

Purchase a Parking Permit

Mobile Application Instructions



MOUNT ROYAL UNIVERSITY
Parking Services

Semester Permits

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Special Access Permits

Page 8

Residence Permits

Barrier Free Permits

Annual Permits

Payroll Deduction Permits



MOUNT ROYAL UNIVERSITY
Parking Services

Semester Permits

STEP 1

- Open the HotSpot App
- Sign into HotSpot
- Open the menu from the top left corner
- Select Purchase a Permit

Special Access Permits

Change View

Mount Royal University

Welcome to HotSpot. Save time, money and do good today.

Total Savings
\$0.00
[Learn More](#)

Wallet Balance
\$0.00
[Add Funds](#)

My Community Donations
\$0.00
[Learn More](#) [Donate](#)

User ID 100048846

Home Parking Transit Permits

Manage My Account

Parking

Manage My Vehicles

Resolve a Parking Ticket

Kindness Meter

Permits

My Permits

Purchase a Permit

Transit

Purchase Tickets & Passes

My Transit Passes

Transit Schedule

CAA

Roadside Assistance

Permits

Semester Permits

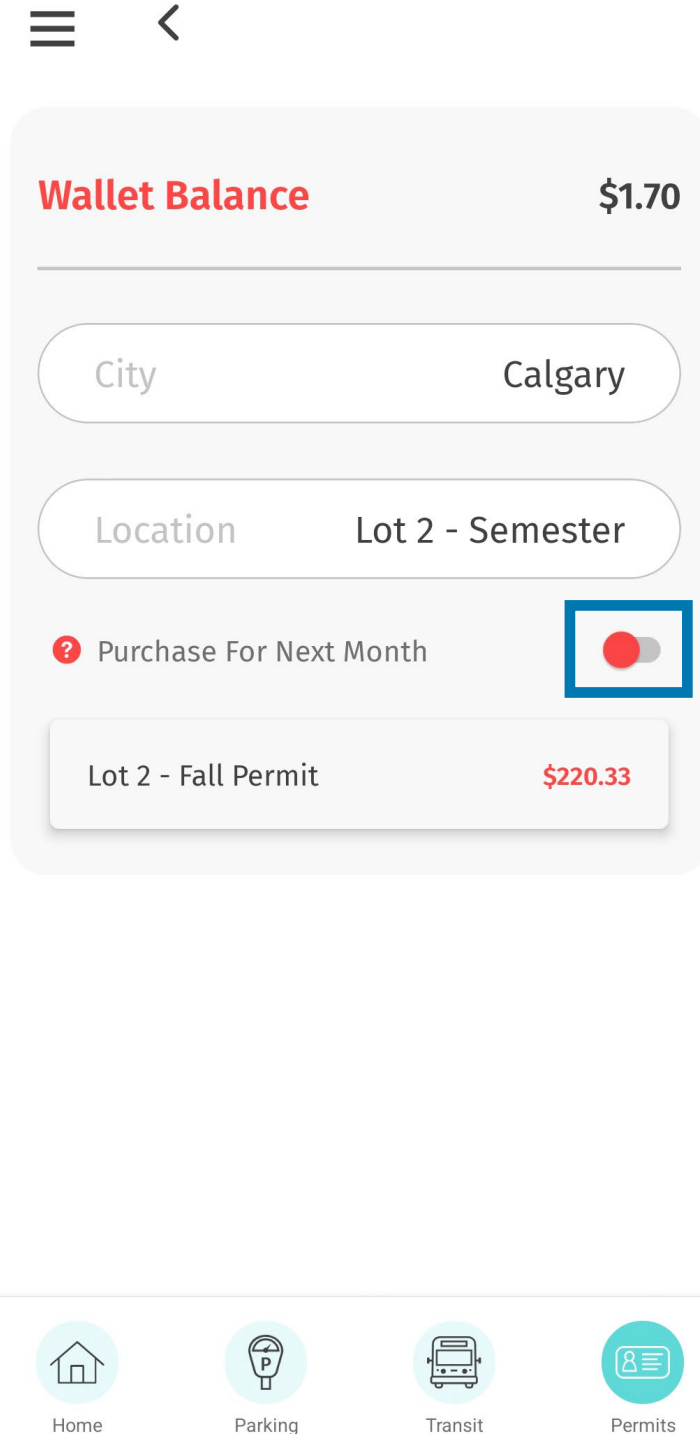
STEP 2

Select:

- **City:** Calgary
- **Location:** Lot Name – Semester
- Select the permit desired to purchase.

