

ONBOARDING CHECKLIST

- Provide security deposit/Sign lease agreement
- Access Members portal for all on boarding information
- Member's Portal located at bottom of website
- Choose business name
- Fill in auto/withdrawal agreement/Monroe info sheet
- Choose studio and amenities/concierge services inside portal
- Sign policies/amenities upgrades/concierge services.
- Send all sheets to support@monroesalonstudios.com
- Set up possession date and time.
- Receive business builder kit- follow first steps
- Submit profile information for member directory
- To frost your studio windows- contact Karrie at 403-320-2787
- Set up directory slat- send to kelly@laneon.com
- Provide proof of business insurance - Preferred partner in portal
- Provide proof of business license - Preferred partner in portal
- Join Private Fb community in portal (turn notifications on)
- Welcome to Monroe video- about the facility
- Welcome to Monroe video- about the portal
- Set up booking app
- Monroe's address for set up- #3440 Fairway Plaza Road T1K 7T5
- Member's Lounge door code access 3440#
- Member Wifi password- monroemember3440
- Guest wifi password- monroeguest3440