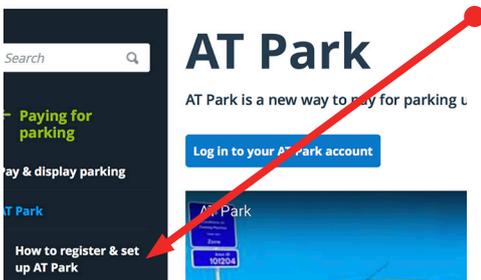


Quick Guide for using AT Park for Business

Register your Business Account

Click on the following link to access the AT Park website: <http://AT.govt.nz/atpark>



Use the 'How to register & set up AT Park' link to register your business for AT Park

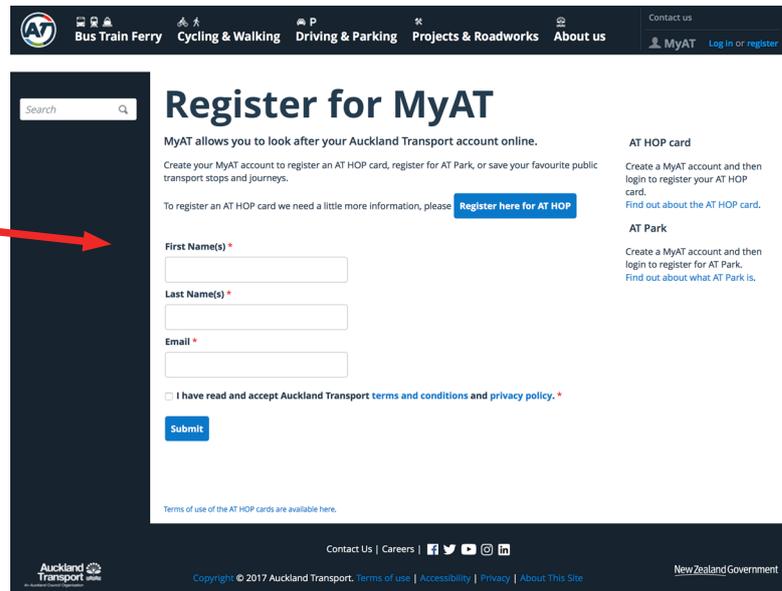
On the 'Register for MyAT' page, fill in your details - please use a business email address

You will receive an email to activate your account

In the activation email, click on 'Activate your account here'

You will then be prompted to set your password

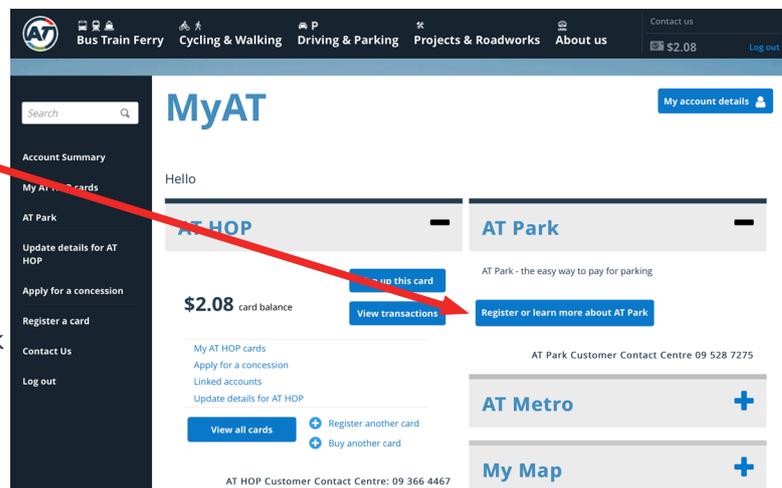
Once you set your password you can then login to MyAT



On the MyAT dashboard, click on 'Register or learn more about AT Park'. This will lead you to the AT Park page.

