

GTAMS Vendor Account Registration Quick Reference Guide

Step 1: Go to the GTAMS vendor website URL: <https://gtams.adcompsystems.com/BNA/Webportal/>



Welcome to the Nashville Airport Authority online payment system!

LOGIN TO PAY

[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](#)

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Step 2: First time users will need to Register their account. Click the [Register Now](#) link.



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Click on the Register Now link

Note, 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.

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

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

Account: _AnneTest [Retrieve Account Balance](#)

Name Abbreviation:	ATTEST	Dispatch Account:	No
Account Type:	Class 2 Mid	Operator Type:	Class 1
Service Type:	Off-Airport Limousine	Suspension Exempt:	No
Expired Permit Suspension Exempt:	No	Insurance Suspension Exempt:	No
Account ID:	00613	Contract/Agreement:	
PUC Number:		PUC Expiration:	Not Set

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

- [Addresses](#) [Add Address](#)
- [Drivers/Vehicles](#) Show Active Drivers/Vehicles Only [Add Driver/Vehicle](#)
- [Insurance](#) [Add Insurance](#)
- [Contacts](#) [Add Account Contact](#)

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Step 3: Enter your GateKeeper account number and email address and then click on the **Register** button.

BNA [Home](#)

REGISTRATION [Back](#)

Account Information

Account ID:

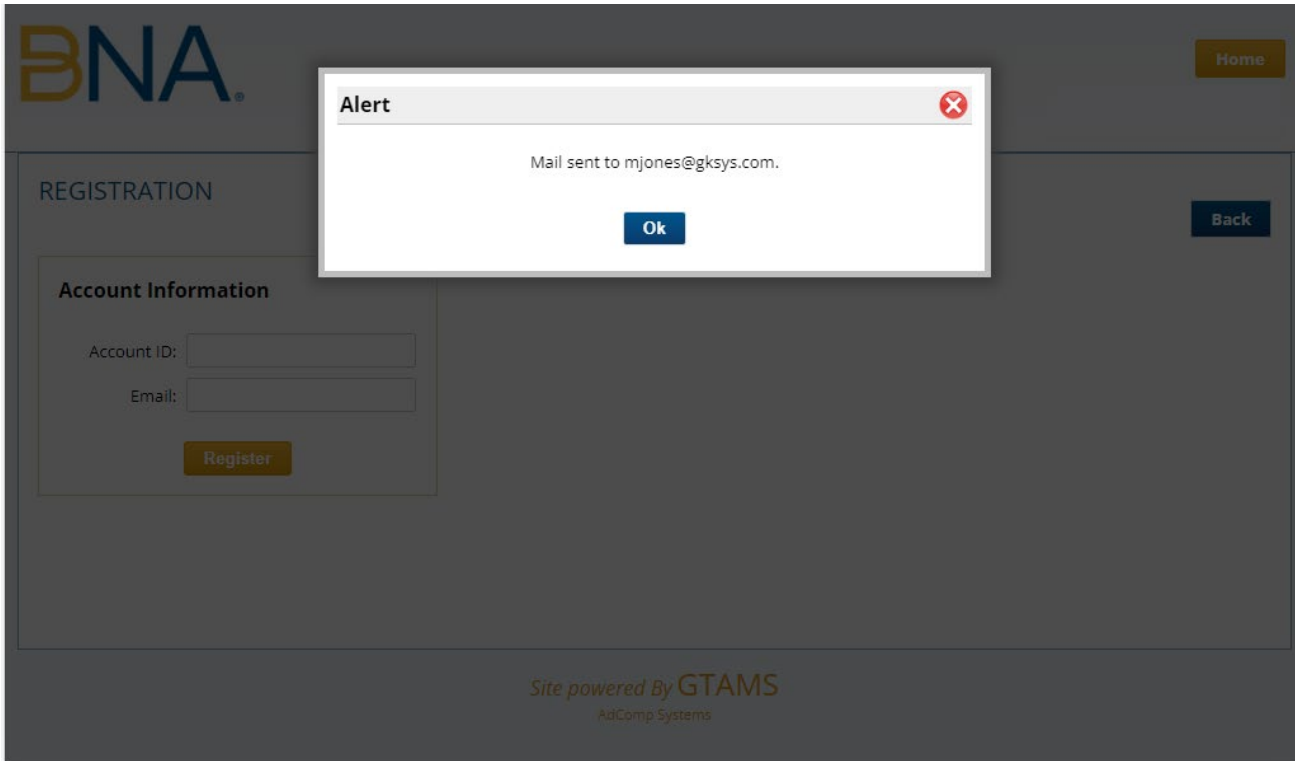
Email:

[Register](#)

