

Public Monthly Parking System

Registration Instructions

Important Notes

Payment must be made via credit or debit card. Autopay is required. Cash and checks are not accepted. **A minimum of 6 months** is required for the Public Monthly Parking Option.

A \$25 fee will be applied for each late payment. Late payments will result in account deactivation. No refunds or credits will be given for parking charges paid while your prox card is deactivated due to non-payment.

After 3 late payments, your account will be permanently disabled, and you will be restricted from using the Public Monthly Parking option.

Account Registration URL: <https://parking.syrairport.org/iPCP/user/registration>

1) You must register for an account.

Required fields are in red below. **Important:** You must select **PUBLIC PARKING** using the “Tenant” dropdown list, highlighted in yellow. If you do not complete this step, your registration will be invalid, and your account will be deleted. You will be directed to start the registration process over from the beginning.

Important! You must select your employer from the Tenant list.

First name *	Last name *	Tenant *	Username *
		Customer	
Email Address *	Email Confirmation *	Password *	Password (repetition) *

Salutation	Title	Language
Other		English (United States)

Security Question	Security Answer

Street	Street Additional	
Post-office Box	State	
Country	ZIP	City
United States		

Phone *	Mobile
Fax	Website

You need to activate your account after entering your personal information. You will receive a separate email for this purpose.

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- 2) Using the Parking Areas dropdown, select Garage. Select the Start Date and proceed to click Find Parking.

Please note that the Public Parking option is the only discount option for public parkers. If you select any other option as a public parker, your application will be rejected.

Important: Your billing for the first month will be prorated based on the number of days you use the service. For example, if you start on September 10th, you'll only be charged for the days from September 10th to September 30th. The cost for each day is calculated automatically by the system by dividing the monthly rate (\$325.00, for example) by the number of days in September (30 days).

Please enter entry and exit dates and time:

Location
Syracuse Hancock International Airport

Parking Area
Garage

Create contract with limited end date

Available from *

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/1/2026

Find parking

3) Select your parking option “Garage Public Monthly Parking” and click Book Now.

The screenshot shows a product selection interface. At the top, there is a progress bar with four icons: a calendar, a person, a shopping cart, and a lock. Below the progress bar, the text "Please select your preferred product:" is displayed. The main content area features a search bar with filters for "Starts on" (10/01/2026), "Parking Area" (Syracuse Hancock Int ...), "Vouchers" (Voucher Code), and "Sort By" (<Select>). A list of products is shown, with the first item being "Garage, Garage Public Monthly Parking". This item is highlighted with a blue background. It includes a car icon, the product name, a description "Public Monthly Parking product", start date "Starts on: Oct 1, 2026 12:00 AM", and a price of "\$ 325.00 (Monthly)". A green "Book now" button is located at the bottom right of the product card.

4) Enter your License Plate information by clicking “New” and then click Continue

The screenshot shows a "Select your preferred Drive-In Identification" interface. At the top, there is a progress bar with four icons: a calendar, a person, a shopping cart, and a lock. Below the progress bar, the text "Select your preferred Drive-In Identification" is displayed. The main content area features a search bar with filters for "Starts on" (Aug 25, 2025), "Parking Area" (Garage), "Product" (Garage Non-SRAA Empl ...), and "Vouchers" (\$ 85.00). A list of products is shown, with the first item being "Garage Non-SRAA Empl ...". This item is highlighted with a blue background. It includes a car icon, the product name, a description "Public Monthly Parking product", start date "Starts on: Oct 1, 2026 12:00 AM", and a price of "\$ 325.00 (Monthly)". A green "Book now" button is located at the bottom right of the product card.

5) Review your information and then select Checkout.

Please check your selection below and confirm the order:

Description	Subtotal
Parking contract, From October 2026 Syracuse Hancock International Airport/ Garage -> Garage Public Monthly Parking	\$ 325.00 / Monthly
Net Amount (due now)	\$ 0.00
Total Amount (due now)	\$ 0.00

Address
 Jason Mehl
United States
3153801332

[Change billing address](#)
[Set payment address](#)
[Set delivery address](#)

[Continue Shopping](#) [Checkout ->](#)

6) Enter your payment details in the next screen. Once entered, click Confirm.

Please enter your payment method:

ADVAM
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All credit card information entered on our site is protected by our 256-bit SSL Certificate. All credit card payments accepted through this site are processed securely by Advam, our Level 1 PCI DSS Compliant Payment Gateway provider.

Card type *
American Express

Card Holder Name *
Card Holder Name

Card Number *
Card Number

Expiry date *
01 26

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After completing the Checkout process, your account will be submitted to the SRAA Parking team for review and approval. Once approved, you will receive an automated email informing you that your application has been approved. After receiving that email, you will receive an email with instructions on how to pick up your new prox card. **You must bring a valid Identification to pick up your prox card.

If you have questions or need further assistance, please contact:

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