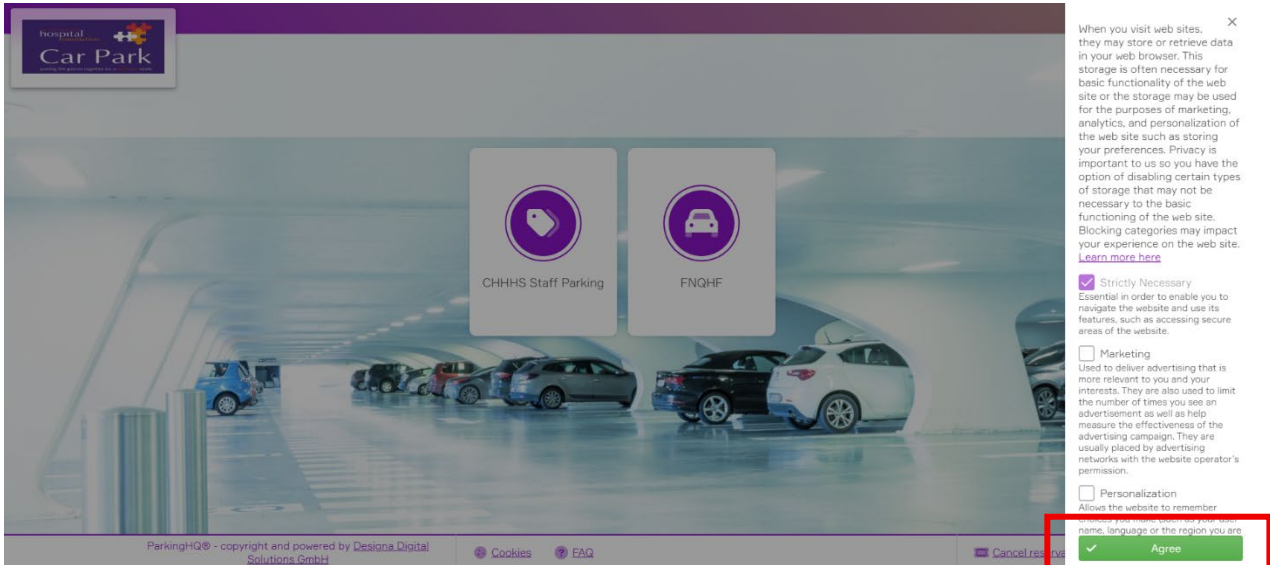


# Drive In ID and Bankcard Procedures

Go to: <https://www.fnqfoundationparking.org.au/iPCP/>

**Step 1:** The below screen may be visible, read the pop-up box on the right and select **Agree**.



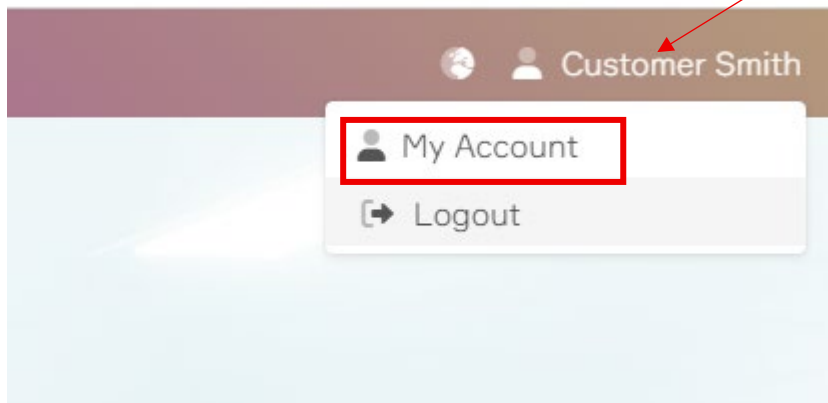
**Step 2:** In the top right corner, select login



**Step 3:** Enter your username and password, this was created by you. If you cannot remember your password skip to step 7

