



Email



Password



Remember me



Forgot Password?

Log In

US UNIONSPACE

UNIONSPACE - MY VIRTUAL OFFICE ACCOUNT MANAGER

User Guide

<https://myvoffice.me> →



LENNIE GANIPORN

UI/UX, Customer Experience

Congratulations

Experience Office like you never before.

- View & Manage your Mails from anywhere anytime
- View & Manage your Calls from anywhere anytime
- Book Facilities in Real-time
- Track Application Progress in Real-time
- Access to Critical Documents for your business
- View & Pay for your Invoice

Account Overview

- 01

Once you've login successfully, you'll be able to see an overview of your account.
- 02

Available Meeting Room Hours you can use for free for that month, latest Mails and Calls we've attended for you
- 03

All the services you can manage from the Left Menu

10

Meeting Room Hours

0

Office Suite Hours

0

Work Space Hours

0

Flexi Office Hours

Mails

Year

Month

Sender

accounting and law

Process Date & Time

2022-03-28 16:26:00

Processed By

migi

Ordinary Mails

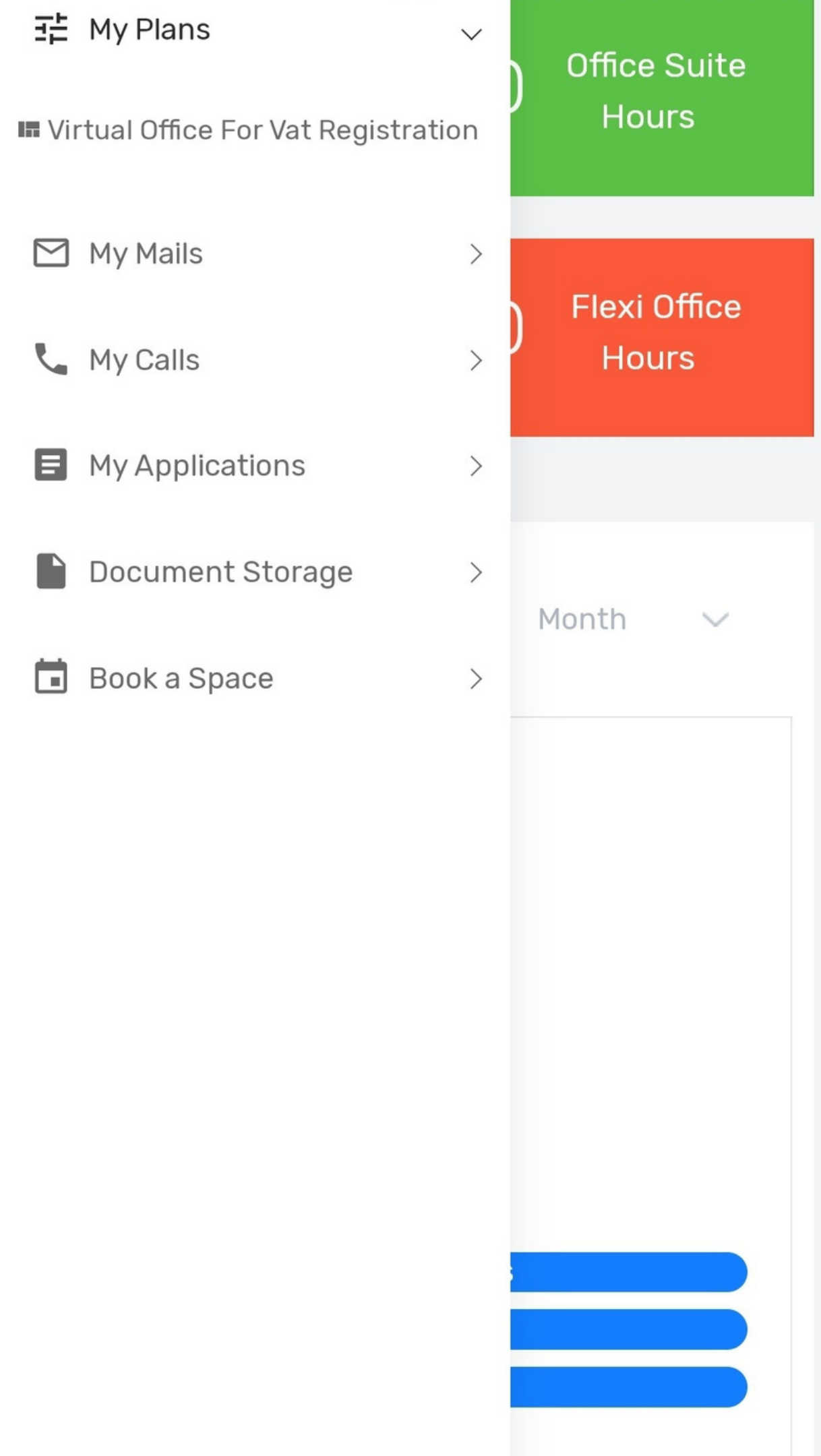
Uncollected

Not Scanned

My Plans

01

If you've multiple Service Plans with us, you may switch between the multiple plan by selecting the Plan you want to manage from My Plans



Digital ID Card

01


— Show your Digital ID Card for building access and to enjoy special privileges and discounts from our partners.



Annie Trinh
annie.trinh@unionspace.com
ID: 74058

1

 My Profile

 Membership Card

2

 vCredit (0.00)

 Logout

MyCompany Co Ltd

 74058
