

YUL-Transport (Permit Owner)

Commercial Vehicle Management Application

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Permit-holder module

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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



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.

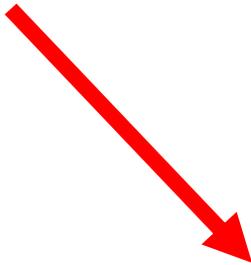
[Gérer votre compte ici!](#)

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

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The screenshot shows a web application interface for creating a password. At the top left, there is a logo for 'PORTS OF MONTREAL'. At the top right, there is a language selector set to 'English'. The main heading is 'YUL - Transport'. Below this, a white box contains the following elements:

- A greeting: 'Welcome Jos Limo'
- An 'Email' field with the value 'joslimo@gmail.com' and a mouse cursor pointing to it.
- A 'New Password' field.
- A 'Confirm Password' field.
- A blue 'Save' button at the bottom right of the form.

Logging in

APRÈS-VENTE 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

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The screenshot shows the 'Account Statement' page for user Isabelle Giasson. The interface includes a sidebar with navigation options: Home, Provider Record, Transports, Account Statement (highlighted with a red arrow), Drivers, Vehicles, Communications, Reports, FAQ, and Contact. The main content area is divided into two sections: 'Information' and 'Transaction'. The 'Information' section displays account details: BTM: 8885, Dome: 8885, Legal Name: Isabelle Giasson, Automatic Payment: No, and Balance: \$1,486.20. A red arrow points to the 'Update Automatic Payment Information' button in the top right of this section. The 'Transaction' section shows a table of transactions with columns for Date, Amount, Reason, Write T, Reference, and Actions. A red arrow points to the 'Update Automatic Payment Information' button in the top right of this section. Below the table, there are navigation buttons: '1', 'Next', and 'Last'. A red arrow points to the '1' button. The text '1- Click on: Account Statement' is overlaid on the sidebar, and '2- Click on: Update Automatic Payment Information' is overlaid on the 'Update Automatic Payment Information' button.

1- Click on: Account Statement

2- Click on: Update Automatic Payment Information

Date	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			

Credit-card data (cont'd)

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)

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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
Total	\$1724.63

Click on the following link to see those changes.

[Your account statement](#)

Credit-card data (cont'd)

ENTREPRENEUR EN PROJET PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIFS ÉCHANGÉ

The screenshot displays a web-based management tool interface. On the left is a dark sidebar with navigation options: 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 contains 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:

