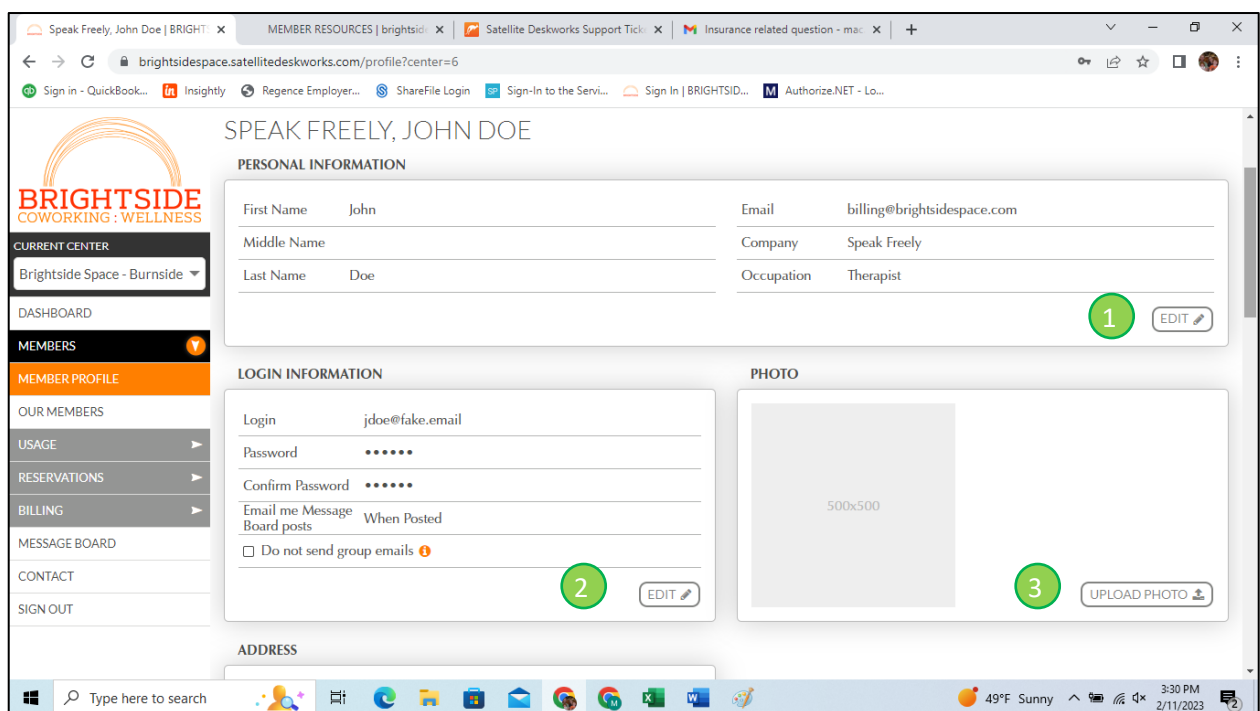


Managing Your Member Profile

Your member profile contains information used to manage your relationship with Brightside Space, along with additional information you'd like to share with other Brightside members or potential clients. You can use the member profile to manage notifications in the center message board, and control if and how much information you share about yourself and your business.

Tip! The Brightside Website contains a member profile page that includes information you share on this profile! Use the profile information to drive client traffic to your personal website.



