

Parking & Transportation Services

HotSpot Website Instructions

Purchase a payroll deduction parking permit



STEP 1

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.

Welcome to HotSpot. Save time, money, and do good today.

Your Overview

Parking ▾



Total Savings

\$0.00

[Learn More](#)



Wallet Balance

\$0.00

[Learn More](#)



My Community
Donations

\$0.00

[Learn More](#) [Donate](#)

Special Access Permits

Mount Royal University

[Purchase a parking permit](#)

STEP 2

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

All payroll deduction permits are listed for \$0.00.

Last purchased

[Redacted] >

Available Mount Royal University permits

[Redacted] >

[Redacted] >

[Redacted] >

[Redacted] >

[Redacted] >

[Expand](#)

[Purchase a parking permit](#)

STEP 3

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.

The screenshot shows a web page for purchasing a parking permit. The background is dimmed, showing a list of permits under the heading "Available Mount Royal University permits". A white pop-up window is centered on the screen, containing the following text and form elements:

- Header: "You are purchasing a [blurred text]"
- Text: "\$ [blurred] will be charged to your credit card ending in [blurred]"
- Text: "Please ensure the active license plate matches the vehicle you are driving. You can change license plates by going to permits page."
- Text: "This permit will be valid from [blurred]"
- Text: "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."
- Form: A text input field for "Name" and a dropdown menu for "Vehicle".
- Text: " By checking the box, you agree to the terms and conditions, including the right for permit provider to access and view your personal information associated with the permit."
- Button: "Purchase \$ [blurred]"