When purchasing a Fall permit before September 1, ensure to select the toggle beside “Purchase for Next Month”.

Spring and Summer permits are found in the location “Campus Wide Parking”



The screenshot shows the app interface for purchasing a permit. At the top, there is a menu icon (three horizontal lines) and a back arrow. Below this, the 'Wallet Balance' is displayed as '\$1.70'. A horizontal line separates this from the selection options. The 'City' is set to 'Calgary' and the 'Location' is set to 'Lot 2 - Semester'. A toggle switch for 'Purchase For Next Month' is shown in the 'off' position (red circle on the left), and this toggle is highlighted with a blue square. Below the toggle, a card displays 'Lot 2 - Fall Permit' with a price of '\$220.33'. At the bottom of the screen, there is a navigation bar with four icons: Home (house), Parking (P sign), Transit (bus), and Permits (person with list).

Semester Permits



A new page will be displayed. Carefully review the information. Permit costs are prorated daily.

At the bottom:

- Enter the permit holder's full name
- Select the checkbox to agree to the terms and conditions
- Select Purchase, the system will charge the credit card on the account.

Buy a Permit

Please review carefully. Once your payment is confirmed, you will receive an email with your parking permit information.

Digital Parking Permit

City: Calgary

Lot: [blurred]

Permit: [blurred]

Start Date: [blurred]

End Date: [blurred]

Vehicle: [blurred] ?

Add Vehicle +

Sub Total	[blurred]
Taxes	[blurred]
Service Charge	[blurred]
Total	[blurred]

Attention:

This permit requires name verification in order to qualify, please verify your name below. Failure to do so may result in your permit being revoked.

By checking the checkbox, you agree for the city to access and view your personal information with the permit.

