



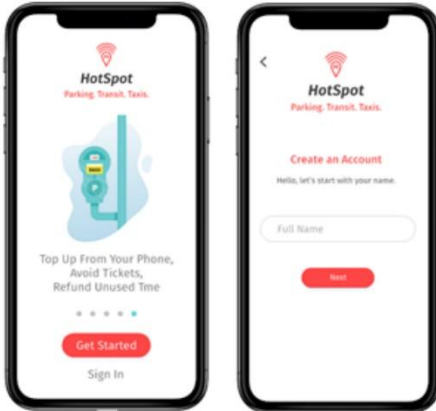
# HotSpot

## CLAIMING A PERMIT

Your smart parking experience is here! Please follow these easy steps for setting up, using and claiming your permit using the HotSpot app on your smartphone!



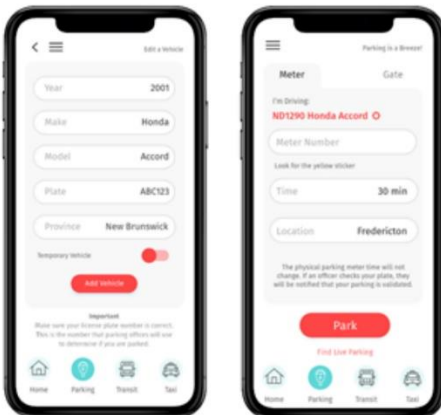
1



Download the app onto your smartphone. Open the app, click "Get Started" and create your account. You will setup a User Name and Password and will need a unique phone number and email to do so.

*Please ensure you're using the email address used to setup your permit in the system. Please verify with your employer if you have any issues or questions.*

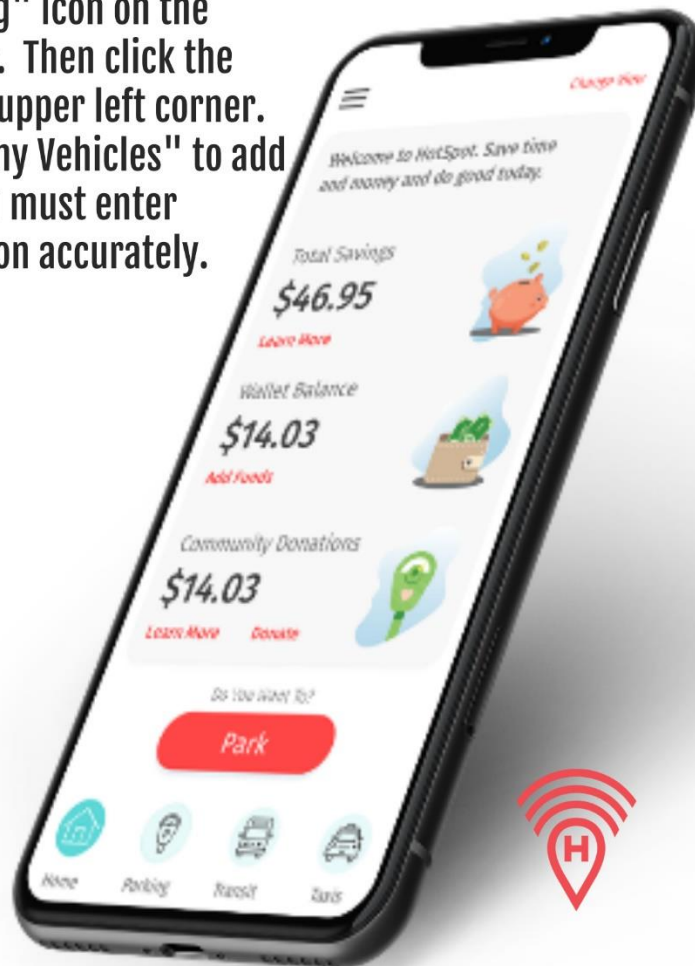
2



Click the "Parking" icon on the bottom menu bar. Then click the three bars in the upper left corner. Select "Manage my Vehicles" to add your vehicle. You must enter vehicle information accurately.

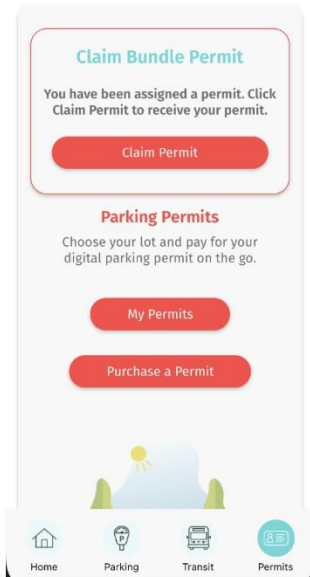
### 3 Claiming A Permit

If your permit was paid for by your employer and you are simply claiming your permit, please follow the following steps for Claiming a Permit. This step is only for users that have had their permit paid for by their employer.

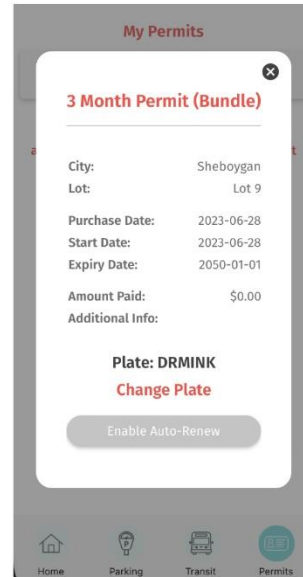


## Open Email from HotSpot Parking

You should have received an email from HotSpot Parking allowing you to claim your parking permit. This email is verification that a parking permit has been successfully set up for you and ready to be added to your account.



In the Hotspot App, click on "Permits" in the lower left corner. A "Claim Bundle Permit" or "Claim Permit" box should appear in the upper half of the screen. Click "Claim Permit".



Then, verify your permit information is correct including parking lot. To change your vehicle plate, click "Change Plate" to toggle between multiple license plates on your account.

Your permit is now active and assigned to your vehicle.

## Important Notes about Parking Permits

- **One Vehicle Per Permit:** While you can add multiple license plates to your account, only one license plate can be assigned as "active" to a permit.
- **Assign License Plates:** Go into your permit anytime to toggle license plates and assign an active license plate to a permit.
- **Keep Info Updated:** Please make sure your vehicle and contact information is always up-to-date.
- **Active Permits:** All permits are paid for by an employer and will remain active as long as permits are paid for by the employer.

## Parking Tickets

Parking is enforced by the Sheboygan Police Department. Please call (920) 459-3333 for questions regarding parking tickets.

