Steps to Register for a Waterfront Parking Permit with the HotSpot App
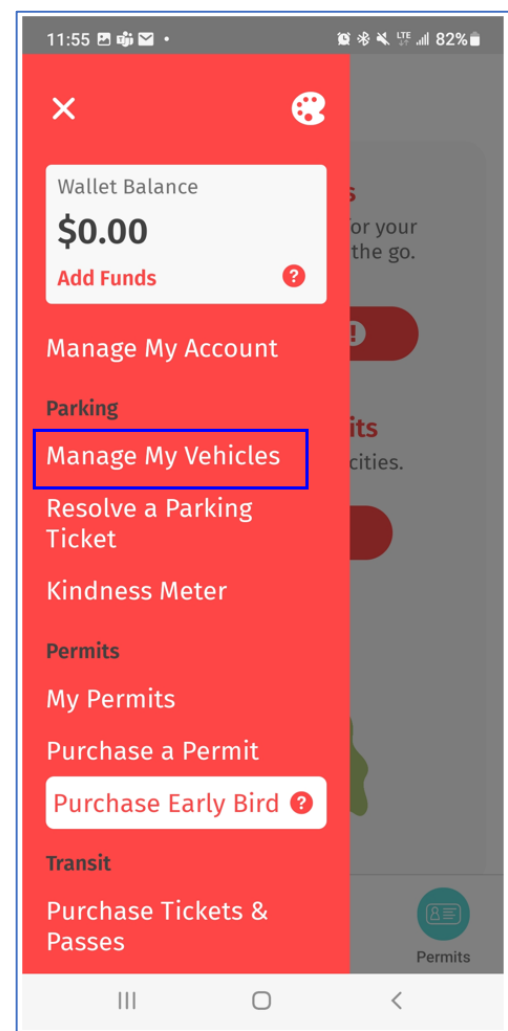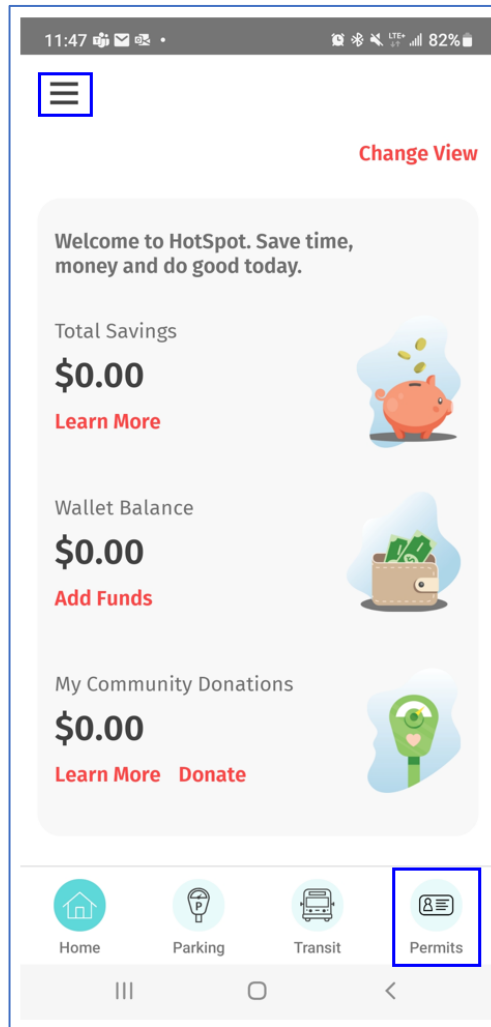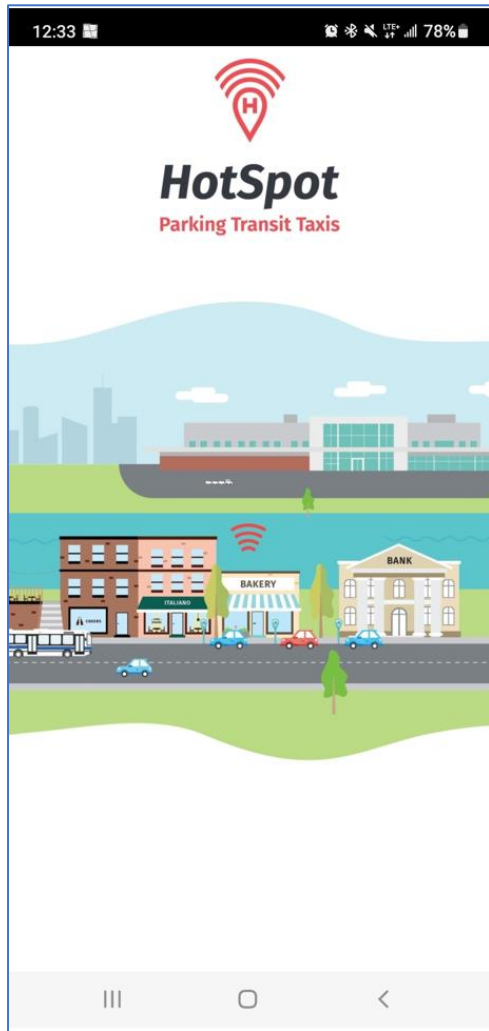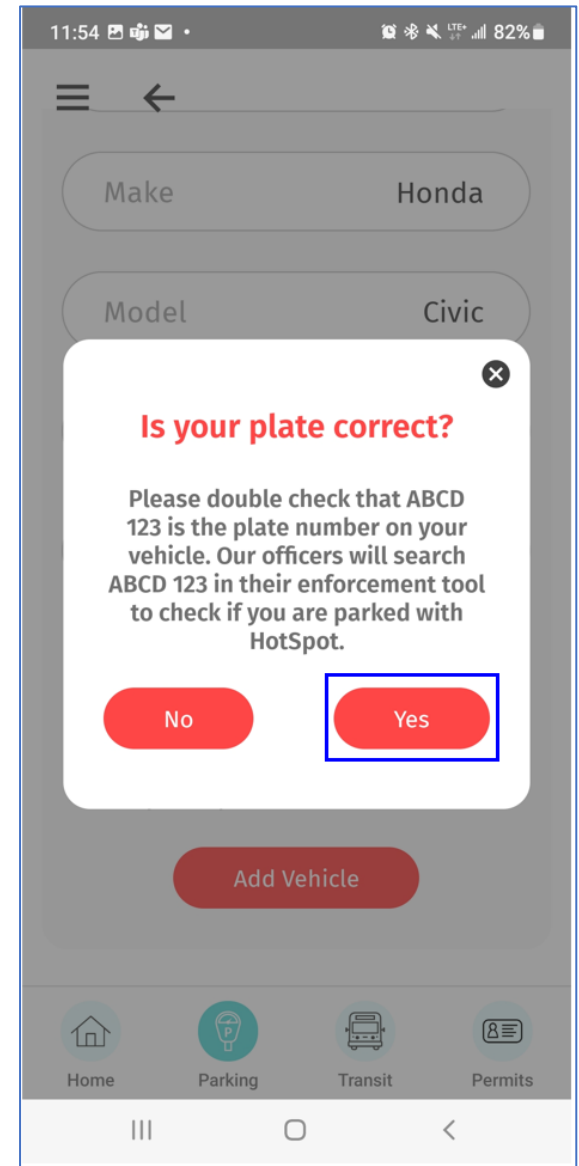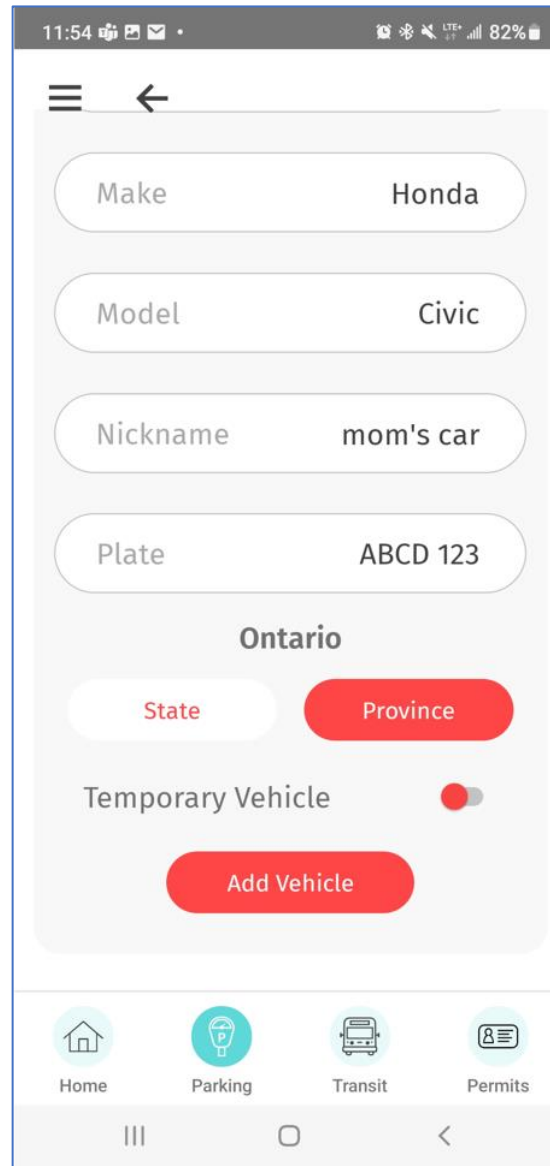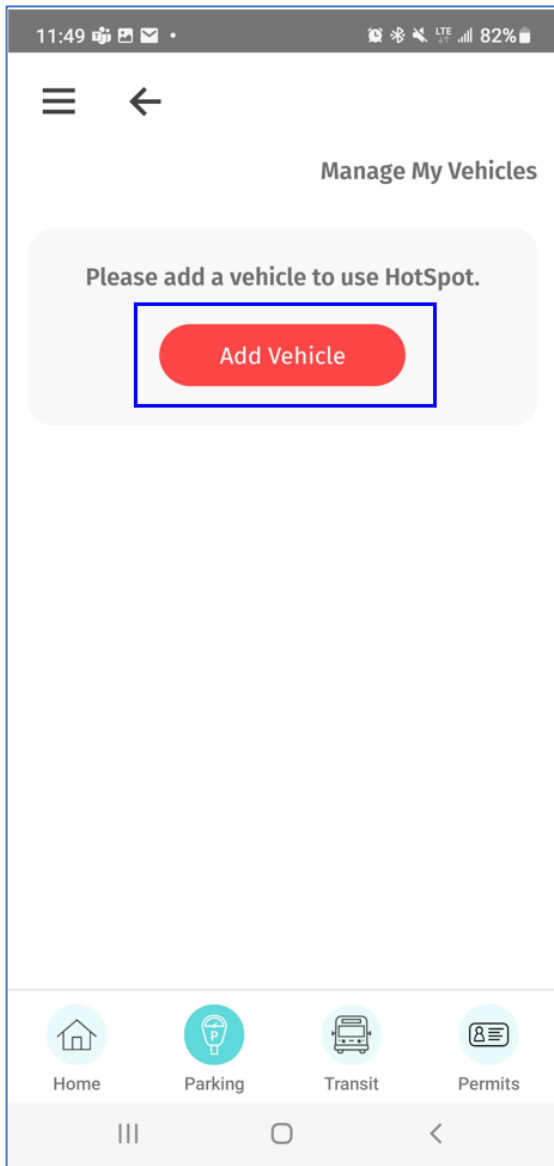

- Download and/or open the HotSpot parking app and follow the prompts to set up your account.
- If you need to add vehicles to your profile, click the menu in the top left and select Manage My Vehicles.
- If your vehicles are already in your account click Permits in the bottom right to continue.

Adding vehicles to your HotSpot account:

- Click **Add Vehicle** and enter in the necessary details, select a province and click **Add Vehicle**.
- Review the information to make sure your plate is correct and click **Yes**
- Repeat these steps for any additional vehicles that you need to add.

