HotSpot Parking

User Guide for Sign-up

Hotspot: Sign in

There are two ways of signing into the Hotspot Parking.
A user can either use a smart phone app, which can be downloaded from Google Play store/ Apple App store,

OR

A user can use a desktop website to access Hotspot Parking. It is recommended to use the Hotspot App for convenience of parking on the go.
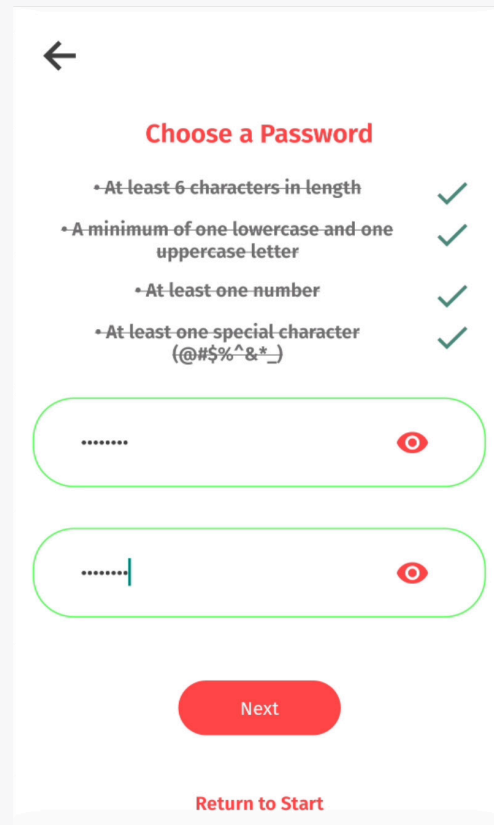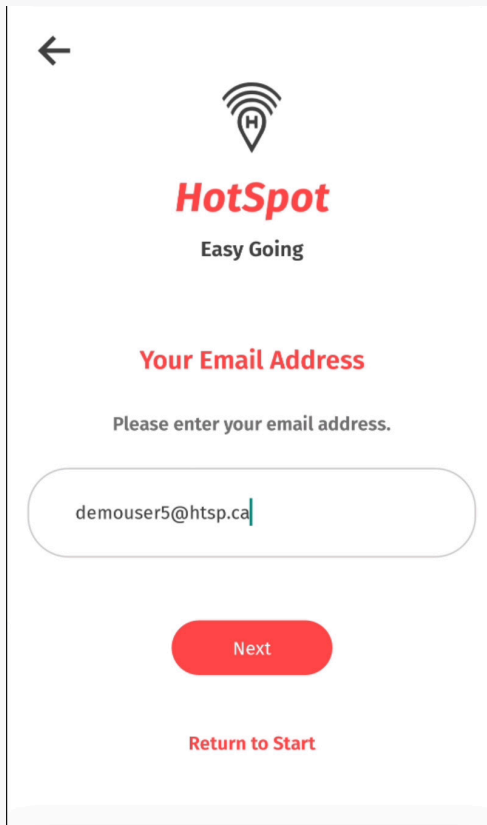
Hotspot Mobile:

