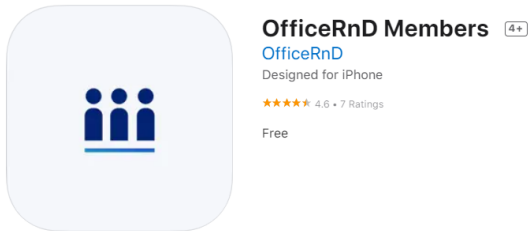


# Guide to MyFlex Members Portal

Welcome to the MyFlex Members Portal. This is where you can connect with the members of the awesome community you are a part of. If at any point you have questions, don't hesitate to email us directly at [office@myflex.bg](mailto:office@myflex.bg) or contact your hosts.

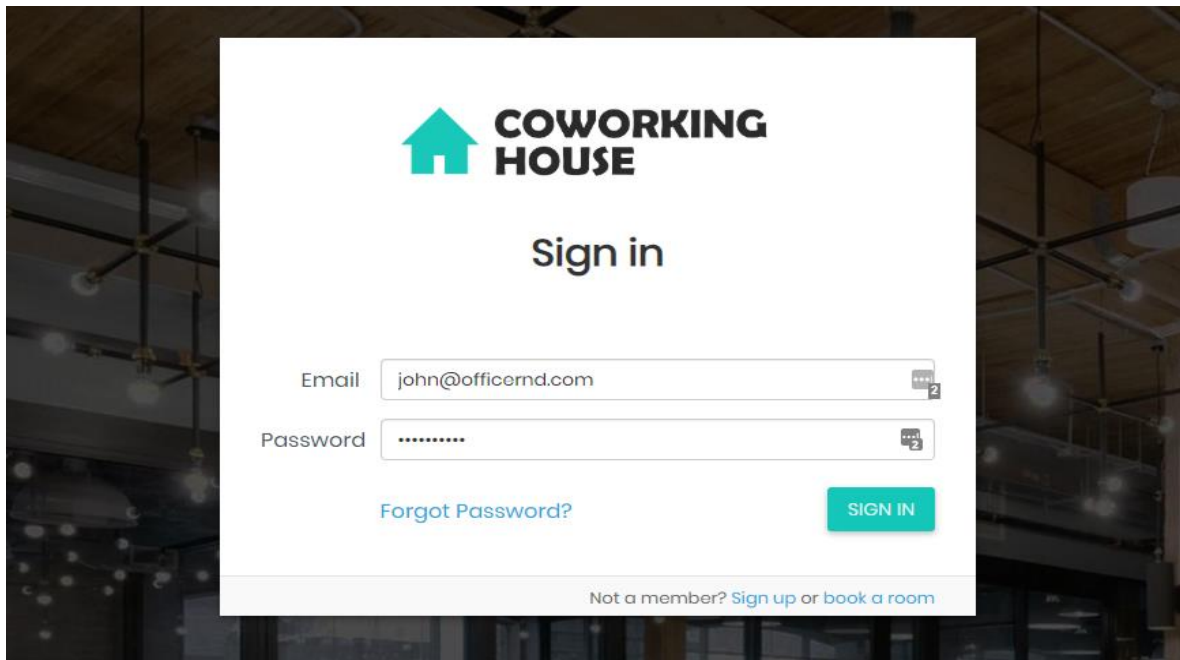
Make sure to also keep track of the news feed on the Dashboard page to stay on top of everything that's going on in our community and don't hesitate to say your piece, we'd love to hear from you.

To use the app look for "OfficeRnD Members"



## Sign In

When you receive our welcome email, head over to the portal and set up your password when prompted.



## Book Meeting Rooms

Booking a meeting/conference room is as easy as clicking on a free time slot on the Meeting Rooms calendar and confirming your preferred time slot. We will send you a confirmation email with a calendar invite attached. You can also see all your Bookings and Remaining Credits in the Bookings tab.

Meeting Rooms

18 Results

Today < > Jun 17, 2022

Reset All Filters

	Tarantino MyFlex, Floor 9 4	Mia MyFlex, Floor 9 4	Vincent MyFlex, Floor 9 4	Speed MyFlex, Floor 9 6	Matrix MyFlex, Floor 9 6
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					

Meeting Rooms

18 Results

Today < > Jun 21, 2022

Reset All Filters

	Tarantino MyFlex, Floor 9 4	Mia MyFlex, Floor 9 4	Vincent MyFlex, Floor 9 4	Speed MyFlex, Floor 9 6	Matrix MyFlex, Floor 9 6
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					

