



Parking Newark, NJ Campus by:



Modern, Enterprise-Class Solution for Visitor Management



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](#)

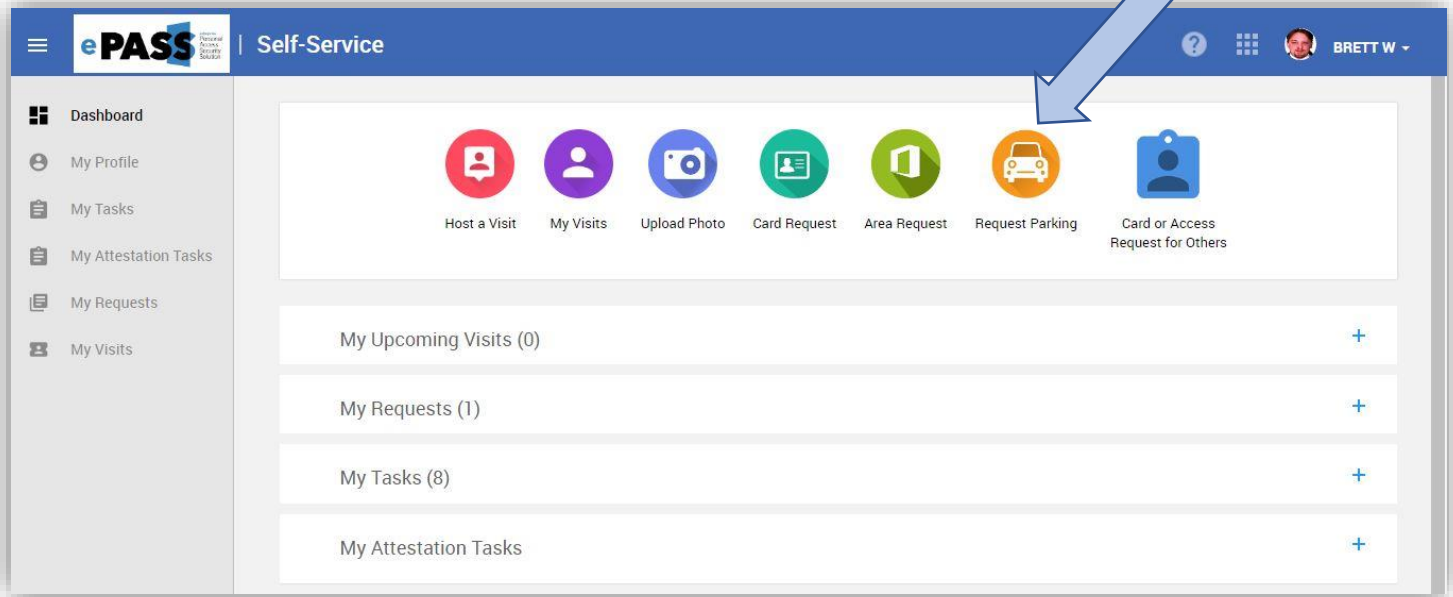
[Questions?](#)

