

# Taxi Driver Portal Walk Through

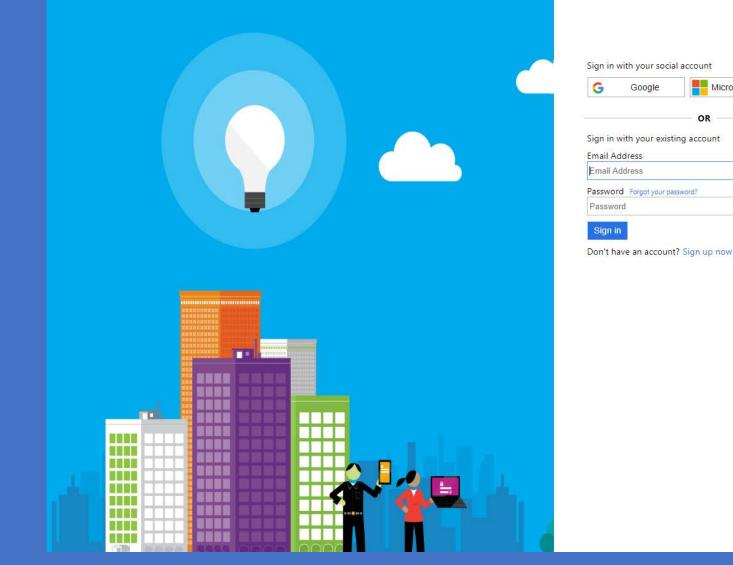


### Driver Portal Landing Page

Port for the settle	Taxi Portal	θ
	To begin, you must register yourself first.	
	REGISTER/LOGIN	
	Tavi Mananament System @	Port of Seattle All Rights Reserved

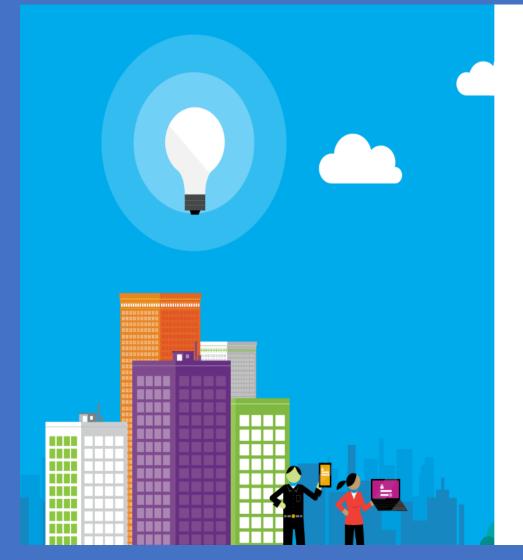


#### Driver Portal Login Page



,	Google	Microsoft Account
		OR

#### **Driver Portal Registration Page**



Verification is necessary. Please click Send button. Email Address

Email Address

#### Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

Display Name

Display Name



### Dashboard – Initial Registration

Port	Taxi Portal	8
Driver - Registration		
First Name*		
This field is mandatory.	·	
Last Name*	-	
For Hire Number*	-	
Email*	-	
Phone*	-	
Terms & Conditions Taxi Ter *Agree	rms and Conditions	
SUBMIT CLEAR		

### Dashboard – Profile View

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Port for the seattle			Taxi Portal	Θ
Dashboard				
Profile	Trips	Payments		
Driver QR Code				
Create New QR Code				
Driver First Name				
Driver Last Name				
For Hire number * 456123				
first.last@email.com				
Phone* 2065551234				
UPDATE				

#### 

## Dashboard – Trips View

Port for Seattle			Taxi Portal		θ
Dashboard					
Profile	Trips	Payments			
DATE TIME	TAXI	NUMBER	AMOUNT	PROCESSED	
No records available.					
	10 ▼ items	per page		0 - 0 of (	0 items

### Dashboard – Payment View

Por of	rt <b>and seattle</b>			Taxi Portal		9
Da	ashboard					
	Profile	Trips	Payments			
I	Payment					
	Payment Methods					
	CARD TYPE		ENDING IN	EXPIRATION	DEFAULT	
	VISA		1111	08-2021	0	
	VISA		1111	03-2030	×.	
	VISA		1111	03-2021	0	
	VISA		1111	06-2024	0	

If you don't see your recent payment method, click <u>Refresh</u> here.

By clicking Add Payment Method button, you will be re-directed to the cybersource payment gateway site to store your payment information securely.

Atleast one valid payment method should be available and set to default all the time for port pick-up service.