Add title... X

🕒 Jun 21, 10:00 AM to Jun 21, 10:30 AM

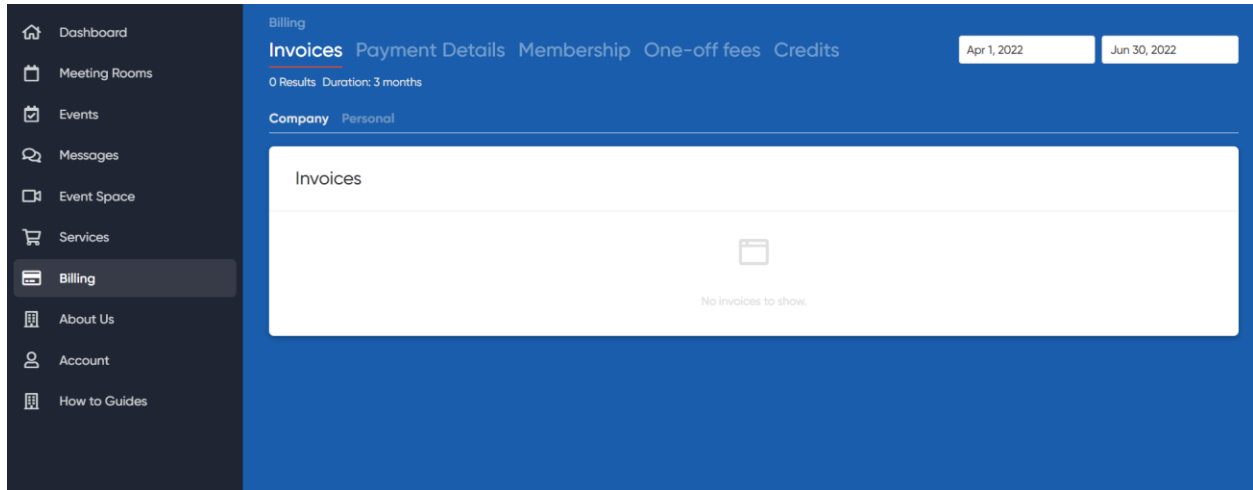
📍 Mia  
Floor 9,  
MyFlex

💰 Total: €10.00

[More Options](#) [Book](#)

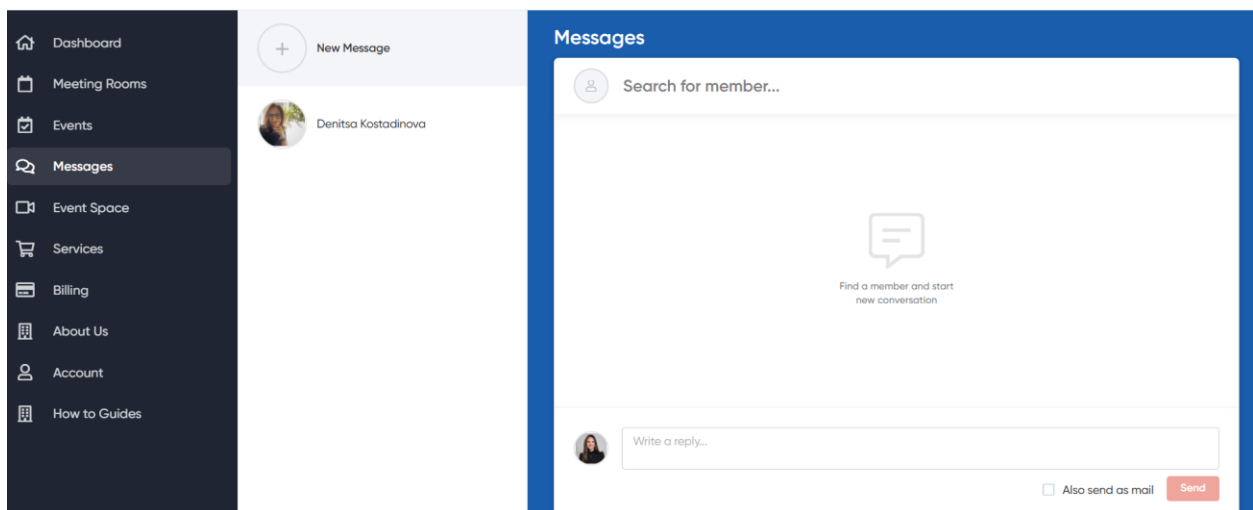
## Billing

Under Billing, you can review your invoices, change your payment and billing details.



## Messages

Want to chat and connect with other members? Check out the Messages tab to start a conversation by searching for the member. The messages can also be sent as an email.



## Events

Head over to the Events tab to check out all of the happenings in and around the space.

**COWORKING HOUSE** Submit Ticket How To Guides

Upcoming Past

LOCATION: Atlanta

WHEN: May 2020

**Discover Upcoming Events**

- Yoga Class** (24 / 25)  
May 28, 10:30 AM  
ATLANTA, DOWNSTAIRS EVENT SPACE
- Leadership Workshop** (199 / 200)  
Jun 30, 10:00 AM  
ATLANTA, DOWNSTAIRS EVENT SPACE
- Annual Food Truck Festival** (100 / 100)  
Jul 2, 12:00 PM  
ATLANTA, BACK PARKING LOT
- Pitch Practice** (11 / 12)  
Aug 31, 10:30 AM  
ATLANTA, TURNER CONFERENCE ROOM

## Services

Ready to expand or start using more services? Come talk to us or simply navigate to the Services section. We've got all membership options and services available to you listed with additional information. Select the anything you'd like to add to your account and click + Button.