CICA@Prudential.com

CICA Help Line 973-367-2697 7:30 AM - 5:30 PM EST

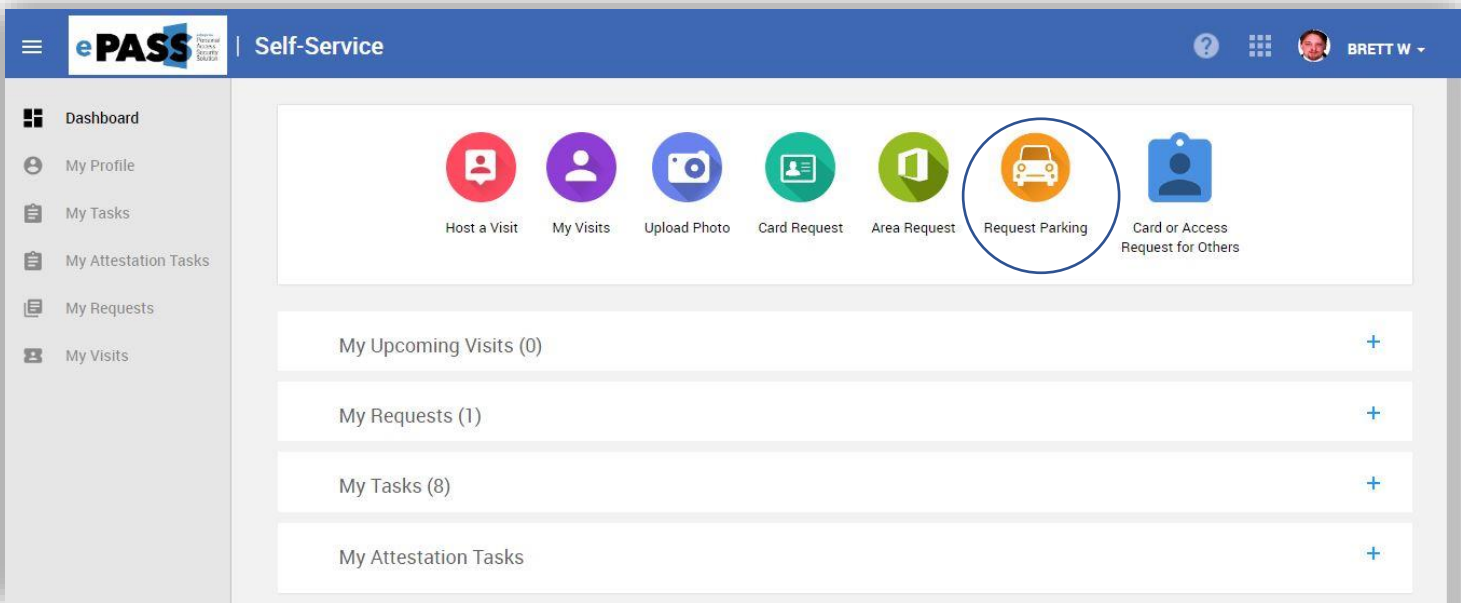
Navigating ePASS (Self Service Main Page) Phase 2 includes Request Parking

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)

The screenshot shows a form titled "My Asset Request" with three columns: Request Details, Requestor Details, and Employment Details. The Requestor Details column is circled in blue. The form contains the following data:

Request Details	Requestor Details	Employment Details
REQUEST TYPE: Asset Request	REQUEST BY: AHLEN SHOOK	EMPLOYER:
REQUEST ON: Dec 17, 2020 10:27 AM	PRIMARY ID: 718141	DEPARTMENT: HOP - Security Operations
REQUEST STATUS: Pending	PHONE: 9738027112	LOCATION:
REQUEST ID:	EMAIL: FAN&@PEOPLEPC.COM	BUILDING:

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

The screenshot shows the "Parking Request Detail" form. The "LICENSE PLATE NO. (Required)" and "VEHICLE STATE (Required)" fields are circled in blue. Below these fields is a search box for selecting a person.

IF REQUESTING ON BEHALF OF SOMEONE ELSE, PLEASE SELECT PERSON BELOW:
Type 4 characters to search

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.

The screenshot shows the "Parking Request Detail" form with search results displayed in a dropdown menu. The dropdown is circled in blue. The search results are:

- alante
- Alantest Berger, NE10279
- Alantest Berger, x155186

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

The screenshot shows the "Available Parking Lots (0)" section. The "ADD" button is circled in blue. Below the button is a search bar and a table with the following columns: Parking Lot, Asset Type, Status, Start Date, Number of Days, and REMOVE. The table currently shows "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. 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.