Applying for your permit:
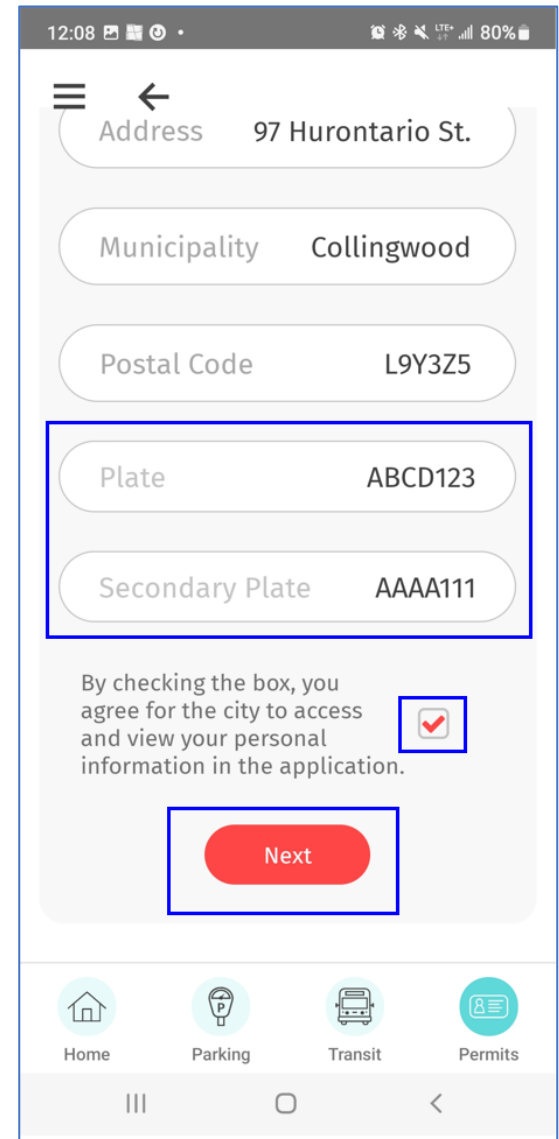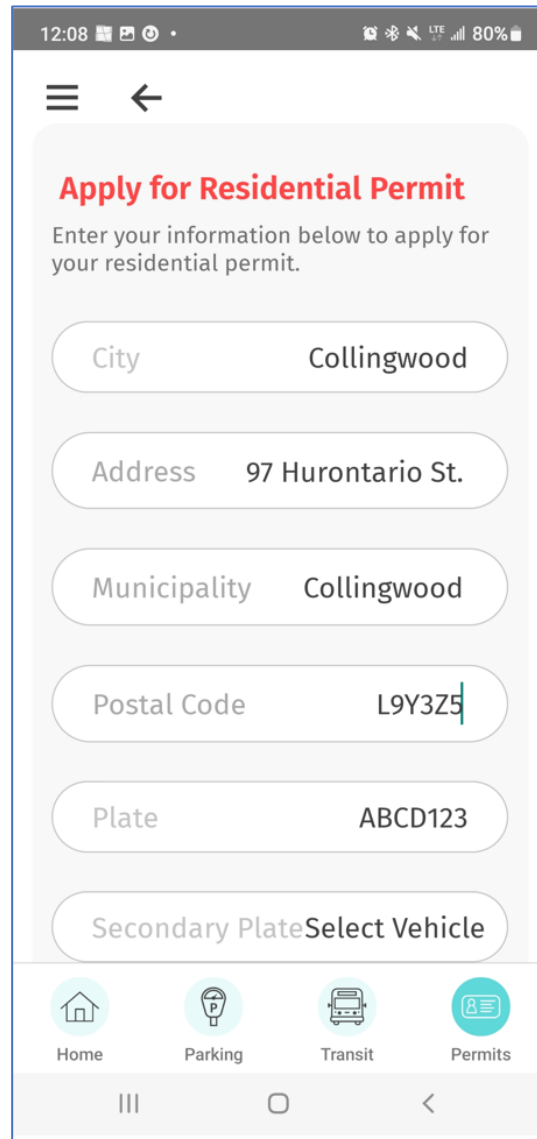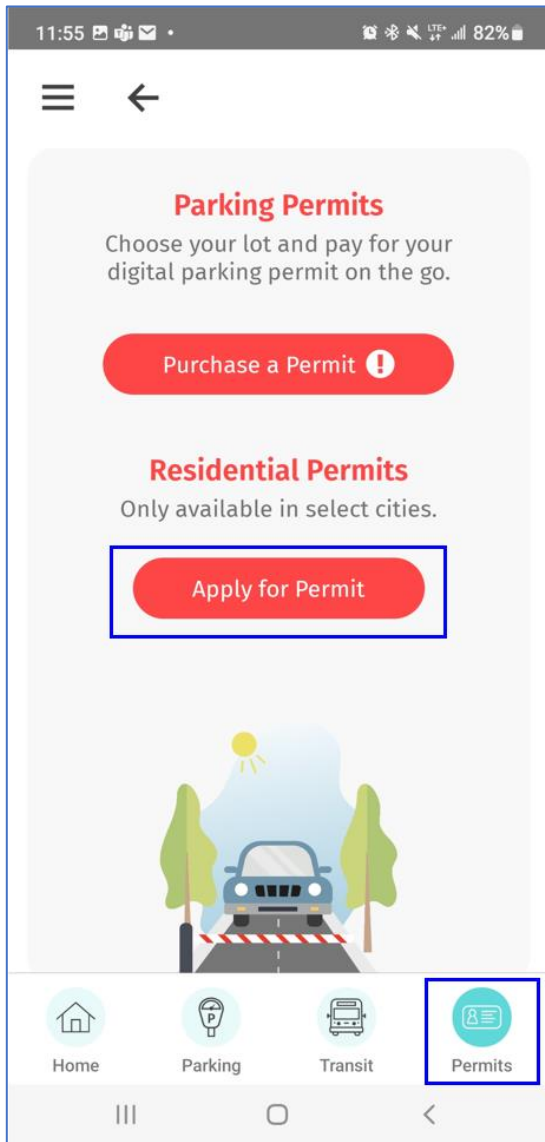
- Click **Permits** in the bottom left if you are not already on the permits screen, then **Apply for Permit**
- Complete the required fields and select 1 or 2 licence plates for the application. The licence plates will only be available to choose if you have added them to your **My Vehicles** section previously.
