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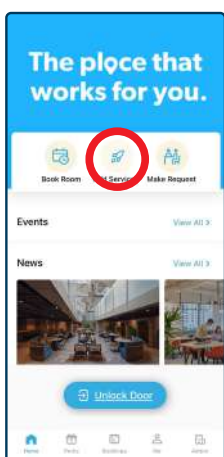


1. Guide to adding on hot desks via JustCo app

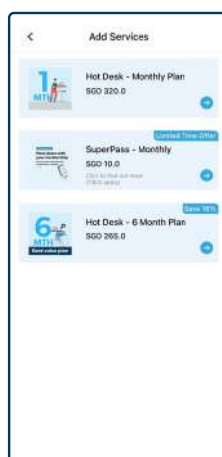


1. Guide to adding on hot desks via JustCo app

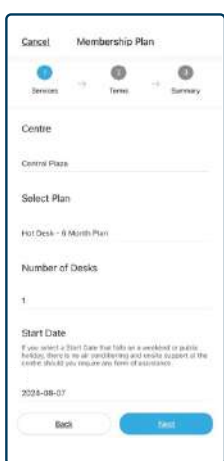
This step-by-step guide will walk you through the process of purchasing additional hot desks for your team.



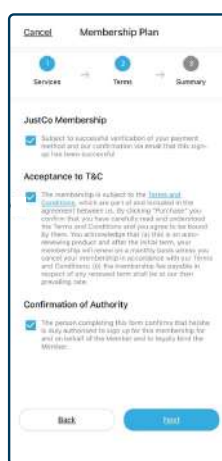
1 Launch the JustCo app and tap **Add Services**.



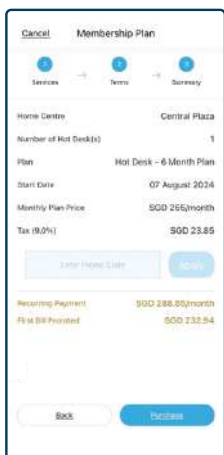
2 Select your preferred membership plan.



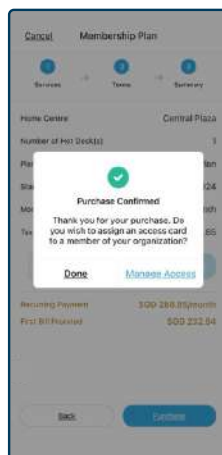
3 Select your home centre, preferred membership plan, number of hot desks required and start date.



4 Accept the T&Cs and tap **Next**.



5 Confirm that all details are correct, then tap **Purchase**.



6 Your purchase is successful!

We're thrilled to welcome you to JustCo's workspace community! Here are your membership details:

Order Summary

Home Centre ("Premises")	The Centrepoint, 176 Orchard Road, The Centrepoint, #05-05, Singapore 238843
Member	
Product	Hot desk (JustDesk Unlimited)
Plan	6-Month Plan
Commencement Date	26 Jun 2024
End date	25 Dec 2024
	on 26 Dec 2024, your membership will automatically renew on a monthly plan basis unless you cancel your membership.
No. of hot desk(s)	1
Membership Fee	

A copy of the Term and Conditions which you had agreed to and which are part of and included in the agreement between us is available at <https://www.justcoglobal.com/sg/ecomm-hot-desk-tcs/>.

Your JustCo app login credentials and details about your promotional benefits, if any, will also be shared with you in subsequent emails.

For Your Home Centre Visit

You can access your home centre anytime with the JustCo app. Please note that if your start date falls on a weekend or public holiday, there may be no air conditioning and onsite support at the centre should you require any form of assistance.

*At selected home centres, your first access is only available on a working day, during business hours. You will need to collect your physical access card from our friendly Community team at your home centre for visits.

If you need to reach out to us, please contact us at store@justcoglobal.com.

Thank you for choosing JustCo. We look forward to having you with us soon!

Sincerely,

JustCo Store

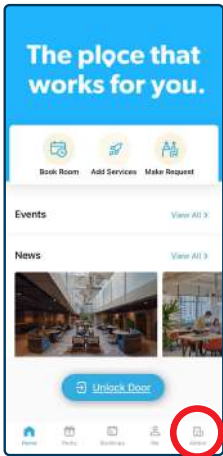
Please check your email for an order confirmation. You should receive it within the next 24 hours.



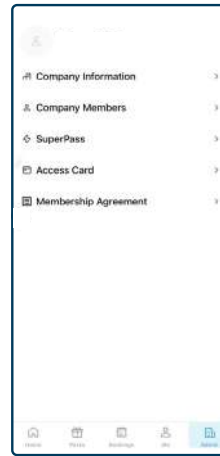
2. Guide to managing access and team members via JustCo app

