

TCP Online Accounts (OLA) Billing and Payment Program

FACT SHEET

Enrollment is required for each TCP Account.

All TCP Operators must enroll in the online account (OLA) billing and payment program to continue their authority to operate at LAX. OLA allows the Operator to view their vehicle activity and manage their payments.

Account Contact

Each TCP Operator's primary contact will receive an individualized email notification from gtbilling@lawa.org.

Subject: LAX Automatic Ground Transportation Billing and Payment Setup Instructions

The email will contain your OLA username and password.

The Operator's primary contact may add an OLA user to the account once the initial online account is confirmed.

Trip Activity and Fees

Trip activity is recorded by the vehicle transponder issued by the Ground Transportation Office in accordance with the LAX Ground Transportation Rules and Regulations. <http://lax.to/gtrules>

Charter Vehicle Trip Fees, as of 8/1/2018:

Class 1 = \$5.00

Class 2 = \$8.00

Class 1 = commercial vehicle with capacity of 25 passengers or fewer

Class 2 = commercial vehicle with capacity greater than 25 passengers

Payment Management

There are three types of amounts to know:

1. Minimum Account Balance (MAB)
2. Minimum Payment Amount/Replenish Payment
3. Initial Pre-payment

1. Minimum Account Balance (MAB)

The OLA Minimum Account Balance must be maintained at all times and is the greater of:

- a. Average monthly circuit billing, plus 25%, or
- b. \$55.00.

The required amount will round up to the nearest whole dollar. (i.e. no decimal or cents)

**The initial MAB was established as the average monthly circuit billing for January - Jun 2022, plus 25%.*

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2. Minimum Payment Amount/Replenish Payment

When the account balance falls below the required MAB, the system will automatically replenish the account balance by charging the greater of:

- a. 25% of the Minimum Account Balance, or
- b. \$15.00.

Automated Payments

For Trip Fees, an automated payment will be processed using the credit card profile saved in Payment Management. Once a day the system checks for accounts needing to be replenished based on current balance and MAB. If the "Current Balance" is below the MAB, an automated payment will be processed for the amount shown for Minimum Payment. An automated payment will be made each subsequent day for the Minimum Payment Amount until the current balance is greater than or equal to the MAB.

Example 1:

- a. Operator had a beginning Current Balance of \$55; its required Minimum Balance.
- b. Operator made four (4) pickup trips at LAX. Total Trip Fees: 4 trips x \$5 each = \$20.
- c. The system deducts \$20, resulting in a Current Balance of $\$55 - \$20 = \$35$

Current Balance:	
<input type="text" value="\$35.00"/>	
Minimum Balance:	
<input type="text" value="\$55.00"/>	
Minimum Payment:	
<input type="text" value="\$15.00"/>	
Manual Payment	
Amount US\$: <input type="text"/>	<input type="button" value="Add Funds"/>

- d. The system will automatically assess the Minimum Payment Amount of \$15 to replenish to the MAB. $\$35 + \$15 = \$50$
- e. The amount is still below the MAB. The system will automatically assess another Minimum Payment of \$15 the next day ($\$50 + \$15 = \65)
- f. Current Balance is now \$65; equal to or greater than the Minimum Balance.

Current Balance:	
<input type="text" value="\$65.00"/>	
Minimum Balance:	
<input type="text" value="\$55.00"/>	
Minimum Payment:	
<input type="text" value="\$15.00"/>	
Manual Payment	
Amount US\$: <input type="text"/>	<input type="button" value="Add Funds"/>

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Example 2:

- a. Operator had a beginning Current Balance of \$100; its required Minimum Balance.
- b. Operator made 24 pickup trips at LAX. Total Trip Fees: 24 trips x \$5 each = \$120.
- c. The system deducts \$120, resulting in a Current Balance of $\$100 - \$120 = -\$20$

Current Balance:
\$-20.00

Minimum Balance:
\$100.00

Minimum Payment:
\$25.00

Manual Payment

Amount US\$:

- d. The system will automatically assess the Minimum Payment Amount of \$25 to replenish to the MAB.
 - Day 1: $\$-20 + \$25 = \$5$
- e. The amount is still below the MAB. The system will automatically assess another Minimum Payment of \$25 the next day and each consecutive day:
 - Day 2: $\$5 + \$25 = \$30$
 - Day 3: $\$30 + \$25 = \$55$
 - Day 4: $\$55 + \$25 = \$80$
 - Day 5: $\$80 + \$25 = \$105$
- f. Current Balance is now \$105; equal to or greater than the Minimum Balance.

Current Balance:
\$105.00

Minimum Balance:
\$100.00

Minimum Payment:
\$25.00

Manual Payment

Amount US\$:

To reduce the frequency of automatic payments, the Account Balance must remain above the amount deducted for Trip Fees.

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Adjust Minimum Payment

If desired, to reduce the number of incremental payments, an authorized account user may choose to:

- a. Increase the recurring Minimum Payment or MAB to an amount that reduces the frequency of payments made, and/or

The Minimum Payment/Replenish Payment amount cannot be changed to below the amount set by LAWA.

- b. Make a one-time manual payment to bring the account's current balance above the MAB.

The screenshot displays a web interface for account management. It features three input fields for account details: 'Current Balance' with a value of \$-20.00, 'Minimum Balance' with a value of \$55.00, and 'Minimum Payment' with a value of \$15.00. Below these fields is a blue button labeled 'Manual Payment'. Underneath the button is an 'Amount US\$' input field containing \$75.00 and a grey 'Add Funds' button. A red oval highlights the 'Manual Payment' button and the 'Amount US\$' input field.

Initial Pre-payment

When the OLA is first established, the Initial Pre-payment will require daily Minimum Payment until the account balance is at or above the MAB.

To reduce the number of payments, an authorized account user may choose to:

- a. Increase the recurring Minimum Payment or MAB to an amount that reduces the frequency of payments made, and/or
- b. Make a one-time manual payment to bring the account's current balance above the MAB.

Email Notifications

The automated emails listed below are sent from gtbilling@lawa.org to the account's primary contact. Please add gtbilling@lawa.org to your safe senders list.

- An email will be sent when a successful automated or manual payment is made.
- An email will be sent when a payment is declined. The email will state the reason for the declined payment. The correction(s) will need to be made in order for any future payments to be successful.

Assistance

For assistance, contact gtbilling@lawa.org. Be sure to include your Operator Name and TCP number in the email request.