 +66625534819
 annie.trinh@unionspace.com
 30, Sukhumvit Soi 61, Ekkamai, Bangkok

Plan

Expiry

Virtual Office for Address
Registration

24th June,
2023

Notification Setting

01 — One of the most important thing to do first is to update your Notification Preferences.

02 — Click on My Mails > Notification Preference and let us know how you would like to be notified whenever there is a new Mail or Call.

03 — Email Notification is the default option. SMS Notification is available on certain plans only.

Notification Setting:

Please ensure your contact details below is up-to-date. You'll receive a Notification from us when your business receive a New Mail or Package. You may update this information anytime and the changes are implemented in Real-Time.

You'll only receive SMS Notification if your plan includes SMS Notification

 Email

 Sms

Full Name

Full Name

Email(s)

yangk@vanzbon.com

(To receive Notification on multiple email addresses, include all the email addresses here separated by a comma. (Example: abc@gmail.com, xyz@gmail.com, 123@hotmail.com))

✓ Save

My Mails

01 ——— Tell us how you want us to manage your mails

02 ——— Click on My Mails > Mail Forwarding Instruction and choose your desired option.

03 ——— Our team will follow this instruction when we handle your mails unless otherwise instructed

Edit Mail Forwarding Instruction:

You can now place a default instruction on your mail forwarding preference so that our team will know what to do with your mails each time we receive it.

