



## HotSpot Parking Permits:

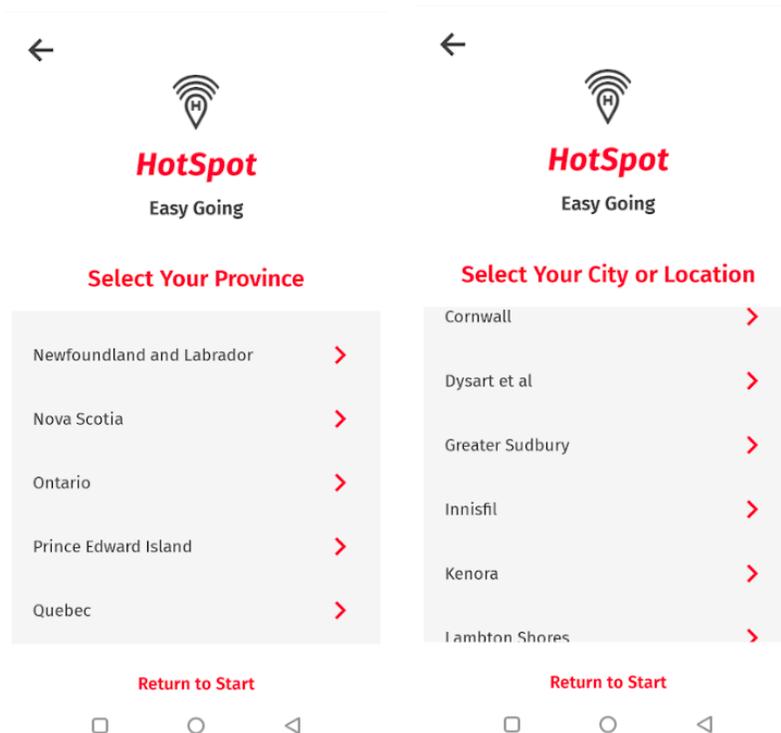
### Creating New Account:

- If you are not a member of HotSpot, click on “Get Started” and create an account.

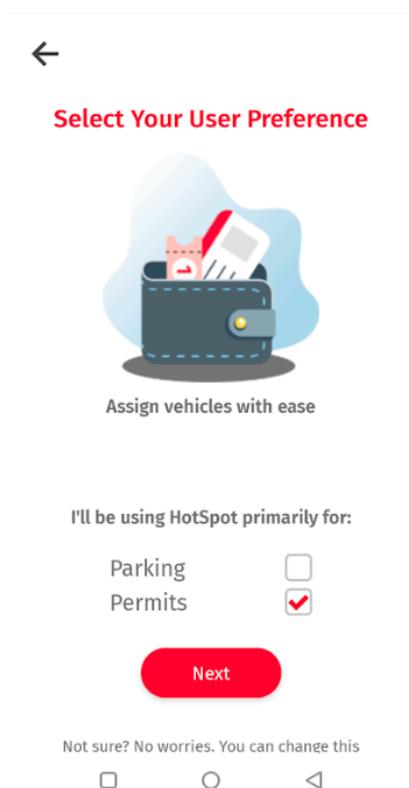
A screenshot of the HotSpot mobile application's sign-in screen. At the top center is the HotSpot logo (a location pin with signal waves and an 'H') above the text 'HotSpot' in red and 'Parking. Transit. Taxi.' in black. Below this is the text 'Already a member? Sign In.' followed by two input fields: 'Email' and 'Password'. The 'Password' field has a red eye icon to its right. Below the input fields is a grey 'Sign In' button. Underneath the button is the text 'or' flanked by horizontal lines. Below that 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 of the sign-in section are two links: 'Forgot Your Password?' and 'Not a Member? Get Started'. The entire screen is framed by a light grey border, and at the very bottom is a mobile navigation bar with three icons: a hamburger menu, a circle, and a back arrow.



- To create an account in the HotSpot application, click on “Get Started”. Select your Country, Province and City.



- After selecting the city, the system will prompt you to the permit page. Click the checkbox “Permits”. You can change this any time in your application settings.





- To create your account, enter your email address.