#### CyberSource – Payment Entry

	on			You	r Order	
			* Required field	Total	amount	
First Name *						\$0
Last Name *						
Address *						
City *						
Country *		•				
Zip/Postal Code *						
Email *						
Linui						
Payment Details	A					
Payment Details	٩					
Payment Details						
	Visa	Carter Masterce	rd			
		Masterce	ırd			
	Visa	C Masterca	rd			

### CyberSource – Payment Confirmation

	Order Number: 1566409194346	
		¢0.
Visa	Total amount	\$0.
xxxxxxxxxxxxx1111		
03-2024		
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	000000000000000000000000000000000000000

### Dashboard – Payment View

Por of	rt <b>and seattle</b>			Taxi Portal		9
Da	ashboard					
	Profile	Trips	Payments			
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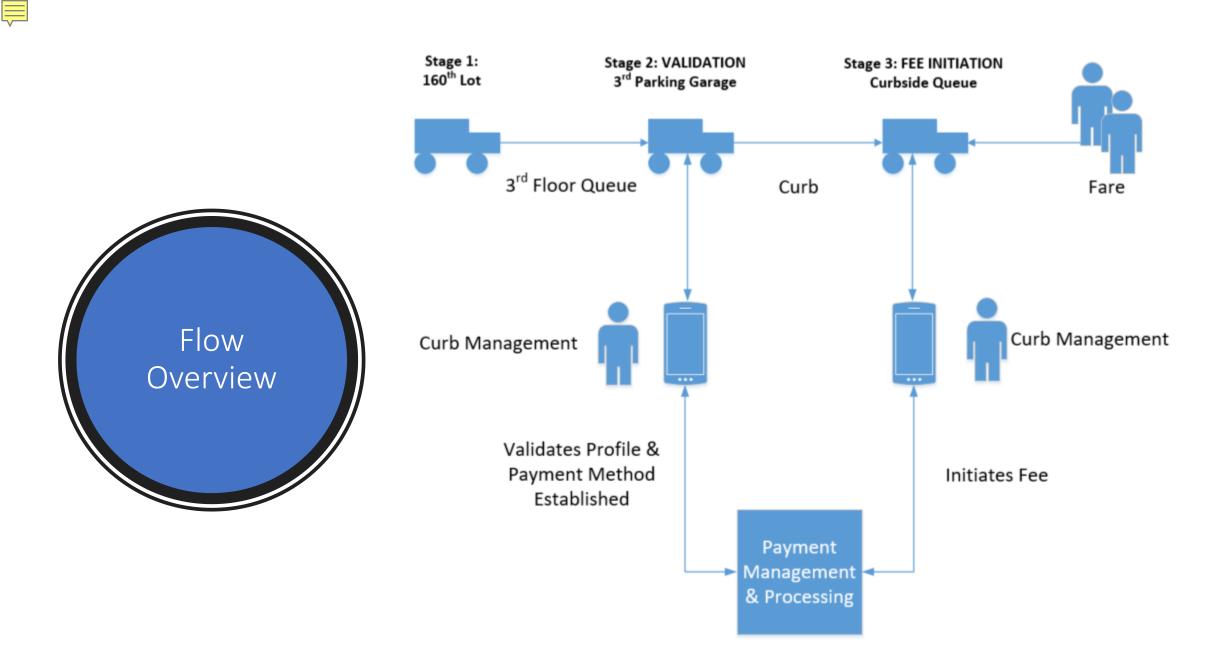
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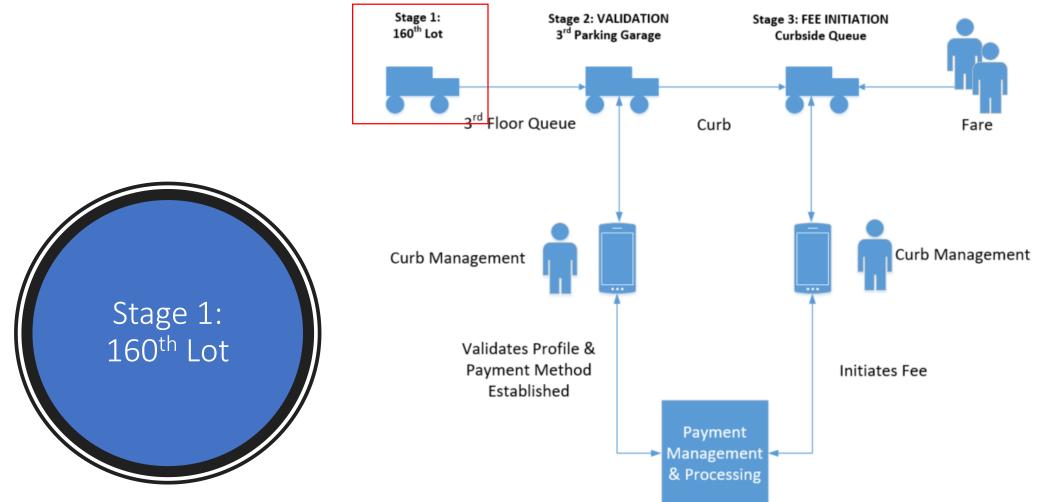
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Driver First Name				
Driver Last Name				
For Hire number * 456123				
first.last@email.com				
Phone* 2065551234				
UPDATE				

