

## How do I get started?

1. Download the HotSpot app on your smartphone from the [App Store](#) or [GooglePlay](#).
2. Open the app.
3. Press **Get Started**.
4. Enter your details:
  1. Type your full name and press **Next**.
  2. Type your email address and press **Next**.
  3. Enter a password and press **Next**.
  4. Enter your mobile phone number and press **Next**.
    - A code is texted to your phone.
  5. Enter the code and press **Next**.
  6. Select your province.
  7. Select your city.
  8. Select **Parking** as your user preference and press **Next**.
5. Select a membership (required for daily parking):
  1. Press **Add Membership**.
  2. Swipe through the membership options and read the descriptions.
  3. Press **Select Plan** under the plan you want.
  4. Press **Add Funds** and select an amount.
  5. Press **Yes, sign me up** and then click **Yes** to confirm.
  6. Click **Okay** on the Success message.
6. Add a credit card
  1. Type your card number, expiry date, and CVC. Press **Add Card**.
7. Add your vehicle:
  1. Click **Add Vehicle**.
  2. Enter your car's details and press **Add Vehicle**.
    - Note: Nickname is not a mandatory field. It can be used to easily identify a vehicle if a user has multiple vehicles.
  3. Verify that you entered your plate correctly and press **Yes**.

## How do I add more funds to my wallet?

1. Locate the **Add Funds** button under Wallet Balance on the Home screen.
2. Press **Add Funds**.
3. Choose a pre-set amount.
4. Press **Add Funds**.
5. Press **Use This Card** to use the credit card on your file.
6. If you want to use a different card, press **Add Card** and follow the instructions.
7. Press **Yes** and then **Okay** to confirm.

## How pay for daily parking?

1. Go to the **Parking** Tab, located at the bottom of the screen.
2. Ensure you are on the **Meter** tab.
3. Locate the meter number, found on the HotSpot signs in the parking lot.
  - Lot 2 – 1000
  - East Gate Parkade – 5000
  - Lot 6A (Library) – 2000
  - Lot A – 7000
  - RMCCCL
4. Enter the **Meter Number**.
5. Press the time field, use the drop down menu in the pop up to select the amount of time you want to park.
6. Ensure the city is **Calgary**
7. Press **Park**.
8. Ensure the time is counting down and is the amount of time you chose.

You have now parked with HotSpot!

This is the opening page of the app.  
Press Get Started to create an account.



**HotSpot**

Parking. Transit. Taxi.

Already a member? Sign In.

Email

Password



Sign In

[Forgot Your Password?](#)

Not a Member? [Get Started](#)



**HotSpot**

Easy Going

**Your Email Address**

Please enter your email address.

Email

Next

[Return to Start](#)



**HotSpot**

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### Choose a Password

- At least 6 characters in length
- A minimum of one lowercase and one uppercase letter
  - At least one number
  - At least one special character (@#\$\$%^&\*)

Next

[Return to Start](#)



**HotSpot**

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### Phone Number

Please enter your 10 digit mobile phone number below.  
We will send you a code via text to confirm your account.

Next

[Return to Start](#)



**HotSpot**

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Select your Province

- Alberta →
- British Columbia →
- Manitoba →
- New Brunswick →
- Newfoundland and Labrador →
- Nova Scotia →
- Ontario →
- Prince Edward Island →
- Quebec →
- Saskatchewan →

Return to Start



**HotSpot**

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Select your City

- Calgary →



**HotSpot**

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**Select your user preference**

I'll be using HotSpot primarily for:

Parking

Next

This setting can be changed at any time in your app settings.

[Return to Start](#)

**HotSpot**  
Easy Going

**Select your user preference**

In order to create an account, you must agree to our [Terms of Service and Privacy Policy.](#)

