

# YUL-Transport (Permit Owner)

## Commercial Vehicle Management Application

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Coordinator, Commercial Transportation





# Permit-holder module

CONTENU PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGÉ

To be able to use the mobile app for drivers, the Permit-holder (owner) must register to use the Web-based management tool.

Using a computer with an Internet connection, click the link you received by e-mail.

# First use

TOUJOURS EN CONTACT AVEC VOS COLLEGES PROFESSIONNELS PROCESSUS AMELIORATION OBJECTIFS ECHANGE



**Bonjour stephane albert,**

Votre entreprise a été créée 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!](#)

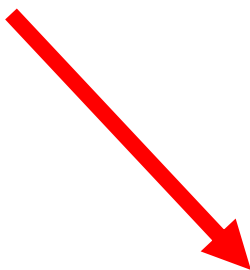
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**Hi stephane albert,**

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!](#)



# First use: Creating a password

PORTAIL PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE

PORTAIL PROFESSIONNEL  
MONTREAL

English

YUL - Transport

Welcome Jos Limo

Email\* joslimo@gmail.com

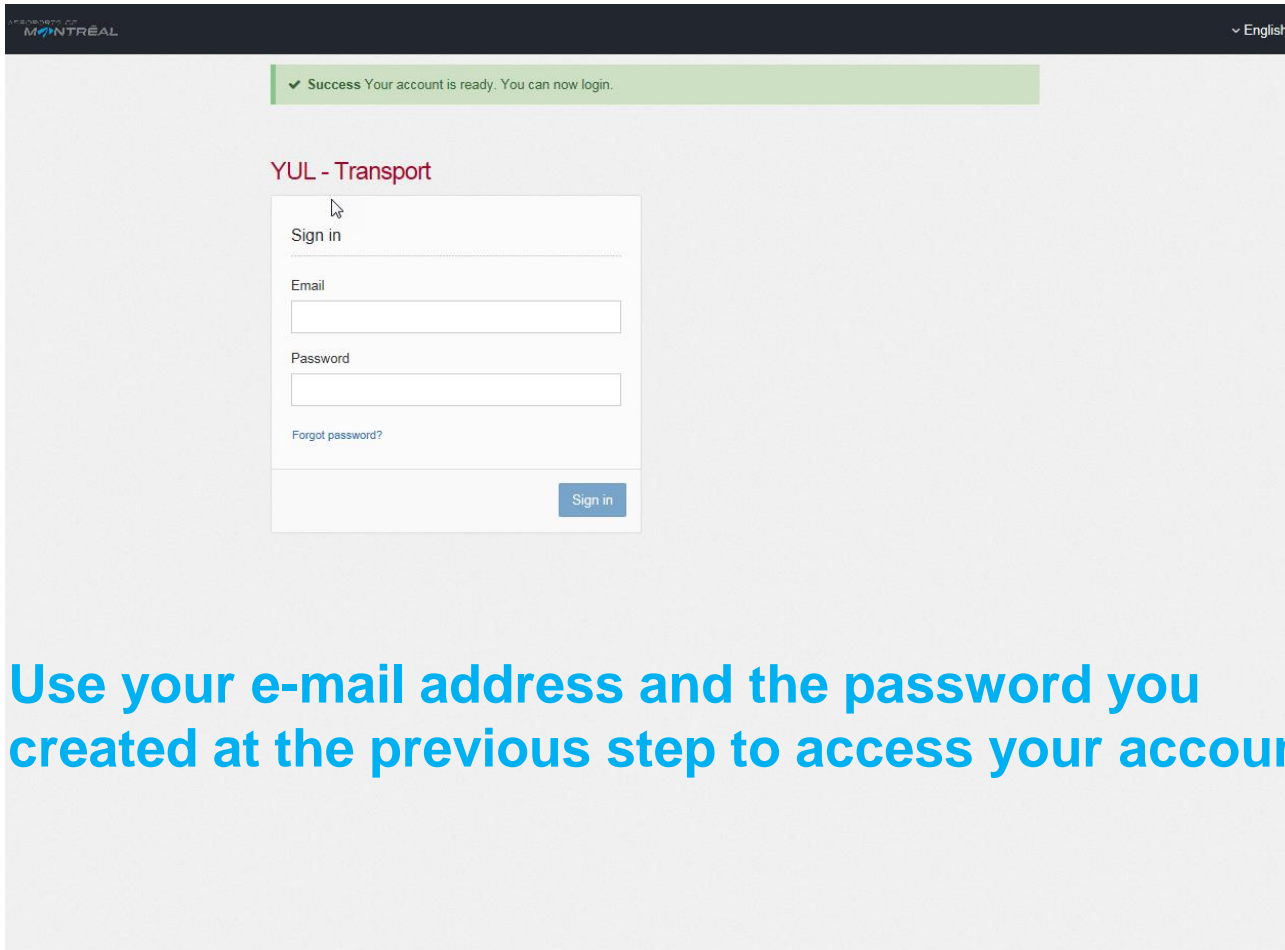
New Password\*

Confirm Password\*

Save

# Logging in

PORTAL PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE



APPROPRIÉTÉ DE  
MONTREAL

English

✓ Success Your account is ready. You can now login.

YUL - Transport

Sign in

Email

Password

[Forgot password?](#)

Sign in

Use your e-mail address and the password you created at the previous step to access your account.

# Credit card data

QU'ENTEND LE PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE

APPROPRIÉ DE MONTREAL

Isabelle Giasson

