

Tampa Airport Ground Handling Portal Quick Reference

Go to the portal: <http://app.tampaairport.com/TampaBillingApp>

1.

Tampa Airport Billing Home Contact

Tampa Airport Billing

Food and Beverage

Retail

Ground Handling

Click on image to enter portal

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2. If you do not have a login you can register as a new user

Tampa Airport Billing Home Contact Register Reset Password Log in

Register

Log in to the Ground Handling Portal.

Email

Password

Remember me?

Log in

Register as a new user

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3. Enter required information to register.

The screenshot shows the registration page for the Tampa Airport Billing system. At the top, there is a blue navigation bar with the text "Tampa Airport Billing" and links for "Home" and "Contact". Below the navigation bar, the heading "Register." is displayed, followed by the sub-heading "Create a new account." The registration form consists of several input fields: "Email", "Password", "Confirm password", "First Name", "Last Name", and "Company". The "Company" field is a dropdown menu with "National Aviation Services" selected. A "Register" button is located at the bottom of the form.

4. Once the Airport Administrator approves and creates a login for you, you will get an email with your login information.

The screenshot shows the login page for the Tampa Airport Billing system. At the top, there is a blue navigation bar with the text "Tampa Airport Billing" and links for "Home" and "Contact". Below the navigation bar, the heading "Log in to the Ground Handling Portal." is displayed. The login form includes an "Email" field with the text "rjohn@tampaairport.com", a "Password" field with masked characters, and a "Remember me?" checkbox. A "Log in" button is located below the form. Below the login form, there is a link "Register as a new user" and a copyright notice "© 2015 - Tampa Airport Billing".

5. Once you login you can enter data by clicking on Enter Monthly Data

The screenshot shows the "Monthly Data" page in the Tampa Airport Billing system. At the top, there is a blue navigation bar with the text "Tampa Airport Billing" and links for "Home", "Reset Password", "GH Archive", "Hello rjohn@tampaairport.com", and "Log off". Below the navigation bar, the heading "Monthly Data" is displayed. A red box with the text "Click to enter data" is positioned over the "Enter Monthly Data" button. Below the button, there is a table with the following data:

Company Name	Month Name	Gross Receipts	% Privilege Fee	Privilege Fee	Monthly Min	Overage	
National Aviation Services	07/01/2015	\$17,000.00	5.00	\$850.00	\$0.00	\$850.00	Details

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6. Select the company name and month/year and enter the data in this page. You should enter 0.00 if there is no revenue from an airline. The totals will be calculated automatically. You can save changes in between if needed. Once you verify the information click "Certify" to send over the information HCAA.

Enter Monthly Data

Please enter the total monthly gross receipts realized from each of the airline indicated below.

Company: Select Company Month/Year: Select Month/Year

Signatory Airlines			
US Airways	<input type="text" value="0.00"/>	American	<input type="text" value="0.00"/>
Delta	<input type="text" value="0.00"/>	Jet Blue	<input type="text" value="0.00"/>
SouthWest	<input type="text" value="0.00"/>	Spirit	<input type="text" value="0.00"/>
United	<input type="text" value="0.00"/>	HDLX	<input type="text" value="0.00"/>

Non-Signatory Airlines			
Air Canada	<input type="text" value="0.00"/>	Alaska	<input type="text" value="0.00"/>
Cayman	<input type="text" value="0.00"/>	British Airways	<input type="text" value="0.00"/>
COYA	<input type="text" value="0.00"/>	Edelweiss Air	<input type="text" value="0.00"/>
MN Sun Country	<input type="text" value="0.00"/>	Silver Airways	<input type="text" value="0.00"/>
Frontier	<input type="text" value="0.00"/>	Wentjet	<input type="text" value="0.00"/>
Republic - Charter	<input type="text" value="0.00"/>	Lufthansa	<input type="text" value="0.00"/>
Other Airline Name	<input type="text" value="Enter Airline Name"/>	Other Airline Charges	<input type="text" value="0.00"/>

Other Revenues			
Other Revenue Source	<input type="text" value="Other Revenue Source"/>	Other Revenue	<input type="text" value="0.00"/>
Other Revenue Source	<input type="text" value="Other Revenue Source"/>	Other Revenue	<input type="text" value="0.00"/>
Other Revenue Source	<input type="text" value="Other Revenue Source"/>	Other Revenue	<input type="text" value="0.00"/>
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Other Revenue Source	<input type="text" value="Other Revenue Source"/>	Other Revenue	<input type="text" value="0.00"/>

Totals	
Signatory Revenue (Exempt):	<input type="text" value="0.00"/>
Non-Signatory Revenue:	<input type="text" value="0.00"/>
Gross Receipts (Subject to Privilege Fee):	<input type="text" value="0.00"/>
Privilege Fee %:	<input type="text" value="5"/>
Privilege Fee Total:	<input type="text" value="0.00"/>
Less Minimum Guarantee:	<input type="text" value="0"/>
Overage Billable (Due):	<input type="text" value="0"/>

Save Changes Certify Totals Section

[Back to List](#)

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7. You will get a popup with a certification confirmation page. Press certify again to confirm.

Certify Changes ✕

I hereby certify that to the best of my knowledge that the information entered on this page is true and accurate.

Date: 7/16/2015
Name: Rekha John
Title: Senior Software Developer

[Certify](#)

8. On the home page you can see the data you have entered for previous months. If the data was saved but not certified you can edit and certify by clicking the edit link. If it was already certified you can view the information by clicking details.

Monthly Data

[Enter Monthly Data](#)

Company Name	Month Name	Gross Receipts	% Privilege Fee	Privilege Fee	Monthly Min	Overage	
National Aviation Services	07/01/2015	\$47,200.00	5.00	\$2,360.00	\$0.00	\$2,360.00	Details
National Aviation Services	02/01/2016	\$20,650.75	5.00	\$1,032.54	\$0.00	\$1,032.54	Details
National Aviation Services	01/01/2016	\$3,100.00	5.00	\$155.00	\$0.00	\$155.00	Edit Details