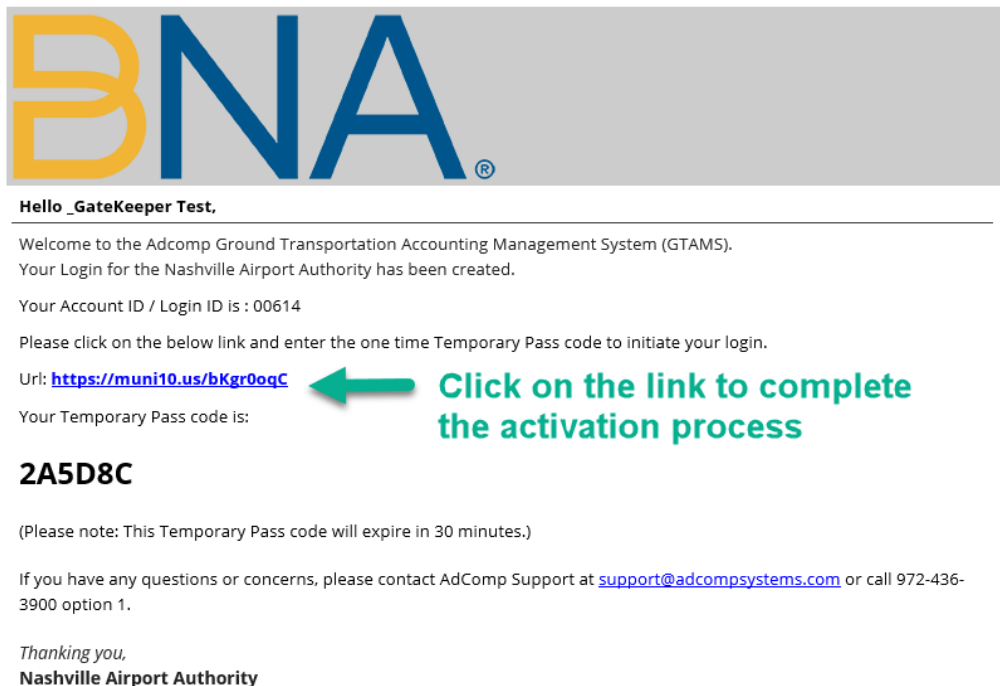
Enter your GateKeeper account number and the email address on file

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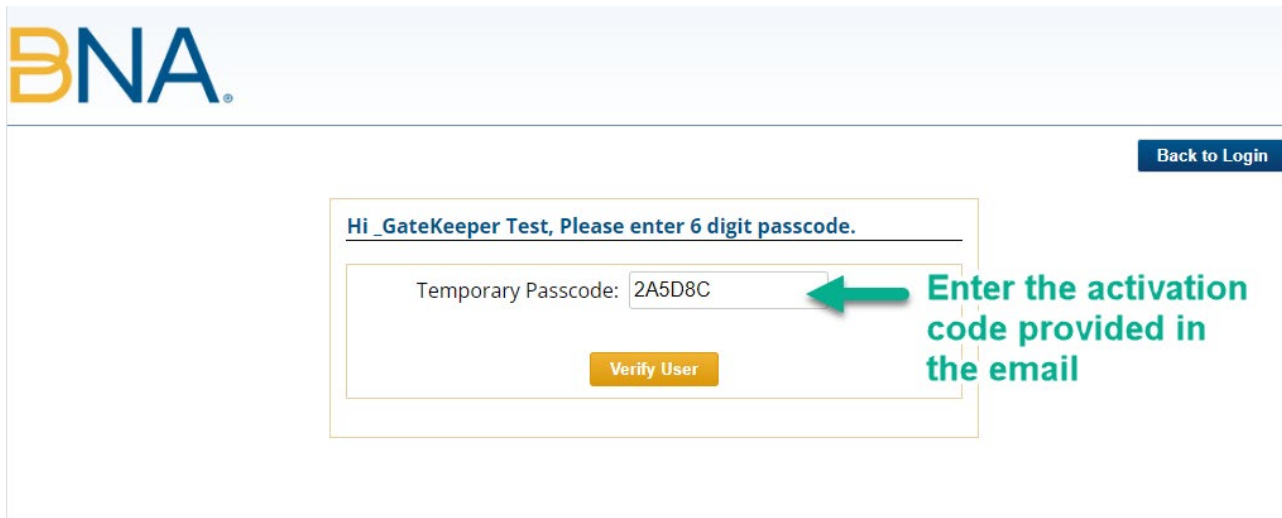
Once you click on the *Register* button, you will receive an alert message that states an account activation code has been sent to your registered email. Click on the **Ok** button. It is best if you close this AdComp window here. It will be re-opened in the next step.



Step 4: 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.



Step 5: The link will open a new window. Enter the emailed activation code and click on *Verify User*.



