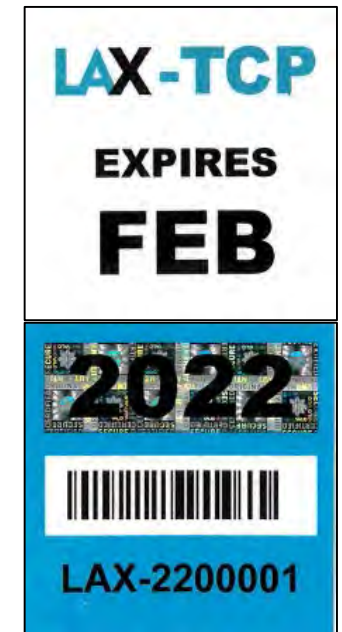


Online Process Annual TCP Re-Decal

Charter Party Carrier operations to and from LAX



Online Re-decal Application

TCP re-decal will occur as scheduled:

LAX TCP ANNUAL RE-DECAL	
COMPANY OPERATING NAME STARTS WITH	MONTH
A	March
B, C	April
D, E, F	May
G, H, I, J	June
K, L	July
M, N, O	August
P, Q, R	September
S, T	October
U, V, W, X, Y, Z	November
Special Characters (e.g #)	

At the start of each month, the operators for each month will receive an email from **SmartIQ** with instructions.

It will be sent to the primary contact email address on file with the GT Permits Office.

Be sure to check spam, junk mail and auto-delete folders.



Online Re-decal Application

Each Operator will receive an email from *SmartIQ*. DO NOT DELETE this email until you are finished and submit your application. You may return to the application at any time using the same link and unique access code until you submit the application.

From: SmartIQ <DoNotReply@intelledox.com>
Sent: Monday, July 19, 2021 9:41 PM
To: XYZ Company
Subject: Time for New Decals Notification

Sample

Hello XYZ Company

This email includes a link to the form that will allow you to apply for new decals for the vehicle(s) associated with your existing Non-Exclusive License Agreement (NELA) for commercial ground transportation services at Los Angeles International Airport (LAX), as well as an access code. For authentication purposes, you must enter the access code before being granted access to the electronic form.

Your access code is: **CKB87X**

[Permit Phase II - UAT - Applicant Entry](#)

Sincerely,

LAWA Ground Transportation



HINT: Copy and paste the access code for ease and accuracy.

Re-Decal Required Documents

Before you begin the online process, have digital copies (pdf, jpg, phone photo) ready for each of the following documents to update your account and re-decal your vehicles:

1. Corporate Documents
2. Fictitious Business Name Statement (FBNS), *if applicable*
3. California Public Utilities Commission (CPUC) Certificate
4. City of Los Angeles Business Tax Registration Certificate (BTRC)
5. Valid DMV Registration(s) for each vehicle

FBNS **MUST** be stamped as filed with the **Los Angeles** County Clerk's Office

All **MUST** be current and active. The legal and operating name **MUST** be identical on each document.



Details and samples of these documents are provided in the [Step-by-Step NELA Application Instructions](#)

Online Re-decal Application

When you have all the documents ready, click on the link embedded in the email from *SmartIQ* and enter the unique access code provided in the email.

Login

Access
Code

Login

Online Re-decal Application

After login, you should see a re-decal application similar to below.

The screenshot shows the LAWA (Los Angeles World Airports) website interface for a 'Ground Transportation Applicant'. The page title is 'Permit Phase II - UAT'. The left sidebar contains a menu with 'Ground Transportation Applicant' (highlighted), 'Company Information', 'Required Documents', 'Vehicles', and 'Submit Page'. The main content area is titled 'Ground Transportation Applicant' and includes sections for 'Rules and Regulations' (stating that applicants must abide by LAX rules) and 'Re-Decal'. Under 'Re-Decal', there is a welcome message and instructions to complete the annual permit application process. At the bottom of the main content area, it says 'Select Next to continue'. In the top right corner of the application form, there is a 'SAVE' button, a circular icon with a down arrow, and a circular icon with a right arrow. A red arrow points from the 'SAVE' button to a blue callout box on the right. Another red arrow points from the right arrow icon to a blue callout box at the bottom right.

The application may be saved at any time by clicking on the icon on the top right with the down arrow key.

You can return to the application by using the same link and access code provided in the email.

Click ➡ to move to the next screen.

Type of Operator

1. Choose your type of operation.



- Ground Transportation Applicant
- Company Information**
- Required Documents
- Vehicles
- Submit Page

Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

Company Information

Application Type:

RE-DECAL

Business Type

Type of Operator

Type of Operator *

☒ TCP/Transportation Charter Party ☐ PSC/Passenger Stage Corporation ☐ Courtesy

State/Federal Authority


Operating Name

Type of Business

Company Contacts

Application Signer



Click  to save information and move to the next screen.

