

# Requesting a Vehicle Pass

PERFORMED BY: COMPANY REPRESENTATIVE

## WHEN CAN I REQUEST A VEHICLE PASS?

Vehicle Pass Requests are submitted to the Airport Access/ID Office whenever you need new vehicle passes for the current or upcoming calendar quarter.

## HOW MUCH DO VEHICLE PASSES COST?

Vehicle Passes are \$5.00 per pass, up to \$100 per calendar quarter.

## IS THERE A LIMIT TO HOW MANY PASSES I CAN REQUEST?

There is no limit to the number of vehicle passes issued as long as all requested vehicles have an operational needed to be on the airfield and proper documentation is provided. See the Airport Badging webpage for vehicle permit requirements.

## STEP 1

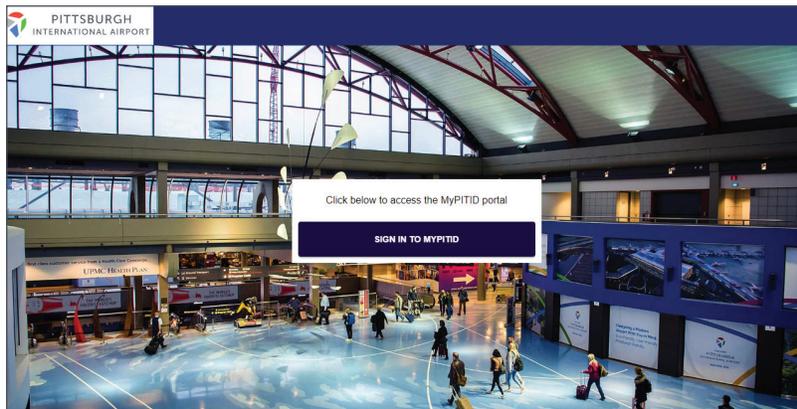
Inform your Authorized Signatory that you require vehicle passes.

Your Authorized Signatory will start the request and you will receive an email to complete the request.



## STEP 2

Click on the link in the email to navigate to <https://mypitidadmin.flypittsburgh.com>.



## NEED MORE HELP?

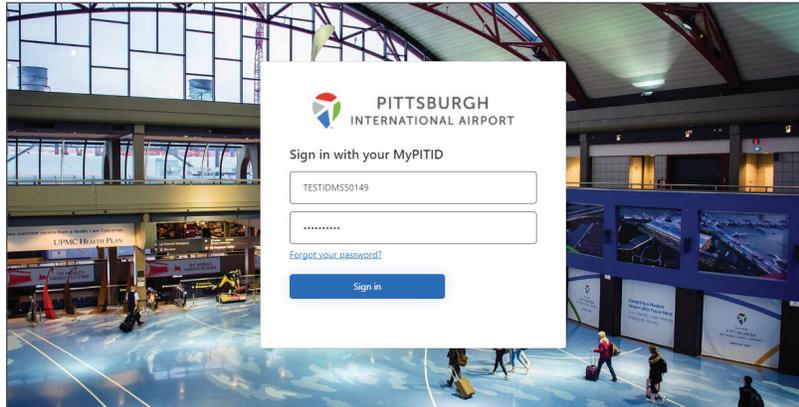
Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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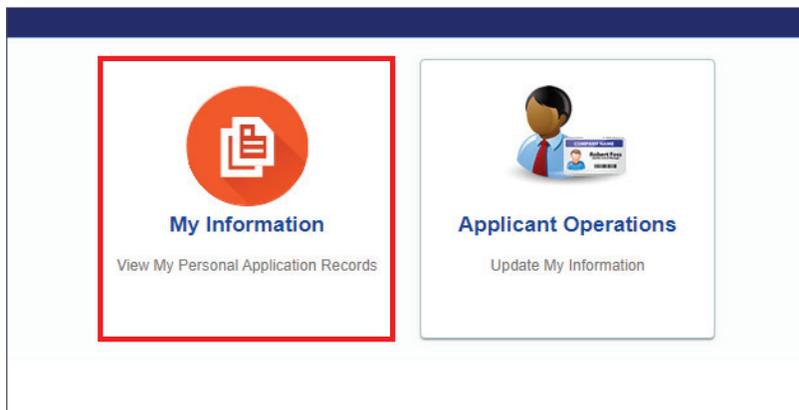
### STEP 3

Sign in to the MyPITID Portal using your MyPITID & Password.