Standing Instruction

No Forwarding ☒

Forward Immediately ☐

Forward Upon Request Only ☐

Forward on End of the Week ☐

Forward on End of the Month ☐

Postcode

Postcode

Country

Country

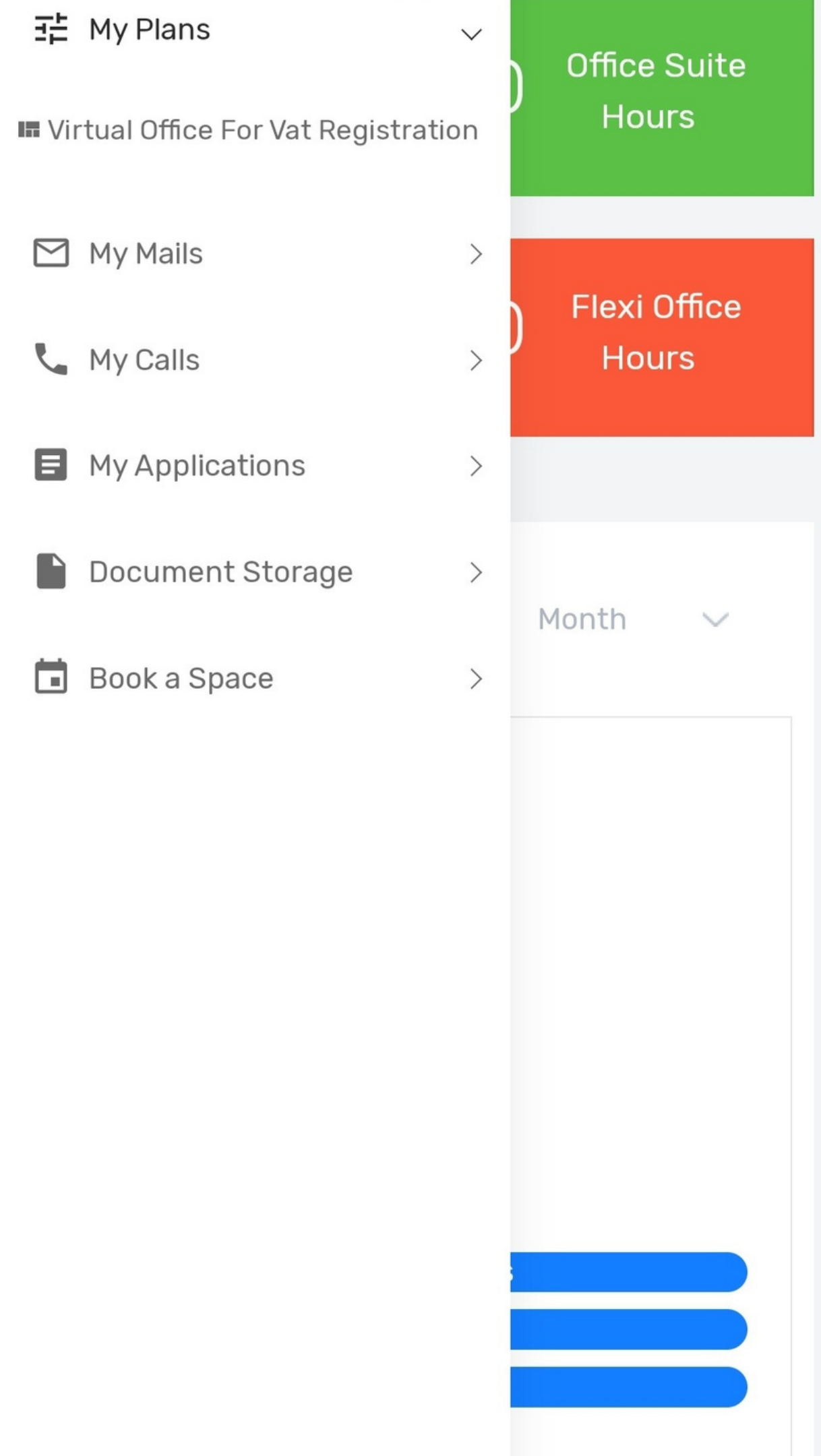
My Calls

01

————— To view your Calls History, click on My Calls > Call History

02

————— You'll be able to view all the calls we've answered for you here as well as the caller details and/or messages



My Invoices

01 — You can view & download all your invoices and receipts here

02 — To pay, please refer to the Payment Instruction on the invoice

RM 100.00

test invoice

Unpaid



Download Invoice

Invoice No.

2-13457

Due Date

2022-03-15

Amount Due

RM 2294.40

Test

Paid



Download Invoice



Download Receipt

Bookkeeping

This function is only active should you sign up for our Bookkeeping Services

01

Use this feature to upload your Receipts or Bills on the go.

02

Our accounting team will book all your Receipts and Bills accordingly to prepare your monthly accounts as well as tax report

My Applications

01

Track the progress of your Visa / Work Permit or Company Incorporation application by clicking on My Applications

02

If nothing appear under My Applications, it means there's either no update or your Service Plan do not include a trackable Application

Day

1

🕒 Day 1

Received complete documents from client

Completed ✓

2 - 3

🕒 Day 2 - 3

Drafting of Memorandum of Association (MOA)

Completed ✓

4

🕒 Day 4

Submission of all original and signed documents to Department of Business Development (DBD)

Completed ✓

Document Storage

01

Document Storage: Critical documents about your Company or Account is stored here for your easy access

02

You can view them or download them anytime



Complete Company Incorporation Documents

2022-03-31 08:21:09



Book a Space

01 — You can book facilities that are available to your account in real-time 24/7