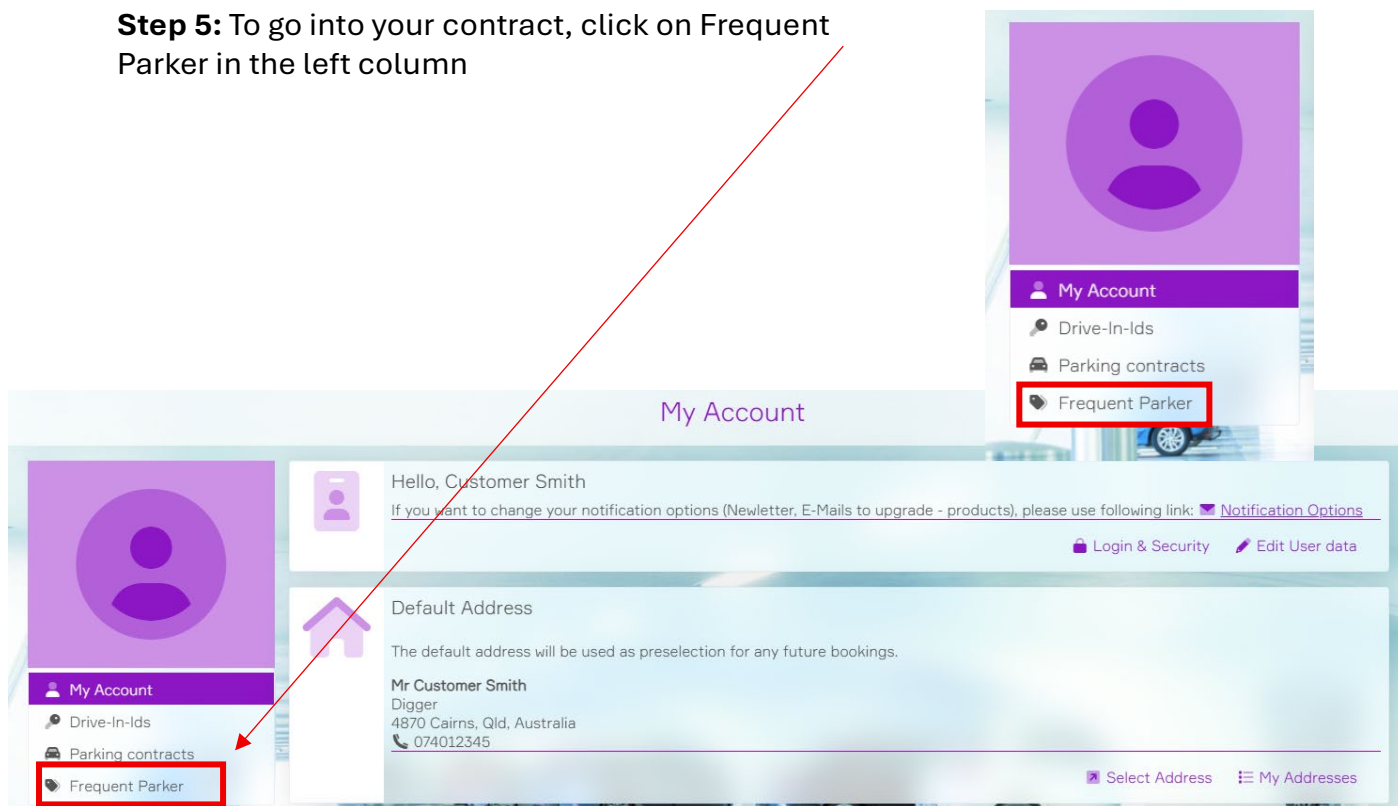
A screenshot of the login form. On the left, there is a purple vertical bar with a white person icon. The main area has a light blue background with the text 'Please login with your account:'. Below this, there are two input fields: 'Your Username \*' with the placeholder 'Username or Email Address' and 'Your Password \*' with the placeholder 'Password'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a checkbox labeled 'Keep me logged in'. At the bottom is a large green button with the text 'Login' and a right-pointing arrow.

