Parking Newark, NJ Campus by:

ePASS

Modern, Enterprise-Class Solution for Visitor Management

Prudential Global Security
Protecting Prudential Together

Welcome to Enterprise Personal Access Security Solution (ePASS)

ePASS Parking manages all types of Newark, NJ Campus parking requests. ePASS Request Parking is a highly intuitive and enterprise class web-based solution that includes capabilities for requesting daily temporary parking, overnight parking and permanent parking for the Newark, NJ Campus.

Key Features

- Single Sign On (SSO)
- Available on personal device (with ping ID)
- Parking Requestee receive automated e-mails
- All Parking Request types are available on same request form

Click Here to Access ePASS

Navigating ePASS Parking
Requesting Parking
Requesting Overnight Parking

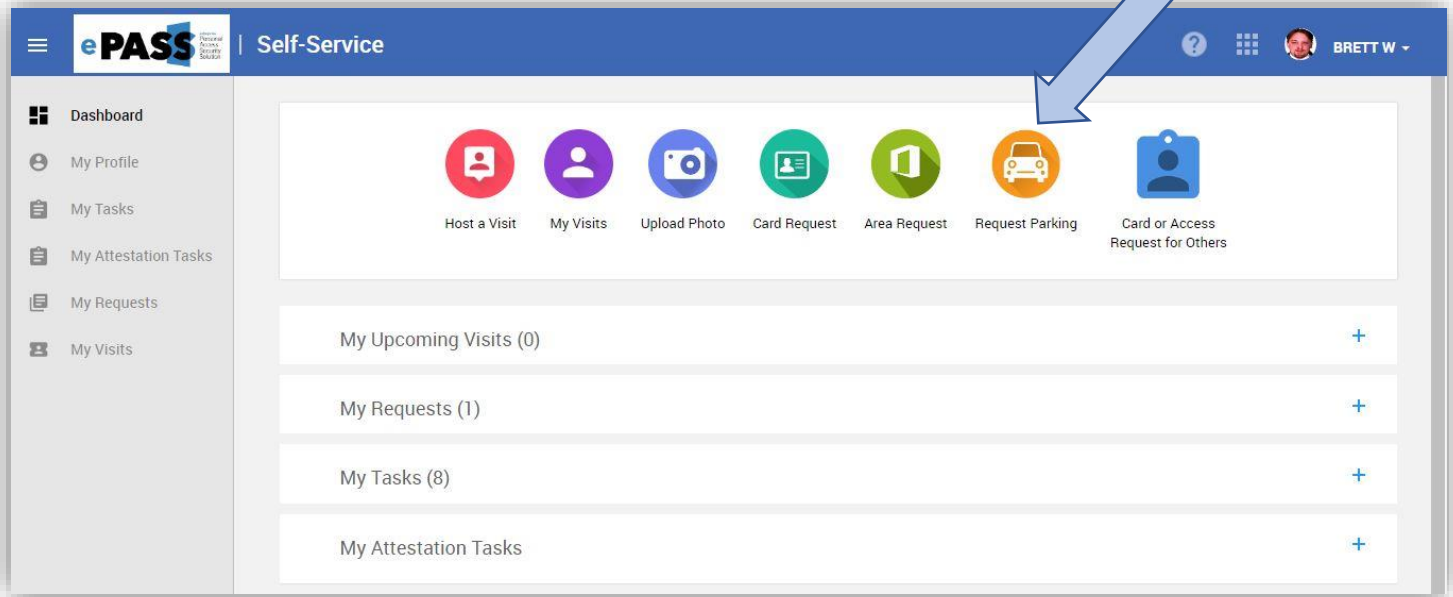*Questions?*

CICA@Prudential.com
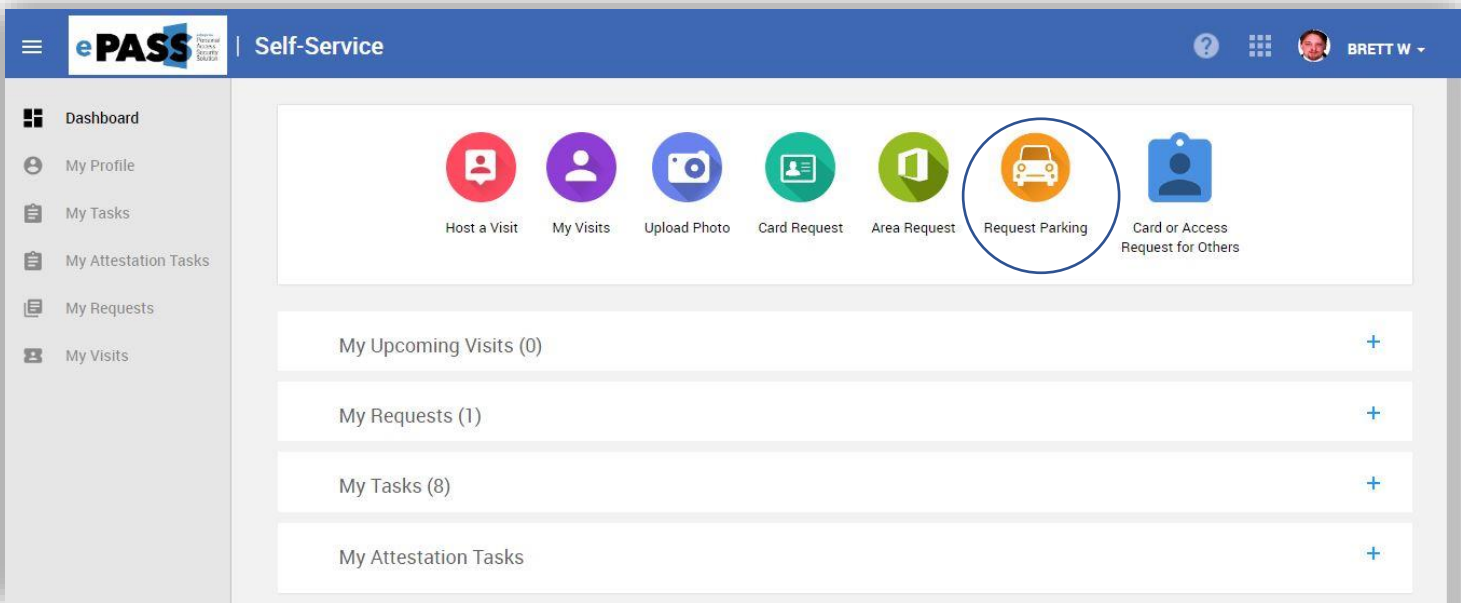
CICA Help Line 973-367-2697 7:30 AM - 5:30 PM EST

Navigating ePASS (Self Service Main Page) Phase 2 includes Request Parking

Request Parking

Requesting Parking **How do I make a Parking Request?**
1 - Select Request Parking from the self-service screen

2 – My Asset Request (Requestor Details information will default)

3 – Parking Request Details (License Plate Number and Vehicle State are required fields for all Parking Requests).

4 – The provided field is available for when requesting parking on behalf of someone else (Search by first & last name) and select their name. If you have done it correctly you will see numbers after their name in the box.

5 – Click on ADD in the Available Parking Lots section to view all available Parking Requests.

6 – Select the required request pool by clicking ADD and OK for your Parking Request.