- Check the box and click **Next**

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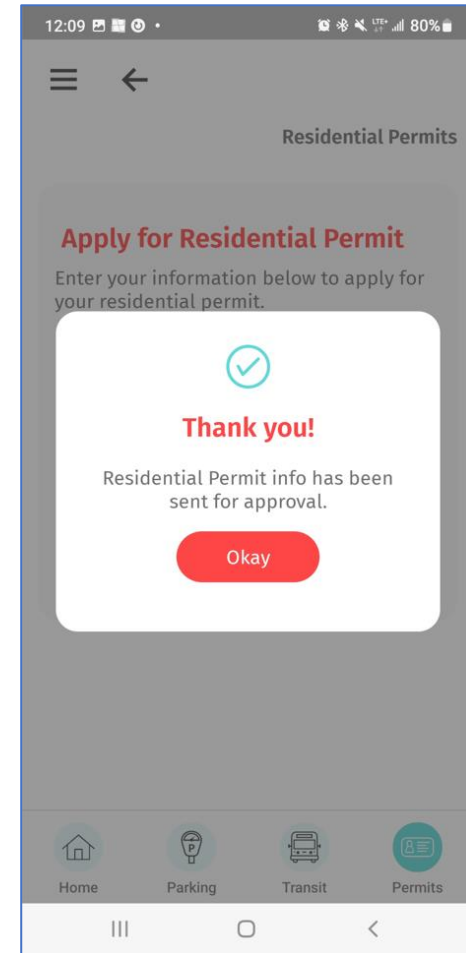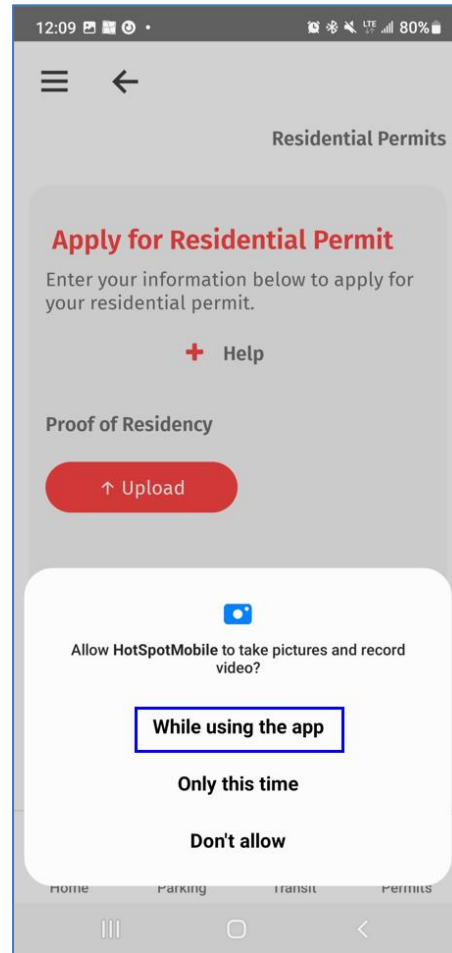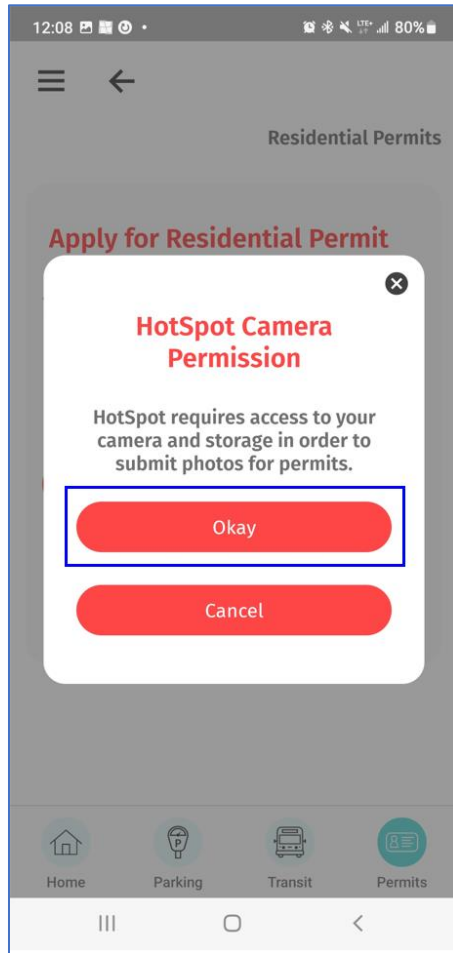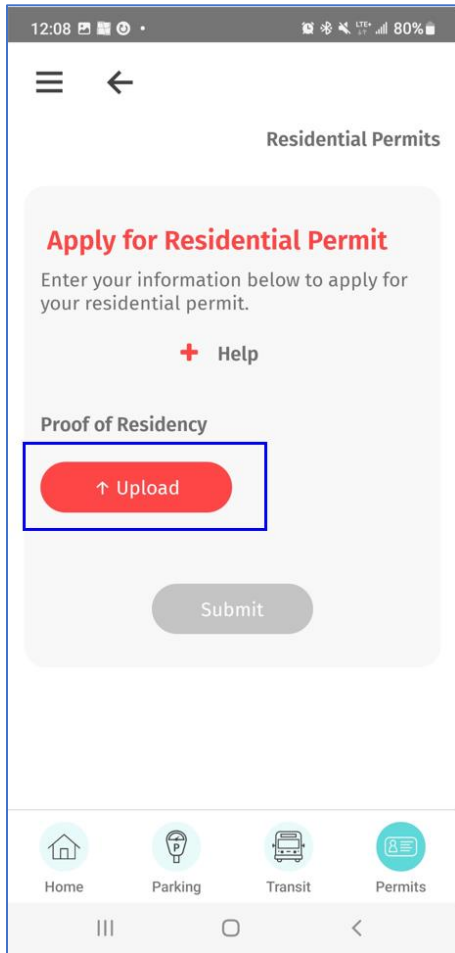
- Click the **Upload** button to take a picture of your proof of residency document. Please allow the HotSpot app permission to take pictures to successfully complete the process.
- Ensure your name and address are clearly visible on the documentation. Your permit type will be approved based on the address verified in this document.
- **Submit** your application
- You will receive a confirmation message on screen and an email if your application is submitted successfully. Please check your junk/spam messages if you don't see this email in your inbox.