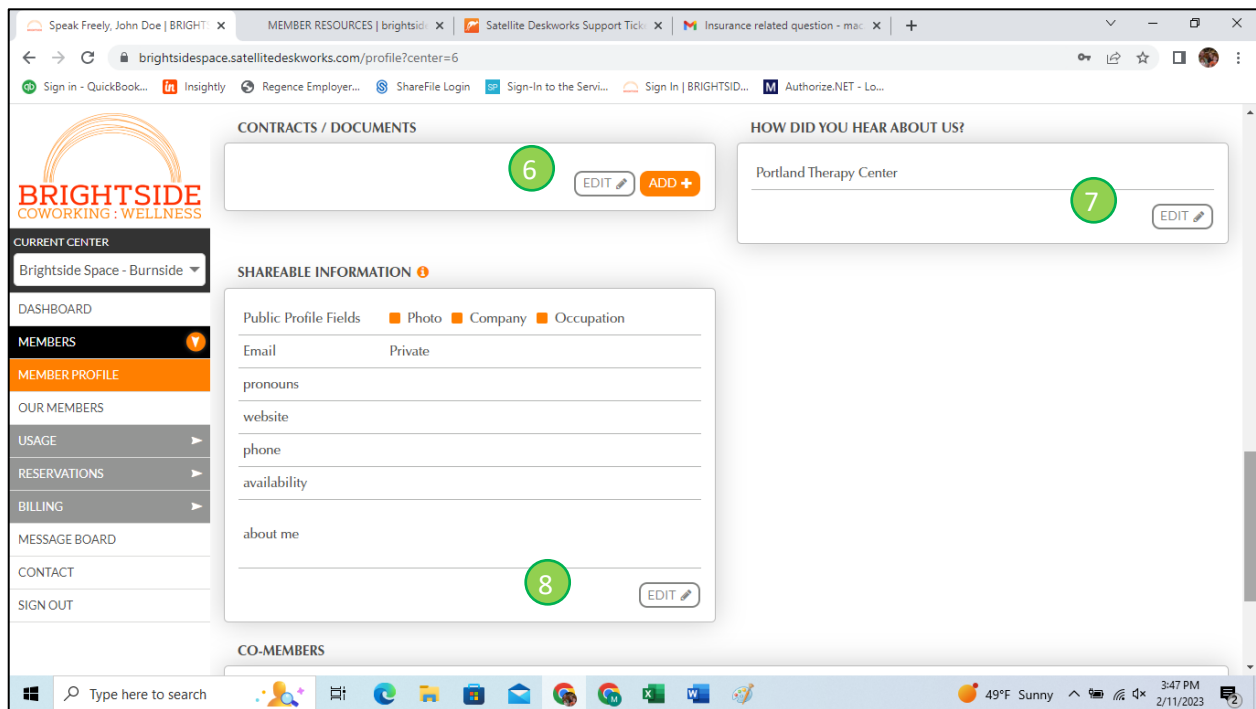
1. **Personal Information** – Click **Edit** modify your personal information if required to include your make changes to your name, company name, and occupation, or to update your profile email address. Be sure to click **SAVE** once your revisions are completed. You'll have the option to include your **Company** and **Occupation** in your sharable profile.
2. **Login Information** – Click **Edit** to choose a different password and control your message board notification settings. If you have passcodes to the exterior entrance of your building, they are shown in your Login information section. The first passcode will be for your personal use, while the second passcode, if provided, is intended for client use. Suite door passcodes are not shown.

Tip! You can control your communication profile in the Login Information section. The options for Message Board posts allow you to get messages immediately, never, or in digest format on the specified schedule.

Warning! We use the Group Email functionality to send out important announcements that we want all site members to receive. If you remove yourself from these notices, you may not receive important announcements.