**Step 4:** Once logged in, click on your name in the top right corner and then choose “My Account”

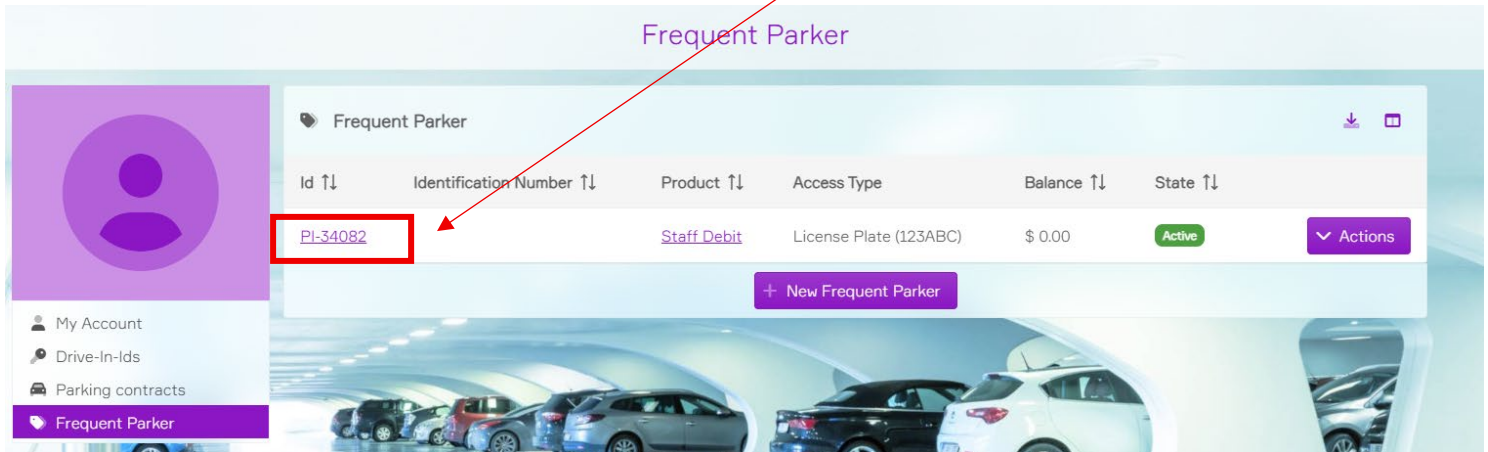


**You are now in your account but all changes must be made in your contract.**

**Step 5:** To go into your contract, click on Frequent Parker in the left column

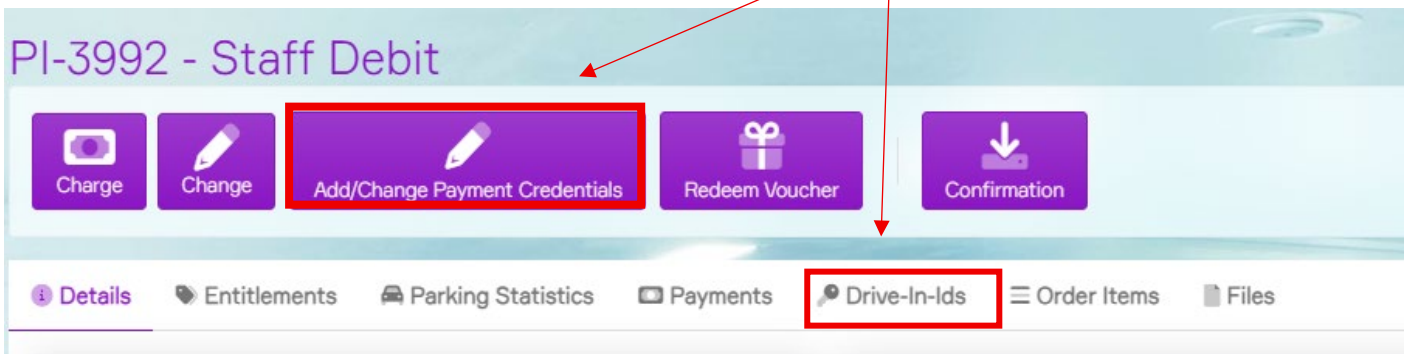


Click on the **PI** – number underneath “ID”



**Step 6:** You are now in your contract and you can make changes to your Drive in ID (license plate), bank card and other personal details here.

- To update your bank card details – select **Add / Change Payment Credentials**
- To update your Drive-In-ID (license plate) – select **Drive-In-ID**