I accept the Terms of Service and Privacy Policy

Submit

**Choose a Membership Plan**

**Annual Plan (Full Access)** Best Value

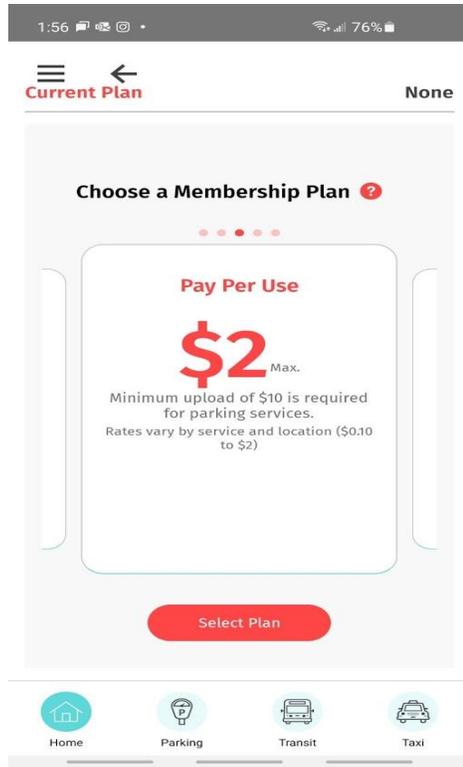
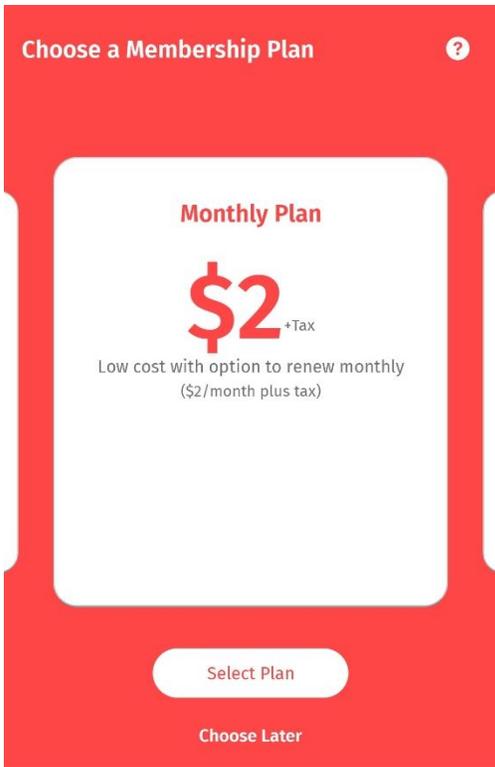
**\$20** <sup>+Tax</sup>

Save \$4 with our Annual Membership (\$1.67/month plus tax billed annually)

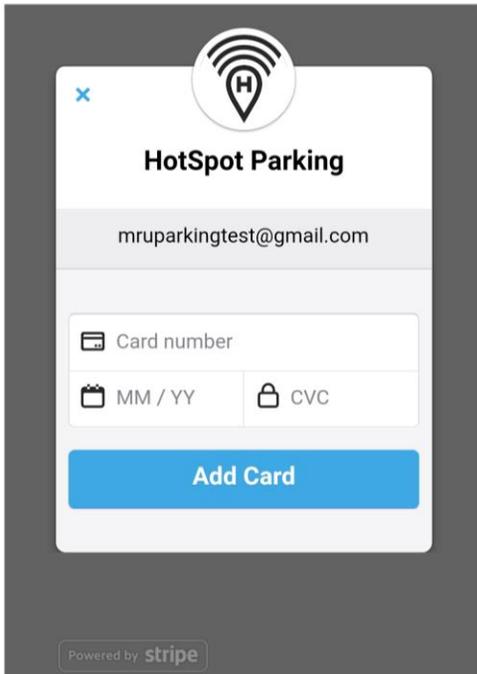
Select Plan

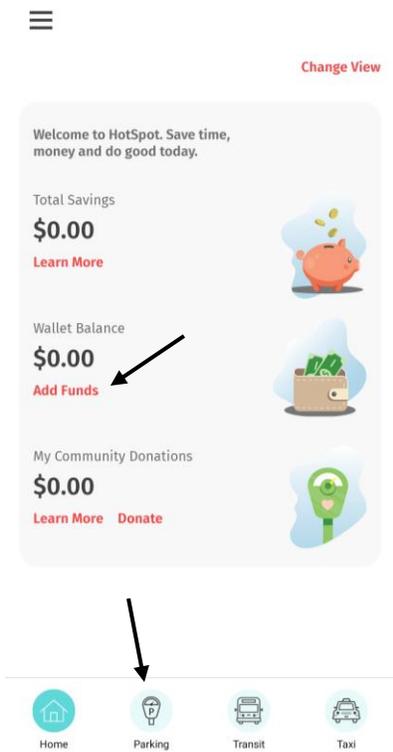
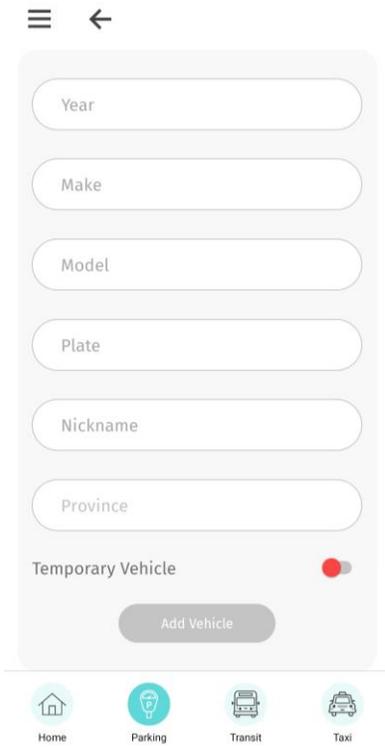
Choose Later

These are all the membership options available. One must be chosen to use Daily Parking.