Hi _GateKeeper Test, Please enter 6 digit passcode.

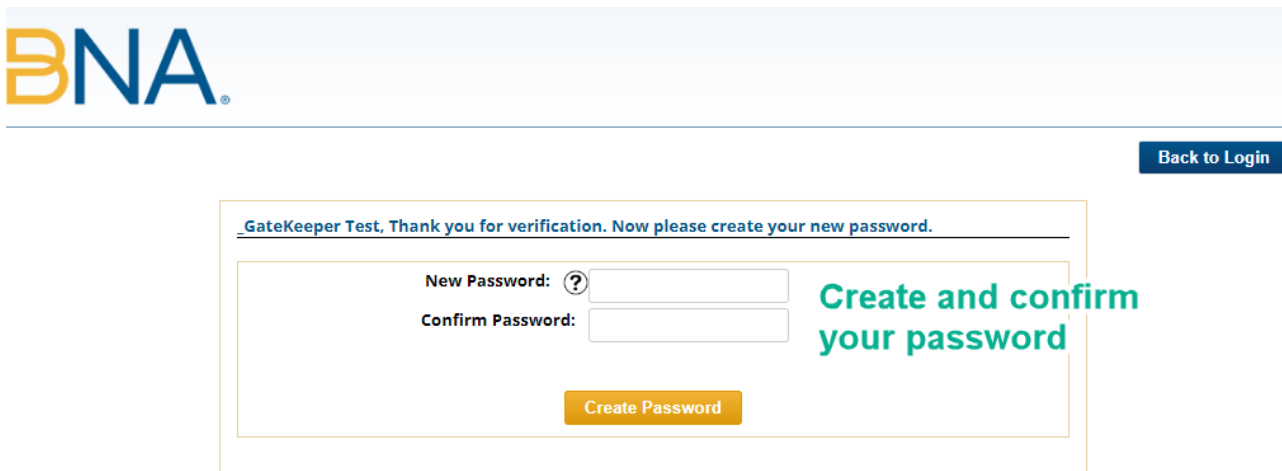
Temporary Passcode:

[Verify User](#)

Enter the activation code provided in the email

[Back to Login](#)

Step 6: Create and confirm your new password (must include a symbol). Click on the *Create Password* button.



GateKeeper Test, Thank you for verification. Now please create your new password.

New Password: ?

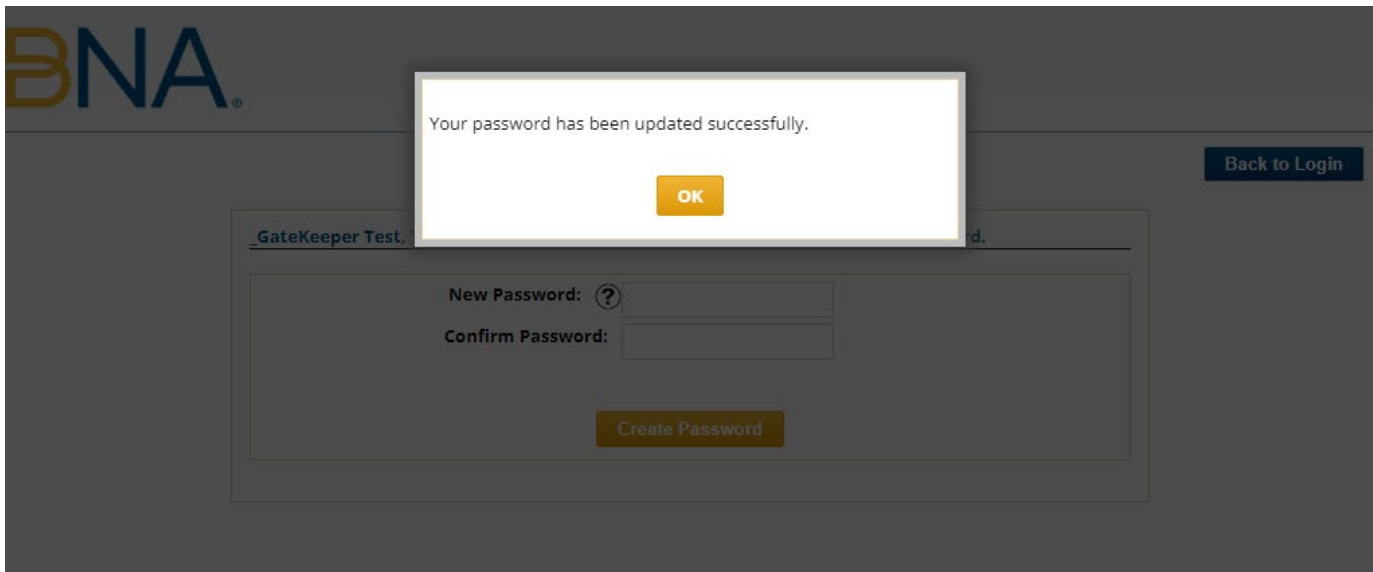
Confirm Password:

[Create Password](#)

Create and confirm your password

[Back to Login](#)

Step 7: You will get a message confirming that your password has been updated successfully. Click **OK**.