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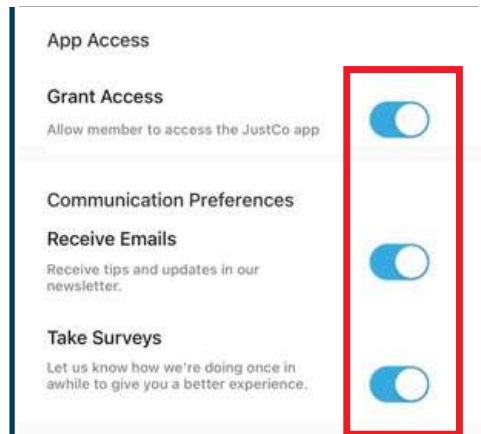
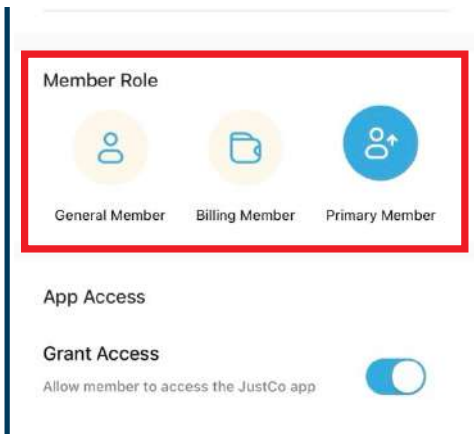
This step-by-step guide will walk you through managing access and adding team members directly on the JustCo app.



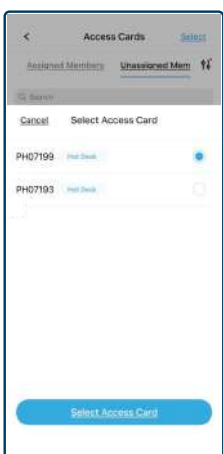
1 Launch the JustCo app and tap **Admin**.



2 Select **Company Members** to assign access rights. Select **Access Card** to assign to team member.



3 Select the suitable access rights for the team member.



4 Select access card to assign to team member.

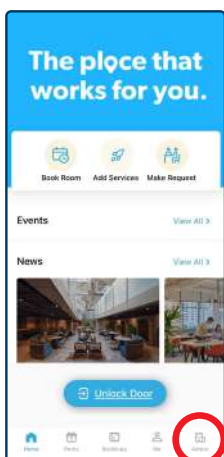


3. Guide to renewing and cancelling hot desks plan via JustCo app

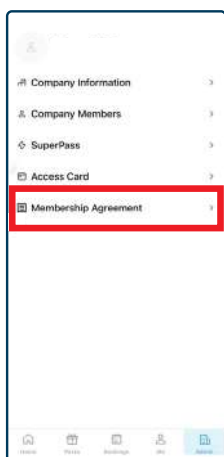


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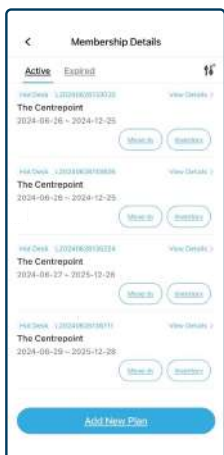
This step-by-step guide will show you how to renew or cancel your hot desk membership plan.



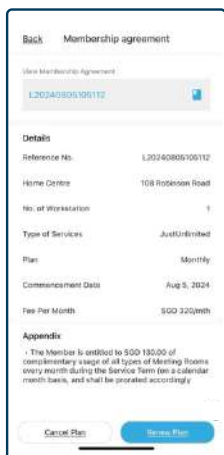
1 Launch the JustCo app and tap **Admin**.



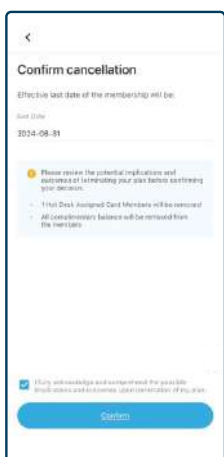
2 Select **Membership Agreement**.



3 Tap on the membership plan you would like to renew or cancel.



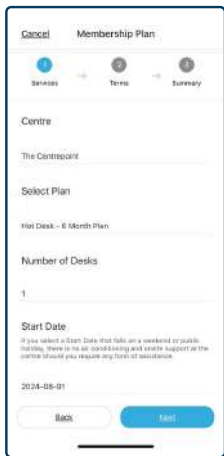
4 Select **Renew Plan** or **Cancel Plan**.



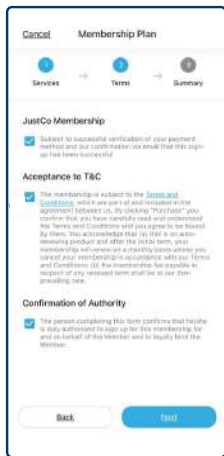
5 **Cancellation**
Tap **Confirm**.



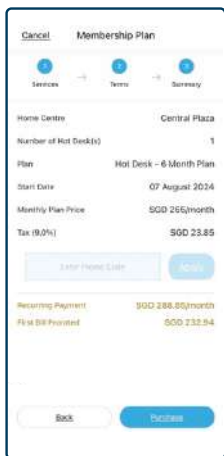
6 **Renewal**
Add-on your preferred membership plan.



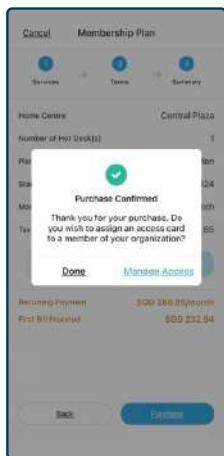
7 **Renewal**
Select your home centre, preferred membership plan, number of hot desks required and start date.



8 **Renewal**
Accept the T&Cs and tap **Next**.



9 **Renewal**
Confirm that all details are correct, then tap **Purchase**.



10 **Renewal**
Your purchase is successful!

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