### STEP 4

Select the **My Information** pod.



### STEP 5

Locate the draft 'Vehicle Pass Request' application and click the pencil action icon.

Application No	IDMS Id	Email	First Name	Last Name	Sponsor	Employer/Ag	Applicant Status	Date of Birth	Application For	Created By	Status	Created On	Actions
144478	TESTIDM...	IDMS FR...	FRED	FOREMAN	ABC CON...				Vehicle P...	AUDRAA...	Draft	02/03/2023	
144109	TESTIDM...	IDMS FR...	FRED	FOREMAN	ABC CON...	ABC CON...		08/12/1992	Badge Ap...	AUDRAA...	Approved	01/27/2023	

#### NEED MORE HELP?

Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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## STEP 6

Fill in all required information including Vehicle Details, Certificate of Insurance Valid Till date and Reason for Permit Request.

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Vehicle Pass Request

Contact Information

First Name: FRED, Last Name: FOREMAN, IDMS ID: TESTIDMS0149, Email: IDMS.FREDFOREMAN@YOPMAIL.COM

Application History

Primary Details

Vehicle Details +, Certificate of Insurance Valid Till \* (MM/DD/YYYY), Reason For Permit Request

Back, Submit

## STEP 7

Click the + icon next to Vehicle Details to add the Make, Year and License plate for each vehicle for which you are requesting a pass. Click 'Add' to enter additional vehicles, and click 'Close' when finished.

Vehicle Details

Vehicle Information

Make, Year, License Plate \*

Close, Add

## STEP 8

Click the paperclip icon to upload copies of all required documents, including a copy of the current registration or rental agreement for each vehicle and a current copy of the Certificate of Insurance from your company.

Upload Documents

Please upload documents as required

Attachment \*, Document Type \*, Short Description, Upload

Documents (0)

Select all

### NEED MORE HELP?

Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



## STEP 9

Agree to abide by Airport Safety Rules and Regulation. Once everything is complete, click **Submit**.

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Vehicle Pass Request

TESTIDMS0149 IDMS.FREDFOREMAN@YOPMAIL.COM

Application History Upload Documents (0)

Primary Details

Vehicle Details + Certificate of Insurance Valid To \* MM/DD/YYYY

Reason For Permit Request

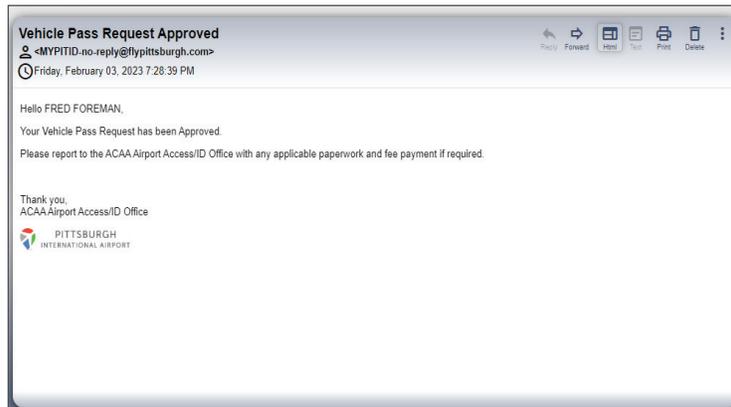
VEHICLE PASS MUST BE DISPLAYED ON VEHICLE DASHBOARD, PASSES ARE NOT TRANSFERABLE

I AGREE TO ABIDE BY ALL AIRFIELD SAFETY AND EMERGENCY PLANNING RULES AND REGULATION

Back Submit

## STEP 10

When the Airport Access/ID Office approves the vehicle pass request, you will receive an email to report to the Airport Access/ID Office to pick up your passes. Please also remember to bring payment if required.



### NEED MORE HELP?

Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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