Step 8: After clicking OK, you will be taken back to the AdComp home screen. Use your newly created password to login.



Welcome to the Nashville 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**



Use your Account ID and newly created password to login

[Privacy Policy](#)

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Step 9: For your initial login, you will, again be sent an email with a confirmation code. Check your email for a new authentication code.



Hello _GateKeeper Test,

Below is the one-time pass code for logging into your account.

868848

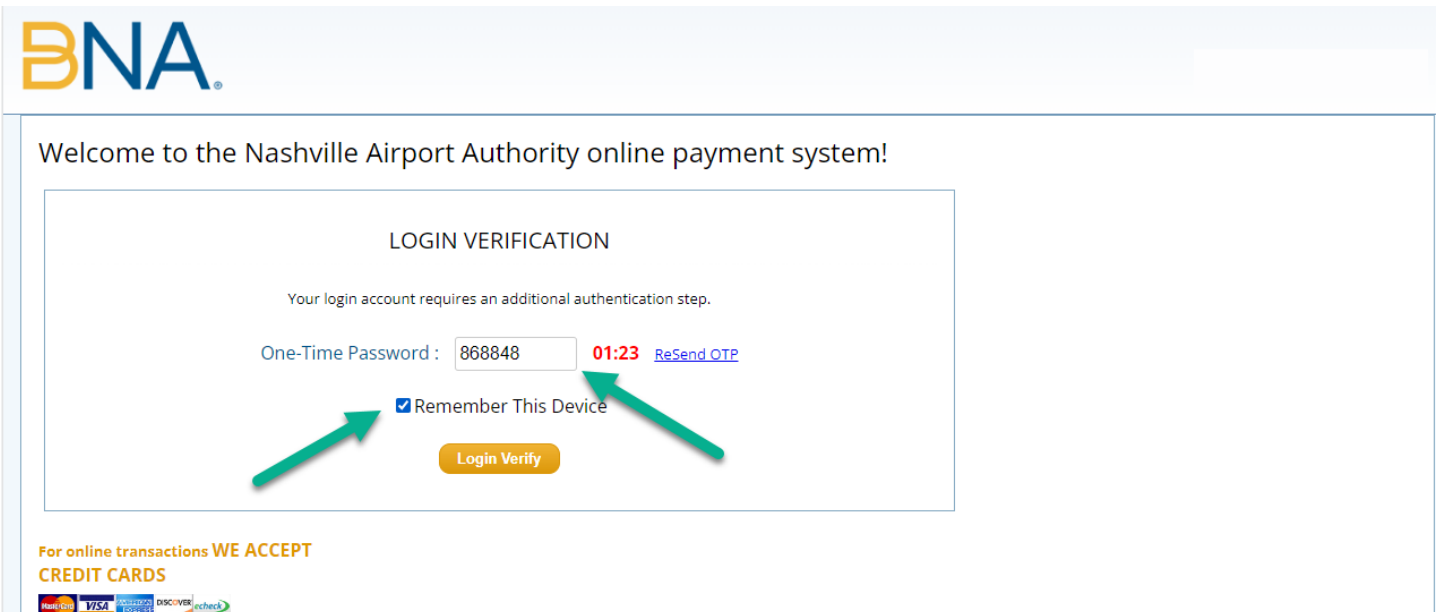
Please note: This code will expire in 3 minutes.

If you have any questions or concerns, please contact AdComp Support at support@adcompsystems.com or call 972-436-3900 option 1.

Thanking you

Nashville Airport Authority

Step 10: 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.



Welcome _GateKeeper Test
[My Home](#) | [Logout](#)

MY HOME

_GATEKEEPER TEST

ACCOUNT ID: **00614**
ACCOUNT TYPE: **INSTANT POST-PAY**
Account Email: mjones@gksys.com
Account Cell No.:
Address:
[Change Password](#)

ACCOUNT LEDGER

#	Transaction Date	Transaction Type	Description	Amount	
1	07-29-2023	Invoice	Invoice	\$43.50	
2	07-28-2023	Invoice	Invoice	\$34.50	

ACCOUNT BALANCE DUE: **\$43.50DR**

Payment Amount: \$

[Pay with Credit Card](#)

DEFAULT CARD DETAILS

Default Credit Card is not set.