**Services** MyFlex

1. Extras (3) 2. Parking (2) 3. One-off plans (2) 4. Memberships plans (2)

**1. Extras**

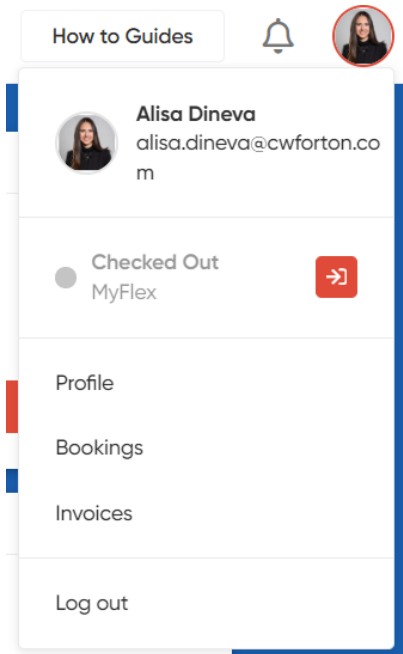
- Cabinet** €30.00
- Flower** (REQUIRES APPROVAL) €15.00  
Flowers and greenery at your office upon request.
- Monitor Plan** €20.00

2. Parking

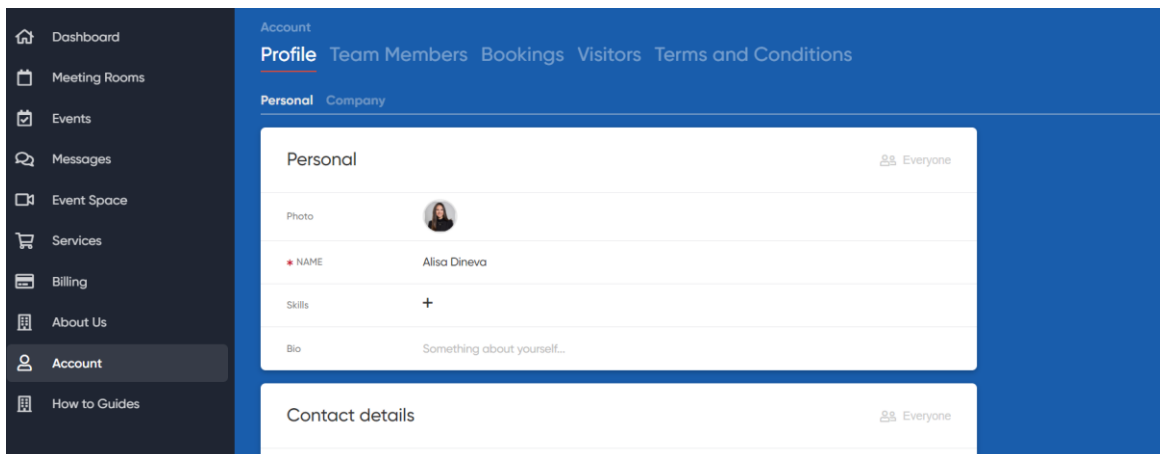
## Manage your Profile

There are sections in the portal dedicated to different sides of your profile.

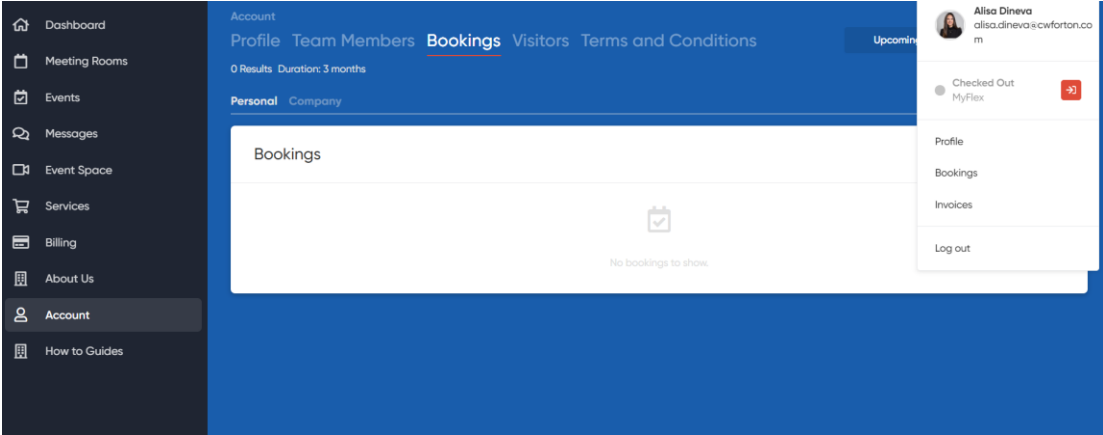
To access your profile, click on the icon in the top right corner and select 'Profile'. Alternatively, you can click on the Personal Menu icon on the left-hand side and 'Profile'.



You can update your personal and company profiles, add skills, industries, and bio information under Profile. That's where you can change your password or connect your profile to Twitter, LinkedIn, Facebook and/or Instagram.



You can review your bookings and keep track of what's coming or how many credits you have left under the Bookings section.



Use of certain policies or want to check details of your membership, see the Terms & Conditions for a copy of the accepted documents.

