

# Purchase a Parking Permit

## Website Instructions



MOUNT ROYAL UNIVERSITY  
Parking Services

**Semester Permits**

**Page 3**

**Special Access Permits**

**Page 7**

Residence Permits

Barrier Free Permits

Annual Permits

Payroll Deduction Permits

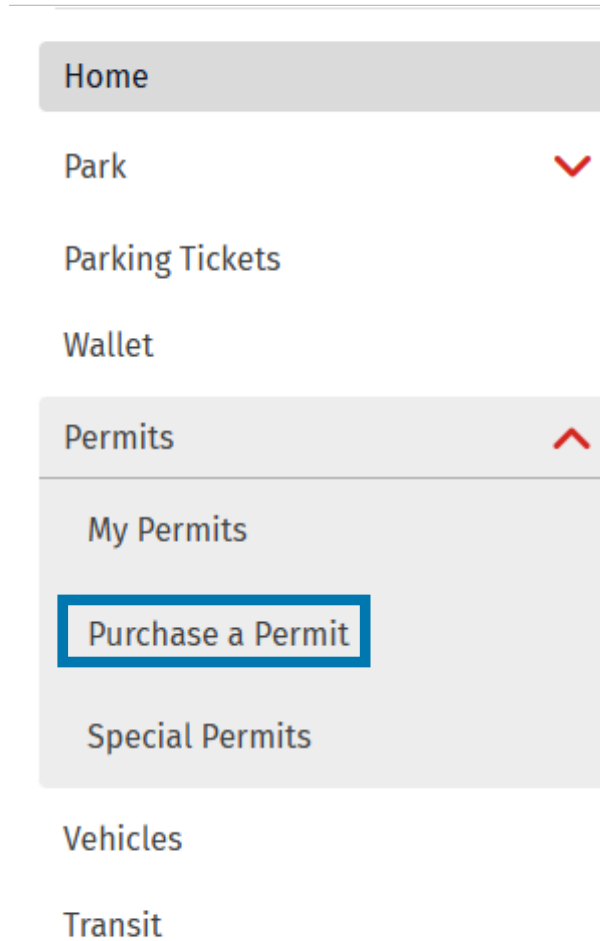


MOUNT ROYAL UNIVERSITY  
**Parking Services**

## Semester Permits

# STEP 1

- Sign into HotSpot
- From the homepage
- Click “Permits”
- Select “Purchase a Permit”



Welcome to HotSpot. Save time, money, &

### Your Overview



Total Savings

**CA\$8.26**

[Learn More](#)

