

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

BNA.		
Welcome to the Nashville Airport Au	uthority online payment system!	
LOGIN TO PAY Account ID 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	Password	
		Privacy Policy
	Site powered By GTAMS AdComp Systems	

Step 2: First time users will need to Register their account. Click the *Register Now* link.

BNA.		
Welcome to the Nashville	Airport Authority online payment system!	
LOGIN TO PAY Account ID Login Forgot Password? NEW USER? Register Now BENEFITS OF REGISTRATIO. Pay your bill securely Check account information Track your bill history	Password	
For online transactions WE ACCEPT CREDIT CARDS	Click on the Register Now link	
		Privacy Policy
	Site powered By GTAMS AdComp Systems	



Logout Select Account Search

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.

Welcome

# GateKeeper

		Account		Reports	Manage
ccount Navigation:	ts 👰 Trips				
ta changes will be submitted for revie	ew. They will not be visible until approved	ł.			
ccount: _AnneTest				Ø <u>Retri</u>	eve Account Balanc
me Abbreviation:	ATTEST	Dispatch Account:	No		
count Type:	Class 2 Mid	Operator Type:	Class	1	
rvice Type:	Off-Airport Limousine	Suspension Exempt:	No		
pired Permit Suspension Exempt:	No	Insurance Suspension Exempt:	No		
count ID:	00613	Contract/Agreement:			
C Number:		PUC Expiration:	Not S	et	
Expand All 📃 Collapse All					
Addresses					Add Addres
🤗 Drivers/Vehicles	Show Active	Drivers/Vehicles Only		(	Add Driver/Vehicle
🌹 Insurance					Add Insuranc
Contacts				0	Add Account Contac

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

BNA			Home
Account Infor Account ID: 0 Email:	N mation 00614 Register	Enter your GateKeeper account number and the email address on file	Back
		Site powered By GTAMS AdComp Systems	



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 reopened in the next step.

<b>BNA</b>			_		
	Alert		8		
REGISTRATION	Μ	lail sent to mjones@gksys.com.			
ALCOUNT ON		Ok		Back	
Account Information			_		
Account ID:					
Email:					

**Step 4**: Open the email from <u>notify@adcompsystems.com</u>. 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.



Nashville Airport Authority



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

BNA.		
		Back to Log
	Hi _GateKeeper Test, Please enter 6 digit passcod	e
	Temporary Passcode: 2A5D8C	Enter the activation code provided in
	Verify User	the email

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

BNA.	•	
	GateKeeper Test, Thank you for verification. Now please c	Back to Login
	New Password: ⑦	Create and confirm your password
	Create Password	



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

BNIA		
	Your password has been updated successfully.	Destactor
GateKeenerTes	ок	Back to Login
	New Password: ?	
	Confirm Password:	
		-

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

BNA.		
Welcome to the Nash	ville Airport Authority online payment system!	
LOGIN TO PAY Account ID Login Forgot Password? NEW USER? Register Now BENEFITS OF REGISTRATION Pay your bill securely Check account information Track your bill history	Password	
For online transactions WE ACCEPT CREDIT CARDS	Use your Account ID and newly created password to login	
		Privacy Policy
	Site powered By GTAMS AdComp Systems	



**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 <a href="mailto:support@adcompsystems.com">support@adcompsystems.com</a> 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.

MY HOME						
_GATEKEEPER TEST	AC	COUNT LEDGER				
ACCOUNT ID: 00614	#	Transaction Date	Transaction Type	Description	Amount	
ACCOUNT TYPE: INSTANT POST-PAY Account Email: miones@gksvs.com	1	07-29-2023	Invoice	Invoice	\$43.50	
Account Cell No.: Address: Change Password	2	07-28-2023	Invoice	Invoice	\$34.50	
ACCOUNT BALANCE DUE: \$43.5	iOdr					
Payment Amount: \$ 43.50						
Pay with Credit Card						
DEFAULT CARD DETAILS 🖗						
Default Credit Card is not set.						



