

INSTRUCTIONS FOR TOPPING UP YOUR AIRPORT PARKING CARD

1. When you first receive the card you must use it to go through the entry barrier BEFORE topping it up. The card will not allow a top-up unless it detects an entry into the Car Park. To enter through the barrier simply insert the card into the slot and take it back again. The barrier will rise even if the card is not yet topped-up.
2. You can either top-up now or if you are flying you can top-up when you get back but you must have topped-up before you attempt to exit the Car Park.
3. To Top-up:
 - Take your card to the payment machine in the Baggage Claim or at the Kiosk at the end of the rental car offices.
 - Insert the card in the slot which is for parking cards. In the Baggage Claim this is bottom left of the machine and at the Kiosk it is top left, adjacent to the screen.
 - Once the card is in the machine it will automatically detect that it is a top-up card and display the minimum \$100 top-up request.
 - Insert your credit card or eftpos card in the eftpos slot where there is a pin-pad. Follow the instructions on the pin pad.
 - Once the transaction is complete the machine will eject your topped-up card and you can start using it immediately.

Things to note:

1. The cards are set up to expect an entry followed by an exit. Please do not enter the Car Park by pressing the button at the entry terminal and taking a ticket. You must always use your card to enter.
2. If you wish to know how much is on the card it will be visible on the display at the entry and exit terminals.
3. If you wish to top-up with more than \$100 simply go through the process again putting on \$100 each time up to a maximum of \$500.
4. If you lose your card contact us immediately and we will put a stop on its use.
5. **NEVER leave your card near anything that is magnetised including cellphone covers, purses or bag clasps, etc. A magnet will clear the data held on your card's magnetic stripe.**