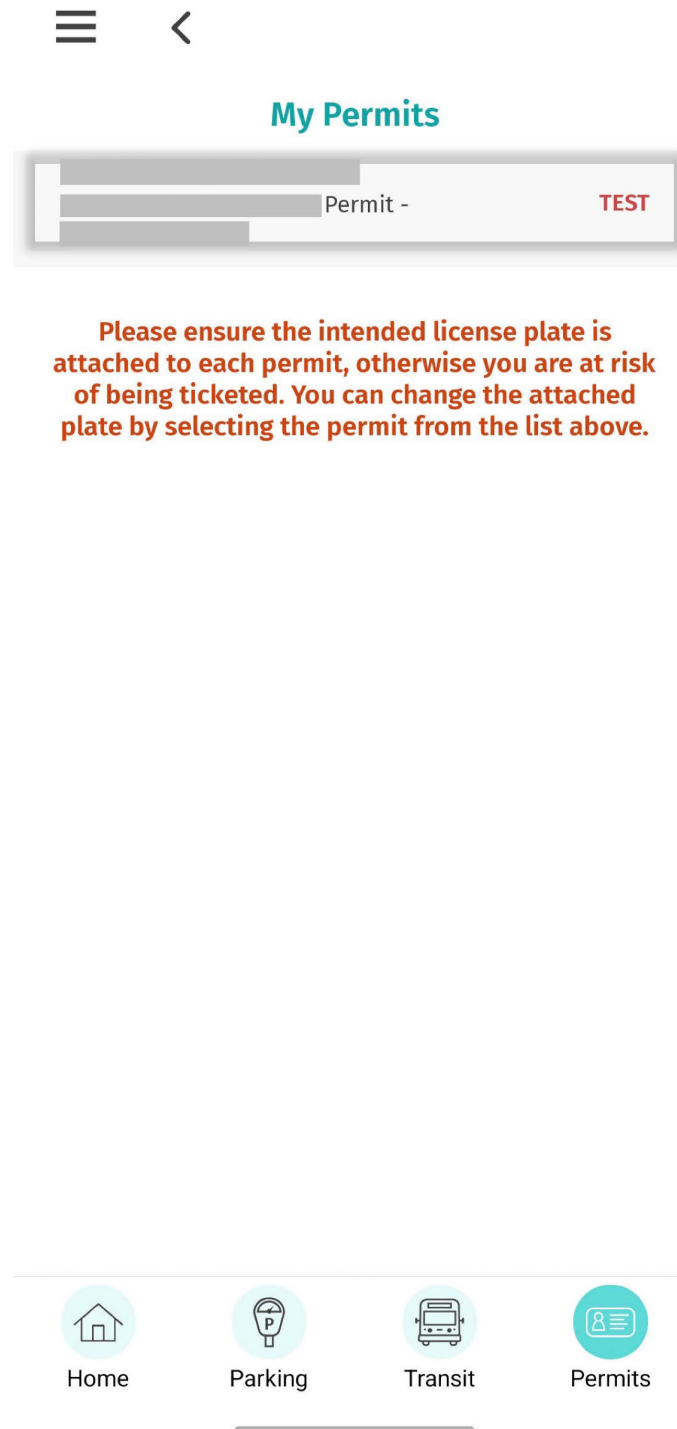
Purchase

Semester Permits

STEP 4

The system will then display the My Permits page showing the active permit.

To change the plate on the permit, follow the steps on the next page.



