toworkfrom.

GUIDE FOR MEMBERS

Your coworking space uses toworkfrom for your plan, invoices, meeting rooms and agreement. This guide shows you how to use it. It works on the web, iPhone and Android.

1. Log in
2. Home
3. Invoices
4. Book a meeting room
5. Your agreement
6. Account
7. Leaving or pausing
8. If something isn't working

The latest version of this guide is on the toworkfrom website, under Help.

1 Log in

1. Open the link in the invite email from your space, or open toworkfrom.
2. Enter your email and tap **Send code**.
3. A 6-digit code arrives by email. It works for 10 minutes. Enter it and tap **Log in**.

There's no password to remember. Use the same email your space has for you.

The app has four places: **Home**, **Book**, **Invoices** and **Account**.

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2 Home

Home shows your plan, the date you're **Paid till**, and your **Free meeting-room hours** for the month. Free hours are shared by everyone on your plan and reset each month.

Check in

When you arrive, tap **Check in**. It works within about 150 m of the space, so your phone will ask to use your location.

You're checked out automatically when the space closes, or you can tap **Check out**.

If an invoice is well overdue, check-in is blocked and you'll see "Please clear your invoice". The front desk can still let you in.

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3 Invoices

Invoices shows what there is **To pay now**, and every invoice and credit note you've had. Tap one to open its PDF.

Paying

Depending on what your space has set up, you can pay in these ways:

- **Pay online.** Tap **Pay** and pay by UPI, card or netbanking. Your invoice updates by itself.

- **Scan to pay (UPI).** Tap **Scan to pay**, pay from your own UPI app, then enter the UTR or reference number, add a screenshot and tap **Send for checking**. Your space checks it and your invoice updates.
- **Bank transfer or cash.** The bank details are on the invoice. Share the reference with your space, and they'll record it.

You get a receipt each time. If you pay more than is due, the extra is kept as an advance and comes off your next invoice.

Reminders

You'll get the invoice when it's issued, a reminder the day before and on the due date, and more if it becomes overdue. Invoices, reminders and receipts always come; you can't switch those off.

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4 Book a meeting room

1. Open **Book** and choose a room.
2. Choose the day, **How long**, and a start time.
3. Add any guests, so the front desk expects them.
4. Tap **Book now**. If the room needs approval, it says **Send request** and the space confirms it.

Your free hours are used first. Time beyond them is charged at the room's hourly rate and goes on your next invoice. The app shows this before you book.

Cancelling. Open the booking under **Your bookings** and tap **Cancel booking**. It's free until the time shown. After that, the hours still count.

You can also tap **Add to calendar**.

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5 Your agreement

When your space sends you an agreement, you get an email with a link, and a WhatsApp message if your space uses it. The link works for 14 days, and you'll get a reminder if you haven't signed after 2 and 5 days.

1. Open the link and read the agreement to the end.

2. Type your full name and draw your signature.
3. Tap **Send code**, and enter the 6-digit code that comes to your email.
4. Tap **Sign agreement**.

If you don't want to sign, tap **I don't want to sign this** and say why. Your space is told.

Once your space has countersigned, you get the signed copy by email. You can also open it any time under **Account → Agreements**, including after you've left.

About two weeks before your agreement ends, you'll get a message. Your space sends you a renewal to sign in the same way, and your membership carries on as normal in the meantime.

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6 Account

- **Your spaces**: if you're a member of more than one space, switch between them here.
- **Agreements**: your agreements and their signed copies.
- **Your documents**: add your ID document here if your space asks for one. Only the owner and manager of your space can see it, and it's deleted automatically after your membership ends. Anything your space has shared with you shows here too.
- **Messages**: choose whether you get welcome, booking and space updates by email; turn app notifications on or off; and choose English or Hindi for WhatsApp messages.
- **Log out.**

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7 Leaving or pausing

On **Home**, tap **Leave or pause**.

Leaving. The app shows the date your membership would end, based on your space's notice period and the period you've paid for. Tap **Send notice**. Your space confirms it, and may agree an earlier date. After your last day you can still log in to see your invoices.

Pausing. If your space offers it, and you're on a monthly plan, choose the first and last day and tap **Ask to pause**. Once approved, your desk stays yours, you're not billed for those days, and your renewal date moves later.

Day and week passes end by themselves, so there's no notice to give.

8 If something isn't working

- **No code arrived.** Check spam, wait a minute, then tap **Send a new code**. Make sure it's the email your space has for you.
- **Check-in won't work.** Allow location for toworkfrom in your phone's settings, and make sure you're at the space.
- **A payment isn't showing.** UPI screenshots and bank transfers are checked by your space, so they can take a little while. Ask the front desk if it's been more than a day.

For anything about your plan, price or invoice, speak to your space. They run their own account on toworkfrom.