1. Download Hotspot app on device.
2. Once the app is launched, the user is taken to the user sign-in page.
3. The user can sign-in with their email and password if they have a Hotspot account.
4. If the user does not have a Hotspot Account, they will need to click on **"Get Started"** at the bottom of the page.
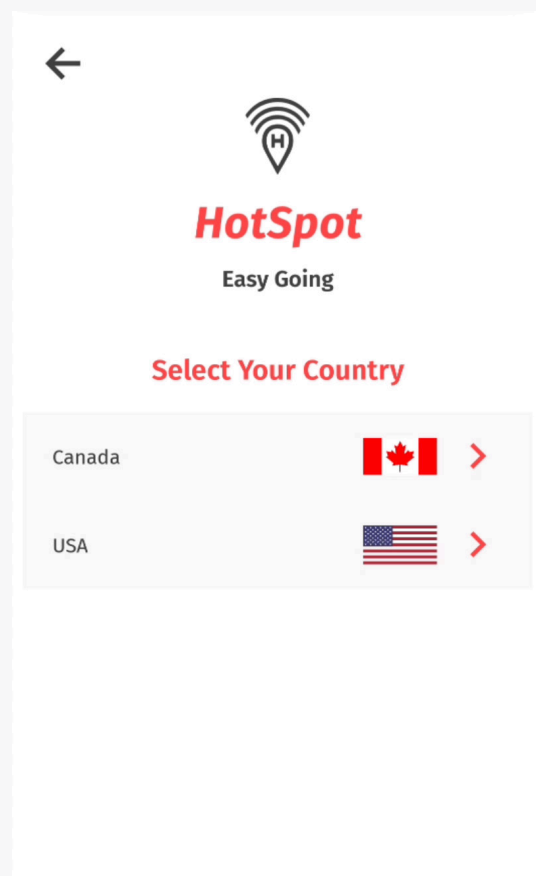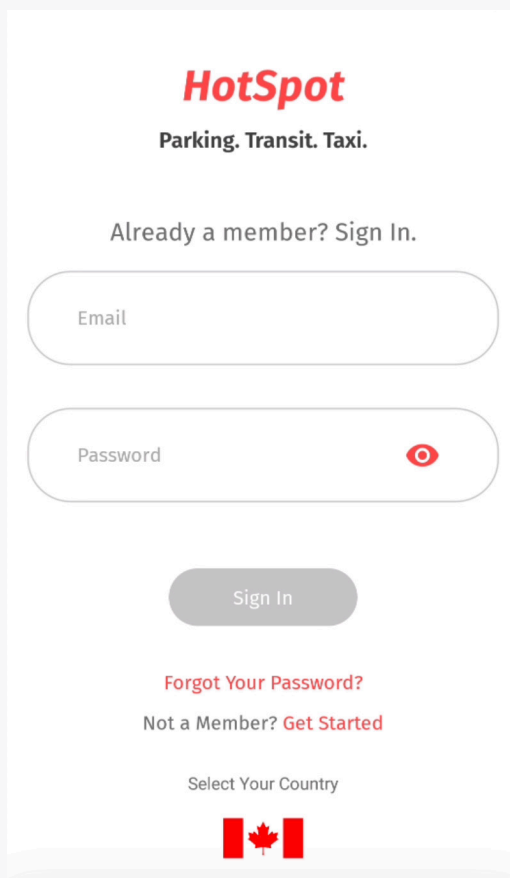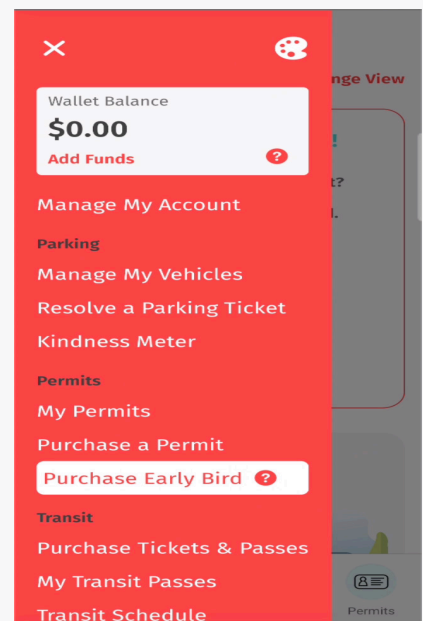
5. The user will choose the province they reside in.
6. Choose the city in which the user will be using the app.