State/Federal Authority



Apply for a Non-Exclusive License Agreement or Prepaid Invoices Agreement

Ground Transportation
Applicant

Company Information

Required Documents

Vehicles

Submit Page

Company Information

Application Type:

RE-DECAL

Business Type

Type of Operator

Type of Operator *

☒ TCP/Transportation Charter Party ☐ PSC/Passenger Stage Corporation ☐ Courtesy

State/Federal Authority

☐ TCP ☐ PSC/MCC

This is a required field

*Pay attention to mandatory fields with a **red** asterisk. The application will not proceed if left blank.*

In this image, you must choose one.

*Format includes dash and letter designation
TCP#-letter*


2. Your TCP number should already be populated. Verify that the TCP number and letter is correct.

State/Federal Authority

☒ TCP ☐ PSC/MCC

Number ?

12345-A x

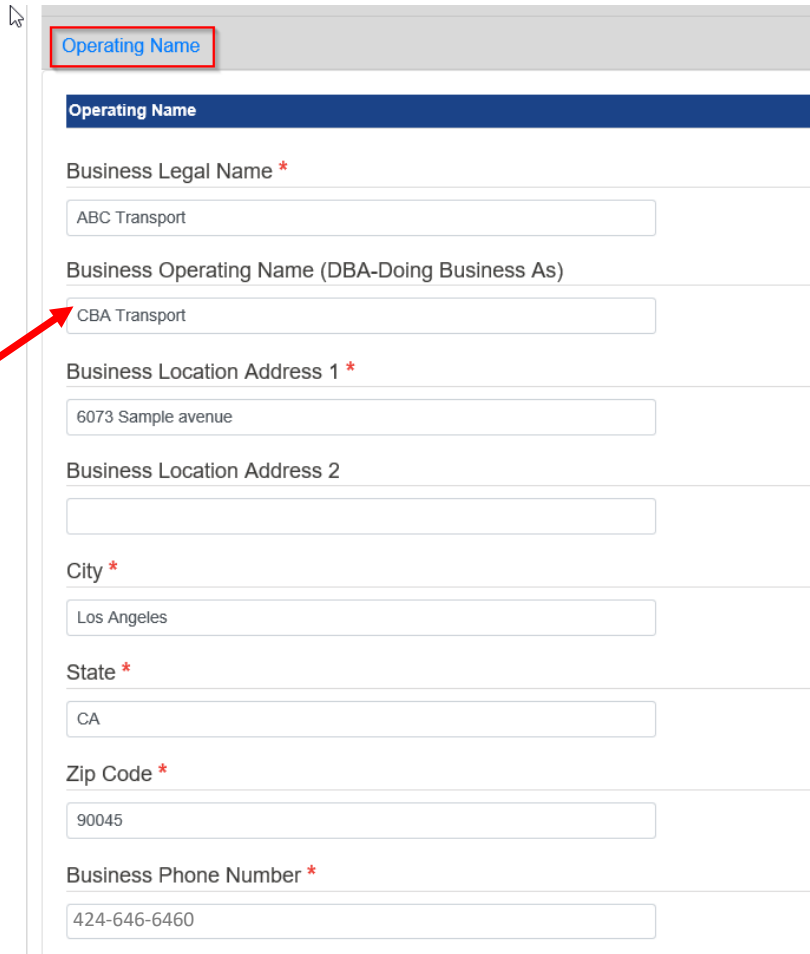
Click  to save information and move to the next screen.



Operating Name

3. Your Business Name and Operating Name should already be populated. Verify and correct the information, if necessary.

If you do not have a DBA or FBNS, leave this field blank.



Operating Name

Operating Name

Business Legal Name *

ABC Transport

Business Operating Name (DBA-Doing Business As)

CBA Transport

Business Location Address 1 *

6073 Sample avenue

Business Location Address 2

City *

Los Angeles

State *

CA


Zip Code *

90045

Business Phone Number *

424-646-6460

*Mandatory fields are marked with a **red** asterisk.*

Click  to save information and move to the next screen.

Type of Business/Business Members

4. Confirm your business type

Type of Business

☐ Individual/Sole Proprietor ☐ Partnership ☐ Limited Liability Company (LLC)/Limited Partnership (LP) ☐ Corporation

This is a required field

Business Legal Name

Abc Transport

First Name	Last Name	Title	Email
------------	-----------	-------	-------

Depending on the business type you must enter at least one business member.

4A. Enter names of business members.