<input type="checkbox"/>	Parking Lot	Asset Type	Status	Start Date	Number of Days	REMOVE
<input type="checkbox"/>	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)

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

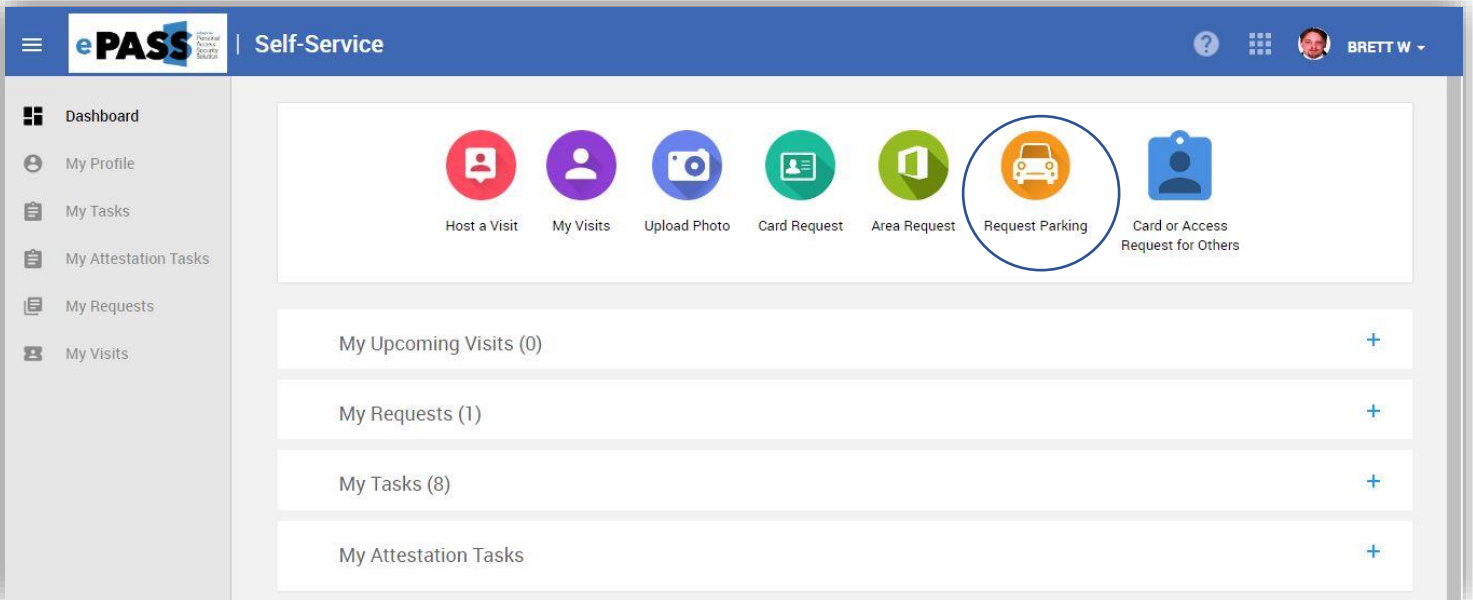
My Asset Request

CANCEL **SUBMIT REQUEST**

Request Details	Requestor Details	Employment Details
REQUEST TYPE	REQUEST BY	EMPLOYER

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)

The screenshot shows the 'My Asset Request' form. It has a 'CANCEL' button and a 'SUBMIT REQUEST' button. The form is divided into three columns: Request Details, Requestor Details, and Employment Details. The 'Requestor Details' section is circled in blue. The data entered in the form is as follows:

Request Details	Requestor Details	Employment Details
REQUEST TYPE: Asset Request	REQUEST BY: AHLEN SHOOK	EMPLOYER:
REQUEST ON: Dec 17, 2020 10:27 AM	PRIMARY ID: 718141	DEPARTMENT: HOP - Security Operations
REQUEST STATUS: Pending	PHONE: 9738027112	LOCATION:
REQUEST ID:	EMAIL: FAN&@PEOPLEPC.COM	BUILDING:

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

The screenshot shows the 'Parking Request Detail' form. The 'LICENSE PLATE NO. (Required)' and 'VEHICLE STATE (Required)' fields are circled in blue. Below these fields is a section for selecting a person if requesting on behalf of someone else.

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

Type 4 characters to search

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)

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

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)

Search here...	Asset Type	Status	Start Date	Number of Days	REMOVE
<input type="checkbox"/> Parking Lot					
<input type="checkbox"/> 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)

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.