7. Select the primary service, selecting this will take the user straight to the required page whenever the app is opened. If the app will be used regularly for parking then the user can select Parking, If not the user can select Permits which can be used for their parking permit.
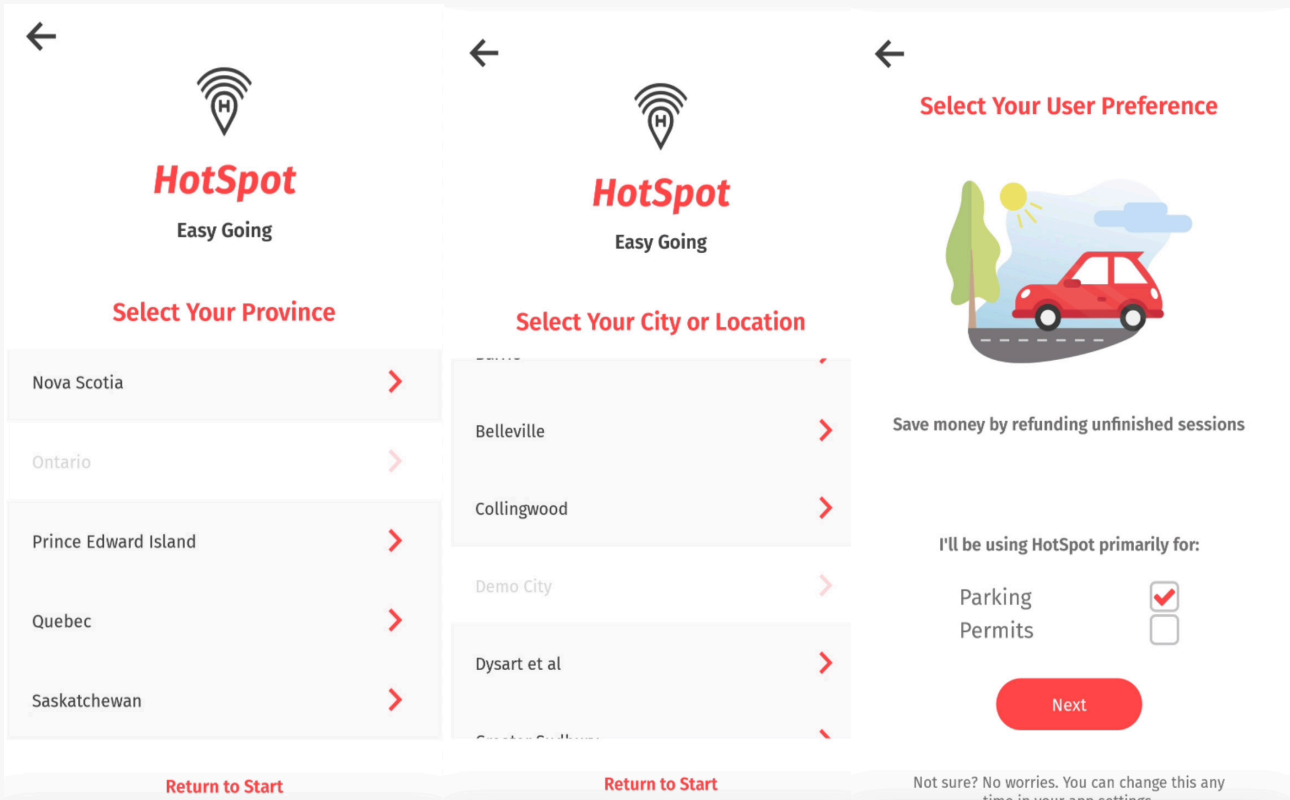
8. The user needs to provide their email address.
9. The user must enter a valid password and click next.
10. Once the user clicks on the next tab, the user will need to read the Terms of Service and Privacy Policy, and accept them in order to proceed with the account creation.