☐ Individual/Sole Proprietor ☐ Partnership ☒ Limited Liability Company (LLC)/Limited Partnership (LP) ☐ Corporation

Was the LLC/LP Formed outside of California *

☐ Yes ☐ No

Business Legal Name


Abc Transport

If this LLC has only one member, you may enter the same name twice but with two different titles

Managing Members			
First Name	Last Name	Title	Email
<input type="checkbox"/> John	Smith	President	jsmith@abctransport.com
<input type="checkbox"/> John	Smith	Chief Executive Officer	john.smith@yahoo.com

Add Business Member Remove Business Member

Partnerships, LLC/LPs and Corporations must list at least two members/officers from the Statement of Information and two unique emails.

Click  to save information and move to the next screen.

Company Contacts

5. Enter Name(s) of Company Contact

Company Contacts

Contract Issues

Finance Issues

Permit/Operations Issues

Please select one and only one primary contact from Contract, Finance, or Permit Contacts

Primary Contact Information

The Primary Contact will be the individual listed for Contract Issues unless otherwise designated.

A separate contact for Finance Issues and for Permit/Operations Issues is optional.

Company Primary Contact

5A. Verify Primary Contact

Contract Issues

☒ Primary Contact

First Name *

John

Last Name *

Smith

Title


☐ Ms. ☐ Miss ☐ Mrs. ☒ Mr. ☐ Other

The Primary Contact will receive all notifications from the LAX Ground Transportation Services Office.

The Primary Contact will be the signer of the Re-decal Application.

Outside of online re-decal, for changes during the year in the Primary Contact name, mailing and/or email address, be sure to complete the information form at <http://lax.to/tcpforms> and email to infolandside@lawa.org.



Click  to save information and move to the next screen.

Application Signer

6. Confirm the name and email of who will sign the re-decal application

Application Signer

Los Angeles uses DocuSign E-Signature for the signing of the Ground Transportation Application and the collection of fees.

Signer Full Name * ⓘ

Mr. John Smith

Signer Email Address * ⓘ

jsmith@abctransport.com x

Signer Title ⓘ

Next, you will upload all the required documents. Please have them ready in digital form (pdf, jpg, phone photo).



Click ⓘ to save information and move to the next screen.

Required Documents

7. Upload each required document

Required Documents

These are the documents that are required to be uploaded with your application. Vehicle registrations are uploaded on the Vehicles page.

Application Type:

RE-DECAL

Business Type

LLC/LP

Documents to be uploaded

CPUC Certificate *

Upload

☐ Show Sample

Fictitious Business Name Statement *

Upload

☐ Show Sample

Business Tax Registration Certificate *

Upload

☐ Show Sample

LLC Statement of Information *

Upload

☐ Show Sample

Articles of Organization *

Upload

☐ Show Sample




*Certificate or Exemption letter
from City of Los Angeles*

*Depending on the type of business,
some of these documents may not
apply and will not appear in your
application.*

*Example 1: "Articles of Organization"
is not required for a Sole Proprietor.*

*Example 2: A Fictitious Business
Name Statement is not required if
operating solely under the legal
name.*

Click  to save information
and move to the next screen.

Vehicles – Existing Fleet

8. Vehicles currently on file under your operations will be listed.

Vehicles

Application Type
RE-DECAL
Business Type

Existing Vehicles

These are the Vehicles currently permitted


Fleet Number	License Plate	VIN	Year	Make	Model	Color	Passenger Capacity	Fuel Type	Keep Vehicle?	Registration
21	LIMOTME	4LNJJ3HT7KEL27928	2019	Toyota	Camry	Black	5	Gasoline	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Upload"/>

8A. Verify information each vehicle listed.

8B. Indicate status of vehicle. Check “yes” if keeping vehicle in your fleet.

8C. Upload current DMV registration for each vehicle to keep (pdf, jpg, phone photo)



Click  to save information and move to the next screen.

Vehicles – Delete

8. Vehicles currently on file under your operations will be listed.

Vehicles

Application Type
RE-DECAL

Business Type

Existing Vehicles

Fleet Number	License Plate	VIN	Year	Make	Model	Color	Passenger Capacity	Fuel Type	Keep Vehicle?
17	76452U2	5LMJJ3HT7JEL16817	2018	LIN	Navigator	BLK	6	Gasoline	<input type="radio"/> Yes <input checked="" type="radio"/> No

New Vehicles

Add New Vehicles Here


Vehicles to be deleted

These are the Vehicles that should be removed

Fleet Number	License Plate	VIN	Year	Make	Model	Color	Passenger Capacity	Fuel Type
17	76452U2	5LMJJ3HT7JEL16817	2018	LIN	Navigator	BLK	6	Gasoline