## New Taxi Queue Flow

Account Validation and Payment Process







#### What's New?

Nothing is changing here. Drivers will still use this space as a staging area before heading to the 3rd floor Garage.





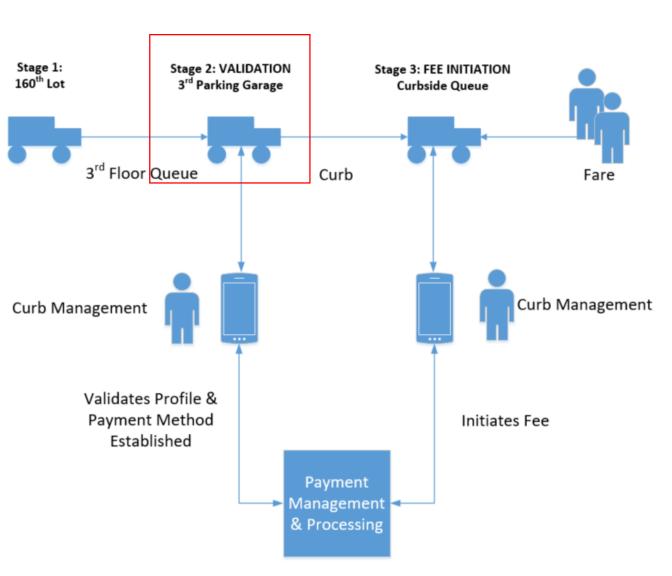
#### What's New?

#### Before entering the queue, Curbside will:

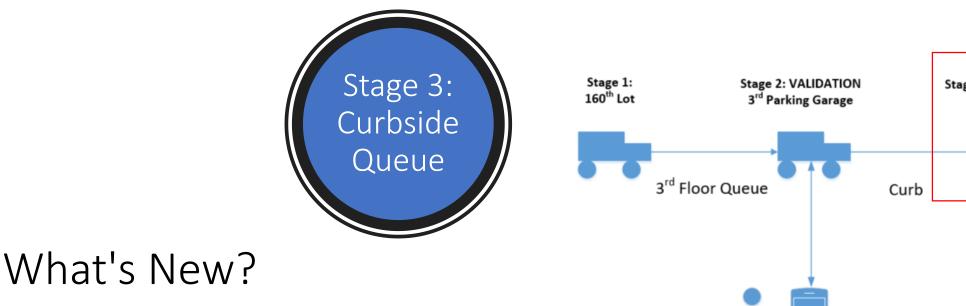
- Validate the driver has created a profile and registered a payment method within the new Driver Portal. This is done via a scan of your profile QR code.
- Validate the vehicle is permitted to operate on premise.
- If both driver profile and the vehicle are <u>successfully</u> validated, the driver will be able to enter the queue to pick up a customer.
- If either profile or vehicle are <u>**not**</u> successfully validated, the driver will not be allowed to enter the queue until resolved.

#### As a driver I will need to:

- Ensure you have created a driver profile and registered at least one (1) payment method within the Port of Seattle Driver portal.
- Ensure the vehicle that you are operating is registered and permitted with the Port of Seattle Ground Transportation.
- Have your QR code ready to scan for validation.
  - Access your driver profile to display QR code
  - Print out QR code on paper
  - Take a screen shot of your QR code







Before being able to accept a fare, Curbside will scan your QR code one more time to initiate the per trip fee (\$6.00).

- If the payment is <u>Accepted</u>, driver can proceed with the customer.
- If the payment is <u>Declined</u>, driver will be asked to leave the queue to correct payment card.

#### As a driver I will need to:

- Have your QR code ready to scan for payment.
  - Access your driver profile to display QR code
  - Print out QR code on paper
  - Take a screen shot of your QR code