HotSpot

Easy Going

Your Email Address

Please enter your email address.

demouser5@htsp.ca

Next

Return to Start

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 (@#$%^&*_) ✓

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Next

Return to Start

11. Once the user account is created, the user will receive an email from Hotspot to confirm their email address. It is important that the user confirms their email address in order to recieve any future communication from Hotspot and purchases reciepts.

12. On the startup page the user is asked to add a credit card on file inorder to make purchases. The user also has the option to add money to their wallet which can be seen on the dashboard whenever they open Hotspot app and want to make future purchases faster. The user can also opt for membership with Hotpsot to receive other benefits, this membership options can be found in the "manage my account "tab on the left of the page.

Change View

Welcome to HotSpot!

Looking to purchase a permit?

Let's add a payment method.

Add a Payment Method

Dismiss

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

Total Savings

$0.00

Home   Parking   Transit   Permits

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 100227376

Home   Parking   Transit   Permits

Wallet Balance

$0.00

Add Funds ❓

Manage My Account

Parking

Manage My Vehicles

Resolve a Parking Ticket

Kindness Meter

Permits

My Permits

Purchase a Permit

Purchase Early Bird ❓

Transit

Purchase Tickets & Passes

My Transit Passes

Transit Schedule

Hotspot Website:

1. Go to htsp.ca and click on Log In on the right hand corner of the page.
2. The user also has the option to change the language from English to French and vice versa.

