

HOW TO SIGN UP TO WORK IN OPEN WORK SPACE

JULY 2019



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1. Go to www.codobe.com
2. Click “Sign Up”
3. Select the length of time you would like to start with. (If just wanting to book room, or not sure select Member Sign Up)
4. Click Continue
5. Enter your information and read the Terms and Conditions, Privacy Policy, and Important Info.
6. Click Continue
7. Enter your Credit Card Information
8. Download the KISI Inc App and follow the instructions in “[How to Open the Door at Codobe](#)”
9. When you need a workspace go to Codobe, open the door, and pick a non reserved work space. (View booked meeting rooms in your member portal by going to the “Meeting Rooms” tab. This will show you any reservations for the meeting rooms for that day. If it isn’t reserved, you are welcome to use it as your workspace.