



Applying for Residential Parking Permits with HotSpot: Website

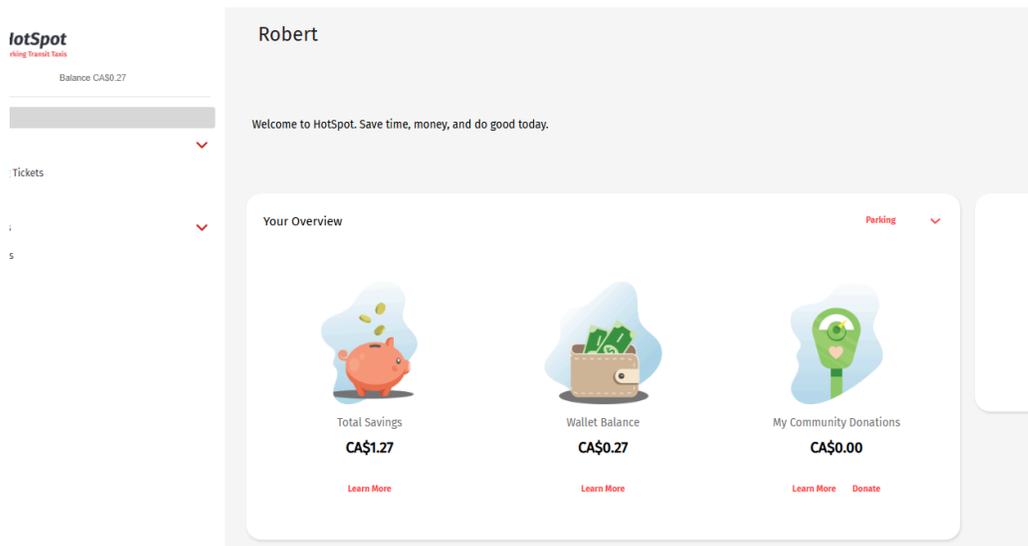
Creating New Account:

- If you are not a member of HotSpot, click the link below to create an account:
 - <https://hotspotparking.com/users/userSignup>
- If you are already a member of HotSpot, sign into your account with your credentials.

A screenshot of the HotSpot website's registration page. At the top, the HotSpot logo is displayed. Below it, the text 'HotSpot Parking Transit Taxis' is shown, followed by 'Register' and '(Already a user?)'. The form contains four input fields: a dropdown menu for 'Ucluelet', an email field with 'parker2480@gmail.com', a password field with masked characters and an eye icon, and a second password field with masked characters and an eye icon. Below the fields, there is a line of text: 'By clicking Finish, I agree to the HotSpot Parking Terms of Service and Privacy Policy'. At the bottom of the form is a teal 'Finish' button.A screenshot of the HotSpot website's login page. The title 'Login' is centered at the top. Below it are two input fields: 'Email' and 'Password', both with eye icons. A teal 'Sign In' button is positioned below the password field. Underneath the button, there are three links: 'New Parker? Click Here', 'Want to park your customers and employees? Click Here', and 'Forgot your password?'. At the bottom, there are social media icons for Facebook and Twitter, the text 'Copyright 2021© HotSpot Parking Inc.', and a Canadian flag icon.



- Once you click 'Finish', you will be directed to your account's home page.



Add a Vehicle:

- Go to the vehicles tab on the left of the screen.
- Enter in vehicle information to associate with your permit. Once all information is entered, hit "Save".
- You can manage your vehicles at any time via the website.

Add a new vehicle

Year (optional)

Make (optional)

Model (optional)

Plate Number

Nickname (optional)

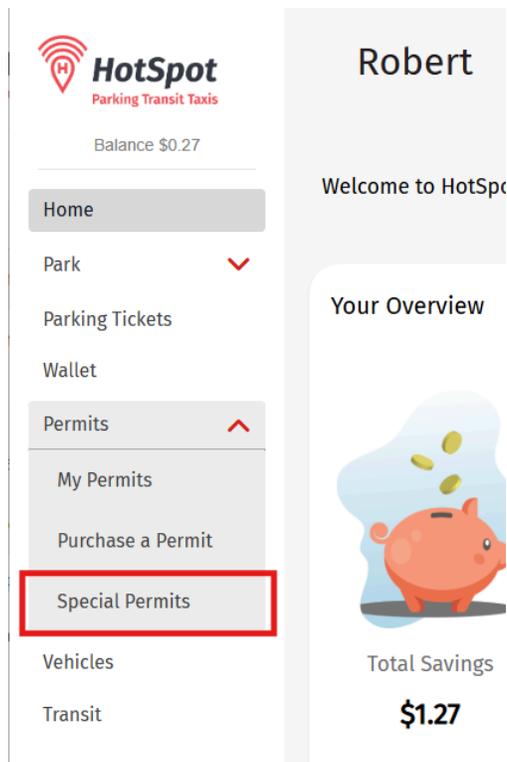
Location

Save



Apply for the Permit:

- Click on 'Permits' on the left hand side menu>Special permits.



- Fill in the required information and attach the documents requested in the application. Click the checkbox at the bottom and hit 'Continue'.

Apply for Special Permit (Residential, Non-residential, etc)
You must have a vehicle on your account before you apply for a special permit.
Select the municipality that you are applying for the permit in.

Municipality

[+ Help](#)

Proof of Residency No file chosen

Proof of Address No file chosen

Address

Municipality

Postal Code

Vehicle

Secondary Vehicle

Additional comments:

By checking the box, you agree for the city to access and view your personal information in the application.

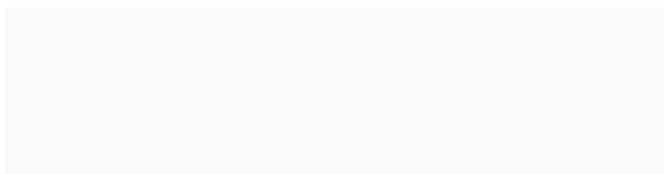


- HotSpot staff will review the application, you will receive an email within 3-5 business days regarding the status once processed.
 - If approved, the email will indicate what plate you were approved for. The permit will be automatically added to your HotSpot account upon approval.
 - If declined, you will receive an email indicating why your application was rejected.

Your Special Permit Application Inbox x



HotSpot Parking <hello@hotspotparking.com>
to me ▾



Your special permit application has been **approved** for the following plate(s):

EFJ257