### I. Login

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

BNA.		
Welcome to the Nashville Airport Authority online payment system!	-	Enter your Account ID and Password. Then click Login.
Payyour bill securely Check account information Track your bill history		
		Privacy Policy
Site powered By GTAMS Adcomp systems		

#### 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.

BNA.	Welcome GateKeeper To My Home   Log
MY HOME	
GATEKEEPER TAXI	ACCOUNT LEDGER
	Account ledger not found.
Account Email: mjones@gksys.com Account Cell No.: Address: Change Password	
ACCOUNT BALANCE DUE: \$273.50DR	
Payment Amount: \$ 273.50 Pay with Credit Card	
E-CHECK DETAILS	
E-Check Details not set Set Details	
DEFAULT CARD DETAILS @	
Default Credit Card is not set.	



## 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.

BNA.		Welcome GateKeeper Taxi My Home   Logout
MY HOME		
GATEKEEPER TAXI	ACCOUNT LEDGER	
ACCOUNT ID: 00651	Account ledger not found.	
ACCOUNT INTEL INDIANT POSTPAT Account mail: Injones@gksys.com Account Cell No.: Address: Change Password		
Payment Amount: \$ 273.50 Pay with Credit Card	Enter the Payment Amount and click on Pay with Credit Card	
E-CHECK DETAILS		
E-Check Details not set           Set Details		
DEFAULT CARD DETAILS ®		
Default Credit Card is not set.		

- 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.

BNA.	Welcome GateKeeper Taxi My Home   Logout
CREDIT CARD PAYMENT	Beck
Payment Amount: \$273.50 Confirm Payment Amount, check box to save CC, and click on Make Payment NOTE: Please do not click the Back button on	Check the box to save the credit card information you enter to use for future payments. Click Make Payment button to add your credit card details. Make Payment (\$) n your browser or refresh any page after clicking the 'Make Payment' button.
2	Site powered By GTAMS AdComp Systems



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

Reference ID: <b>55-Web</b> Amount: <b>\$273.50</b>
Amount: <b>\$273.50</b>
/ YYYY Eg: 09 2050
Make Payment Cancel

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

Alert	8
Receipt Mail Sent to	
Ok	

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 below:	to make your payment. The transaction details are	
Account ID:	00651	
Account Balance Due:	\$273.50	
Payment Amount:	\$273.50	
Amount Paid:	\$273.50	
New Account Due:	0.00	
Payment Method:	сс	
Credit Card Number:	**** **** **** 6474	
Payment Status:	SUCCESS	
Authorization No.:	123	
Receipt Number:	28	
Metropo	litan Nashville Airport Authority	
Print Receipt Z Email Receipt to other Receipt Mail Sent to mjones@gksys.com. If you wish to receive receipt on other email, please enter Email:		
	Done	



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.

				Welco	ome GateKeep	oer Tax
DINA.					Wy Home	Logou
MY HOME						
GATEKEEPER TAXI	ACO	COUNT LEDGER				
ACCOUNT ID: 00651 ACCOUNT TYPE: INSTANT POST-PAY	#	Transaction Date	Transaction Type	Description	Amount	
Account Email: mjones@gksys.com Account Cell No :	1	10-09-2023	Payment	Webportal Payment	\$273.50	•
Address: Change Password					1	
ACCOUNT CREDIT BALANCE: \$0.00CR		_				
Pavment Amount: \$ 0.00						
Pay with Credit Card			Payment is sh	own in the lea	daer	
			account balan	ce is updated	l, and	
E-CHECK DETAILS	7		credit card is n	low stored for	r	
Set Details			future use.			
DEFAULT CARD DETAILS W						
VISA 4744xxxxxx6474 Remove						
This card will be used to make payments.						
WE ACCEPT						
	Site p	owered By GTAMS				



# IV. Recording eCheck Information

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

BNA.	Welcome GateKeeper Taxi My Home   Logout
MY HOME	
GATEKEEPER TAXI	ACCOUNT LEDGER
	Account ledger not found.
ACCOUNT FYE: INSTANT POSTPAT Account Email: mjones@gksys.com Account Cell No.: Address: Change Password	
ACCOUNT BALANCE DUE: \$273.50DR	
Payment Amount: \$ 273.50	
Pay with Credit Card	
E-CHECK DETAILS	
E-Check Details not set	Click on Set Details to
Set Details	record eCheck information
DEFAULT CARD DETAILS 🛛	
Default Credit Card is not set.	