I. Login

- Go to the GTAMS vendor website URL: <https://gtams.adcompsystems.com/BNA/Webportal/>
- Enter your GateKeeper account number and the password you created when you registered your account, and then Click the Login button.

II. Overview

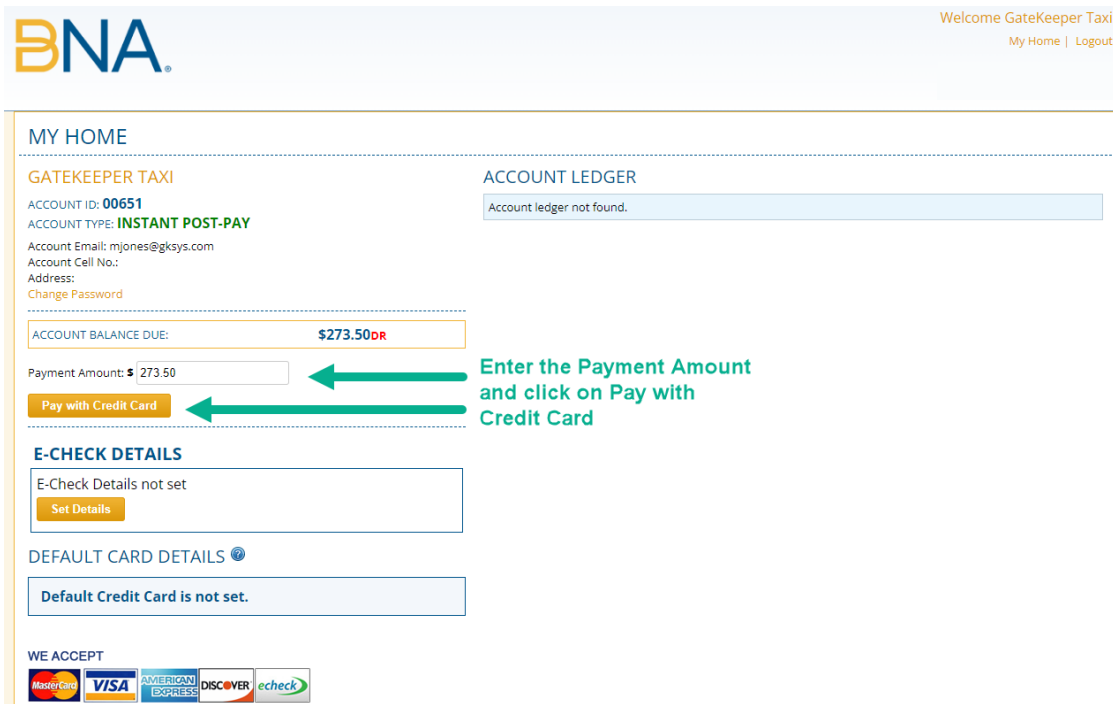
Once logged into your account, you can change your password, see your account balance, view your account activity, add a credit card to your account by making a payment or register your eCheck details.

For credit card payments see section III for eCheck (EFT) payments, see section IV.

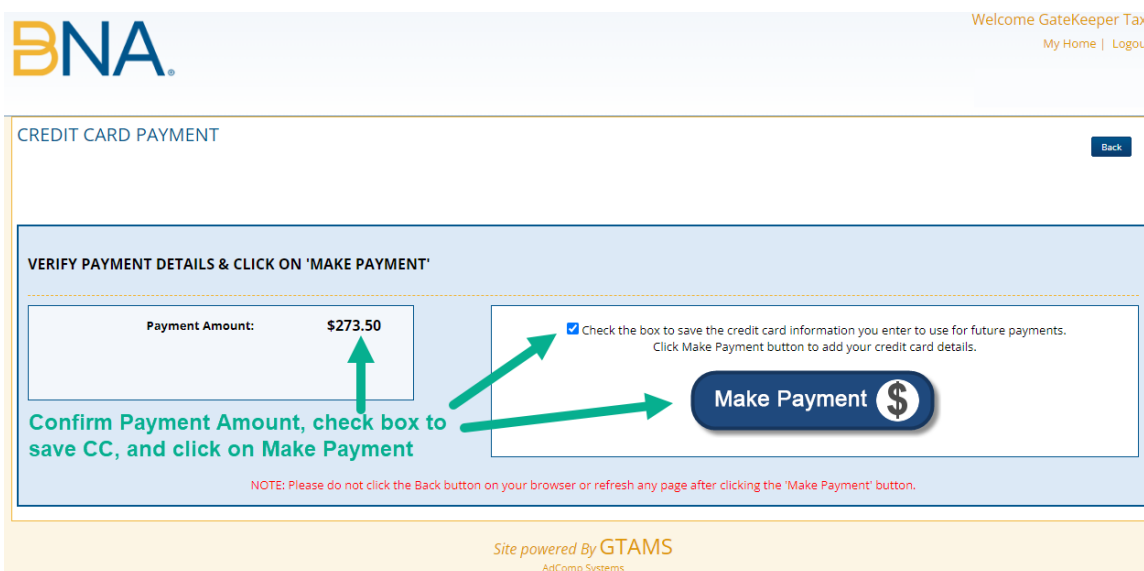
III. Credit Card

- a. On the home page of your account, enter the payment amount you wish to pay and click on the **Pay with Credit Card** button. Remember that you must make a payment to record credit card information on file.