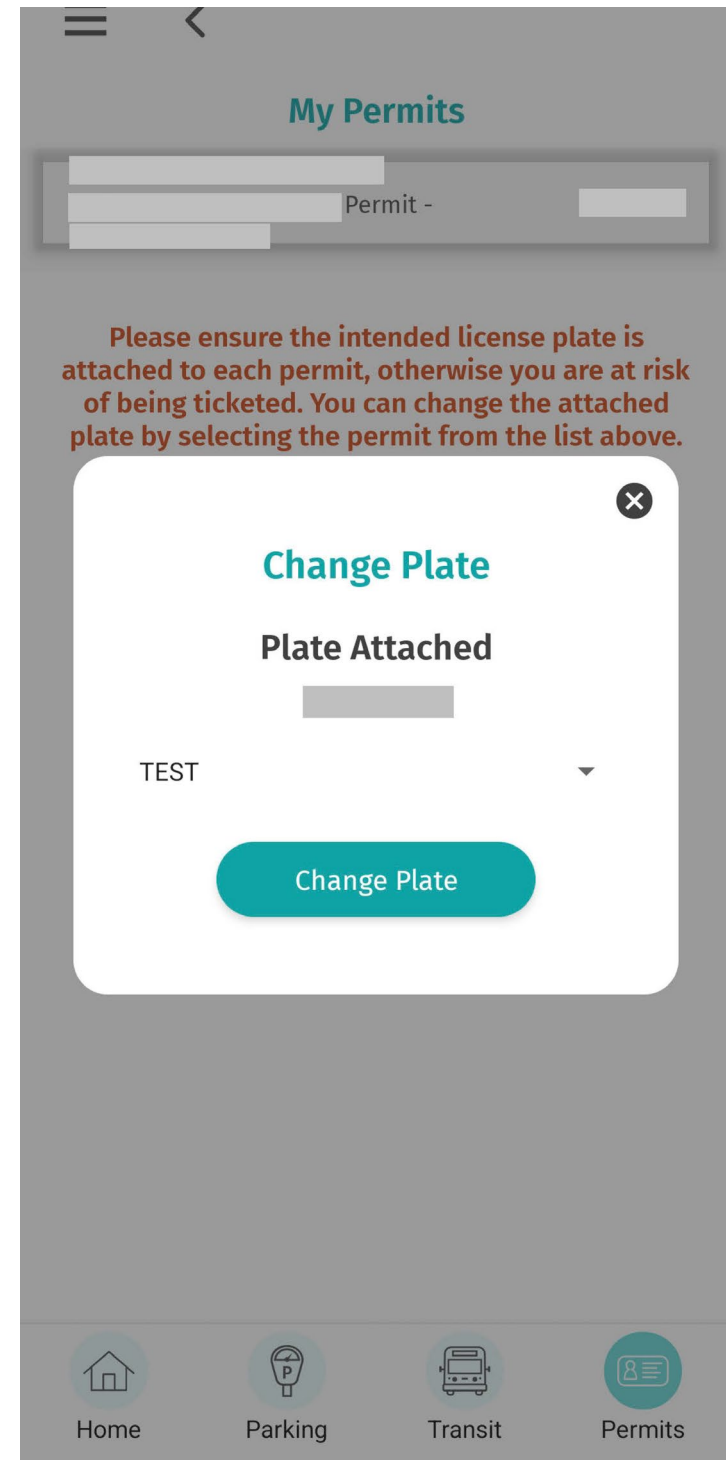
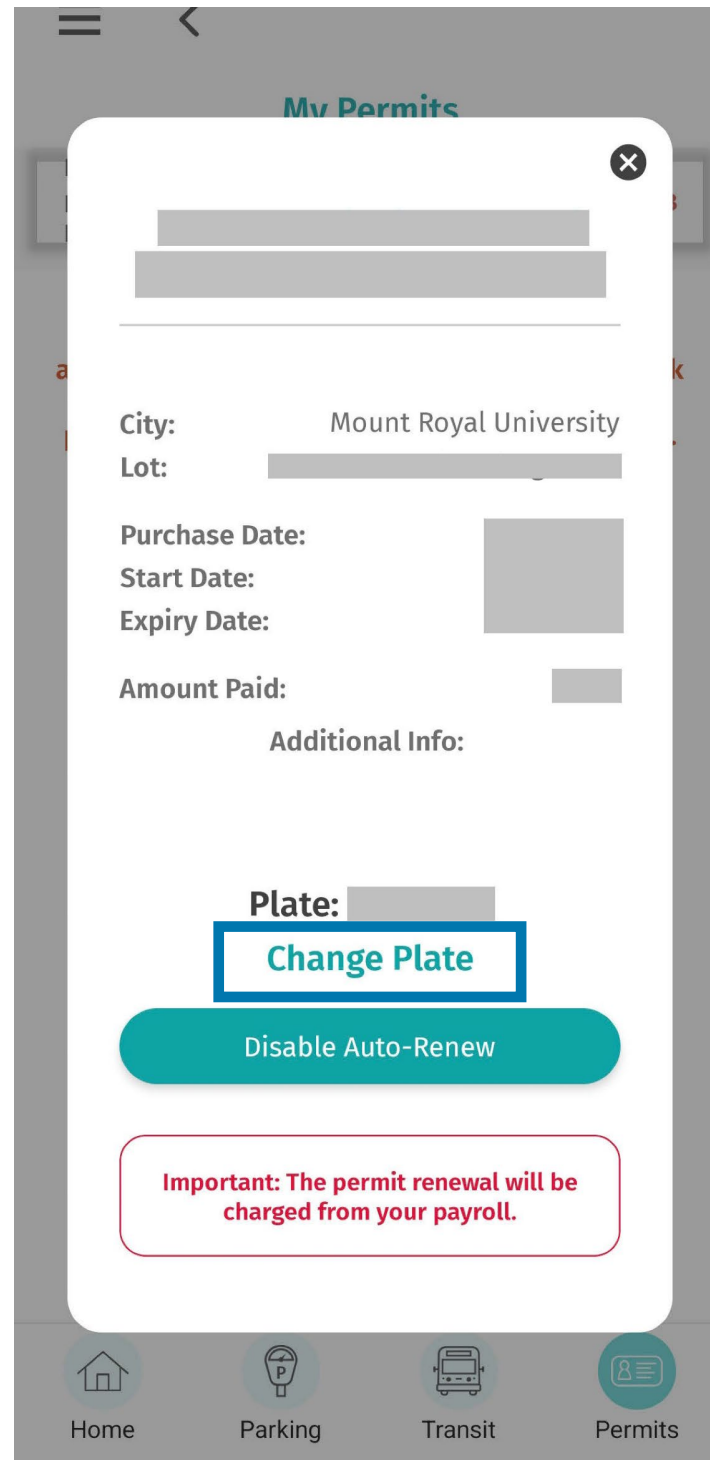
Semester Permits

STEP 5

When you select the permit on the My Permits page, it will display the permit details in a pop up window.

