br>INTERNATIONAL AIRPORT |   |
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| Frequent Parker GT Company Sign up Form Please enter your company name to continue Frequent Parker Program allows Terminal Garage Parking access at a discounted rate for your drivers. Drivers receive a \$1 an hour off up to 3 hours driver will be required to use a Key Card to enter/exit a facility and the registered credit card on file will be automatically charged for each transaction of AAA SEDAN | per parking session. Each<br>upon exit.     |   |
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| City of Phoenix - Aviation Department   3400 E Sky Harbor Blvd   Suite 3300   Phoenix, AZ 85034   602-273-3300  |   |   |

- 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.

| Frequent Parker Program   | PHOENIX SAY HARIOR<br>INTERNATIONAL AIRPORT |
|---|---|
| <section-header><text><text><text><text><text><text></text></text></text></text></text></text></section-header> | ell the Help Desk at (602) 273-4357         |
| City of Phoenix - Aviation Department   2585 E Buckeye Rd   Phoenix, AZ 85034   602-273-4                       |   |

• User clicks on the link provided in their email.



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 Phoenik - Aviation Department | 2585 E Buckeye Rd | Phoenik, 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.

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- 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.

| http://avndyd03.aviation.local/FPP/RegisterCompany  | //CompRegister        | ク・ C 🧭 Frequent Parking Portal    | 🖬 (2 unread) - participantone.fp 🧭 Frequent Parking Portal           | Frequent Parking Portal<br>Welcome Chris Cook HOME | Verify Your Account - Freque<br>LOGOUT CONTACT US | Prequent Parking Portal × |
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|   | 5202808986            |                                   |  | Alternate Pho                                      | ne  |                           |
|   | chriscook.fpp@gmail.c | om                                |  |  |   |                           |
|   |                       | Is this information correct and u | up to date? If yes click Register. If not, you need to go to Authori | ized Signer Portal to update.                      |   |                           |
|   |                       |                                   | Register Cancel  |  |   |                           |
|   | Y                     | City of Phoenix - Aviat           | ion Department   3400 E Sky Harbor Blvd   Suite 3300   Phoenio       | x, AZ 85034   602-273-3300                         |   |                           |
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• System generates Registration Successful screen.

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



Thank you for registering in the Frequent Parker Program.

Please click on the URL below or copy paste the link into your browser to sign the terms and conditions and register credit card. https://parking.skyharbor.com/fpp/Home/Index?ID=5a1a&e34-d812-47ac-987a-027bf1609925

If you are experiencing any issues please send us an email at frequentparker.support@phoenix.gov and provide detailed information.