

Philadelphia International Airport Employee Parking Lots Employer Responsibilities

PHL is transitioning to a new employee lot parking system which will be available on or before October 1st 2022. This new system will be moving away from Airport SIDA badges including Parking Only (White badges) and begin to use new parking access cards (PAC). This new parking system has several different features which are available to all parkers such as access via an access card, hands-free LPR (license plate recognition) and Bluetooth technology from your smartphone through a mobile app.

All Airport employees needing access to the employee parking lots will need to register for a parking account. Online registration will begin August 15th. Notifications will be sent via email the 1st week of September when parking access cards can be picked up. Below is the process for registering for a parking account.

Registering for a Parking Account

Badge Holders

All Airport employees who currently are an Airport SIDA badge holder (Blue, Red, Yellow and White) have to register for a parking account. To register for a parking account, the employee must scan the QR code provided which will direct them to the parking portal. They must complete the required information and upload a photo of their current Airport SIDA badge. Once the parking account is approved they will be notified via email when their Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center. White Badge Holders (Parking Only) will have to surrender their badge upon receiving a parking access card.

New Hires

Employees going through the badging process will be given temporary access (45 days) to the employee parking lots via license plate recognition. Authorized signers must provide new hires with a signed employee parking lot authorization form as they are completing the badge application. The employee must scan the QR code on the authorization form which will direct them to the parking portal to register for a parking account. They will need to upload photo of the employee parking lot authorization form along with a valid photo ID.

When the new hire receives their Airport SIDA badge they will log into their parking account and update their account by uploading a photo of their new Airport SIDA badge. Once the parking account is approved the employee will be notified via email when the Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center.

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Non-Badge Holders

Authorized signers must provide individuals who are **NOT** badged and need parking access **ONLY** with a signed employee parking lot authorization form. The employee must scan the QR code on the authorization form which will direct them to the parking portal to register for a parking account. They will need to upload photo of the employee parking lot authorization form along with their employer photo ID. Once the parking account has been approved the employee will be notified via email when the Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center. Parking access will expire one year from the account origination date.

Renewing Parking Accounts

Badge Holders

Employees have the ultimate responsibility of renewing their parking accounts, this does not require any action from the employer. Parking access coincides with the expiration of Airport SIDA badges. Employee must update their parking account simply by uploading a photo of their renewed SIDA badge. Parking access will expire if employees fail to update their parking account.

Non-Badge Holders

Authorized signers must provide individuals who are **NOT** badged and need parking access **ONLY** with a signed employee parking lot authorization form each year. Parking access expires one year from the account origination date. Employee must update their parking account simply by uploading a photo of their renewed employee parking lot authorization form along with their current employer photo ID. Parking access will expire if employees fail to update their parking account. For those who previously held a White Badge and surrendered it upon receiving a parking access card will have to follow the renewal process for Non-Badge Holders.

Contact Information

Parkway's Customer Care Center located in Terminal A East Baggage Claim is responsible for managing all parking accounts, issuing Parking Access Cards (PAC), parking hangtags and providing customer service. Parkway's Customer Care Center will be open 24/7, if you have any questions please call 215-863-4054 or email

PHLemp.parking@parkwaycorp.com.