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		

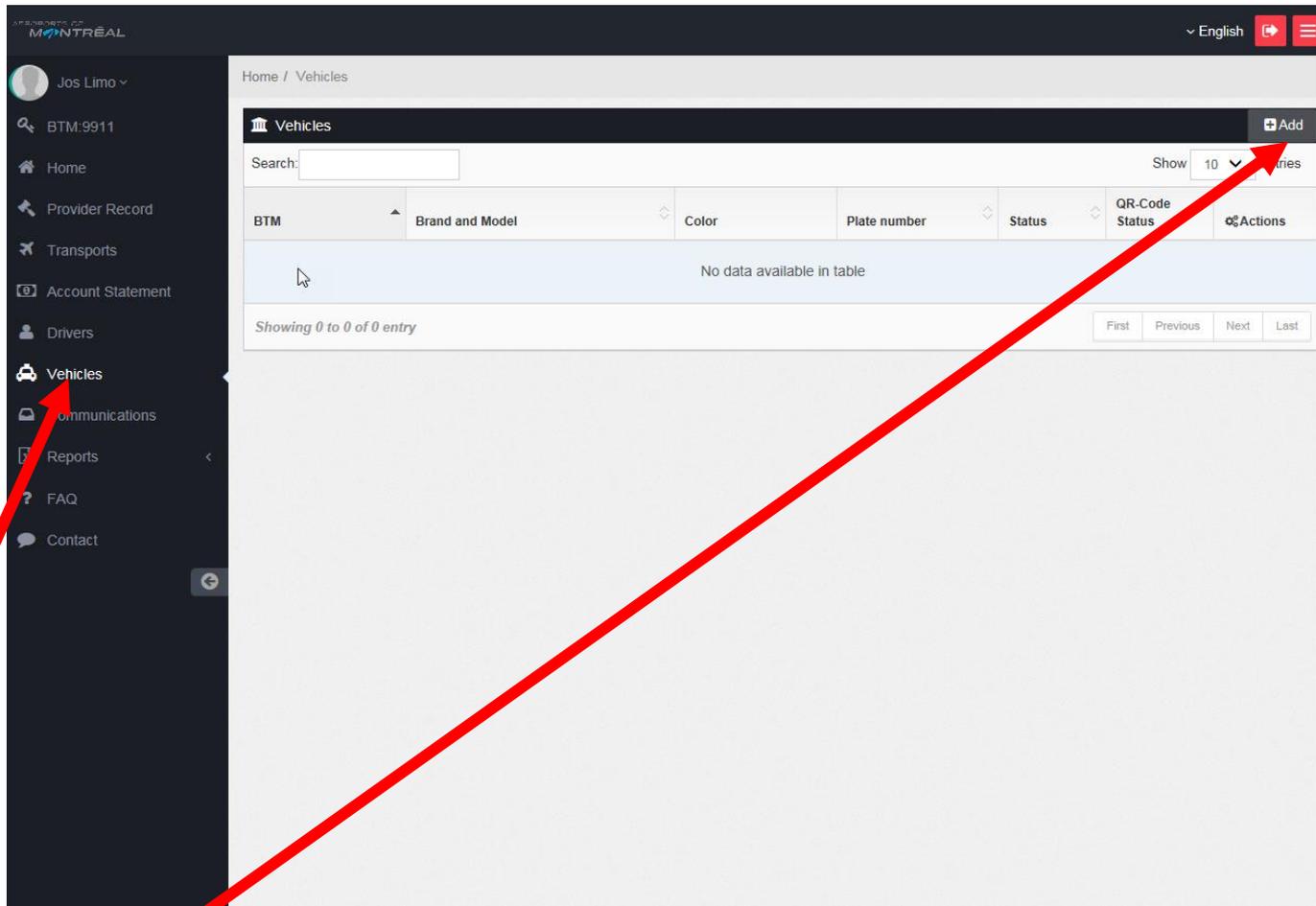
Showing 1 to 2 of 2 entries

First Previous 1 Next Last

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

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

Adding a vehicle (cont'd)

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

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The screenshot displays the 'Drivers' management interface. On the left, a dark sidebar contains a 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 'Show 10 entries' dropdown. Below the header is a table with columns: Email, Temporary email, Full name, Work Permit, and Actions. The table is empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entry'. A red arrow points to the 'Authorize a new driver' button in the top right corner of the table area.

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

Adding one or more drivers (cont'd)

Q. L'ENTRÉE PROFESSIONNELLE PROCESSUS AMÉLIORATION OBJECTIF'S ÉCHANGE

The screenshot shows the 'Authorized Driver' management interface. At the top, there is a search bar labeled 'Search driver' with a 'Work Permit' field containing the number '23456'. Below this is a table of 'Potential drivers' with one entry: 'chauffeur@gmail.com' with full name 'chauffeur chauffeur' and work permit '23456'. A red arrow points to the '+' icon in the 'Actions' column of this entry. Below the table, an 'Authorization Confirmation' dialog box is open, asking 'Do you want to add chauffeur chauffeur / chauffeur@gmail.com / 23456 in your authorize driver?' with 'No' and 'Yes' buttons. A red arrow points to the 'Yes' button.

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

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)

ENTREPRENEUR EN FRANÇAIS

APPELÉMENT DE MONTREAL

Home / Drivers / Authorized Driver / New Driver

English

Jos Limo

BTM:9911

Home

Provider Record

Transports

Account Statement

Drivers

Vehicles

Communications

Reports

FAQ

Contact

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

ENTREPRENEUR PROFESSIONNEL PROCESSUS AMPLIFICATION OBJECTIFS ÉCHANGÉ

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

Quitting the program (logging out)

LENTILLE PROFESSIONNEL PROCESSUS AMÉLIORATION OBJECTIF S'ÉCHANGENT

PROFESSEUR MONTREAL

English

Home

My profile

Click the red square with the arrow icon to log out.

Managing your permit

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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>