## Semester Permits

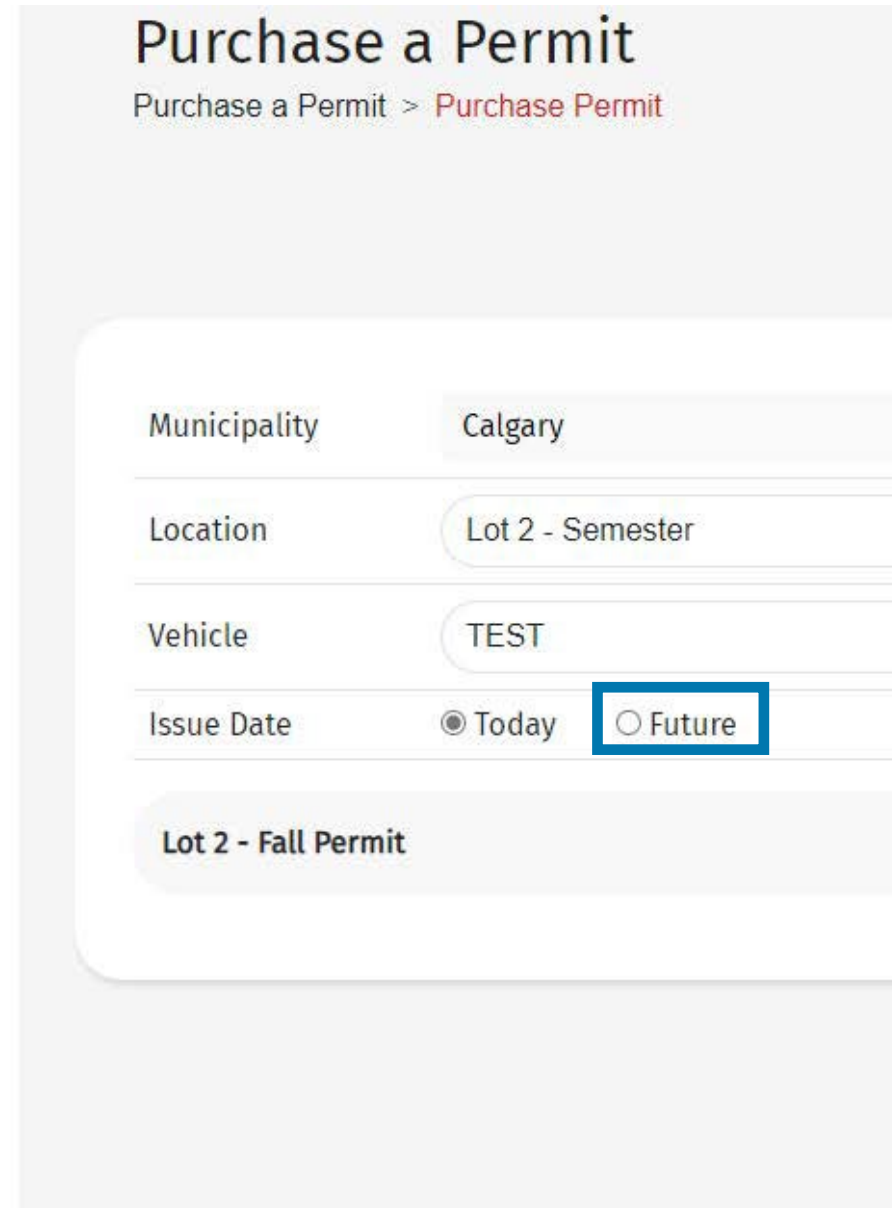
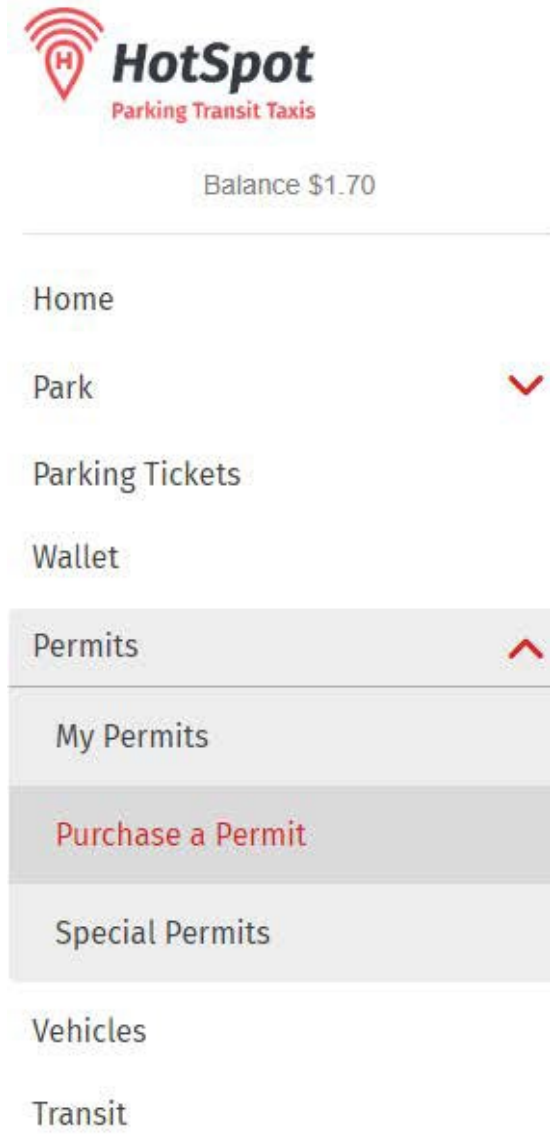
# STEP 2

### Select:

- **City:** Calgary
- **Location:** Lot Name – Semester
- **Issue Date:** choose “Future” when purchasing a Fall permit before September 1.

