



# S T A C K F A C T S

**June 10, 2005**  
**Electronic Bulletin No. 673**  
**Re: Web-Based Gate Reservations**

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Dear Valued Customer:

Pacer Stacktrain has completed our web-based tool to accept and process gate reservations. This tool will eliminate the need for e-mail requests for gate reservations and allow for quicker response to the requests. We will continue to accept e-mail requests for a short period of time while our customers transition to the web-based tool.

We will activate the tool for use **effective Wednesday, June 15<sup>th</sup> for requesting gate reservations for Thursday's gate cut-off's**. Below are the instructions for making gate reservations on the web. Customers that have requested sign-ons will be notified on Monday June 13<sup>th</sup> of their ID's and passwords that will allow access to the web-based reservation tool. If you have not already requested your sign-on please do so at soon as possible.

For details about requesting a sign-on please refer to our website at:  
[http://www.pacerstack.com/services/services\\_notlogged\\_faq.html](http://www.pacerstack.com/services/services_notlogged_faq.html)

## **PACER STACKTRAIN WEB RESERVATIONS INSTRUCTIONS**

1. Login to Pacer Stacktrain's web site at [www.pacerstack.com](http://www.pacerstack.com)
2. Click the red diamond "Log in" button at the top of the page
3. Enter your ID and Password  
*Note: First time users will be prompted to change their password*
4. Click "Log in" button
5. Click "Reservations" button at the far right of the top level tool bar
6. Select "Origin ramp" from the pull down menu

7. Select “Destination Ramp/Interchange” from pull down menu
8. Click “Pick Date” button and select the Gate cut-off date you wish to make a reservation for.
9. Enter the number of units you are requesting
10. Validate the e-mail address is correct, or designate another e-mail address to receive acknowledgement and confirmations of the requests.
11. If desired add additional e-mail recipient in “e-mail CC” field
12. Validate the correct information has been entered and click “Submit request” to confirm. *Note: The next screen will confirm that the request has been submitted. You will receive an e-mail confirmation acknowledging receipt of the request. We will send a separate e-mail once we are able to grant your request.*
13. If you wish to make another reservation simply click the “Make another reservation” button and you will be returned to the reservation screen.

Remember all reservations must be received by 9:30am local ramp time for the following day gate cut-off. Requests made after this time will be on a standby basis, and you will be prompted whether you want to confirm the request as a standby or you may cancel the request and request for another day.

If you have any questions you may contact the Gate Reservations Team at;  
Toll Free 1-800-715-5046  
Or e-mail [gaterез@pacerstack.com](mailto:gaterез@pacerstack.com)

We appreciate your business.

Pacer Stacktrain