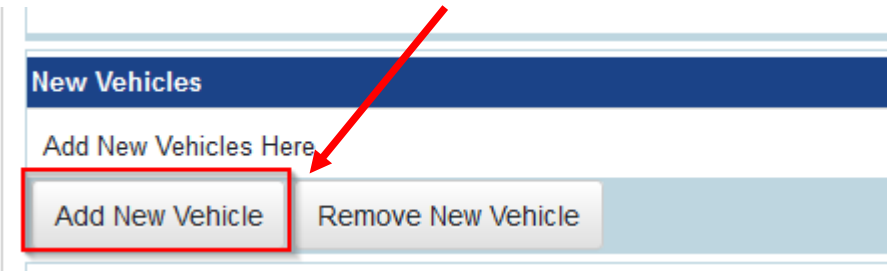
8D. To delete a vehicle, under “Keep Vehicle?” check “No”

Vehicle data is then listed under **Vehicle(s) to be deleted**. Deleted vehicles do not require a DMV registration.

Click  to save information and move to the next screen.

Vehicles - Add

8E. You may add vehicles in this screen.



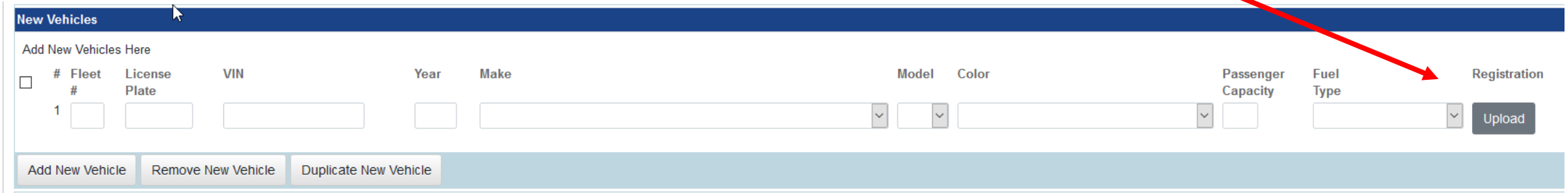
New Vehicles

Add New Vehicles Here

Add New Vehicle Remove New Vehicle

All vehicles must be listed with the CPUC.

8F. Enter the vehicle information and upload current DMV registration for each new vehicle added to your operations (pdf, jpg, phone photo).



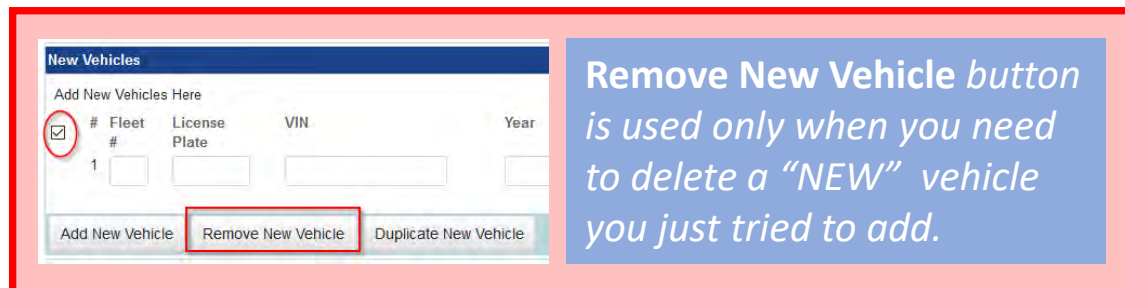
New Vehicles

Add New Vehicles Here

<input type="checkbox"/>	#	Fleet #	License Plate	VIN	Year	Make	Model	Color	Passenger Capacity	Fuel Type	Registration
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New Vehicle Remove New Vehicle Duplicate New Vehicle

Upload




New Vehicles

Add New Vehicles Here

<input type="checkbox"/>	#	Fleet #	License Plate	VIN	Year
<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

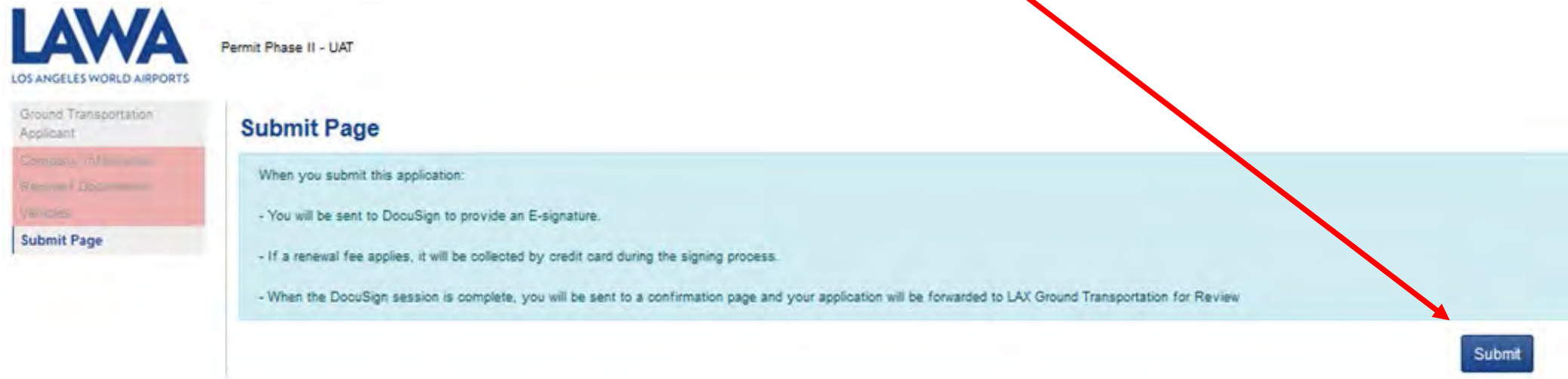
Add New Vehicle Remove New Vehicle Duplicate New Vehicle

