

YUL Aéroport
International
Montréal-Trudeau



YUL-Transport (Owner)

Commercial Vehicles Management Application

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Website for owner

In order for the drivers to use the mobile App, the owner (or his authorized administrator must register in the web management tool.

Using a computer or a smartphone with an internet connection, click or tap the link you received by e-mail.



Bonjour stephane albert,

Votre entreprise a été créé dans l'outil de gestion de véhicules commerciaux de l'Aéroports de Montréal.

Veuillez mettre à jour l'information de paiement dans la page "Mon État de compte".

Cliquer sur le lien suivant pour gérer votre compte utilisateur administrateur.

[Gérer votre compte ici!](#)

Hi stephane albert,

Your company has been created in the commercial vehicles management tool of the Aéroports de Montréal.

Click on the following link to manage your administrator account.

[Manage your account here!](#)

YUL

Password creation (mandatory)

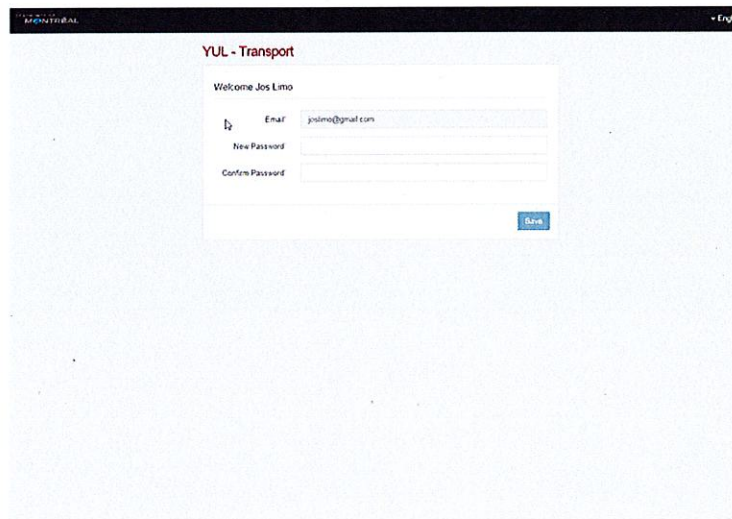
You must create your password and it must contain at least:

6 numbers or letters

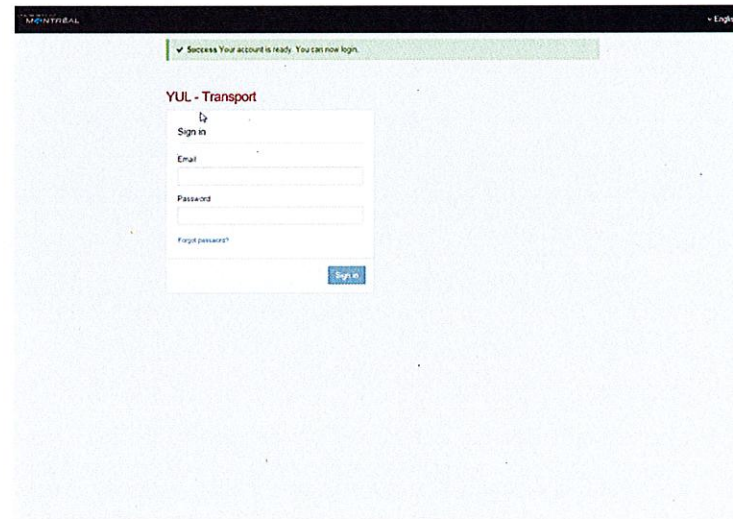
At least 1 capital letter

At least 1 number

You must then connect to your profile to complete the enrollment process by using your email address and the previously created password.



The screenshot shows the 'YUL - Transport' website interface. At the top, there is a navigation bar with 'MONTREAL' and 'English'. Below the navigation bar, the page title is 'YUL - Transport'. The main content area displays a 'Welcome Jos Lino' message. Below the welcome message, there is a form with the following fields: 'Email' (containing 'joslino@gmail.com'), 'New Password', and 'Confirm Password'. A blue 'Sign In' button is located at the bottom right of the form.



The screenshot shows the 'YUL - Transport' website interface. At the top, there is a navigation bar with 'MONTREAL' and 'English'. Below the navigation bar, there is a green success message: 'Success Your account is ready. You can now login.' Below the success message, the page title is 'YUL - Transport'. The main content area displays a 'Sign in' form with the following fields: 'Email', 'Password', and a 'Forgot password?' link. A blue 'Sign In' button is located at the bottom right of the form.