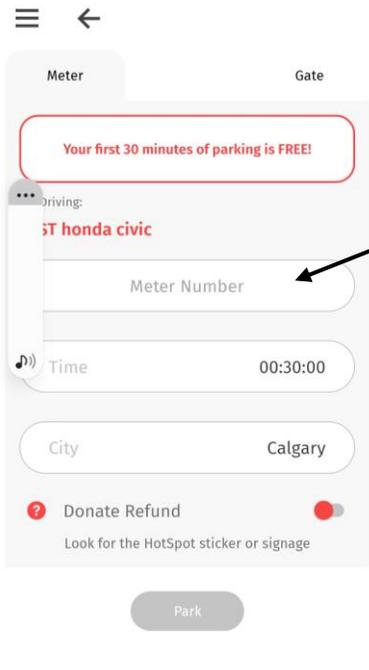


Add Credit Card



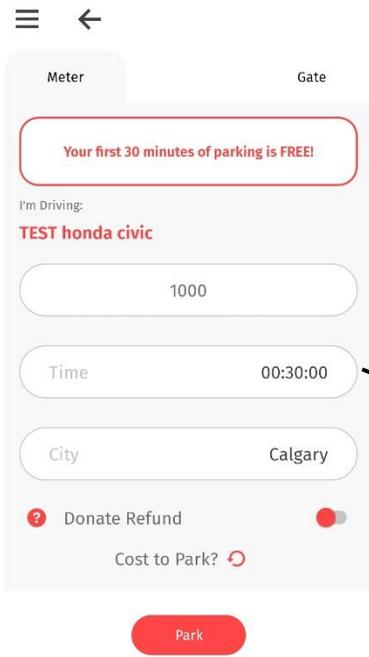


This shows the home page. Press Add Funds to add money to your wallet. Press the parking tab at the bottom to get to the daily parking screen.



This is where you input the Meter Number for the parking lot.

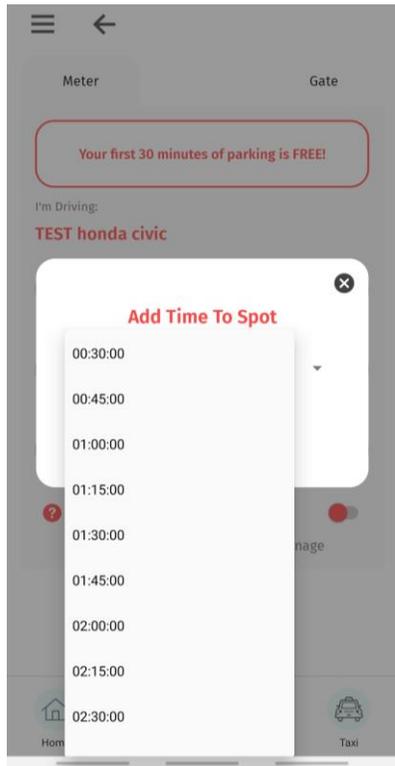
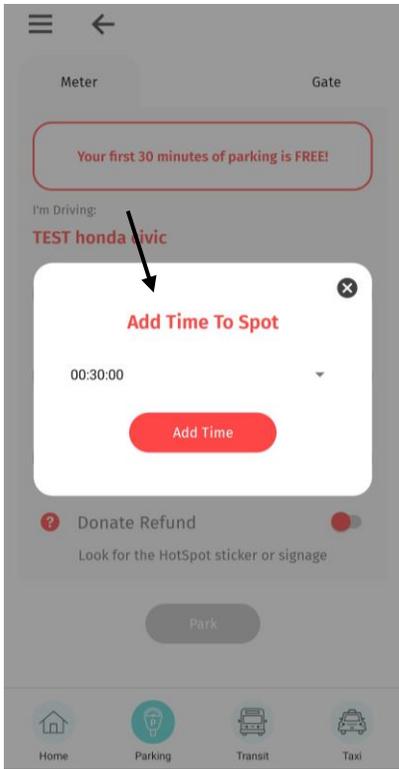
- 1000 – Lot 2
- 5000 – East Gate Parkade
- 2000 – Lot 6A (Library)
- 6000 - RMCCL

