Parking & Transportation Services

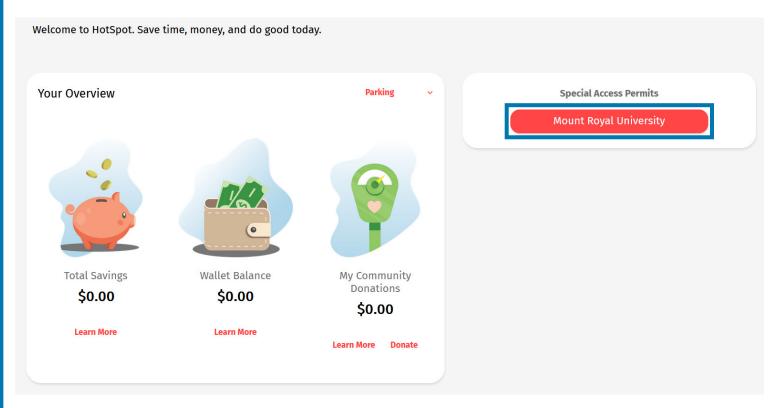
HotSpot Website Instructions

Purchase a payroll deduction parking permit





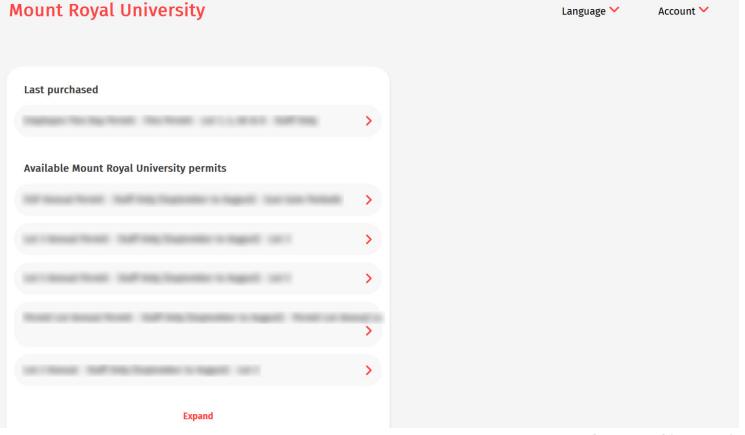
On the HotSpot homepage, click "Mount Royal University" under "Special Access Permits". If you do not see this option, please ensure the email on your account is your @mtroyal.ca email address.





The available Mount Royal University permits are listed. Choose the one you wish to purchase.

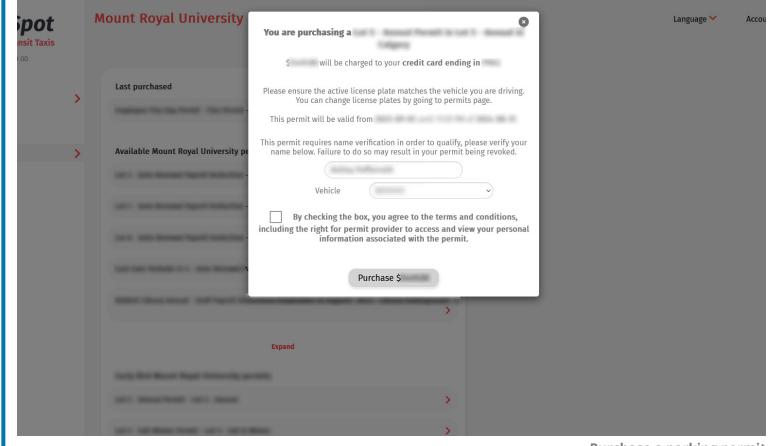
All payroll deduction permits are listed for \$0.00.



Purchase a parking permit



Follow the instructions in the pop-up 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.



Purchase a parking permit