Remove New Vehicle button is used only when you need to delete a "NEW" vehicle you just tried to add.

Click  to save information and move to the next screen.

Submit Application

9. To submit the information and documents, click the Submit button.



LAWA
LOS ANGELES WORLD AIRPORTS

Permit Phase II - UAT

Ground Transportation Applicant

Company Information

Review Documents

Vehicles

Submit Page

Submit Page

When you submit this application:

- You will be sent to DocuSign to provide an E-signature.
- If a renewal fee applies, it will be collected by credit card during the signing process.
- When the DocuSign session is complete, you will be sent to a confirmation page and your application will be forwarded to LAX Ground Transportation for Review

Submit

There are still a few more steps to go.

The application fee will be collected in a separate section to follow in the application process.

Re-decal Application- Submit

You will receive an email from *DocuSign*.

10. Read and acknowledge the use of electronic records and signatures.

Please Review & Act on These Documents

LAWA Ground Transportation
Los Angeles World Airports (LAWA)

NELA Application

10A. Check the box here

☐ I agree to use electronic records and signatures.

Signature Disclosure

CONTINUE

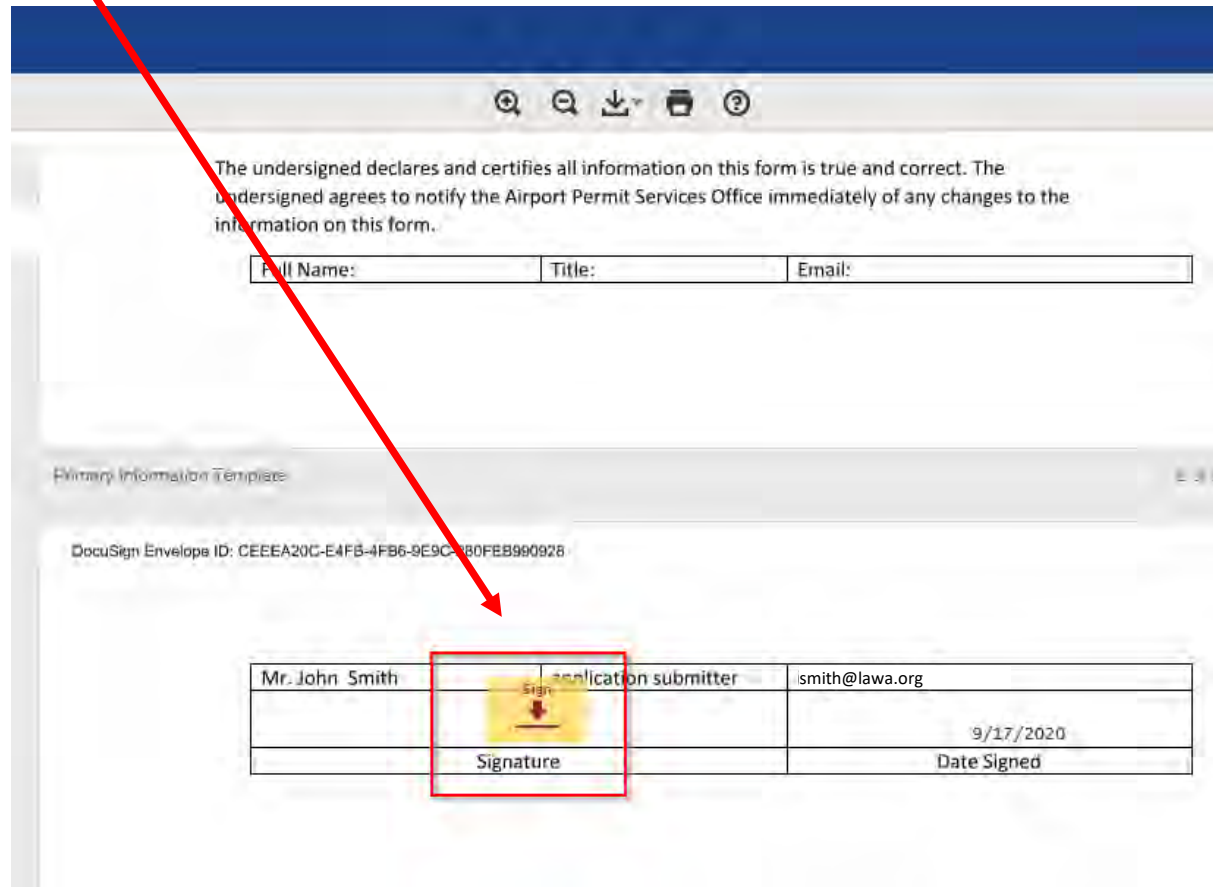
OTHER ACTIONS ▾

GROUND TRANSPORTATION LICENSE AGREEMENT INFORMATION FORM

Click "Continue" to save information and move to the next screen.

DocuSign

11. Click on signature box to sign the document.