BTM:8885

Home

Provider Record

Transports

**Account Statement**

Drivers

Vehicles

Communications

Reports

FAQ

Contact

Home / Account Statement

Information

Update Automatic Payment Information

Account

BTM: 8885  
Dome: 8885  
Legal Name: Isabelle Giasson  
Automatic Payment: No  
Balance: \$1,486.20

Transaction

Export

Show 10 entries

	Amount	Reason	Write T	Reference	Actions
2017-08-02T14:58:40	\$ (3.45)	Facturation transport	Transport	34	
2017-08-02T14:40:04	\$ (3.45)	Facturation transport	Transport	27	
2017-08-02T14:24:00	\$ (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			

Showing 1 to 5 of 5 entries

1- Click on: **Account Statement**

2- Click on: **Update Automatic Payment Information**

# Credit-card data (cont'd)

POUR LE PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE

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

When you first open a session, you will be automatically redirected to the payment provider site and prompted to enter your credit-card information.

# Credit-card data (cont'd)

Q-UNT-LL PROFESSIONNEL PROCESSUS AMELIORATION OBJECTIFS ECHANGE

## Aéroports de Montréal

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

Invoice NO: B1515T000021  
Invoice Date: 2017-04-06 14:35:27

Once your payment is  
done, you will receive  
this receipt by email

## 1515/9138-8888 Québec inc.

### Dave singh gill

121 rue du Lac  
Laval, (QC) H7N7N7  
Phone: 514-111-1111  
Cell: 514-222-2222

DESCRIPTION	PRICE
Commercial transport on ADM site.	\$1500.00
Subtotal	\$1500.00
GST (5%) - 133140517RT00001	\$75.00
QST (9.975%) - 1009822115TQ0001	\$149.63
<b>Total</b>	<b>\$1724.63</b>