Request Pools

CANCEL **OK**

🔍 Search here...

Request Pool	Description	
Wash Garage - Temporary Parking	This request is a daily parking reservation only. Garage open 24/7	ADD
Gateway Garage - Temporary Parking	This request is a daily parking reservation only. Garage open 24/7	ADD
Gateway Garage - Overnight Parking	This request is for overnight parking. Requests will only be approved for employees with a valid business reason. Garage hours 24/7.	ADD
Wash Garage - Overnight Parking	This request is for overnight parking. Requests will only be approved for employees with a valid business reason. Garage hours 24/7.	ADD
Permanent Parking	This request is for always parking access at one of the Newark campus garages. Once a garage is assigned, an email notification will be sent with the additional details.	ADD
Surface Lot 52 - Temporary Parking	This request is a daily parking reservation only. No overnight parking is allowed. After hours, parking lot becomes a non-Prudential paid lot. Parking hours 6AM - 10PM	ADD

7 – Once the lot has been added, please make sure you pick the correct start date. For temporary and overnight requests select the correct number of days (maximum is 14 business days per request). For permanent parking leave the number of days at one.

	Parking Lot	Asset Type	Status	Start Date	Number of Days	REMOVE
☐	Wash Garage - Temporary Parking	Wash Garage - Temporary	Active	Jul 08, 2022 📅	(Required) 1	🗑

8 – Reason for the Parking Request is required for all requests. (Please also include any additional vehicles state and license plate as well as all vehicle passengers' names in the provided field)

Reason for Request & Please include all Vehicle Passenger Names (Required)