Select the permit desired to purchase.

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



## Semester Permits

# STEP 3

A pop up 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

## Purchase a Permit

Purchase a Permit > Purchase Permit

Municipality: Calgary

Location: Lot A - Semester

Vehicle: TEST

Issue Date:  Today  Future

Lot A - Winter Permit

## Digital Parking Permit

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

City: Calgary

Lot: Lot A - Semester

Permit: Lot A - Winter Permit

Start Date:

End Date:

Vehicle: TEST

Full Cost	<input type="text"/>
Difference	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Taxes	\$ <input type="text"/>
Service Charge	\$0.00
<hr/>	
Total	\$ <input type="text"/>

### 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 box, you agree to the [terms and conditions](#), including the right for the permit provider to access and view your personal information with the permit.

Purchase

## Semester Permits

# STEP 4



Balance CA\$1.70

Home

Park

Parking Tickets

Wallet

Permits

**My Permits**

Purchase a Permit

Special Permits

Vehicles

Transit

## My Permits

My Permits > All Permits

### Lot A - Winter Permit

Active Plate:

**TEST**

City:	Mount Royal University	Amount Paid:	CA\$
		Tax Paid:	CA\$
Lot:	Lot A - Semester	Total Paid:	CA\$

Purchased Date: [ ]  
Start Date: [ ]  
Expiry Date: [ ] at Midnight

Email Receipt

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

### To change the plate on the permit:

1. Go to Vehicles from the menu
2. Add your new vehicle/license plate to your account.
3. Go to Permits > My Permits
4. Your permit will be in a green box, the current plate linked to the permit will be in red under "Active Plate".
5. Click on your plate number and it will bring up a drop down with the license plates on your account.
6. Choose the license plate you want your permit linked to.