Entering or modifying Credit card data

The screenshot shows the 'Account Statement' page for user Isabelle Giasson. The page is divided into two main sections: 'Information' and 'Transaction'.

Information Section:

- Account Details:
 - BTM: 8885
 - Dome: 8885
 - Legal Name: Isabelle Giasson
 - Automatic Payment: No
 - Balance: \$1,486.20
- Buttons: 'Update Automatic Payment Information' (top right), 'Export' (bottom right).

Transaction Section:

Date	Amount	Reason	Write T	Reference	Actions
2017-08-02T14:58:40	\$(3.45)	Facturation transport	Transport	34	👁
2017-08-02T14:10:04	\$(3.45)	Facturation transport	Transport	27	👁
2017-08-02T14:24:24	\$(3.45)	Facturation transport	Transport	17	👁
2017-08-02T14:03:13	\$(3.45)	Facturation transport	Transport	10	👁
2017-07-28T14:28:34	\$1,500.00	Création du compte détenteur			

Navigation and Action Callouts:

- Red arrow points to 'Account Statement' in the left sidebar.
- Red arrow points to 'Update Automatic Payment Information' button.
- Text: 'Click on: Account Statement' with an arrow pointing to the first transaction row.
- Text: 'Click on: Update Automatic Payment Information' with an arrow pointing to the button.

Credit card data

Aéroport de Montreal - QA

Cardholder Details

Please enter the following address exactly as it appears on your card statement.

PO Box:

Street Number:

Street Name:

Postal Code:

Account Details

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name:

Card Number:

Expiry Date: /

Card Security Code:

Submit

Cancel

You are redirected to the Moneris website to enter your credit card information. When completed, you click on submit (green square).

YUL

Aéroports de Montréal

800, place Leigh-Capreol
Bureau 1000
Dorval (QC) H4Y 0A5
Phone: (514) 123-4567

Invoice NO:
Invoice Date:

B1515T000021
2017-04-06 14:35:27

1515/9138-8888 Québec inc.

Dave singh gill

121 rue du Lac
Laval,(QC) H7N7N7
Phone:514-1111-1111
Cell: 514-222-2222

DESCRIPTION
Commercial transport on ADM site.

PRICE
\$1500.00

Subtotal
GST (5%) - 133140517RT00001
QST (9.975%) - 1009822115TQ0001
Total

\$1500.00
\$75.00
\$149.63
\$1724.63

Click on the following link to see those changes.

[Your account statement](#)

You will receive the invoice for income purpose by email.

Credit card data (cont'd)

Home / Account Statement

Information [Allow a Payment](#) [Update Automatic Payment Information](#)

Account		Automatic Payment	
BTM:	1515	Client number:	B1515C000017
Dome:	1515	Card Holder:	dave gill
Legal Name:	9138-8888 Québec inc.	Card:	2222***0011
Automatic Payment:	Yes	Expiry Date (YYMM):	1708
Balance:	\$1,724.63	Subtotal:	\$1,500.00
		GST:	\$75.00
		QST:	\$149.63
		Invoice Total:	\$1,724.63

Transaction [Export](#)

Show 10 entries

Date	Amount	Reason	Write Type	Reference	Actions
2017-04-06T14:35:29	\$1,724.63	Renfouement automatique : Succès	Extern	B1515T00002 1	
2017-04-05T12:38:47	\$0.00	Création du compte détenteur	Intern		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

You will be redirected to your profile in the mangement tool where you can see the amount added in your account in the account statement section.

Adding a vehicle

Home / Vehicles

Vehicles Add

Search Show 10

BTM	Brand and Model	Color	Plate number	Status	QR-Code Status	Actions
No data available in table						

Showing 0 to 0 of 0 entry First Previous Next Last

Click on the Vehicles item on the left side menu and then Add to enter the vehicle's information.

Adding a vehicle (cont'd)

Provider Information

BTM number: 9911

OR-Code Status: None

Status: Active

Vehicle category: Limousine

Vehicle Information

Year: Please select an year

Brand: Please select a brand

Model: Please select a model

Color: Please select a color

Type: Please select a type

Number of seats (excluding driver):

Plate number:

Vehicle Options

Cancel Save

Non-editable information

Information about the vehicle to be entered

Adding driver(s)

Home / Drivers

Authorize a new driver

Search: [input] w 10 entries

Email	Temporary email	Full name	Work Permit	Actions
No data available in table				

Showing 0 to 0 of 0 entry

First Previous Next Last

Click Drivers item in the left-side menu and click Authorize a new driver to add a driver to your profile.