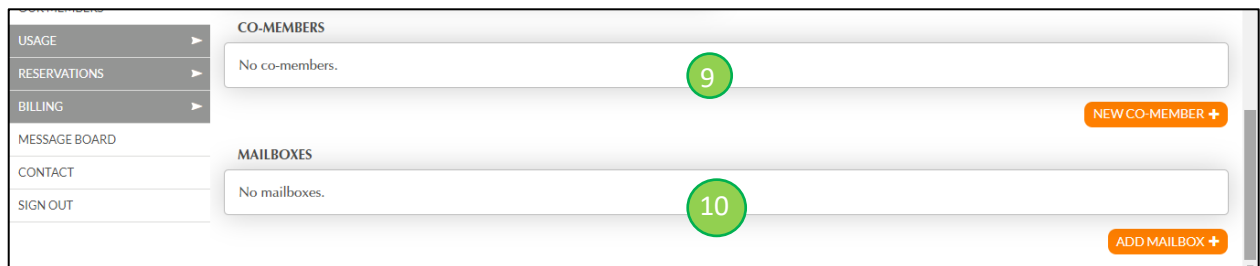
3. **Photo** – Click Upload Photo to supply a high-quality photo for your site profile. The display size of your photo is 500 px by 500 px; use of square photos with high resolution is recommended for a professional looking profile. You can choose to exclude or include your photo on your sharable information.

4. **ADDRESS** - The Address information is intended to capture address information associated with your billing and payment correspondence. All communications will go via email by default, but a current physical address is required for written communications. Additional addresses can be supplied if necessary.
5. **PHONE** – Please be sure to include an active phone number that we can use to contact you. One phone number is required.



6. **CONTRACTS / DOCUMENTS** – use this section to upload your **Certificate of Additional Insured**, as required by our Membership Agreement. Mailbox only clients do not need to provide a Certificate of Additional Insured unless they intend to schedule office reservations to see clients in person. Your insurance provider should provide you with a certificate of Additional Insured at no charge to you, and this request should not impact your insurance rates. Please contact your general and/or professional liability insurance provider for more information.
7. **REFERRAL SOURCE** – Please indicate how you heard about Brightside Coworking! We love to know how our clients connect with us. If you don't see a valid option, let us know, we can expand the list.
8. **SHARABLE INFORMATION** – Use the sharable information section to control your public profile with Brightside Space. The sharable information is included in your member profile, in the **OUR MEMBERS** menu option, and will be published on the Brightside Coworking website as soon as we gather enough profiles.

Tip! You don't have to share any information on our member profile pages. Just click the **EDIT** button, and de-select the **Photo**, **Company**, and **Occupation** check boxes, and choose **private** for the **email** field. Leave the rest of the fields empty and click **SAVE**.



The screenshot shows a dashboard with a left sidebar containing navigation items: USAGE, RESERVATIONS, BILLING, MESSAGE BOARD, CONTACT, and SIGN OUT. The main content area is divided into two sections. The top section is titled 'CO-MEMBERS' and contains a text input field with the placeholder 'No co-members.', a green circular badge with the number '9', and an orange button labeled 'NEW CO-MEMBER +'. The bottom section is titled 'MAILBOXES' and contains a text input field with the placeholder 'No mailboxes.', a green circular badge with the number '10', and an orange button labeled 'ADD MAILBOX +'.

9. **CO-MEMBERS** – For group practices only, adding co-members allows other members of your practice to apply their space usage to your membership plan. This is not required for **mailbox only** accounts. When you add Co-members, you can directly control their level of access to group account information, ability to schedule appointments, and whether they will receive notifications set from Brightside Coworking.
10. **MAILBOXES** – All members have access to a mailbox. We’re working on filling out mailbox information. Please help us out by adding your own if it’s missing. Here’s how:
 - a. Click the **Add Mailbox** button (only 1/account please).
 - b. **Mailbox Number.** Mailboxes are identified by column (as letters starting from the left) and numbers, starting from 1 at the Top row. So, for example, the first box number in the upper left is A1. Determine your box number and place it here.
 - c. **Mailbox key.** There are no keys, so disregard that.
 - d. **Mailbox handling.** Our only option at this time is putting mail in your mailbox.
 - e. **Mailbox Names.** You can help us a lot by listing all of the possible names associated with your mailbox in the mailbox names field. Include your name, your business name, names of other people who may receive mail from your group, possibly other names for yourself (if you’ve had a recent name change, for example).
 - f. Click the **OK** button.

Warning! When we receive mail that’s not associated with an active membership then it gets returned to sender.