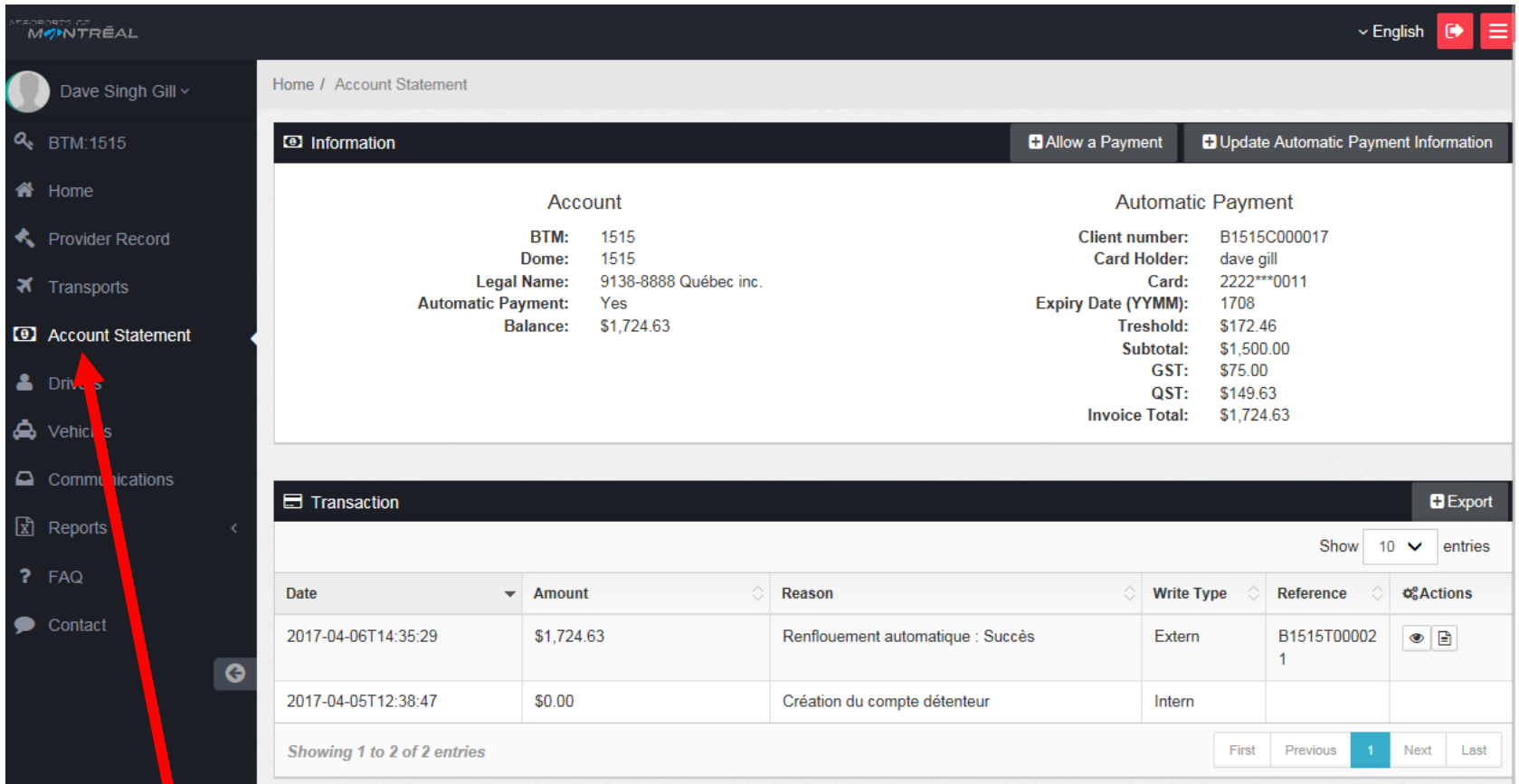
Click on the following link to see those changes.

[Your account statement](#)



# Credit-card data (cont'd)

TO ENTREPRENEUR PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE





The screenshot displays the MONTREAL web-based management tool interface. The left sidebar contains a navigation menu with the following items: Home, Provider Record, Transports, Account Statement (highlighted with a red arrow), Drivers, Vehicles, Communications, Reports, FAQ, and Contact. The main content area is titled 'Home / Account Statement' and is divided into two sections: 'Information' and 'Transaction'.

**Information Section:**

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	Threshold:	\$172.46
		Subtotal:	\$1,500.00
		GST:	\$75.00
		QST:	\$149.63
		Invoice Total:	\$1,724.63

**Transaction Section:**

Date	Amount	Reason	Write Type	Reference	Actions
2017-04-06T14:35:29	\$1,724.63	Renflouement automatique : Succès	Extern	B1515T000021	 
2017-04-05T12:38:47	\$0.00	Création du compte détenteur	Intern		

Showing 1 to 2 of 2 entries

Navigation buttons: First, Previous, 1, Next, Last

When you return in the web-based management tool, you can see the amount added in your account in the Account Statement section.

