



How to Use HotSpot Parking:

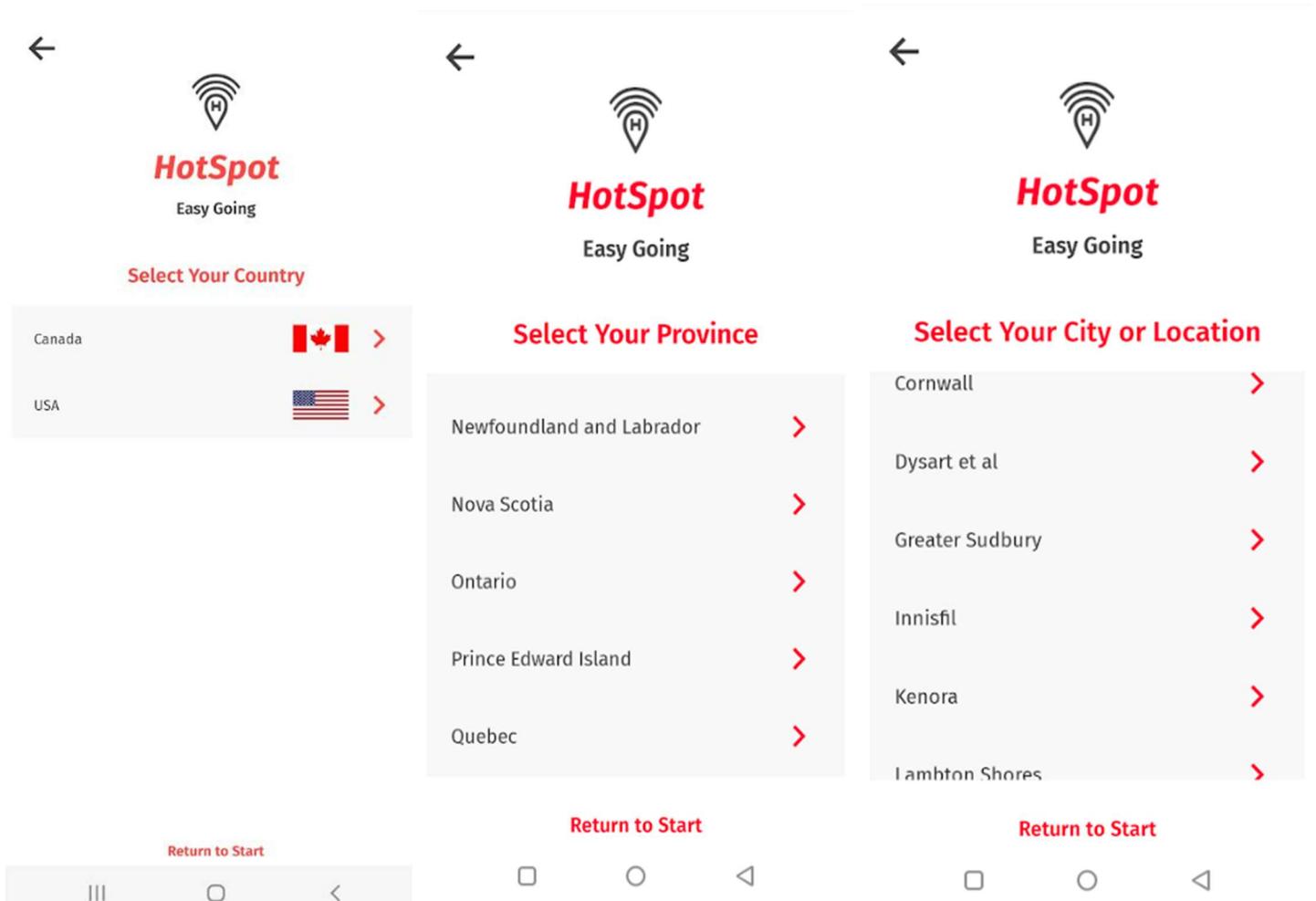
Creating a New Account:

- If you are not a member of HotSpot, either download the HotSpot Parking Transit Taxis app from the Google Play Store or Apple App Store or by navigating on the web to <https://htsp.ca/>. Click on “Get Started” and create an account.

A screenshot of the HotSpot sign-in screen. At the top center is the HotSpot logo (a location pin with signal waves) and the text 'HotSpot' in red, with 'Parking. Transit. Taxi.' below it in black. Underneath is the text 'Already a member? Sign In.' followed by an input field for 'Email' and another for 'Password' with an eye icon to toggle visibility. Below the password field is a grey 'Sign In' button. Underneath is the text 'or' flanked by horizontal lines. There 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, there are two links: 'Forgot Your Password?' and 'Not a Member? Get Started'. The entire screen is framed by a light grey border with a hamburger menu icon on the left and a back arrow on the right.