On the AT Park page, click on 'Register for AT Park'

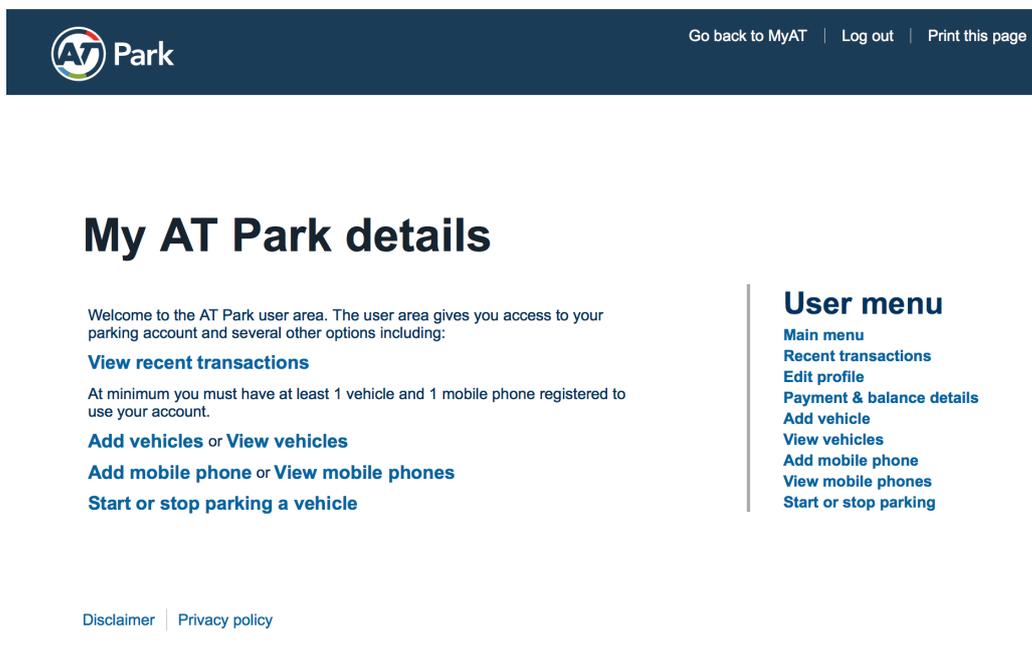
Once you have completed the registration, you can then login to AT Park by clicking on "Manage Account" under AT Park in your MyAT dashboard



Note: To complete your registration, you need to insert a Motorist mobile phone number and Vehicle registration. This could be a phone number of the business owner/manager and one of the vehicles in your fleet.

Quick Guide for using AT Park for Business

You can do this by following the instructions below in the this screen. Once drivers have been set up on the company account they can download the app without needing to register.



The screenshot shows the AT Park user interface. At the top left is the AT Park logo. At the top right are links for 'Go back to MyAT', 'Log out', and 'Print this page'. The main heading is 'My AT Park details'. Below this is a welcome message: 'Welcome to the AT Park user area. The user area gives you access to your parking account and several other options including:'. There are four main options listed: 'View recent transactions', 'Add vehicles or View vehicles', 'Add mobile phone or View mobile phones', and 'Start or stop parking a vehicle'. A note states: 'At minimum you must have at least 1 vehicle and 1 mobile phone registered to use your account.' To the right is a 'User menu' with the following items: 'Main menu', 'Recent transactions', 'Edit profile', 'Payment & balance details', 'Add vehicle', 'View vehicles', 'Add mobile phone', 'View mobile phones', and 'Start or stop parking'. At the bottom left of the screenshot are links for 'Disclaimer' and 'Privacy policy'.

Add Vehicles

Under User Menu click on "Add Vehicle", then you can add all the registration plates of the vehicles that you want to use AT Park.

Add Mobile Phones/Motorists

Under User Menu you can add the phone numbers of the people that you want to use AT Park. When setting up new phone numbers you can allow each person to only use a single vehicle by selecting the vehicle in the drop down list, or allow them to use any vehicle by selecting "No vehicle registration". You can also define days and times that each person can use AT Park. If you don't want to define times then leave this blank.

Manage Existing Vehicles

AT Park website also allows you to manage your fleet. You can: Add more vehicles, remove an existing vehicle, export a list of your vehicles in different formats.

View Transactions

Under the User Menu click on Recent Transactions. Here you select a month and view all AT Park transactions in that month. You can also export the transactions in different formats.