



Claiming HotSpot Parking Permits (Daily, Monthly, Annual)

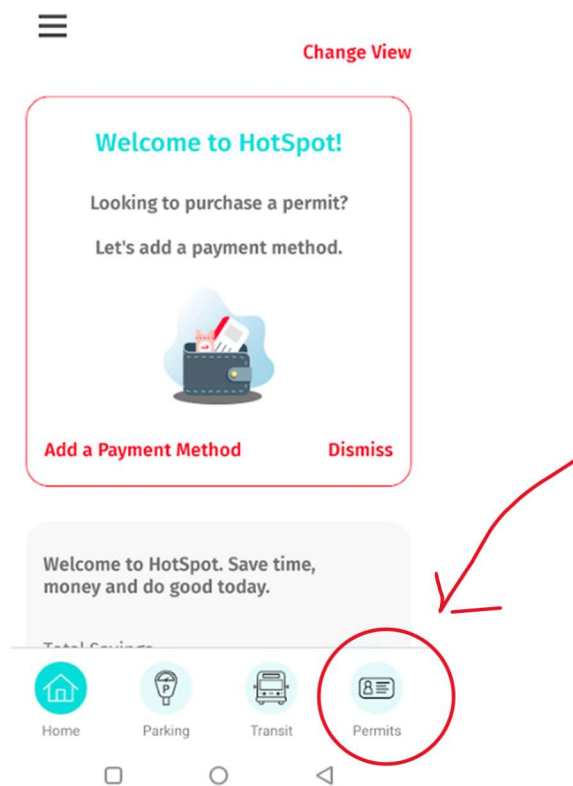
Logging into your account:

- If you are not a member, please refer to “Creating a New Account” documentation.
- If you are already a member, sign in using your existing credentials.

A screenshot of the HotSpot mobile application login screen. At the top center is the HotSpot logo (a location pin with signal waves) and the text 'HotSpot Parking. Transit. Taxi.' Below this is the text 'Already a member? Sign In.' followed by two input fields: 'Email' and 'Password'. The 'Password' field has a red eye icon to its right. Below the input fields is a grey 'Sign in' button. Underneath the button is the text 'or' flanked by horizontal lines. Below that are three social login buttons: 'Sign in with Google' (with the Google logo), 'Sign in with Apple' (with the Apple logo), and 'Sign in with Microsoft' (with the Microsoft logo). At the bottom of the screen, there are three links: 'Forgot Your Password?' and 'Not a Member? Get Started' in red text. The very bottom of the screen shows a mobile navigation bar with three icons: a hamburger menu, a home button, and a back arrow.



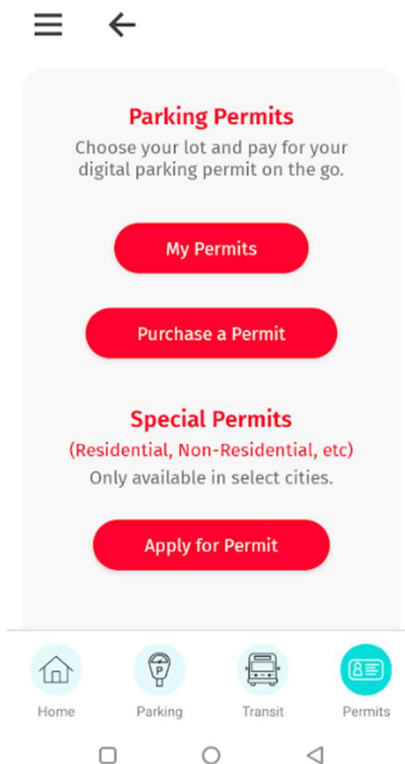
- You will then be sent to the home page of the application (it may look slightly different than shown, but you will navigate to permits).





Claim the Permit:

- Hit the permits tab on the bottom right of the screen> from there hit “Purchase a permit”





- Select the city (**St. Mary's University**) and location, proceed then to select the correct permit type.

☰ ←

Wallet Balance \$2.00

City Belleville

Riverside Central Lot

Monthly Permit Belleville **\$65.00**

Note: If you are buying a monthly pass prior to the beginning of the month you need to move the “Purchase for Next Month” toggle.

Staff and Faculty Only: To purchase an Annual Pass via payroll deduction, select “Faculty and Staff Payroll \$0.00”.

- Review permit details and check the box to purchase.

☰ ←

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: Belleville
Lot: Riverside Central Lot
Permit: Monthly Permit

Start Date: 2023-09-22
End Date: 2023-09-30

Vehicle: **KBI369** ?
Add Vehicle +

Quantity (max 5) Auto Renew:

Attention:
This permit requires your full name for verification in order to qualify, please verify your full name below.

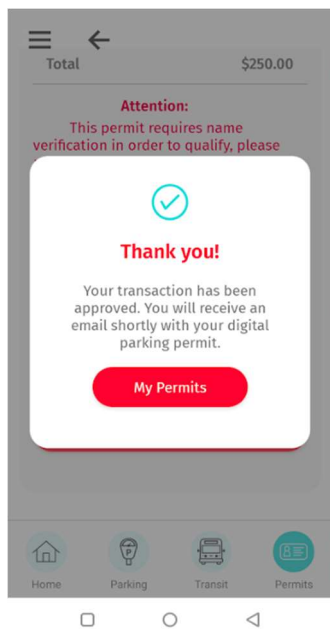
By checking the checkbox, you agree for the city to access and view your personal information with the permit.

Purchase

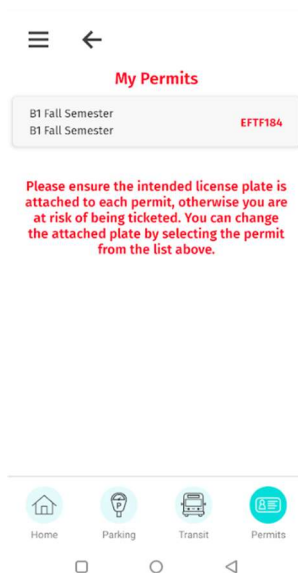
Home Parking Transit Permits



- After clicking the Purchase button, a confirmation screen will appear, once selected, you will receive a successful message.



- If you select “My Permits”, there, you can see all the permits associated with your account.





Change Plate:

- If you want to change the plate, click on the permit and click on “Change Plate”.
- Select the plate you want and click on “Change Plate” in red, a drop down menu will appear of your plates on file to choose from.