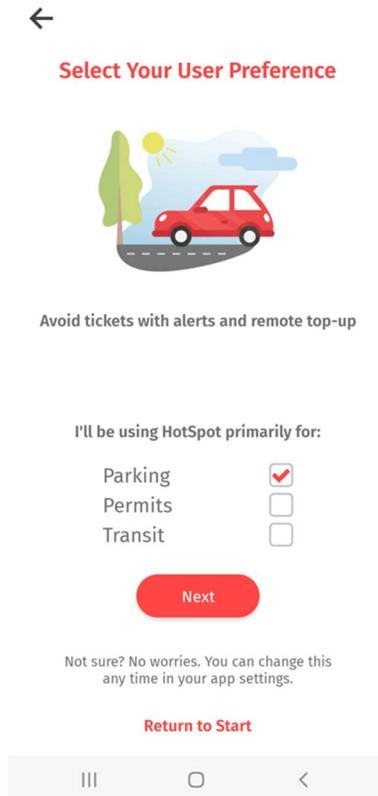


- To create an account in the HotSpot application, click on “Get Started”. Select your Country, Province and City. **To avoid confusion with other parking implementations, “St. Mary’s University” has been setup as a City/Location, NOT Calgary.**

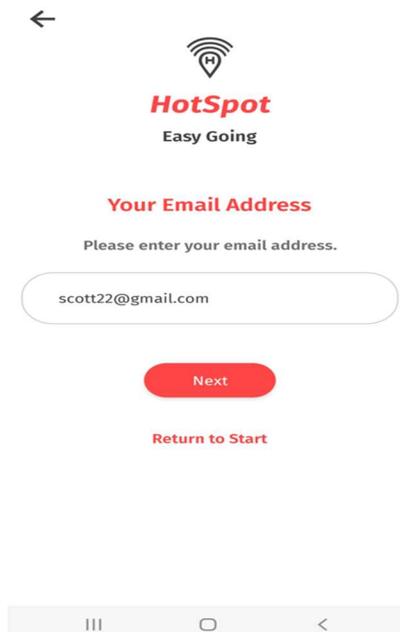




- After selecting the city, the system will prompt you to the user preference screen. Click the checkbox “Parking’. You can change this any time in your application settings.



- To create your account, enter your email address. **Staff/Faculty – to take advantage of payroll deduction, you must use your STMU.ca email.**





- Choose a password (while creating the password you need to meet the criteria mentioned on the screen).

←

HotSpot
Easy Going

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

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- After the verification, read and accept the Terms of Service and Privacy Policy.

To create an account, you must agree to our

Terms of Service and Privacy Policy

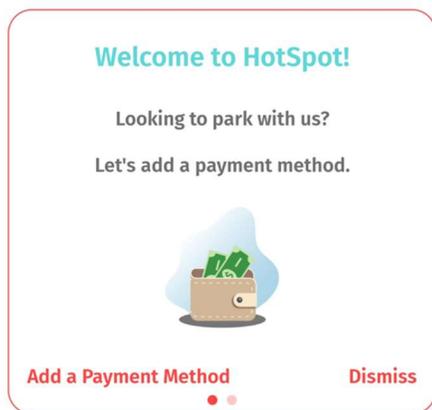
I accept the Terms of Service and Privacy Policy

Submit



Add a Payment Method:

- Hit 'Add a payment method' at the top of the home screen and enter in prompted card details.



Save card information

Card information

1234 1234 1234 1234    

MM / YY CVC

Name on card

Country or region

Canada

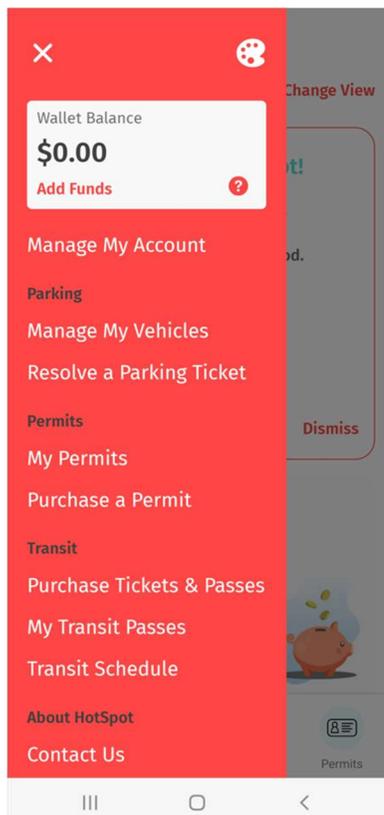
Postal code

Save my info for secure 1-click checkout
Pay faster on HotSpot Parking Inc.
HST:807246442RT0001 and thousands of sites.

Save card

Add a Vehicle:

- Add a vehicle to park with by clicking on the icon in the upper left hand corner and selecting Manage my vehicles. You can manage your vehicles anytime in the application.





10:56



Manage My Vehicles

Please add a vehicle to use HotSpot.

Add Vehicle



Home



Parking



Transit



Taxi