To change the plate on your permit:

1. Go to the menu and select, Manage my Vehicles
2. Add the new license plate to your account, do not include a space or dash
3. Go to the My Permits section
4. Select your permit
5. Select the Change Plate button
6. Select the new plate from the drop down menu
7. Select Change Plate



Special Access Permits

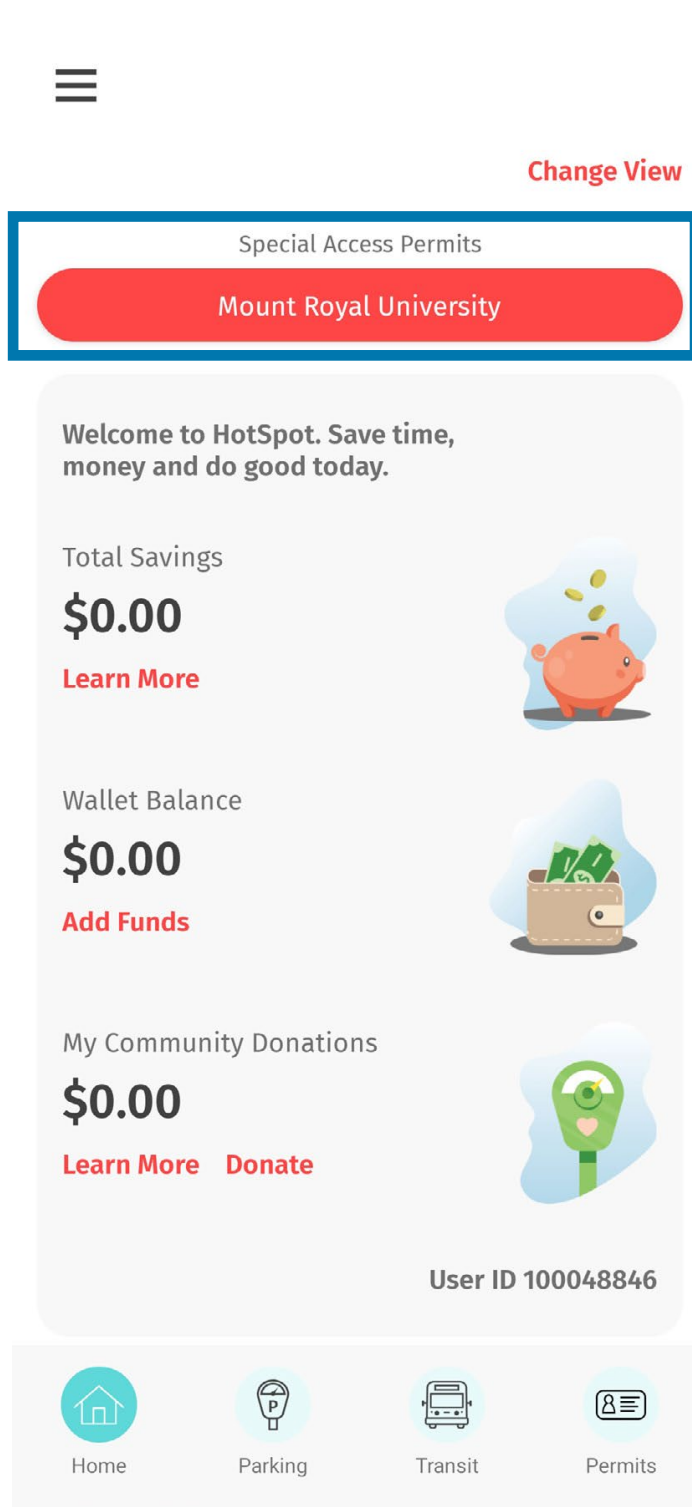
STEP 1

Some permits are restricted to specific individuals. These permits are:

- Residence Permits
- Barrier Free Permits
- Annual Permits
- Payroll Deduction Permits

For someone to purchase these permits, their email address must be given access to the permit.

If your HotSpot has access to one of these permits, it will show a **Mount Royal University** button under a section called **Special Access Permits on the HotSpot homepage.**