02 — Click on Book a Space > The Facilities

03 — Follow the on-screen instruction to book your facility

My Plans

My Mails

My Calls

My Applications

Document Storage

Book a Space

Meeting Room

Office Suite

Work Space

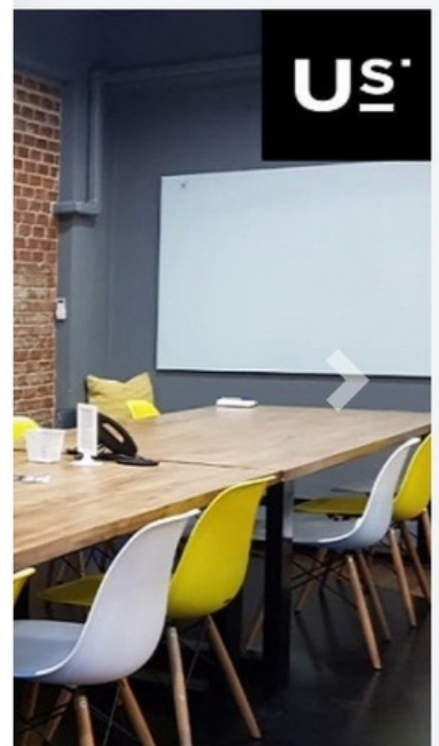
Flexi Office Suite

Booking History

Home > MeetingRoom

Office Suite
Hours

Flexi Office
Hours

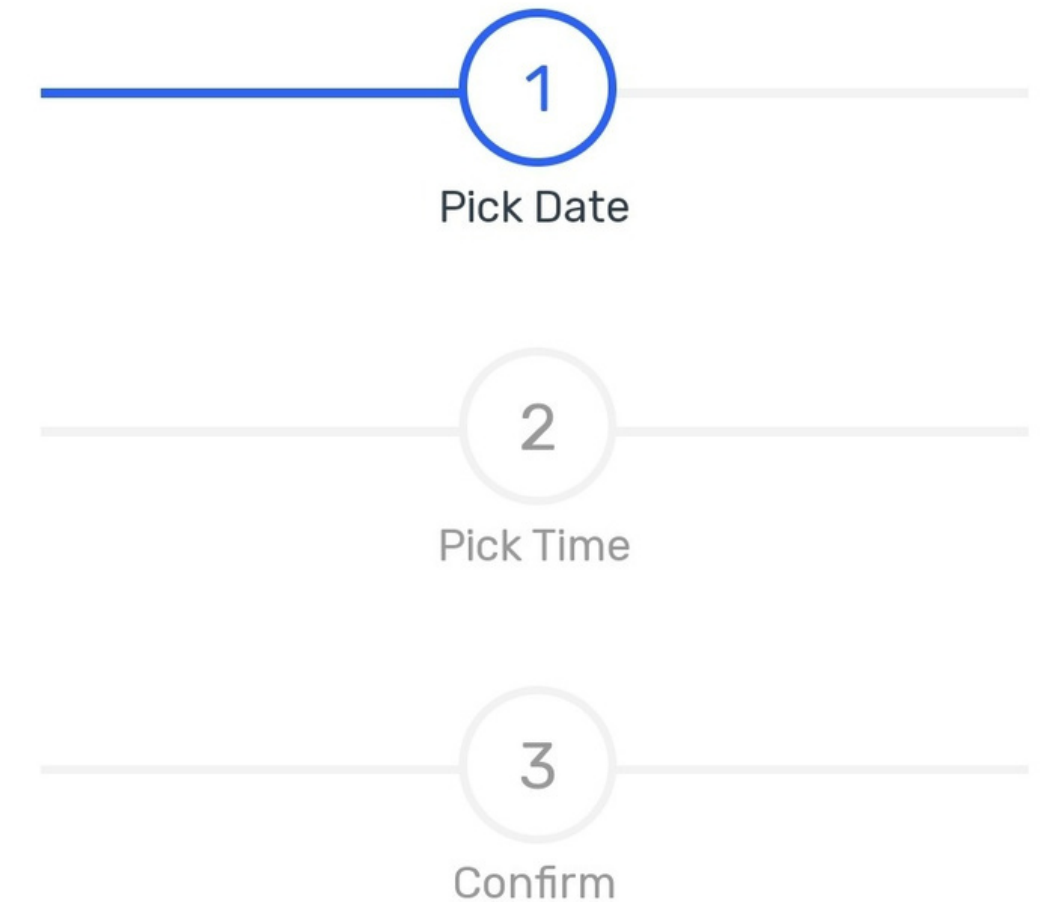


Bangkok

Book a Space

- 01** — Select the facility that you would like to Book and click on Book Now
- 02** — Select the Date when you would like to use the facility then click Next
- 03** — Select the time that you need. You can book multiple slots by clicking on multiple time slots then click Next