# Adding a vehicle

PROFESIONNEL PROCESSUS AMELIORATION OBJECTIFS ECHANGE

The screenshot shows the 'Vehicles' management page. The left sidebar menu includes: Jos Limo, BTM:9911, Home, Provider Record, Transports, Account Statement, Drivers, **Vehicles**, Communications, Reports, FAQ, and Contact. The main content area has a breadcrumb 'Home / Vehicles' and a title 'Vehicles' with an 'Add' button. Below the title is a search bar and a 'Show 10 entries' dropdown. The table has columns: BTM, Brand and Model, Color, Plate number, Status, QR-Code Status, and Actions. The table is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entry'. A red arrow points from the 'Vehicles' menu item to the 'Add' button.

Click the Vehicles item in the left-side menu to add a vehicle.

# Adding a vehicle (cont'd)

TO ENTIL PROFESSIONNEL PROCESSUS AMIL ORATION OBJECTIF'S ECHANGE

Home

Provider Record

Transports

Account Statement

Drivers

**Vehicles**

Communications

Reports

FAQ

Contact

Provider Information

BTM number 9911

QR-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-modifiable information**

**Information about the vehicle to be entered**

# Adding one or more drivers

TO ENLIT LE PROFESSIONNEL PROCESSUS AMIL ORAI ON OBJECTI'S ECHANGE

The screenshot displays the 'Drivers' section of a web application. The left sidebar contains a navigation menu with items: Home, Provider Record, Transports, Account Statement, Drivers (highlighted with a red arrow), Vehicles, Communications, Reports, FAQ, and Contact. The main content area is titled 'Home / Drivers' and features a 'Drivers' header with a search bar and a table. The table has columns: Email, Temporary email, Full name, Work Permit, and Actions. A red arrow points to the 'Authorize a new driver' button in the top right corner of the table. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entry'.

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

Showing 0 to 0 of 0 entry

Buttons: First, Previous, Next, Last

Click the Drivers item to add a driver to a vehicle.

# Adding one or more drivers (cont'd)

TOUENTIL PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIF ÉCHANGE

The screenshot shows the 'Authorized Driver' management interface. The left sidebar contains navigation links: Home, Provider Record, Transports, Account Statement, Drivers, Vehicles, Communications, Reports, FAQ, and Contact. The main content area has a breadcrumb trail 'Home / Drivers / Authorized Driver'. At the top, there is a 'Search driver' section with a 'Work Permit' input field containing '23456' and a 'Search' button. Below this is an 'Info' message: 'Your search result will be presented here.' The 'Potential drivers' section shows a table with columns: Email, Full name, Work Permit, and Actions. The table contains one entry: chauffeur@gmail.com, chauffeur chauffeur, 23456. The 'Actions' column has a '+' button. At the bottom, an 'Authorization Confirmation' dialog box asks: '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 permit number to search for the driver in the database; if no driver name is found, you can create the entry.

2- Click the + sign to authorize the driver to operate the vehicle, and then confirm your selection.

# Creating a driver

TOU ET LE PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGE

APPROPRIATE OF MONTREAL

English

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

If the driver is not in the database, this message is displayed. Click Yes to create the driver entry. If you made a mistake typing the permit number, click Cancel and start over.

# Creating a driver (cont'd)

TO ENTAIL PROFESSIONNEL PROCESSUS AMELIORATION OBJECTIF ECHANGE

APPEL D'URGENCE  
MONTREAL

English

Home / Drivers / Authorized Driver / New Driver

### New Driver Form

**Informations**

Roles: Driver

Work Permit: 12346

Email: driver@gmail.com

Full Name: Jack Middle Nar 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 the driver information and then click Save.

