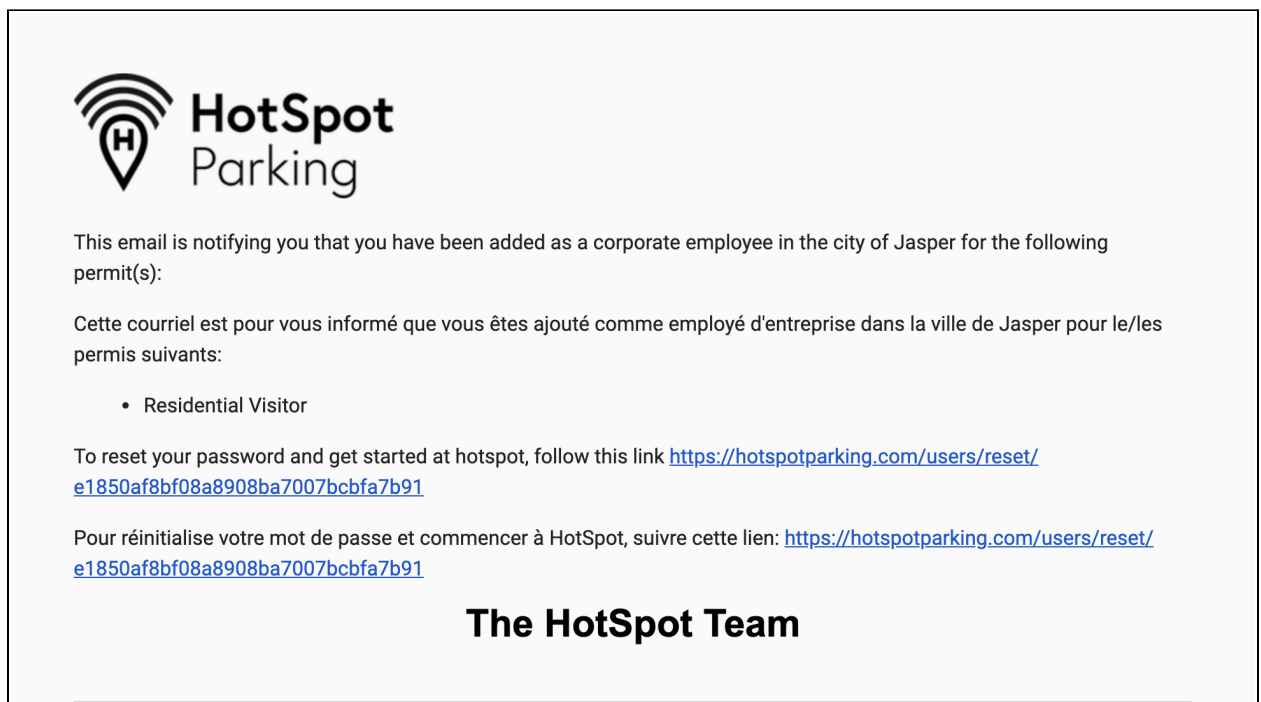




1. Once your email has been added to the list you will receive this email saying you can purchase Visitor permits for \$0.



2. Claim the permit
 - a. Log in the HotSpot at <https://hotspotparking.com/users/login>
 - b. Adding Vehicles
 - i. Navigate to the **Vehicles** Tab. You will have to add a vehicle for each of your visitors that you want to assign permits to. Fill out the information required to add a new vehicle, then hit **Save**.

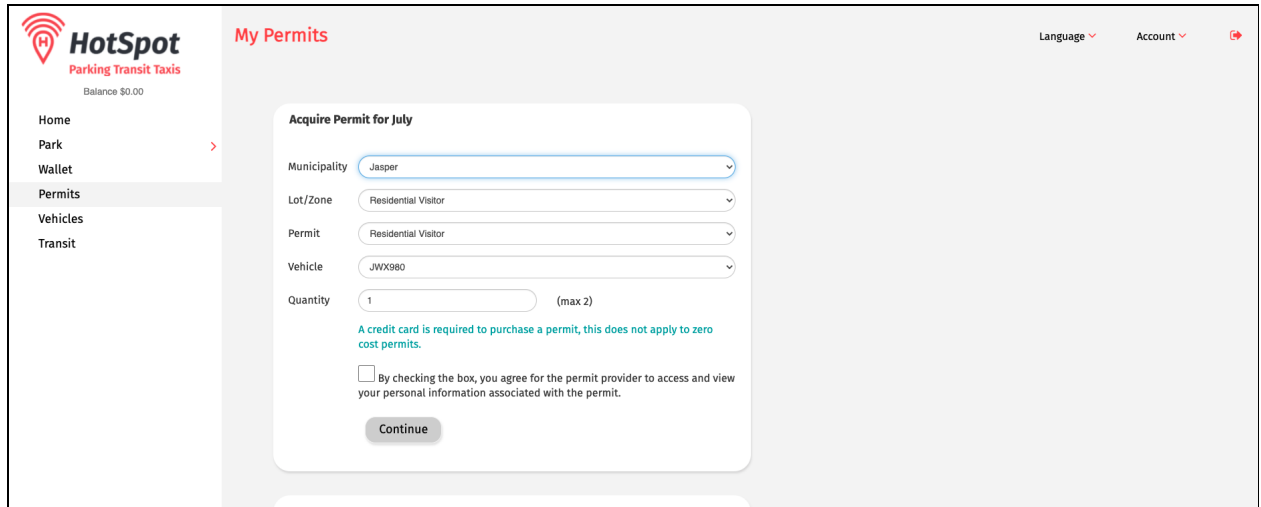


- ii. Once a vehicle is saved it will save under the add new vehicles bubble, you can remove vehicles that are not being used by hitting **Delete**.
NOTE:: you will not be able to delete all vehicles from your account and will be required to keep at least one on there.

Year	Make	Model	Plate	Province	Nickname			
2017	Mazda	3	JWX980	Alberta	John Doe's Vehicle	Set as Default	Edit	Delete

c. Purchasing Permits

- i. Once you have the vehicle created that you want to assign to the permit, navigate to the Permits tab.
- ii. Find the permit you wish to purchase. For **Municipality**, select **Jasper**. For the **Lot/Zone**, select Residential Visitor.



- iii. Once the permit has been purchased, you will be able to see it next to the purchase a permit option. You will be able to change the license plate attached to the permit at anytime as long as the vehicle has been created.