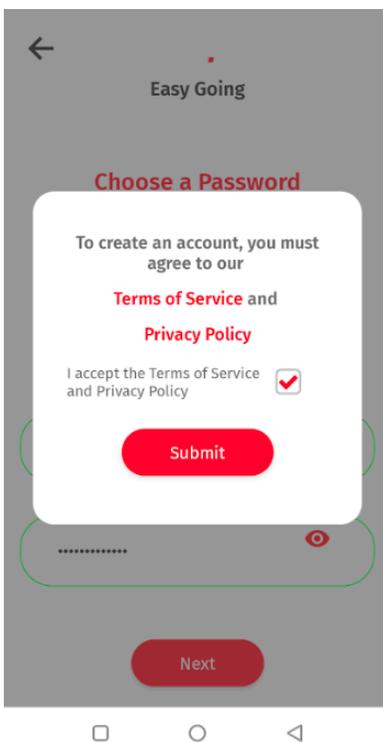
The screenshot shows a mobile app interface for 'HotSpot Easy Going'. At the top left is a back arrow. The app logo is centered, featuring a red location pin with a white 'H' and signal waves. Below the logo, the text 'HotSpot' is in red and 'Easy Going' is in black. The main heading is 'Your Email Address' in red. Below it, the instruction 'Please enter your email address.' is in black. A rounded rectangular input field contains the text 'jack42@gmail.com'. Below the input field is a red 'Next' button. At the bottom, there is a 'Return to Start' link in red. The Android navigation bar is visible at the very bottom.

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

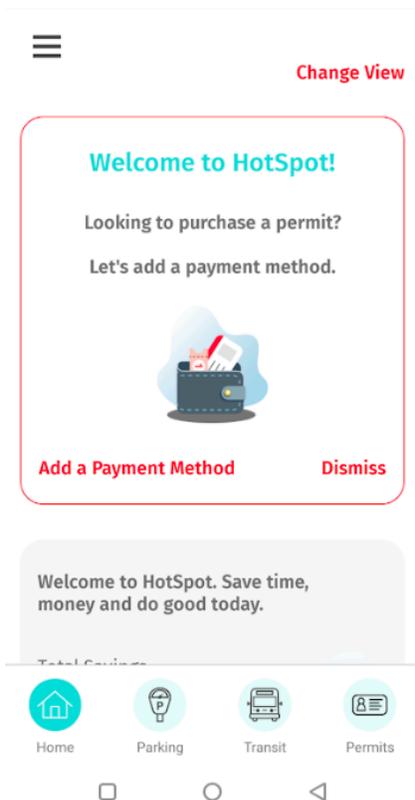
The screenshot shows the 'Choose a Password' screen in the 'HotSpot Easy Going' app. It features a back arrow at the top left and the app logo at the top center. The heading 'Choose a Password' is in red. Below it, four password requirements are listed, each with a green checkmark: 'At least 6 characters in length', 'A minimum of one lowercase and one uppercase letter', 'At least one number', and 'At least one special character (@#\$%^&\*\_)'. There are two password input fields, each with a red eye icon to toggle visibility. A red 'Next' button is located at the bottom. The Android navigation bar is visible at the very bottom.



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



- You will then be prompted to the home page of the application.





## Add a Payment Method:

- Add credit card details to your account.

**Welcome to HotSpot!**

Looking to purchase a permit?  
Let's add a payment method.