# 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.

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

Your Overview

Parking



Total Savings  
\$0.00



Wallet Balance  
\$0.00



My Community  
Donations  
\$0.00

Special Access Permits

Mount Royal University

## 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 select the “Expand” button to see all the permits.

## Mount Royal University

### Last purchased

[Blurred permit details] >

### Available Mount Royal University permits

[Blurred permit details] >

[Blurred permit details] >

[Blurred permit details] >

[Blurred permit details] >

[Blurred permit details] >

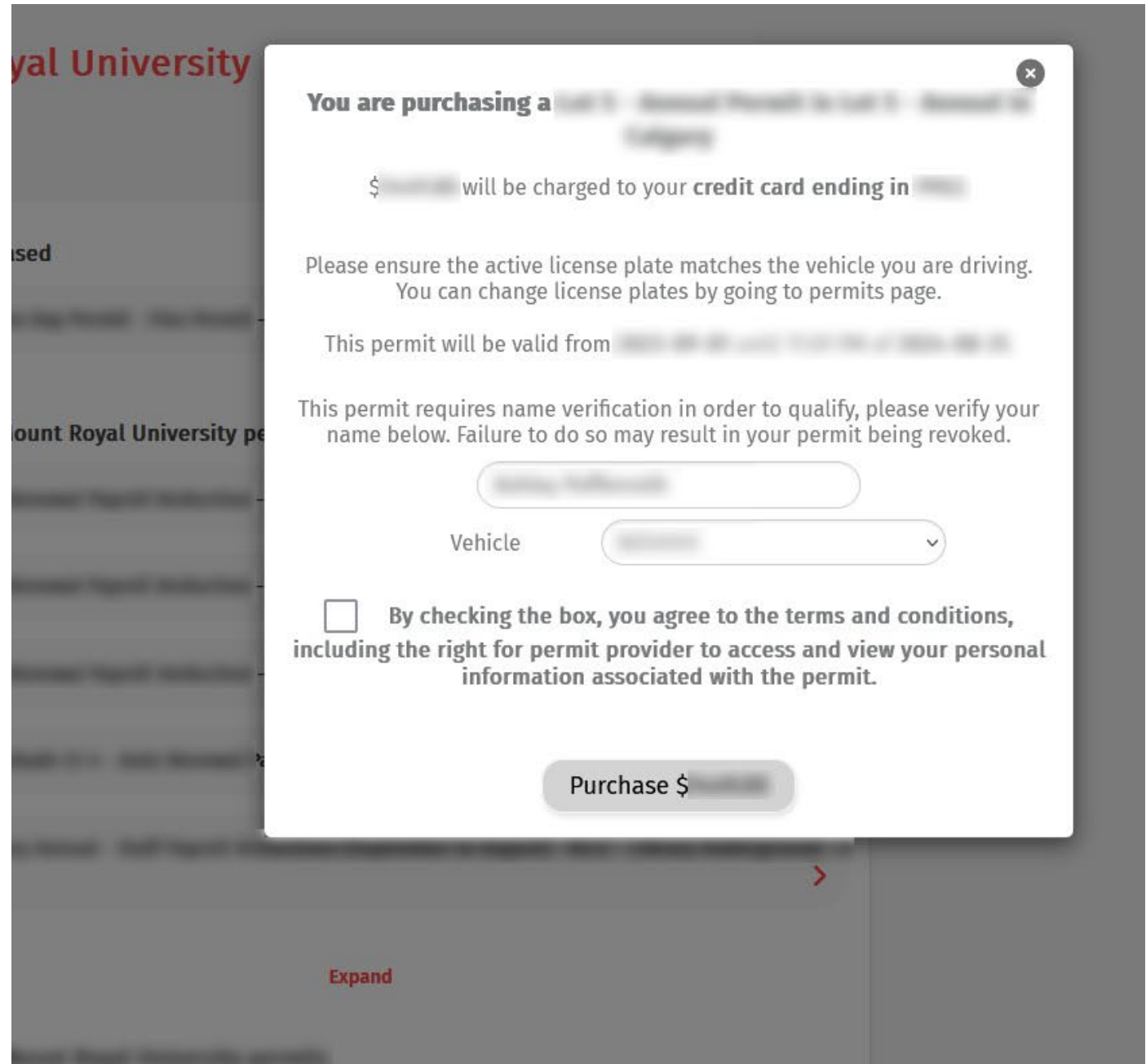
**Expand**

## Special Access Permits

# STEP 3

When you select a permit from the list, it will display a pop up window with the permit details. You need to select the checkbox to agree to the terms and conditions and then select purchase.

Payroll permits also have a checkbox that can be selected to turn on the automatic renewal of the parking permit once it expires.



# Special Access Permits

## STEP 4

After the purchase the system will display the My Permits page showing the active permit in green.

### To change the plate on the permit:

1. Go to Vehicles from the menu
2. Add your new vehicle/license plate to your account.
3. Go to Permits > My Permits
4. Your permit will be in a green box, the current plate linked to the permit will be in red under "Active Plate".
5. Click on your plate number and it will bring up a drop down with the license plates on your account.
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Balance CA\$1.70

Home

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## My Permits

My Permits > All Permits

### Lot A - Winter Permit

Active Plate:

TEST

City:	Mount Royal University	Amount Paid:	CA\$
		Tax Paid:	CA\$
Lot:	Lot A - Semester	Total Paid:	CA\$

Purchased Date: [ ]  
Start Date: [ ]  
Expiry Date: [ ] at Midnight

Email Receipt