3. The user can login if they have a Hotspot account.
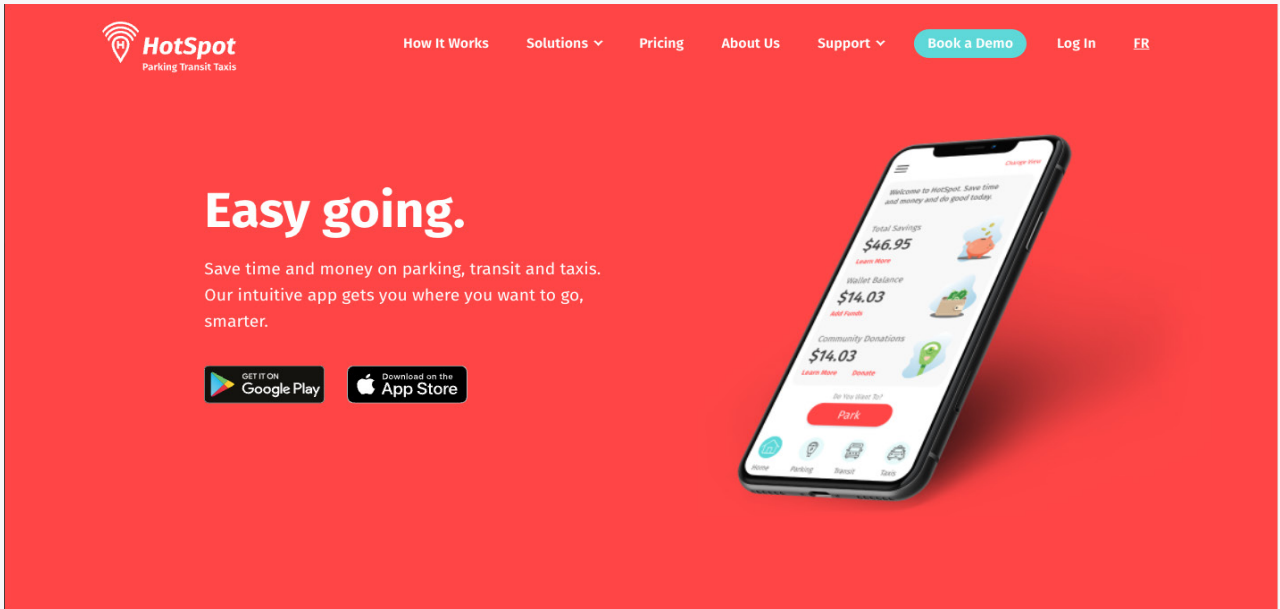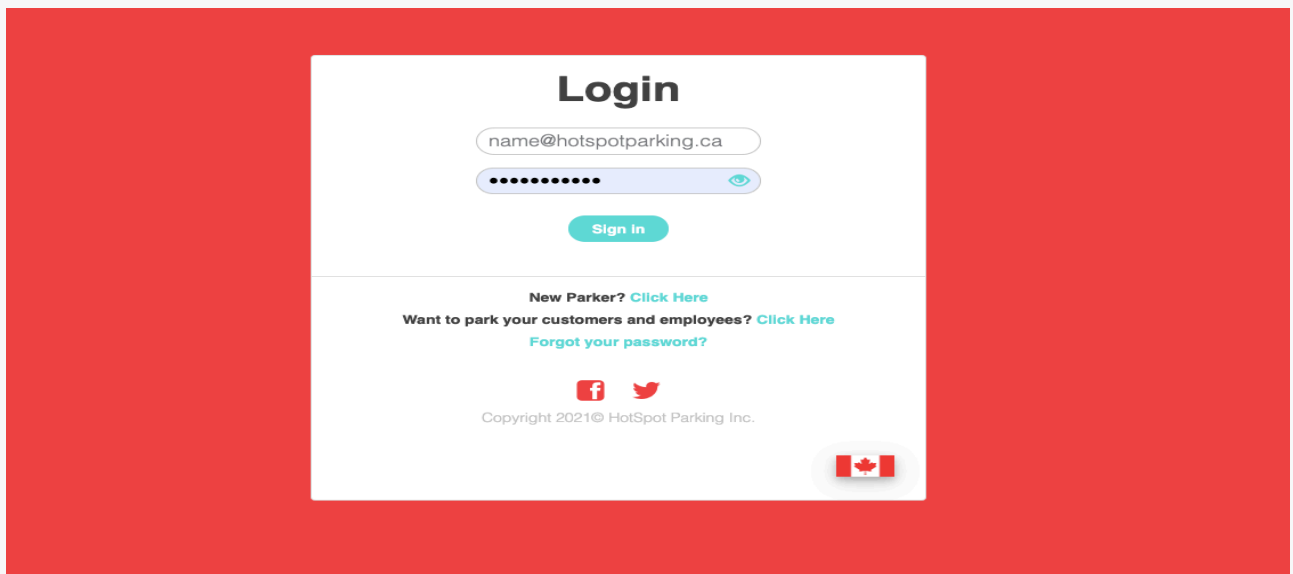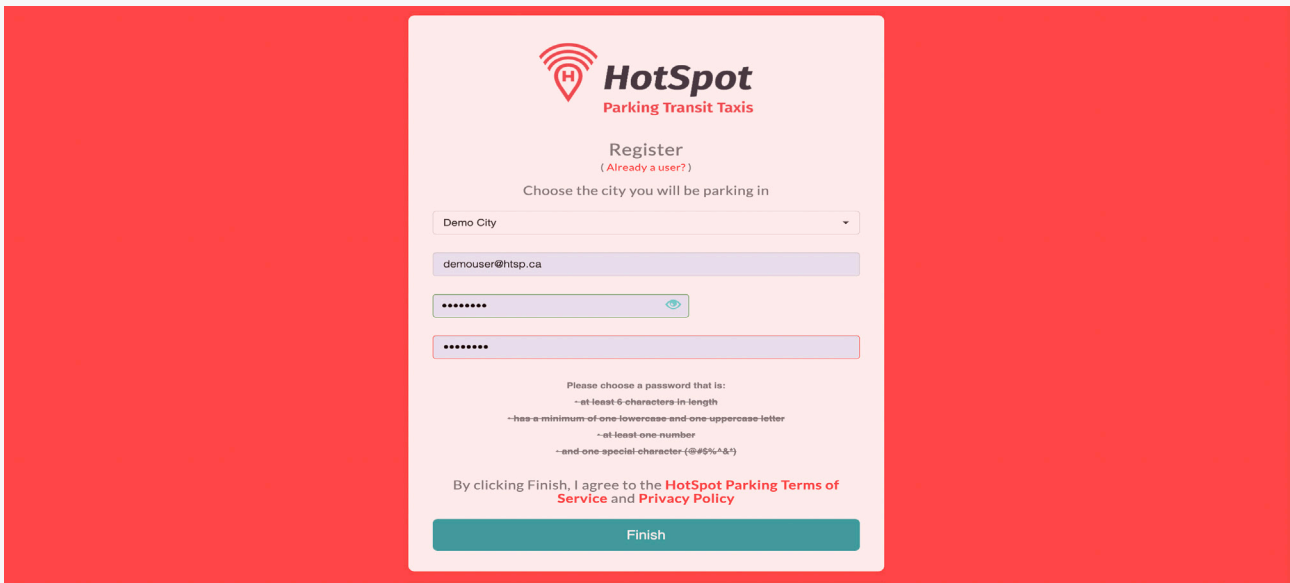4. If the user does not have an account, they can click new parker option and they will be taken to the signup page. The user needs to signup by creating an account on Hotspot and confirming their email address.

5. The user needs to signup by creating an account and confirming their email address.

6. Once the account is created the user is taken to the homepage where the user dash-board has their account overview.
7. On the left side of the webpage, the user can see options to Park, Wallet, Permits, Vehicles and Transit.
8. On the right top corner, there is an option to change the language and make changes on the account as needed.