

# RAPIDGate Program

MCB Camp Lejeune & MCAS New River

[www.RAPIDGate.com](http://www.RAPIDGate.com) Phone: 1-877-727-4342

RAPIDGate Office Camp Lejeune: 910-450-5977

We encourage you to explore the RAPIDGate website to gain further knowledge about the program and pricing.

# of Installations your company will be enrolling for:	Annual Company Enrolling Fee:	Annual Employee Registration Fee:
1 Single Installation	\$199 per company	\$179 per employee
Multiple Installations	\$249 per company	\$219 per employee

\*\*\*Most contractors, vendors, and suppliers do work on both installations and will need to enroll as a Multi-Facility Company\*\*\*

Prior to enrolling, you should establish a RAPIDGate Company Administrator (RCA). This employee will be responsible for managing the RAPIDGate Program for your company. RCA duties include approving/removing employees, providing payment and billing, completing the Company Enrollment Form, etc. Your RCA is the person who receives receipts, credential pickup notifications, other program notifications, phone calls and emails from Eid Passport.

You will also be asked to provide a Tenant Sponsor for each installation for which you work. Use T.A. Wood's Tenant Sponsor. Information as follows:

Tenant Sponsor Information for:	MCB Camp Lejeune	MCAS New River
Access Policy:	Full Access: 24/7	Full Access: 24/7
Organization:	ROICC Camp Lejeune	ROICC MCAS New River
Name:	Michael W. Jackson	Michael W. Jackson
Title:	Office Automation Assistant	Office Automation Assistant
Phone:	Phone: 910-451-2581 ext. 5259	Phone: 910-451-2581 ext. 5259
Email:	michael.w.jackson1@navy.mil	michael.w.jackson1@navy.mil
Contract # & Expiration Date:	N40085-14-D-7745 Exp: 10-Sept-2019	N40085-14-D-7745 Exp: 10-Sept-2019

\*\*\*Once your company is enrolled and received your Company Code (can take 1-3 weeks), you will use your Company's Code to register for a RAPIDGate Credential. See Steps for registering.

## Steps for employees to register for a RAPIDGate Credential:

1. Registration location: Small brick bldg. to the Right of the Pass & Id Trailer at Camp Lejeune
  - Hours: Mon-Fri 6am-2:30pm
  - No appointments - \*might have to wait in line\*
  - Takes approx. 5min to register once you're at the Kiosk
2. Information you need to register at the kiosk:
  - Your Company's Code (xxxxxxxxxx)
  - Your personal information: Name (Exactly as it appears on your DL) / Address / Phone # / Social Security #
  - Primary Location: Either MCB Camp Lejeune or MCAS New River
  - Contract #: N40085-14-D-7745 Expiration Date: 10-Sept-2019
  - Tenant Sponsor Information: (use table on pg. 1)
3. The kiosk will take your photo and finger print.
4. You will be asked for payment at the Kiosk. You have the option to pay right there with a Credit Card or "Invoice the Company."
5. You will leave and not return until your RCA receives an email from RAPIDGate saying your credential is ready to be picked up. There will be a link in the email to schedule an appt to pick up your credential. It is recommended that you make an appointment to lessen wait time.
6. 2 forms of ID (DL & SSC) are required to pick up your credential at the RAPIDGate Office.
7. Your current Vehicle Pass will be honored until it expires! Vehicle passes will still be issued at the Pass & ID trailer. Take your new credential with your registration and insurance to the trailer to get your vehicle pass.

**It can take 1-3 weeks from the time you enroll online to the time you receive your Company Code! It can take 2-6 weeks from the time you register at the kiosk to the time you receive an email that your credential is ready. This is why it is imperative that your company begin this process as soon as possible in order to comply.**