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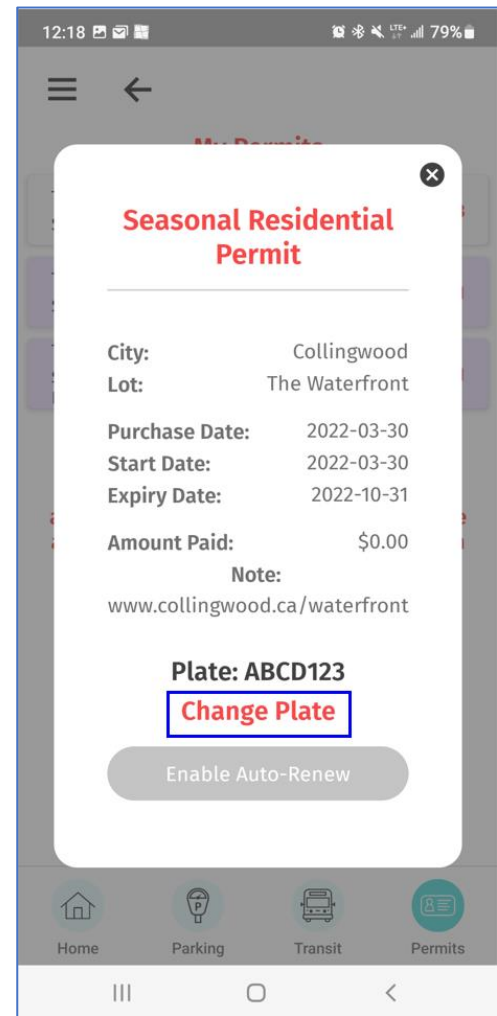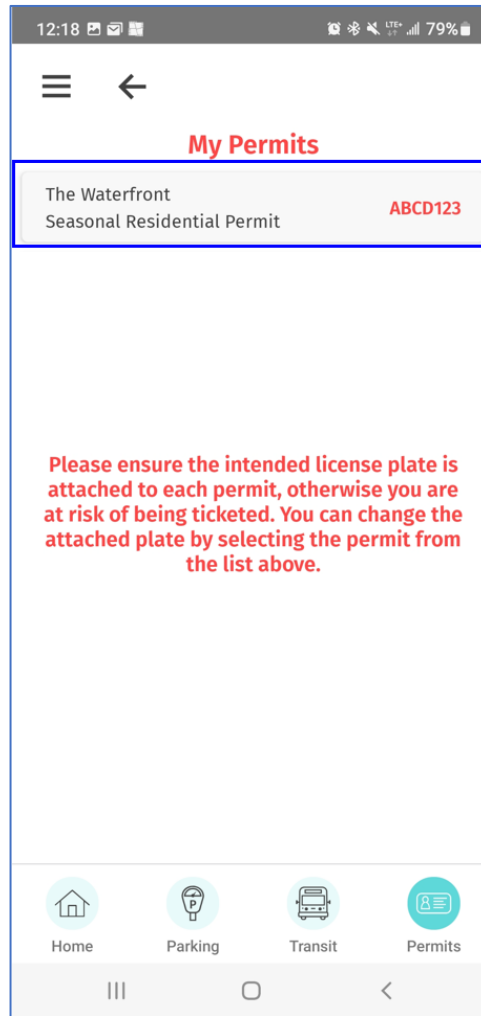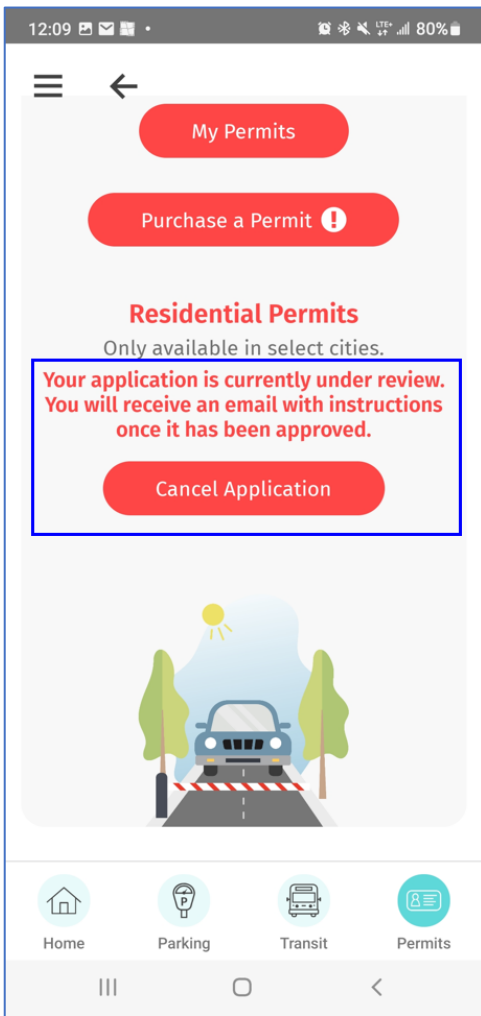
- You can return to the HotSpot app to see if your application is still under review.
- Once your application is approved, your permits are automatically active and you will see them in the **My Permit** section.
- Review your active permits on the **My Permits** screen - this will show any permits you have purchased with HotSpot.