**Add a Payment Method**      **Dismiss**

Save card information

Card information

1234 1234 1234 1234 

MM / YY      CVC 

Cardholder name

Full name on card

Country or region

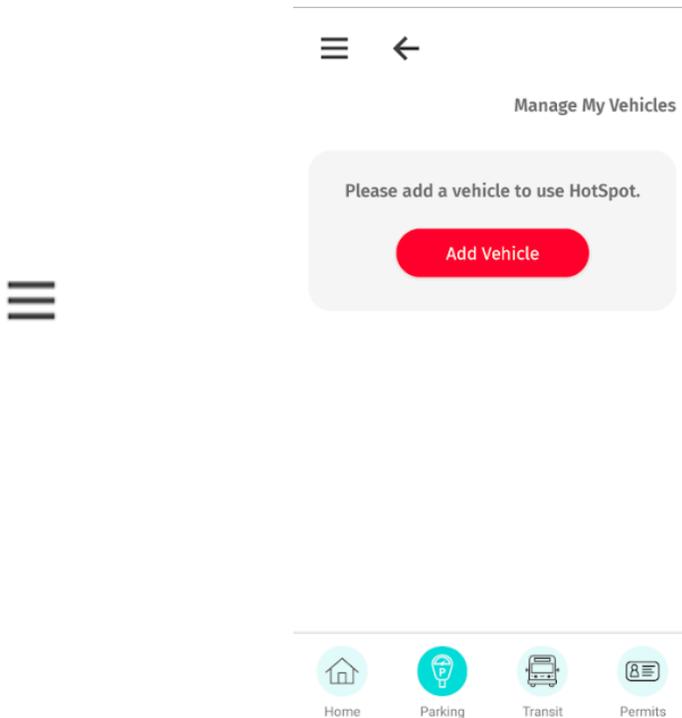
Canada 

Postal code

**Save card**

## Add a Vehicle:

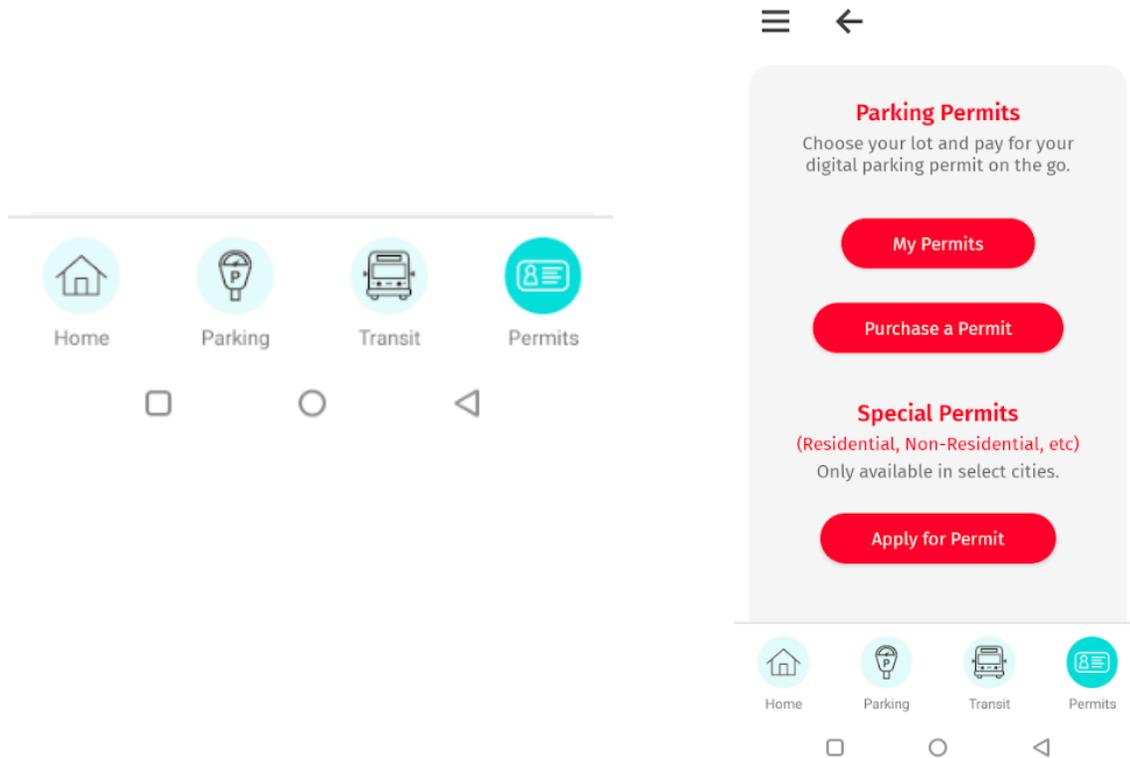
- Add a vehicle to associate with your permit by going to the icon in the upper left hand side of the page and scroll down to manage my vehicles. You can manage your vehicles anytime in the application.





## Purchase a Permit:

- At the top of the bottom right of the screen there is a permits tab> from there hit “Purchase a permit”



- Select the location/type of permit by clicking location, proceed by then selecting the permit listed underneath once selected:

The screenshot shows a form for selecting a permit. It has two input fields: 'City' with the value 'Saint John' and 'Location' with the value 'Smythe Street'. Below these is a toggle switch labeled 'Purchase For Next Month' which is currently turned on. At the bottom, there is a button labeled 'Monthly Permit' with a price of '\$92.40' displayed in red text to its right.



- Select a Permit and check the box to purchase.
- After clicking the Purchase button in the previous screen, you will receive a successful message.

Sub Total	\$92.40
Taxes	\$13.86
Service Charge	\$0.00
<b>Total</b>	<b>\$106.26</b>

**Attention:**  
This permit requires your full name for verification in order to qualify, please verify your full name below.

Jack Smith

By checking the checkbox, you agree for the city to access and view your personal information with the permit.

Purchase

Home Parking Transit Permits

- After clicking the Purchase button, a confirmation screen will appear, once confirmed is selected, you will receive a successful message.

Total \$250.00

**Attention:**  
This permit requires name verification in order to qualify, please

**Thank you!**  
Your transaction has been approved. You will receive an email shortly with your digital parking permit.

My Permits

Home Parking Transit Permits