Note: The system defaults your current balance as the amount to pay, this may be changed. If you are an Instant Post-Pay account, only enter a nominal payment to get your credit card on file as the airport will automatically generate the payment so you can get the 5% trip charge discount.



- b. On the next screen, confirm the payment amount you have entered and would like to pay. Make sure the **Save this credit card for future transactions** check box is checked.
- c. Click on the **Make payment** button.



- d. In the pop-up window, record your credit card information. Click on the **Make Payment** button when your information is complete.

BNA Nashville International Airport

CC Processor

Reference ID: 55-Web
Amount: \$273.50

Credit Card Number*

Date of Expiration* MM | YYYY Eg: 09 2050

CVV Number*

Card Holder Name*

Zip Code*

Complete form and click on Make Payment →

Please DO NOT click on the browser back/close or refresh button.

- e. You will get a message telling you a receipt has been emailed to your email address on file.

Alert [Close]

Receipt Mail Sent to [Redacted]

- f. 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. When you are finished, click Done.

BNA Nashville International Airport

Transaction ID: 56
Printed on: 10-09-2023 16:17

Dear GateKeeper Taxi,
Thank you for using the web portal to make your payment. The transaction details are below:

Account ID:	00651
Account Balance Due:	\$273.50
Payment Amount:	\$273.50
Amount Paid:	\$273.50
New Account Due:	0.00
Payment Method:	CC
Credit Card Number:	**** * 6474
Payment Status:	SUCCESS
Authorization No.:	123
Receipt Number:	28

Metropolitan Nashville Airport Authority

Print Receipt Email Receipt to other
Receipt Mail Sent to mjones@gksys.com.
If you wish to receive receipt on other email, please enter Email:

- g. You will be taken back to your account home page. The payment is now reflected in the ledger and account balance. You will also see that the credit card has been stored for future use.

Welcome GateKeeper Taxpayer
My Home | Logout

MY HOME

GATEKEEPER TAXI
ACCOUNT ID: **00651**
ACCOUNT TYPE: **INSTANT POST-PAY**
Account Email: mjones@gksys.com
Account Cell No.:
Address:
[Change Password](#)

ACCOUNT LEDGER

#	Transaction Date	Transaction Type	Description	Amount	
1	10-09-2023	Payment	Webportal Payment	\$273.50	

ACCOUNT CREDIT BALANCE: **\$0.00CR**

Payment Amount: \$ 0.00

[Pay with Credit Card](#)

E-CHECK DETAILS
E-Check Details not set
[Set Details](#)

DEFAULT CARD DETAILS

4744xxxxxxxx6474 [Remove](#)
This card will be used to make payments.

WE ACCEPT

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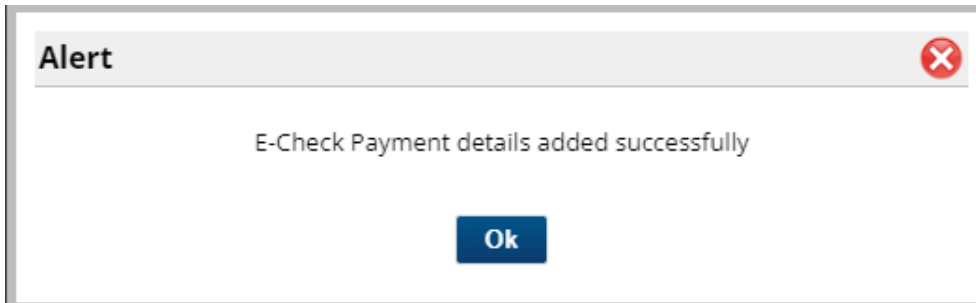
Payment is shown in the ledger, account balance is updated, and credit card is now stored for future use.

IV. Recording eCheck Information

- a. On the home page of your account, click on the **Set Details** button.

- b. In the pop-up window, complete all fields as described above, then click the **I Agree** button.

- c. You will get a message telling you that eCheck details have been added successfully.



- d. You will be taken to the home screen where you will see that eCheck details have now been stored for future use and that Pay with eCheck is now available.