# Viewing associated drivers

TO L'ENTRÉE PROFESSIONNELLE PROCESSUS AMÉLIORATION OBJECTIF ÉCHANGE

APPORTS DE MONTREAL

English

Home / Drivers

Drivers

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

BTM:9911

Home

Provider Record

Transports

Account Statement

Drivers

Vehicles

Communications

Reports

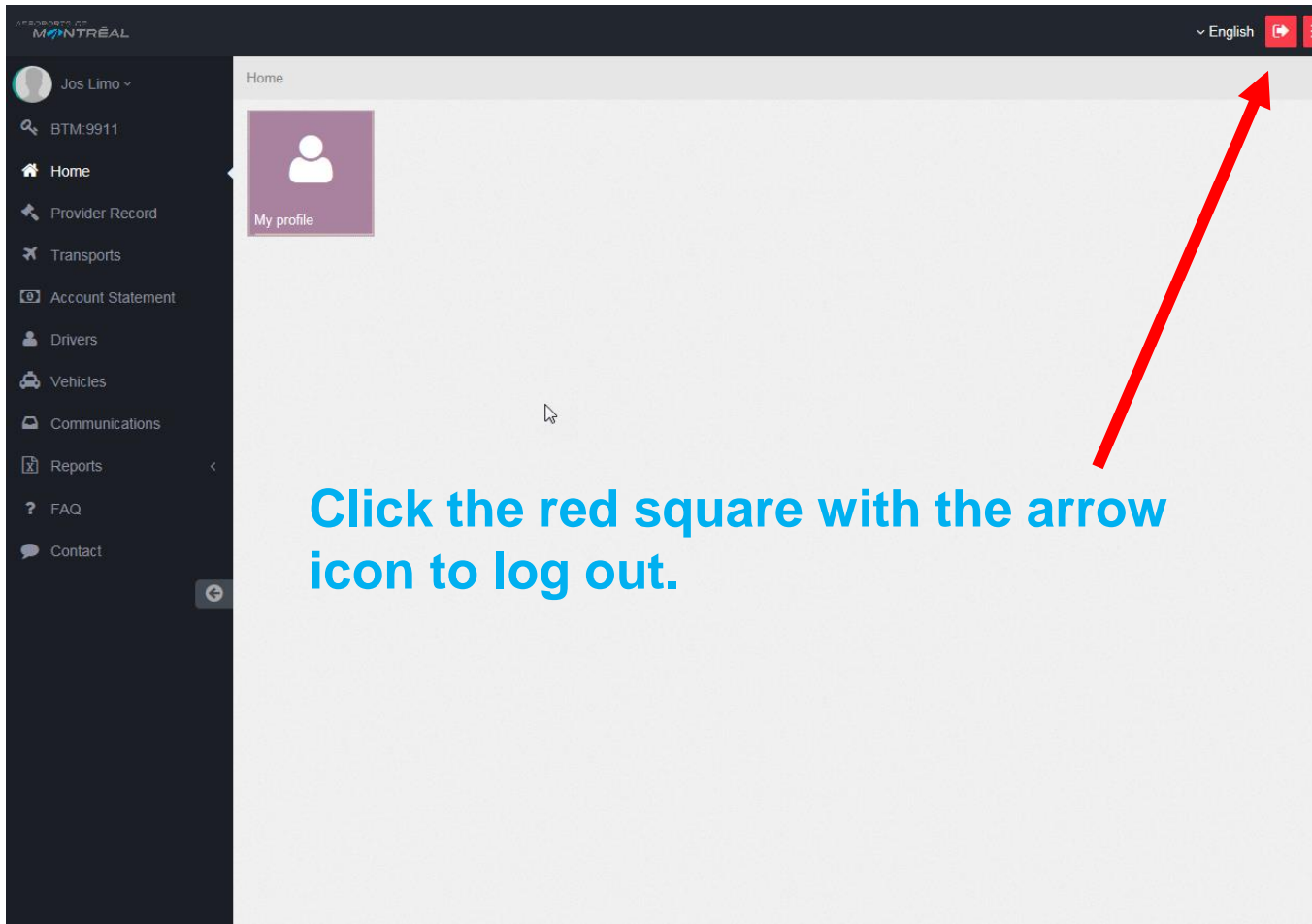
FAQ

Contact



# Quitting the program (logging out)

QUÉBEC PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGÉ



# Managing your permit

Q-ENTREPRENEUR PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGÉ

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 (e.g., if you are leaving on vacation)
- View trips completed by your drivers
- When making a vehicle change, enter the new vehicle information prior to inspection and issuing of a new sticker.

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