The undersigned declares and certifies all information on this form is true and correct. The undersigned agrees to notify the Airport Permit Services Office immediately of any changes to the information on this form.

Full Name:	Title:	Email:
------------	--------	--------

Primary Information Template

DocuSign Envelope ID: CEEEA20C-E4FB-4FB6-9E9C-80FEB990928

Mr. John Smith	Application submitter	smith@lawa.org
		9/17/2020
	Signature	Date Signed

DocuSign

11A. Click on the “Sign” image and a screen will appear to confirm the signatory information.

Mr. John Smith	Application submitter	smith@lawa.org
		9/17/2020
	Signature	Date Signed

Select a style, draw your own signature, or upload a picture of your signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

Initials*

JS

[SELECT STYLE](#)

[DRAW](#)

[UPLOAD](#)

PREVIEW

[Change Style](#)

DocuSigned by:

John Smith

8549DB36979A4ED

DS

JS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

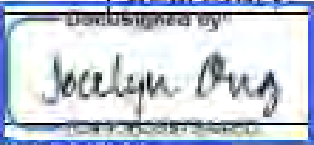
ADOPT AND SIGN

CANCEL

11B. If no corrections are needed, click “Adopt and Sign.”

DocuSign

The signature is then inserted in the form – example below

Jocelyn Ong	Secretary	celyn@hotmail.com
		4/15/2021
Signature		Date Signed

12. VERY IMPORTANT: Click “Finish” again.

OK

FINISH

OTHER ACTIONS ▼

The “Finish” button is located on the top right of the screen.

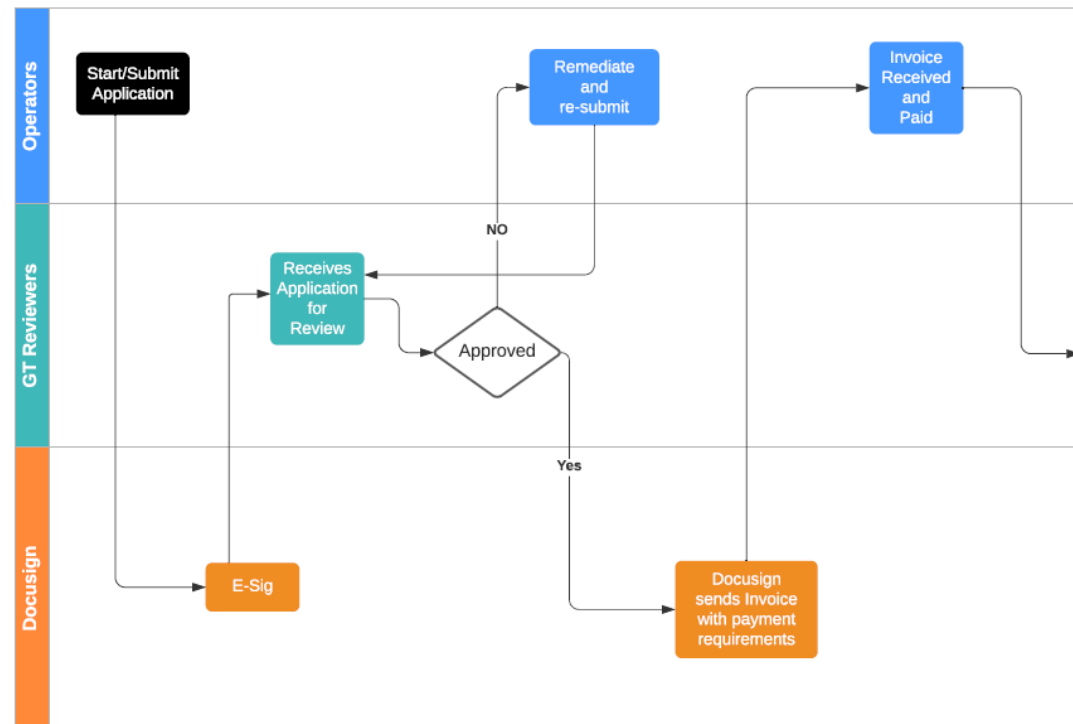
Re-decal Application Submitted

Your re-decal application is submitted, **but not yet approved.**

Next, your application will be reviewed by LAX Ground Transportation staff for completeness.

