

# Philadelphia International Airport Employee Parking Lot Registration and Renewal Process



## Registering for a Parking Account

### **Badge Holders (Blue, Red, and Yellow)**

To register for a parking account please scan the QR code, select space type Badged Employee, complete the required information and upload a photo of your current Airport SIDA badge. Once your parking account is approved you will be notified via email when your Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center.

### **Badge Holders (White-Parking Only)**

To register for a parking account please scan the QR code, select space type Flight Crew, complete the required information and upload a photo of your current Airport SIDA badge. Once your parking account is approved you will be notified via email when your Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center. You must surrender your White Badge at the time you pick up your parking access card.

### **Airport New Hires**

Individuals going through the badging process please scan the QR code, select space type New Hire and register for a parking account. You will upload a photo of the employee parking lot authorization form signed by your employers' authorized signer and valid photo ID. You will be given temporary access (45 days) to the employee parking lots via license plate recognition. When you receive your Airport SIDA badge please log into your parking account and update your account by uploading a photo of your new Airport SIDA badge. Once your parking account is approved you will be notified via email when your Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center.

### **Non-Badge Holders**

Individuals who are **NOT** badged and need parking access **ONLY** please scan the QR code, select space type Temporary Contractor and register for a parking account. Upload a photo of the employee parking lot authorization form signed by your companies authorized signer along with a photo of your employer photo ID. Once your parking account has been approved you will be notified via email when your Parking Access Card (PAC) is available for pick up at Parkway's Customer Care Center.

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## Renewing Parking Accounts

### **Airport Badge Holders**

Your parking access coincides with the expiration of your Airport SIDA badge. It is your responsibility to update your parking account. To update your parking account sign into your account and upload a photo of your renewed Airport SIDA badge. You can start this process 45 days prior to your expiration date. Until this is accomplished access to the employee parking lots will be disabled.

### **Non-Badge Holders**

Your parking access expires one year from your account origination date. It is your responsibility to get an updated employee parking lot authorization form from your employer. To update your parking account sign into your account and upload a photo of a newly signed employee parking lot authorization form along with your current employer photo ID. You can start this process 45 days prior to your expiration date. Until this is accomplished access to the employee parking lots will be disabled. 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](mailto:PHLEmp.parking@parkwaycorp.com).