**Add/Change Payment Credentials** – click on the Add/Change Payment Credentials button, then click on **Change**.

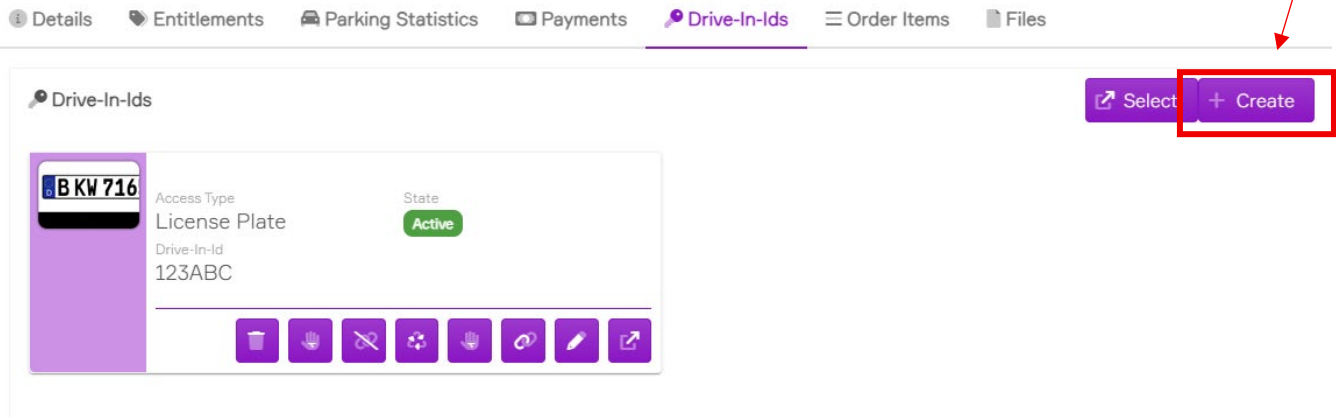
Enter the new payment details, these will override the old payment details. You cannot delete the old bank card details.

Click on **Confirm**

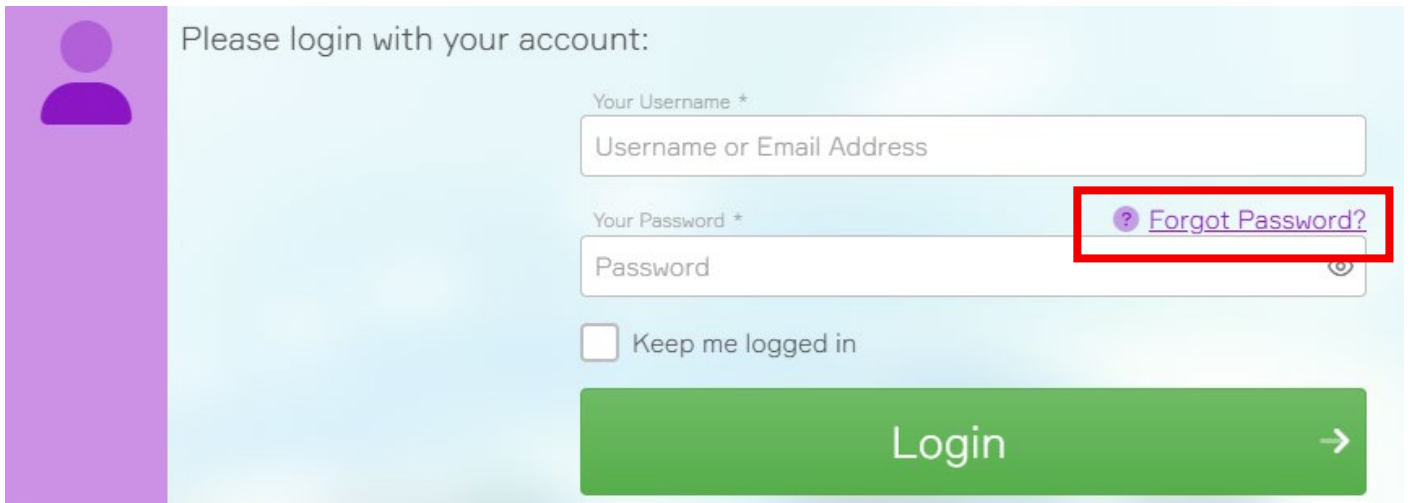
**Drive-In-ID** (license plate) – to update select Drive-In-ID, then **Create**.

Enter the new license plate details and your Qld Health Access Id found on the back of your ID down the bottom.

**Then** delete any license plates that are no longer required.



### Step 7: Resetting your password – click on the “Forgot Password” link



Enter your username and email address.

**The Tenant setting, must be on Customer.**

A password reset email will be sent to your email address. If you cannot remember your username or email address, please call 4226 6481 or email [carpark@fnqhf.org.au](mailto:carpark@fnqhf.org.au)