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

	Your Name 1234 Main St. Any Town, USA 12345	Date	
	Pay To The Order Of	\$ DOLLARS	
	Your Bank Name Address of Your Bank Any Town, USA 12345		
	For	787 1234	
	Routing Number Account Number	Check Number DO NOT USE	
ccount number - varies in length. May appear b heck number - is not needed. Do not include the is important to enter your banking account inform ntact your bank. NOT enter your dehit card number	efore or after the check nun e check number. nation accurately, or your pa	nber. Include any leading zero ayment cannot be successfull	is, but omit spaces and non-numeric characte y completed. If you have questions, please
	Dank Name		Complete all fields
	Bank Routing Number:	[	as described
	Account Type:	Select Preference ¥	above. Then click
	Bank Account Number:		on I Agree
Re-en	Bank Account Number: hter Bank Account Number:		on I Agree
Re-er	Bank Account Number: hter Bank Account Number: <u>Terms and C</u>	Conditions	on I Agree
Re-en authorize the Nashville Airport Authority Departu lashville Airport Authority Department's paymen e amount I enter shall be debitted from my ban avment is returned unpaid due to insufficient fu	Bank Account Number: ter Bank Account Number: Terms and ( ment to debit my bank acco t WebSite. I agree with the " k account and I have verifie k account bank account or	Conditions unt for the Certificate croshy Terms of use" of the website, d that I have the funds availat any such acson, I shall be lik	on I Agree amount that I choose to enter and pay at the By agreeing to the terms I understand that le for fulfilling this payment obligation. If the bible for additional charges and fees. I



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.

BNA.	Welcome GateKeeper Taxi My Home   Logout
MY HOME	
GATEKEEPER TAXI	ACCOUNT LEDGER
ACCOUNT ID: 00651	Account ledger not found.
Account Email: mjones@gksys.com Account Cell No.: Address: Change Password	
ACCOUNT BALANCE DUE: \$273.50br	
Payment Amount: \$ 273.50         Pay with Credit Card       Pay with E-Check         E-CHECK DETAILS         Bank Name:       Bank of America         Bank Routing No:       xxxxxxxx661         Bank Account No:       xxxxxxxxx645         Bank Account Type: Checking       State S	eCheck information is now stored for future use and Pay with eCheck is
Edit Details   Disable Payment Via E-Check	now available
DEFAULT CARD DETAILS 🐵	
VISA Default Credit Card is not set.	
	Site powered By GTAMS



## 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.

BNA.		Welcome GateKeeper Taxi My Home   Logout
MY HOME		
GATEKEEPER TAXI	ACCOUNT LEDGER	
ACCOUNT ID: 00651 ACCOUNT TYPE: INSTANT POST-PAY Account Email: mjones@gksys.com Account Cell No: Address: Change Password	Account ledger not found.	
ACCOUNT BALANCE DUE: \$273.50 Payment Amount: \$ 273.50 Pay with Credit Card Pay with E-Check	Enter the payment amount and click on Pay with eCheck	
E-CHECK DETAILS Bank Name: Bank of America Bank Routing No: xxxxxxx661 Bank Account No: xxxxxxxx645 Bank Account Type: Checking Edit Details   Disable Payment Via E-Check		
DEFAULT CARD DETAILS		
	Site powered By GTAMS AdComp Systems	

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

E-CHECK PAYMENT	Back
1 2 3 4 VERIFY PAYMENT DETAILS & CLICK ON 'MAKE PAYMENT'	
Account Balance Due: \$273.50 Payment Amount: \$273.50	Bank Name: Bank of America     Bank Account Number: 189545645     Routing Number: 122000661     Account Type: Checking ♥
Confirm payment amount and click on Make Payment	Make Payment Cancel



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

Alert		8
	Receipt Mail Sent to	
	Ok	

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.

Dear GateKeeper Taxi	Transaction ID: 57 Printed on: 10-09-2023 17:48
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 Credit Balance:	0.00
Payment Method:	E-Check
Payment Status:	SUCCESS
Receipt Number:	29
Metropolitan Nashville Airport Authority	
Print Receipt I Email Receipt to other Receipt Mail Sent to mjones@gksys.com. If you wish to receive receipt on other email, please enter Email: Done	



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

