

Philadelphia International Airport Employee Parking Lot Commonly Asked Questions

Can I share my parking access card (PAC)?

No. Access to employee parking is strictly for authorized parkers only.

What is the parking hangtag for?

The parking hangtag for the employee lots must be displayed in your rearview mirror with the numbers facing outward. The hangtag signifies the vehicles is authorized to be parked in the employee lots. Failure to display your hangtag may result in possible towing of the vehicle at the owner's expense.

Can I park anywhere in the lot?

Parking is only permitted in marked parking spaces. Do not park or block traffic lanes. Violators will be subject to a fine and /or possibly be towed at the owner's expense.

Can I park multiple vehicles at one time?

No, the system will not allow more than one vehicle to park at a time under your account.

If my parking access card/ LPR and Bluetooth are not allowing access to the lots, what should I do?

Contact Parkway's Customer Care Center by email PHLEmp.parking@parkwaycorp.com or call 215-863-4054.

Is there a vehicle size limit in the employee lots?

Vehicles over 17 feet are prohibited from parking in the employee lots. Large recreational vehicles, trailers or boats that occupy more than one space are not permitted in the employee lots. Any vehicle, regardless of size that is used for camping, housing or other shelters while parked in the employee lots are expressly prohibited.

What is the maximum number of consecutive days I can leave my vehicle in the lot?

14 days. After that it will be considered abandoned and possibly towed at the owner's expense.

What information is required for a parking account?

Name, email address, address, mobile phone number, vehicle information and Airport SIDA badge.

What if I have a White Badge (Parking Only), will I still need to register for a parking account?

Yes, you will register for a parking account. You will have to surrender your White badge at the time you pick up your parking access card. Moving forward you will be considered a non badge holder and will need to follow the steps for renewal as a non badge holder.

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What if I do not want to enter my address can I still register for a parking account?

Yes, just enter your employer address.

What space type should I select?

Select Badged Employee if you have a SIDA badge

Select Flight Crew if you are a Flight Crew member

Select New Hire if you are a newly hired employee in the badging process

Select Temporary Contractor if you do not have a SIDA badge and are an approved contractor for the Airport

How do I update my information?

It is the responsibility of the employee to update their parking account information. This can be done by signing into your parking account at <https://parkway.mgzephire.com/parkerportal/logon.aspx>

How do I get parking access to the employee lots?

1. You must be an Airport employee or an authorized contractor with a SIDA badge
2. If you are a newly hired Airport employee, contact your manager who will then direct you to the proper authority
3. If you are a member of an Airline flight crew, contact your manager who will then direct you to the proper authority

How long does it take to be approved for a parking account once I register?

It can take up to 1 – 3 days to process. There are several steps for verification. You will receive notification with your registration details. You will receive an email when your account is approved and when your Parking Access Card (PAC) and hangtag is available for pick up at Parkway's Customer Care Center.

Where do I go to pick up my parking access card and hangtag?

Parkway's Customer Care Center located in Terminal A East Baggage Claim.

Do I need to provide proof of identification when I pick up my parking access card?

Yes, you will need to show the Customer Care representative your Airport SIDA badge. If you don't have an Airport SIDA badge you must show photo ID.

How do I upload my Airport SIDA badge/ Employer Photo ID?

Scan a pdf file or take a picture of your Airport SIDA badge/ Employer Photo ID and upload it in your parking account.

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What should I do if I lose my parking access card or hangtag?

You can request a replacement parking access card or hangtag within your parking account. You will be required to pay all applicable fees prior to receiving the new parking access card and or hangtag.

What are the applicable fees?

Replacement fee for parking access cards is \$30

Replacement fee for hangtags is \$20

What method of payments are accepted?

Currently, money orders is the only method of payment accepted. However, in the near future credit card payments will be accepted.

How do I cancel my parking account?

To cancel your parking account, sign into your account and initiate the cancellation process or you can contact us by email at PHLEmp.parking@parkwaycorp.com to request the cancellation of your parking account. Once the cancellation is complete return parking access card and hangtag or you will be subject to a fine of up to \$150.

Do I need to renew my parking account?

Airport SIDA Badge Holders - Yes, your parking access coincides with the expiration of your Airport SIDA badge. It is your responsibility to submit a valid Airport SIDA badge for continued parking access.

Non-Badge Holders – Yes, parking access expires one year from the account origination date. It is your responsibility to submit a valid employee parking lot authorization form and Employer Photo ID for continued parking access.

This can be accomplished by visiting <https://parkway.mgzephire.com/parkerportal/logon.aspx> and signing into your parking account to update. Until this is accomplished access to the employee parking lots will be disabled.