

1 KeyWatcher Registration

1. To request access to Transurban Asset Keys you must be registered in both Permitted and KeyMaaS.
2. Click this link keymaas.com.au and complete the registration for Transurban Asset Key Access.
Alternately copy and paste this URL address - <https://keymaas.com.au/userRegistration.html?site=4593EAC5-5723-43A1-ADE4-BC743BA99F18> and complete the registration requirements as below;
3. Enter your details:
 - a. First and Last Name
 - b. Email Address (same as your Permitted Email address)
 - c. Phone (required to receive communications from KeyWatcher)
 - d. Transurban Qld Supervisor Contact (use **ATAQLD** as default)
 - e. Company Name (use the same name as registered in Permitted)
 - f. Commence Date
 - g. Expiry Date
 - h. Select a Profile (Profile groups determine access to keys, if unsure select **Transurban Qld - No Access**)
Note: Access Profiles will be assessed by Optimisation Team at Transurban, and may be subject to change
 - i. Accept terms and conditions and submit Request Access.

Further Support – Should you have issues with the above steps, please contact the Transurban Help Desk on TechnologyServiceDesk@Transurban.com or 1300 166 214. Please be specific in your request: include reference to the system you need assistance with (KeyMaaS Qld), your name, the asset you are accessing, your company, company ABN, and a description of your issue.

2 Approval Process

The Optimisation Team will receive your request and review submissions for access to Transurban Asset Keys via the KeyWatcher boxes, located at 82 Campbell Street, Bowen Hills.
Only submissions with all details will be processed (please ensure all details are provided).
If your request is denied, you will receive email with advise denying access to KeyMaaS.

3 Accessing Keys

1. Once approved, KeyMaaS will send an SMS and Email with your unique User ID and PIN number
2. User ID and PIN numbers are unique to each person and profile. Your profile will only allow access to certain asset keys.
3. KeyWatcher boxes are located at 82 Campbell Street (Clem7 office), Bowen Hills, located in main foyer
4. Access to the building is via intercomm to the TCR (you must have your valid ATA permit to advise TCR operator)
5. Once keys are signed out from KeyWatcher, you have 12hrs to return keys
Note: KeyWatcher will SMS and email you if keys outstanding after 12hrs, delay in returning keys may incur declined access to asset keys
6. You can only remove up to 3 set of asset keys at any one time.
7. Asset Keys are your responsibility whilst signed out to you, as per conditions on ATA permit. Any loss of asset keys will incur replacement costs to you.