The screenshot shows the BNA GatewayTaxi home screen. At the top left is the BNA logo. At the top right, it says "Welcome GateKeeper Taxi" and "My Home | Logout". The main content area is titled "MY HOME" and is divided into several sections:

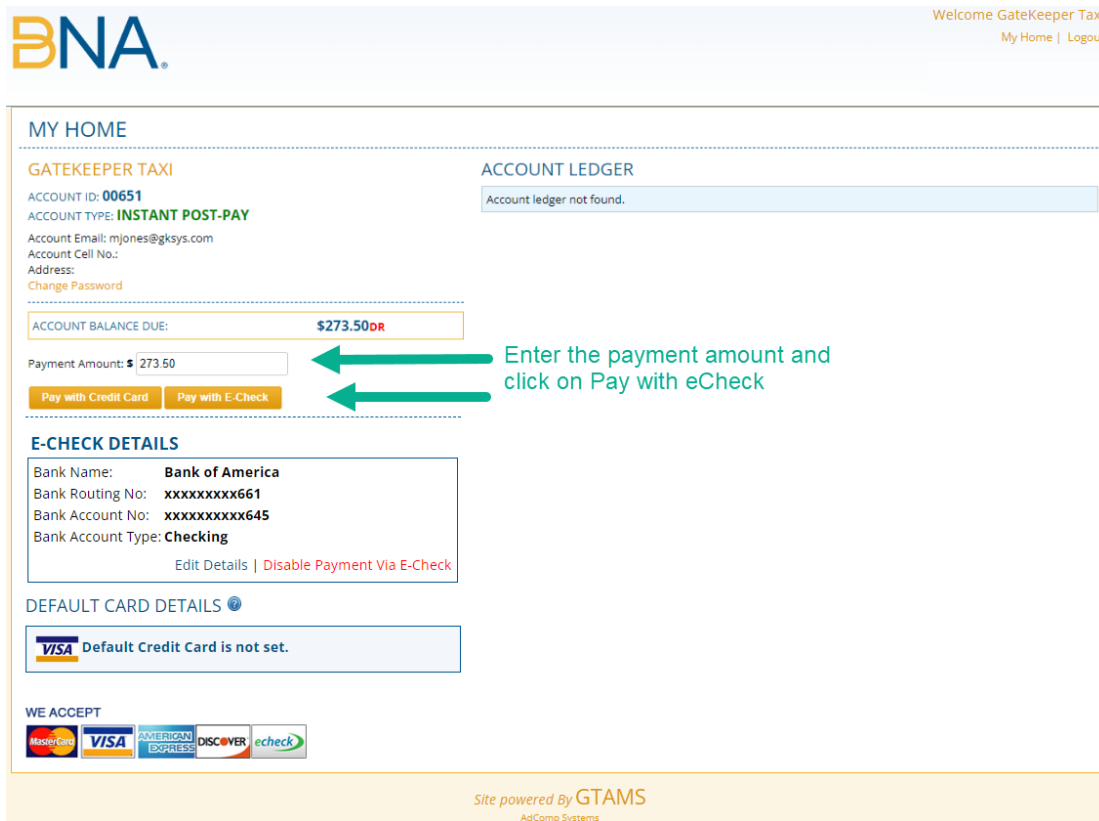
- GATEKEEPER TAXI**: ACCOUNT ID: 00651, ACCOUNT TYPE: INSTANT POST-PAY, Account Email: mjones@gkysys.com, Account Cell No.: , Address: , Change Password.
- ACCOUNT LEDGER**: Account ledger not found.
- ACCOUNT BALANCE DUE**: \$273.50 DR.
- Payment Amount**: \$ 273.50.
- Payment Options**: "Pay with Credit Card" and "Pay with E-Check" buttons.
- E-CHECK DETAILS**: Bank Name: Bank of America, Bank Routing No: xxxxxxxx661, Bank Account No: xxxxxxxxxx645, Bank Account Type: Checking. Includes links for "Edit Details" and "Disable Payment Via E-Check".
- DEFAULT CARD DETAILS**: VISA Default Credit Card is not set.
- WE ACCEPT**: Logos for MasterCard, VISA, AMERICAN EXPRESS, DISCOVER, and echeck.

Two green arrows point from the text "eCheck information is now stored for future use and Pay with eCheck is now available" to the "Pay with E-Check" button and the "E-CHECK DETAILS" section.