Reason for Request & Please include all Vehicle Passenger Names

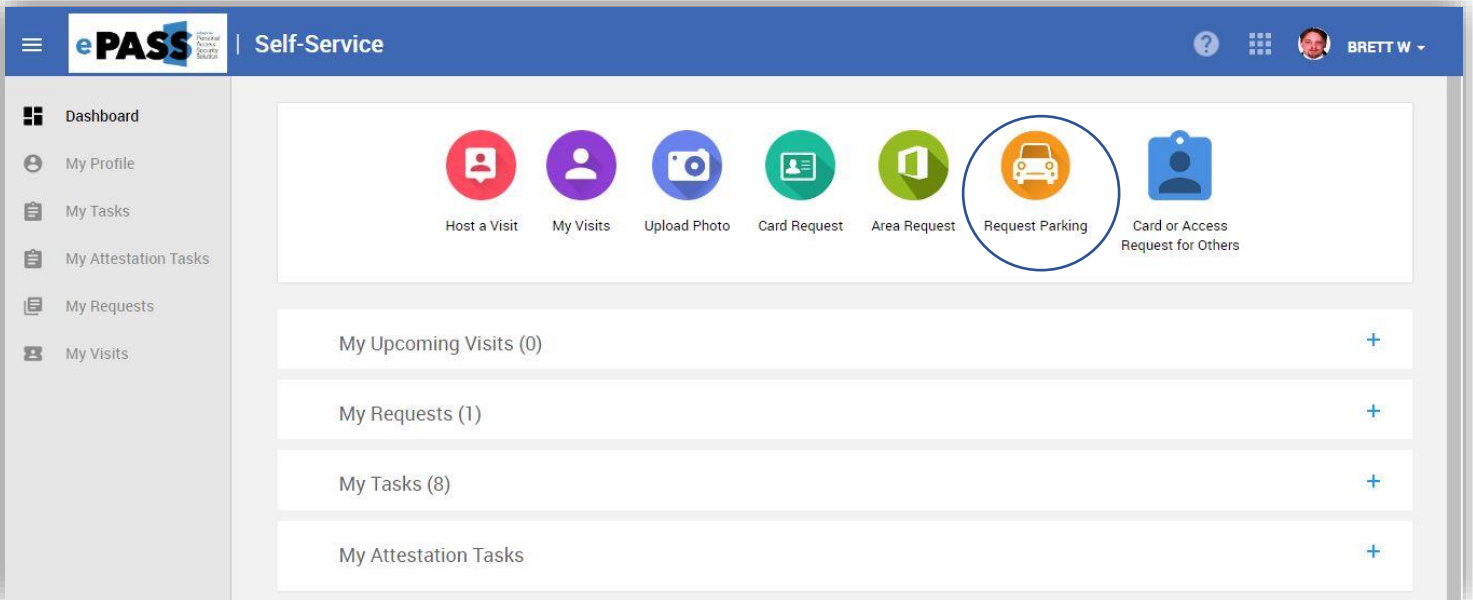*9 – Please submit the Request once all the Parking Request required field information is provided.*

My Asset Request

CANCEL **SUBMIT REQUEST**

Request Details
REQUEST TYPE

Requestor Details
REQUEST BY

Employment Details
EMPLOYER

Requesting Overnight Parking **How do I make an Overnight Parking Request?**
1 - Select Request Parking from the self-service screen

2 – My Asset Request (Requestor Details information will default)

3 – Parking Request Details (License Plate Number and Vehicle State are required fields for all Parking Requests).

4 – The provided field is available for when requesting parking on behalf of someone else (Search by first & last name) and select their name. If you have done it correctly you will see numbers after their name in the box.

Parking Request Detail

LICENSE PLATE NO. (Required)

VEHICLE STATE (Required)

SELECT

IF REQUESTING ON BEHALF OF SOMEONE ELSE, PLEASE SELECT PERSON BELOW:

alante

Alantest Berger,NE10279
Alantest Berger ,x155186

5 – Click on ADD in the Available Parking Lots section to view all available Parking Requests.

Available Parking Lots (0)   REMOVE   ADD

Search here...

Parking Lot	Asset Type	Status	Start Date	Number of Days	REMOVE
		No records found ...			

6 –Select the required request pool by clicking ADD and OK for your Parking Request.

Request Pools   CANCEL   OK

Search here...

Request Pool	Description	
Wash Garage - Temporary Parking	This request is a daily parking reservation only. Garage open 24/7	ADD
Gateway Garage - Temporary Parking	This request is a daily parking reservation only. Garage open 24/7	ADD
Gateway Garage - Overnight Parking	This request is for overnight parking. Requests will only be approved for employees with a valid business reason. Garage hours 24/7.	ADD
Wash Garage - Overnight Parking	This request is for overnight parking. Requests will only be approved for employees with a valid business reason. Garage hours 24/7.	ADD
Permanent Parking	This request is for always parking access at one of the Newark campus garages. Once a garage is assigned, an email notification will be sent with the additional details.	ADD
Surface Lot 52 - Temporary Parking	This request is a daily parking reservation only. No overnight parking is allowed. After hours, parking lot becomes a non-Prudential paid lot. Parking hours 6AM - 10PM	ADD

7 – Once the lot has been added, please make sure you pick the correct start date. Put the number of days required, include the day the vehicle will be left and the day it will be picked up. (Minimum is two)

	Parking Lot	Asset Type	Status	Start Date	Number of Days	REMOVE
☐	Gateway Garage - Overnight Parking	Gateway South Garage - Overnight	Active	Jul 08, 2022 📅	(Required) 1	🗑

8 – Reason for the Parking Request is required for all requests. (Please also include any additional vehicles state and license plate as well as all vehicle passengers' names in the provided field)

Reason for Request & Please include all Vehicle Passenger Names (Required)

Reason for Request & Please include all Vehicle Passenger Names

9 – Please submit the Request once all the Parking Request required field information is provided.

My Asset Request   CANCEL   **SUBMIT REQUEST**

Request Details	Requestor Details	Employment Details
REQUEST TYPE	REQUEST BY	EMPLOYER

ePass Parking Notifications

What notification options do I have as the Parking Requestor & Requestee?
- *E-mail notifications to the requestee is standard.*