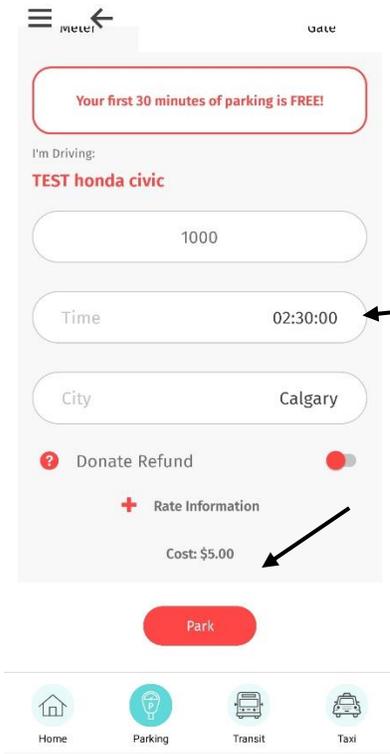


This is how you add more time to your parking session.

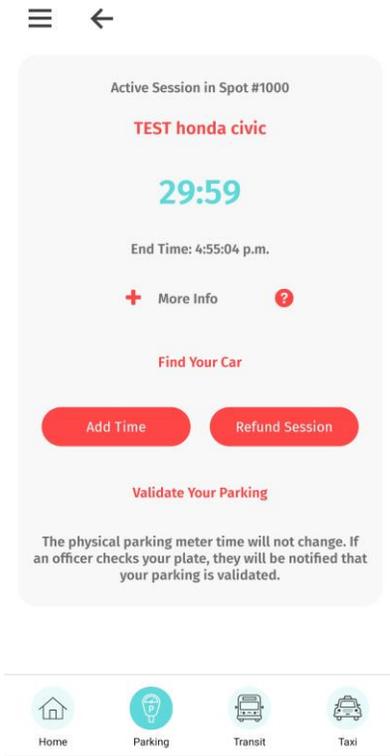
Make sure to choose more than 30 minutes in order to pay for parking.



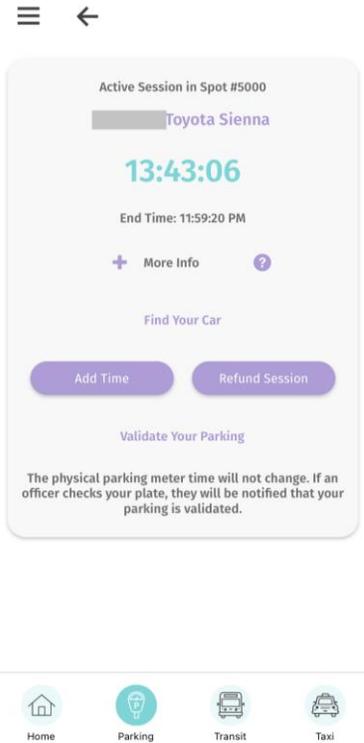




If a time greater than 30 minutes has been chosen, you will see the cost of the parking session at the bottom of the screen. Ensure this says \$5 then press Park.

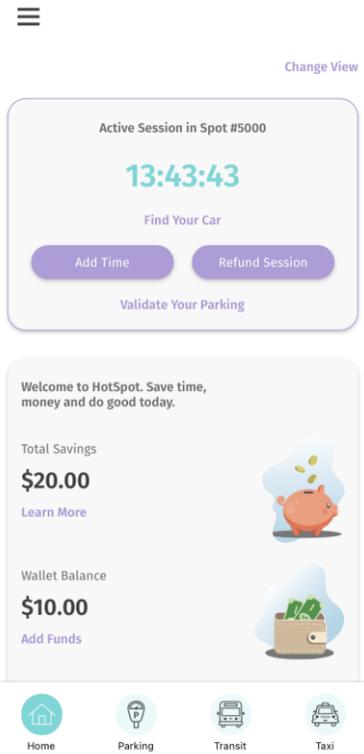


This is what the Parking tab will look like if 30 minutes free parking is selected.



This is what the Parking tab will look like if greater than 30 minutes is selected. Ensure your screen is counting down from more than 30 minutes. The expiry time should be 11:59 pm while we are offering a flat rate for daily parking.

There has been an issue with sometimes a user will choose more than 30 minutes, but after initiating the session the countdown is only 30 minutes. This means no payment has been taken and the vehicle is at risk of receiving a ticket after 30 minutes. If this happens press the add time button to add more time to the session.



This is what the home screen will look like when a parking session is active.