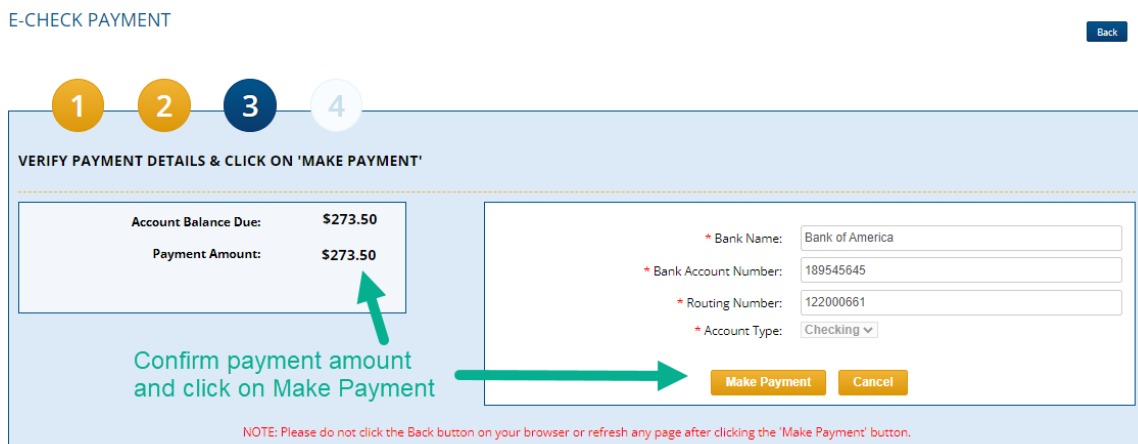
V. Making a Payment with eCheck

- a. On the home page of your account, enter the payment amount you wish to pay and click on the **Pay with eCheck** button.

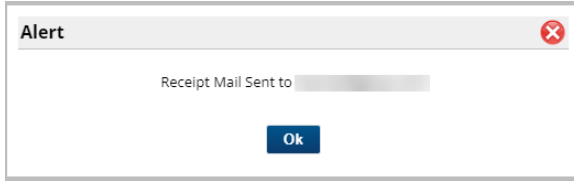
Note: The system defaults your current balance as the amount to pay, this may be changed. If you are set up as an Instant Post-Pay account, do not make a payment here, the airport will automatically generate the payment so you can get the 5% trip charge discount.



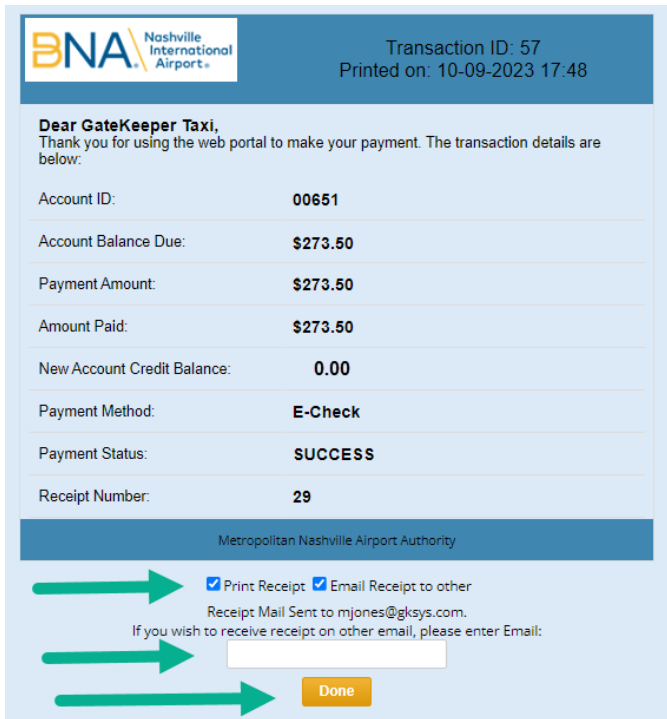
- b. On the next screen, confirm the payment amount you have entered and would like to pay.
- c. Click on the **Make payment** button.



- d. A window alert will tell you a receipt has been emailed to your email address on file.



- e. 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. When you are finished, click Done.



- f. You will be taken back to your account home page. The payment is now reflected in the ledger and account balance.

MY HOME

GATEKEEPER TAXI

ACCOUNT ID: **00651**
ACCOUNT TYPE: **INSTANT POST-PAY**
Account Email: mjones@gksys.com
Account Cell No.:
Address:
[Change Password](#)

ACCOUNT CREDIT BALANCE: **\$0.00CR**

Payment Amount: \$

[Pay with Credit Card](#) [Pay with E-Check](#)

E-CHECK DETAILS

Bank Name: **Bank of America**
Bank Routing No: **xxxxxxxx661**
Bank Account No: **xxxxxxxx645**
Bank Account Type: **Checking**

[Edit Details](#) | [Disable Payment Via E-Check](#)

DEFAULT CARD DETAILS

Default Credit Card is not set.

WE ACCEPT

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#	Transaction Date	Transaction Type	Description	Amount	
1	10-09-2023	Payment	Webportal Payment	\$273.50	

Payment is shown in the ledger and account balance is updated.