This review process may take up to **10 business days.**

You will pay the annual re-decal fee after GT staff approves the application.



Re-decal Application-Corrections

If corrections are needed, a notice will be emailed from *SmartIQ* to the email provided in the application. This email will include a link and a **NEW** access code to correct your application. The email will be similar to the initial email you received except that a **NEW** access code is included.

From: SmartIQ <DoNotReply@intelledox.com>
Sent: Monday, July 19, 2021 10:29 PM
To: XYZ Corporation
Subject: Re-Decal Corrections Required

Re-Decal Corrections Required

TCP: 12345-P

Business Name: XYZ Corporation

Agreement Expiration Date: 2/7/2025

Sample

This email includes a link to the form that will allow you to make the required corrections to your Re-Decal application related to commercial ground transportation services at Los Angeles International Airport (LAX), as well as an access code. For authentication purposes, you must enter the access code before being granted access to the electronic form.

To make the required corrections, please click the link below and enter your access code.

[Permit Phase II - UAT - Corrections](#)

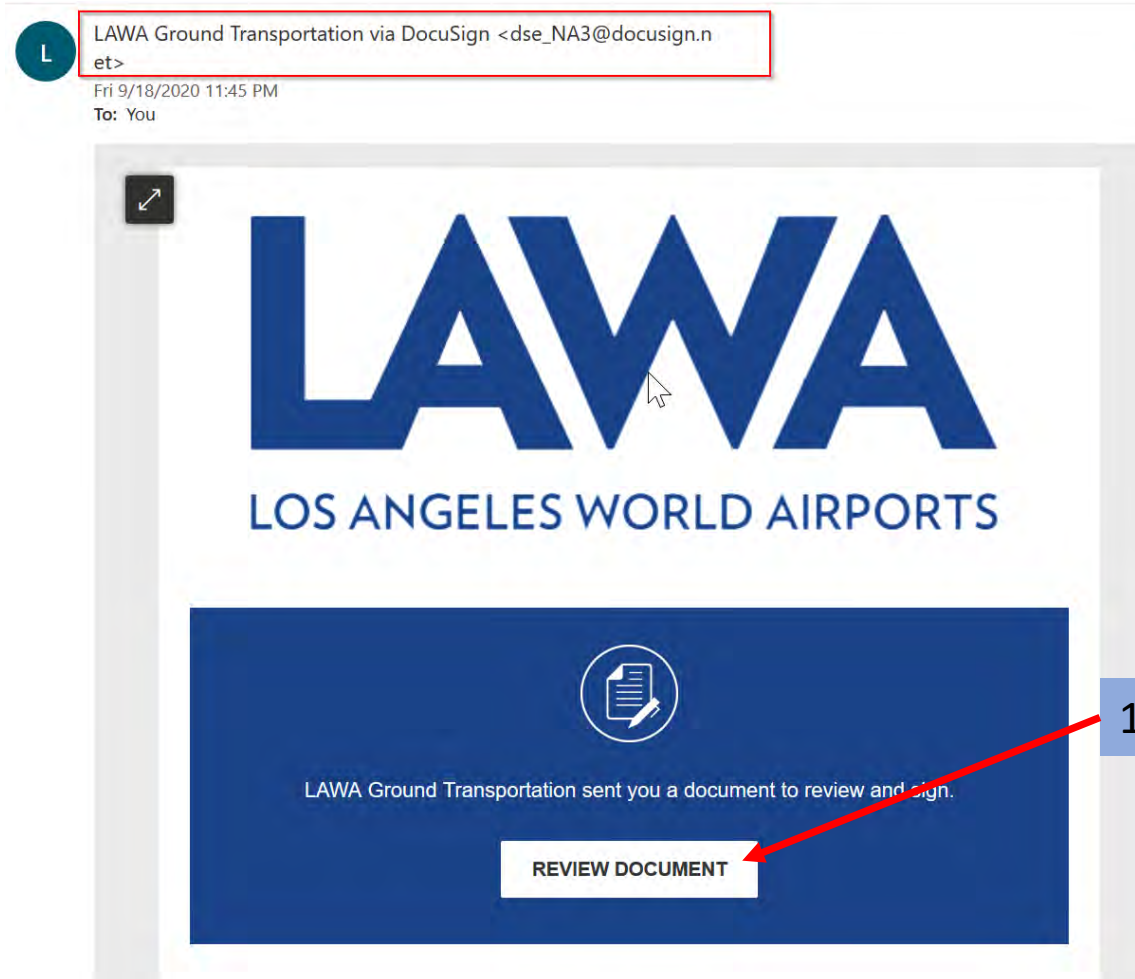
Access code: 1F5136



Check spam, junk mail
and auto-delete folders.

