Parking & Transportation Services

HotSpot App Instructions

Purchase a parking permit

MOUNT ROYAL
UNIVERSITY
1910

STEP 1

In HotSpot, open the menu by selecting the 3 lines in the top left corner.

☰

Change View

Special Access Permits

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

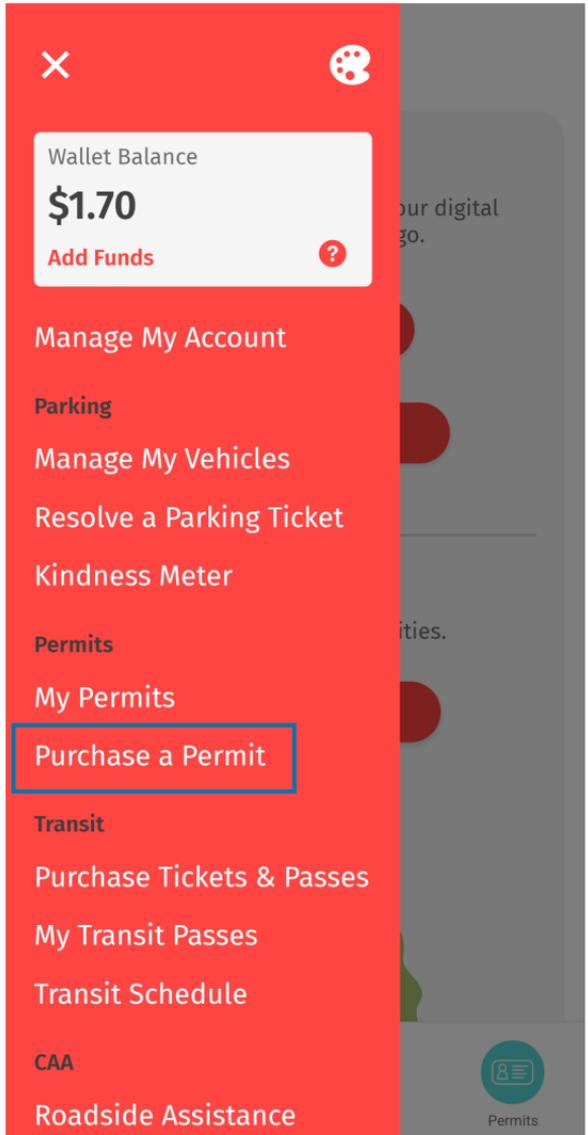Learn More   Donate

User ID 100048846

Home   Parking   Transit   Permits

Purchase a parking permit

STEP
2

Select "Purchase a Permit" from the menu options.

Wallet Balance
$1.70
Add Funds

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

Purchase a parking permit

STEP 3

For City select Calgary. For Location select the parking lot location you desire. The available permits are listed. Choose the one you wish to purchase.

When purchasing a permit during early bird, ensure to turn on the toggle for "Purchase For Next Month".

Fall, Fall & Winter, and Winter permits are found in the Lot Name - Semester locations.

The 12 month permits including the payroll deduction permits are found in the Lot Name - Annual locations.

Spring and Summer permit are found in the campus wide parking location.

☰   ‹

Wallet Balance	$1.70

City	Calgary

Location	Lot 2 - Semester

❓ Purchase For Next Month   🔴

Lot 2 - Fall Permit	$220.33

🏠 Home   🅿️ Parking   🚌 Transit   📇 Permits

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STEP 4

Follow the instructions in the app to complete your permit purchase. Ensure the name and license plate are correct. Once all information is entered and accurate, click the "Purchase" button to purchase your permit.

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:
Permit:

Start Date:
End Date:

Vehicle: ❓

Add Vehicle ➕

Sub Total	
Taxes	
Service Charge	
Total	

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

Purchase a parking permit