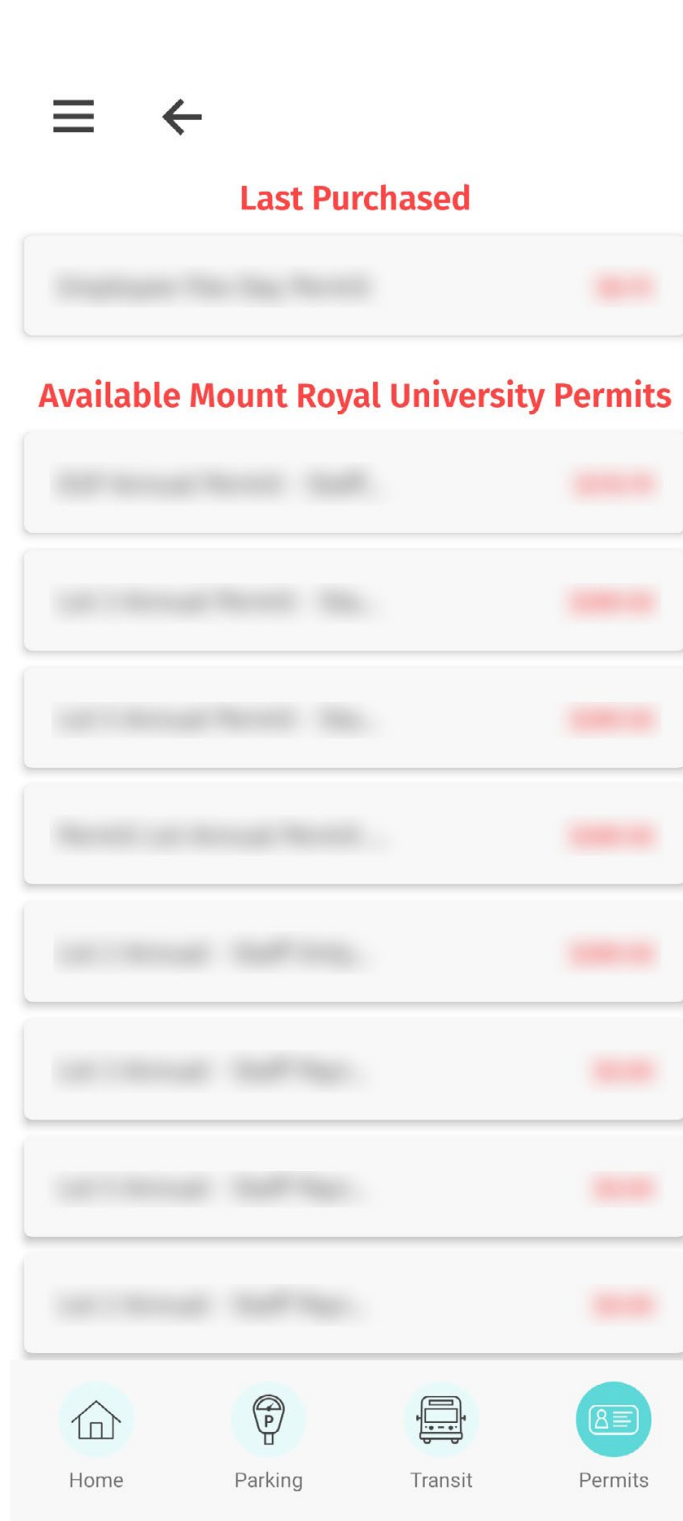
The screenshot shows the HotSpot app interface. At the top, there is a hamburger menu icon and a "Change View" link. Below this is a section titled "Special Access Permits" with a red button labeled "Mount Royal University". The main content area displays three financial metrics: "Total Savings" at \$0.00 with a "Learn More" link and a piggy bank icon; "Wallet Balance" at \$0.00 with an "Add Funds" link and a wallet icon; and "My Community Donations" at \$0.00 with "Learn More" and "Donate" links and a lightbulb icon. At the bottom right, the "User ID 100048846" is displayed. The bottom navigation bar contains four icons: Home, Parking, Transit, and Permits.

Special Access Permits

STEP 2

When you select the **Mount Royal University** button under **Special Access Permits on the HotSpot homepage**, it will open a list of permits that your account has access to.

Find the permit you would like to purchase and select it from the list displayed. You may need to scroll down to see all the permits.



Special Access Permits

STEP 3

A new page will be displayed.
Carefully review the information.
Permit costs are prorated daily.

At the bottom:

- Enter the permit holder's full name
- Select the checkbox to agree to the terms and conditions
- Select Purchase, the system will charge the credit card on the account.

Payroll permits also have a toggle button that can be selected to turn on the automatic renewal of the parking permit once it expires. The toggle is found under the vehicle details.

Buy a Permit

Please review carefully. Once your payment is confirmed, you will receive an email with your parking permit information.

Digital Parking Permit

City: Calgary

Lot: [Redacted]

Permit: [Redacted]

Start Date: [Redacted]

End Date: [Redacted]

Vehicle: [Redacted] ?