Re-decal Application Approved

Once the LAX Ground Transportation Office has reviewed and approved your application, you will receive a second email from *DocuSign*.



13. Click Review Document



Re-decal Payment

GROUND TRANSPORTATION REDECAL INVOICE

1. Reason for Form

Re-Decal

Redecal Fee:

2. State/Federal Authority

TCP No.:

PSC/MCC No.:

3. Operating Name/Doing Business As (DBA)

DBA Business Name:

Business Location Address 1:

Business Location Address 2:

City: Rosemead

Business Phone:

Business Email:

4. Authorized Signers

The undersigned declares and certifies all information on this form is true and correct. The undersigned agrees to notify the Airport Permit Services Office immediately of any changes to the information on this form.

Full Name:	Title:	Email:
Ian So	Owner	
		9/18/2020
Signature		Date Signed

After signing the document, a pop-up window will appear allowing you to complete the payment process.

Annual Administrative/Re-decal Fee

14. Submit non-refundable Administrative Fee.

The \$150 annual administrative/re-decal fee is required, along with any applicable late fees of \$20/month delinquent.



*LAWA only accepts
credit card payments*



Payment [X]

Pay Now Total \$150.00 USD

Payment Method

☒ CREDIT CARD ☐ BANK ACCOUNT

First Name Last Name

Debit/Credit Card

Expiration Date Security Code

NEXT

Re-decal Application Complete

After the credit card payment is processed, you will receive the message below.

You're All Done!

You'll receive a copy once everyone has signed.

From: DocuSign NA3 System <dse_NA3@docusign.net>

Sent: Wednesday, February 24, 2021 3:36 PM

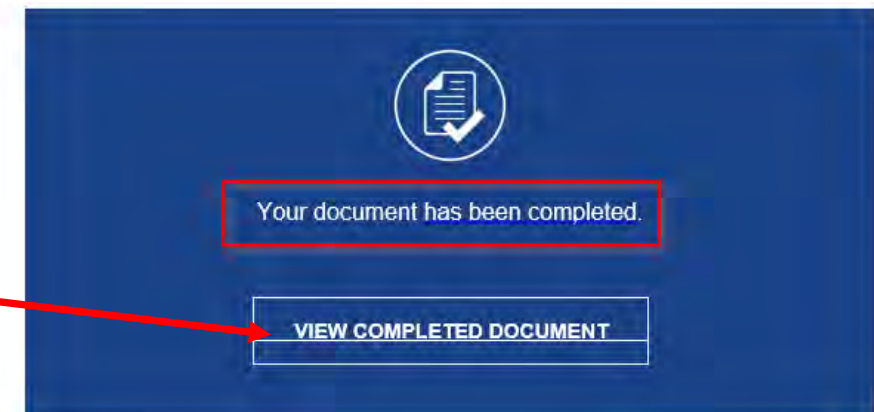
To: GT Applications <GTapplications@lawa.org>

Subject: Completed: Document to Sign



You will receive a *final* email from *DocuSign*.

15. Click “View Completed Document” to download a copy for your records.



Having Trouble?

You can reach out to infolandside@lawa.org or call (424) 646-6460 if you have any questions regarding your re-decal application process. Staff will respond within 5 business days.

We appreciate your patience and understanding as we do our best to handle the large volume of daily inquiries and transactions as quickly as possible.



Next Steps

After your re-decal application is complete, vehicle decals will be issued by mail or arranged for touch-free pickup.

For new vehicles, you **MUST** make an online appointment to bring the vehicle(s) to the office to be inspected and receive the new vehicle decal and transponder. No walk-ins.

<http://lax.to/permitsappointments>



Ground Transportation Services
7301 World Way West, 1st Floor
Los Angeles, CA 90045

PUBLIC COUNTER

Service by Appointment Only

Tuesdays-Thursdays

<http://LAX.to/permitsappointments>

Phone Assistance: (424) 646-6460

Mon–Thu 7:30am–3:30pm, Fri 7:30am-12noon
excluding holidays

Fax: (424) 646-9253

Email: info@lax.org