Online Booking

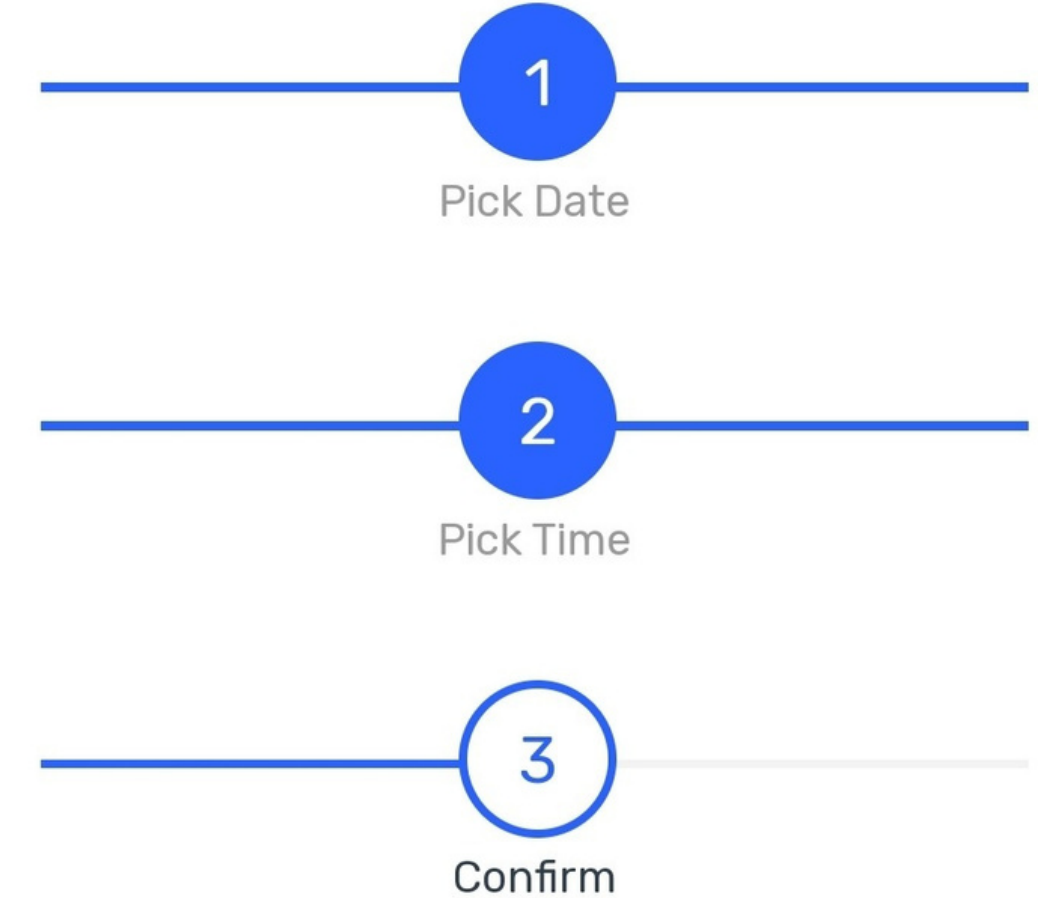


| « April 2022 » | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Book a Space

- 01 — Review your Booking.
- 02 — Click Submit to confirm your Booking. The system will deduct the booking from your Account
- 03 — Booking can be cancelled 24 hours prior to the booking time. No cancellation / refund allow thereafter.

Online Booking



Your Booking Summary

Location : 30, Sukhumvit Soi 61, Ekkamai,
Bangkok

Facility : Conference Room

Pax : 2-18

Date : 2022-04-04

Time Slot: 11:00 to 12:00

By Clicking confirm i acknowledge the
term of use and the cancellation policy



Thank you

for switching to the more sustainable office and for choosing UnionSPACE as your service provider.

BANGKOK #1 BUSINESS HUB

Need help? Line us at: @unionspaceth or email us at:
bangkok@unionspace.com

unionspace.co.th