Adding drivers (cont'd)

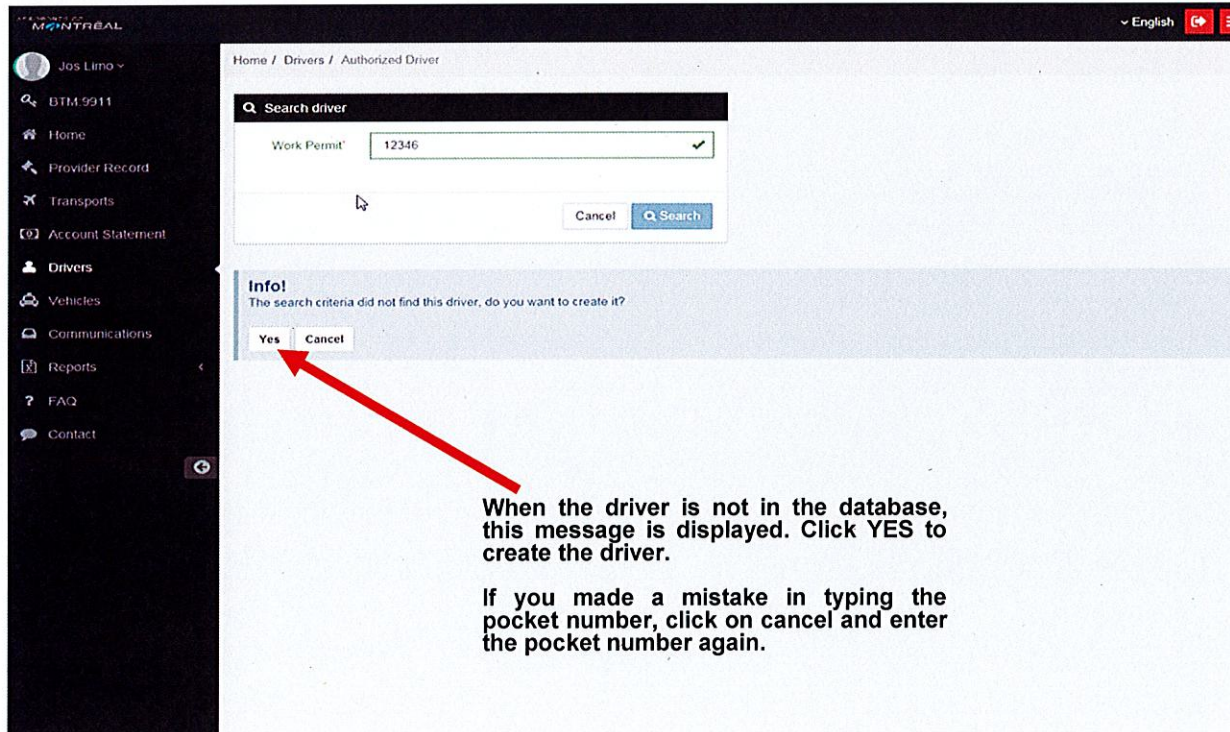
The screenshot shows the 'Authorized Driver' section of the YUL system. It features a search form with a 'Work Permit' field containing '23456' and a 'Search' button. Below the search form is a table of 'Potential drivers' with columns for Email, Full name, and Work Permit. A '+' sign in the 'Actions' column is highlighted. An 'Authorization Confirmation' dialog box is overlaid on the bottom, asking 'Do you want to add chauffeur chauffeur / chauffeur@gmail.com / 23456 in your authorize driver?' with 'No' and 'Yes' buttons.

Email	Full name	Work Permit	Actions
chauffeur@gmail.com	chauffeur chauffeur	23456	+

1- Enter the pocket number to search the driver in the database; if no result, you must create the entry (next page).

2- Click on the + sign to authorize the driver to work on your vehicle and then confirm your choice.

Creating a driver



Home / Drivers / Authorized Driver

Search driver

Work Permit: 12346 ✓

Cancel Search

Info!
The search criteria did not find this driver, do you want to create it?

Yes Cancel

When the driver is not in the database, this message is displayed. Click YES to create the driver.

If you made a mistake in typing the pocket number, click on cancel and enter the pocket number again.