Add Vehicle +

Sub Total	[Redacted]
Taxes	[Redacted]
Service Charge	[Redacted]
Total	[Redacted]

Attention:

This permit requires name verification in order to qualify, please verify your name below. Failure to do so may result in your permit being revoked.

By checking the checkbox, you agree for the city to access and view your personal information with the permit.

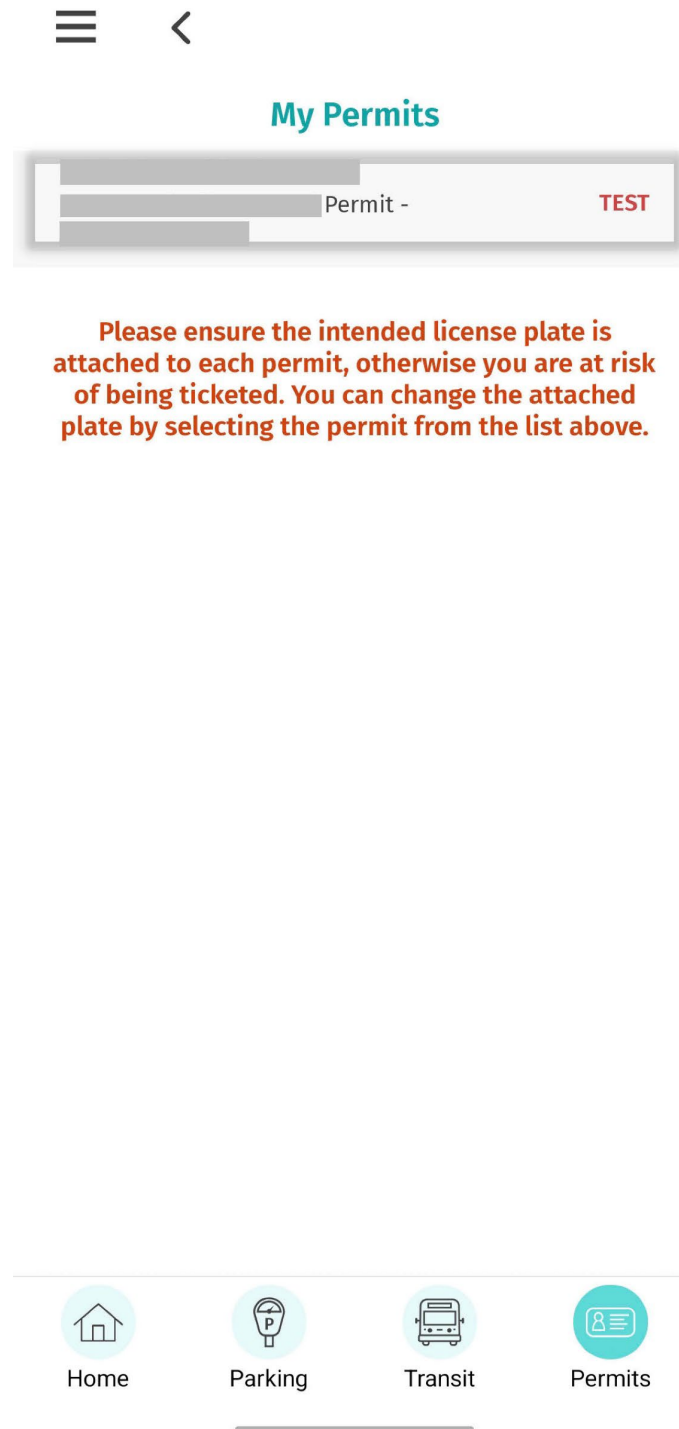
Purchase

Special Access Permits

STEP 4

The system will then display the My Permits page showing the active permit.

To change the plate on the permit, follow the steps on the next page.



Special Access Permits

STEP 5

When you select the permit on the My Permits page, it will display the permit details in a pop up window.

To change the plate on your permit:

1. Go to the menu and select, Manage my Vehicles
2. Add the new license plate to your account, do not include a space or dash
3. Go to the My Permits section
4. Select your permit
5. Select the Change Plate button
6. Select the new plate from the drop down menu
7. Select Change Plate

You can also adjust Auto-Renew from this pop up window.

If the button says:

- Disable Auto-Renew, the permit will automatically renew.
- Enable Auto-Renew, the permit will expire on the expiry date.