Creating a driver (cont'd)

Home / Drivers / Authorized Driver / New Driver

New Driver Form

Informations

Roles	Driver
Work Permit	12346
Email	driver@gmail.com
Full Name	Jack Middle Name Driver
Preferred Language	English

Coordinate

Address	223 Driver Lane
Line 2	
City	Driverville
Postal Code	H9H9H9
Phone	514-888-8888
Cell	514-555-8888

Cancel Save

Enter driver's information and click on save.

He will be automatically added in your profile and he will receive an email from the system.

Viewing associated drivers

Home / Drivers

Drivers Authorize a new driver

Search: Show 10 entries

Email	Temporary email	Full name	Work Permit	Actions
chauffeur@gmail.com		chauffeur chauffeur	23456	
driver@gmail.com		Driver Carr	12346	

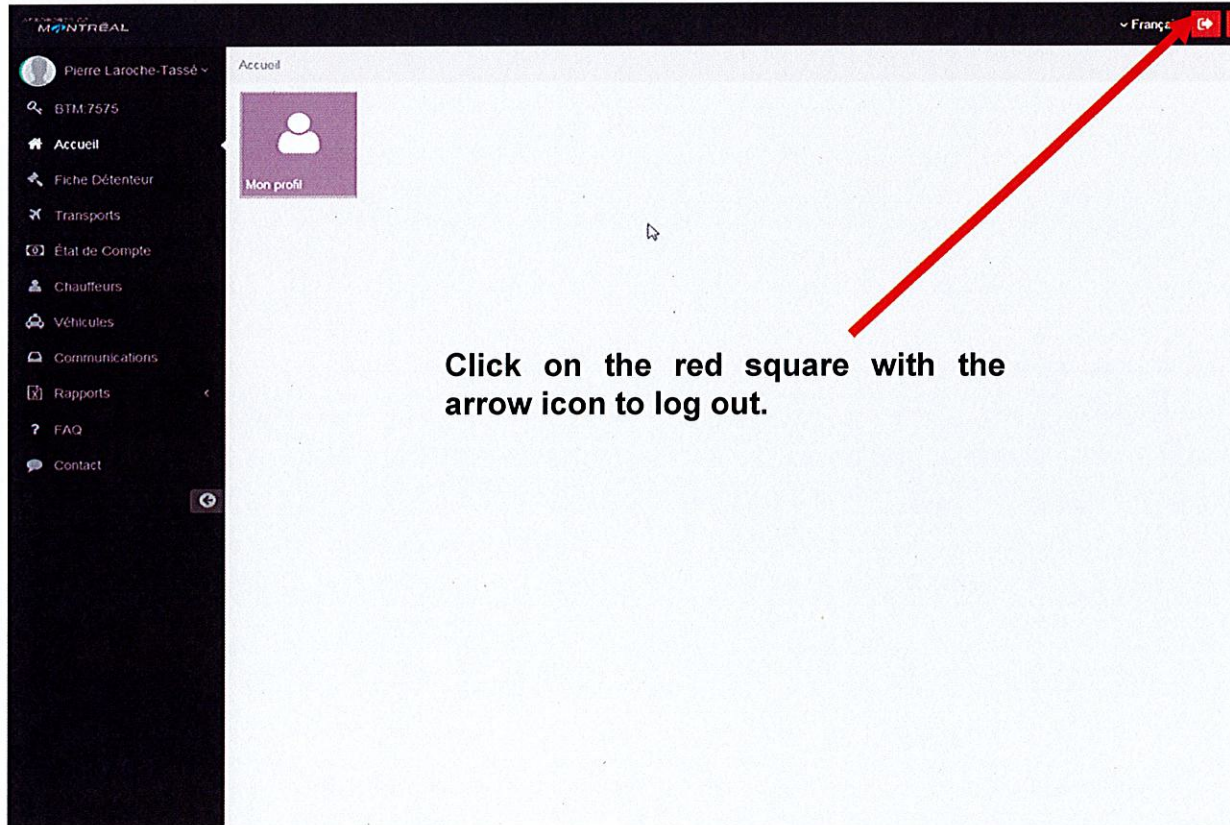
Showing 1 to 2 of 2 entries

First Previous 1 Next Last

If you click on Drivers in the left-side menu, you can see all the drivers authorized to work on your vehicle

If you wish to retire a driver, just click the remove from authorized drivers icon.

Quitting the program (logging out)



Managing your permit

At any time, you can access your account to perform any of the following operations:

- Add or remove a driver
- Check your account balance
- Top up your balance (if you are leaving on vacation and want to be sure that your driver has enough credit)
- View trips completed by your drivers

<https://yul-transport.admtl.com/#/login>

Contacts

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Phone:

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