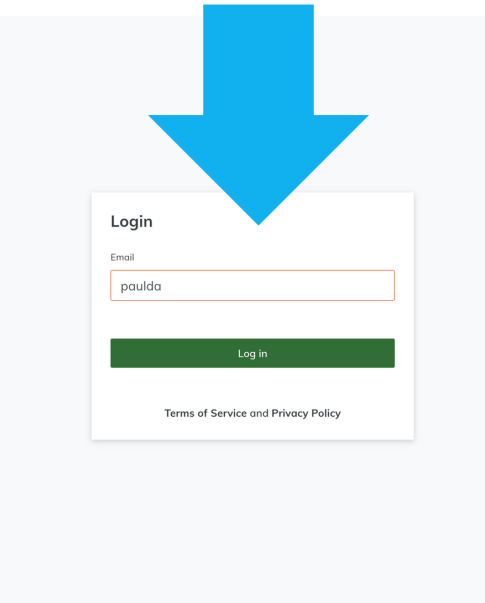
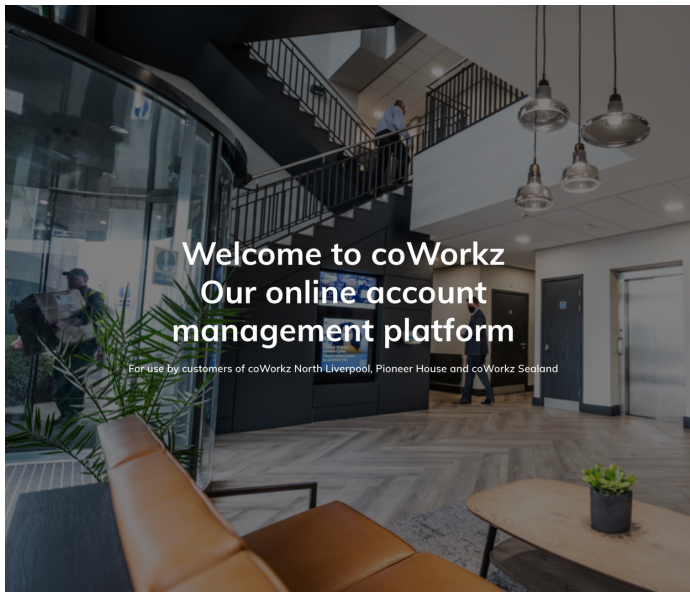


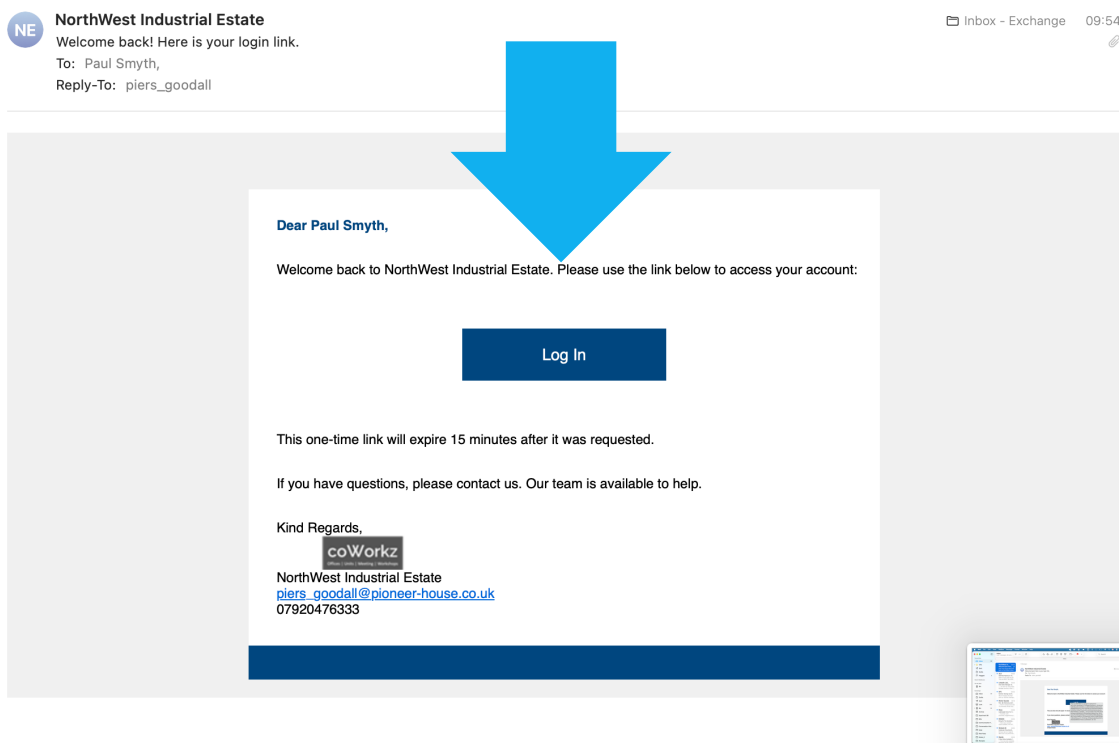
Setting up a direct debit via the members portal.



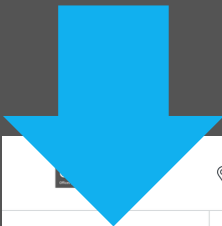
Step 1: Log on to your members portal. If you do not have access to the members portal please contact Tracy on: helpdesk@coworkz.co.uk



Step 2: An email containing a link will be sent to your registered email address. Click on the 'Log In' link.



Step 3: Click on the 'Billing & Payments' option



coWorkz North Liverpool

Book a Space

Billing & Payments

Booking History

Configure Amenity

Support

Move-in Manager

Wi-Fi

Teams

Subscription

Welcome back, Paul

coWorkz North Liverpool

No upcoming bookings

Book a desk, room, or office to see it here once confirmed.

Book Now

Billing & Payments

See All

Outstanding Invoices

£55.60

Pay Invoices

Autopay Off

coWorkz

Book a Space

Billing & Payments

Booking History

Configure Amenity

Support

Move-in Manager

Wi-Fi

Teams

Subscription

Billing & Payments

Account Settings

Filter by Property

coWorkz North Liverpool

Outstanding Invoices

£55.60

Prepayments

£0.00

Pending Charges

£0.00

Invoices

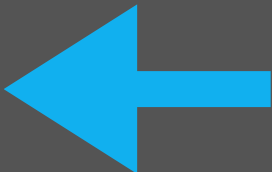
Credit Notes

Payment History

Download PDF Ledger

Send PDF Ledger

Invoice	Status	Created on	Due Date	Total	
☐ 202600001382	Not Paid	Jun 02, 2026	Jun 07, 2026	£55.60	Download Pay



Step 4: Click on the 'Accounts Setting' tab.

Step 5: Click on the '+ Add New Payment Method' tab.



Step 6: Complete all sections below, click on the tick box to confirm you accept the terms & conditions.

Step 7: Tick the 'Continue to Setup Confirmation'.

Step 8: Now switch on the 'Auto Pay' toggle. This will allow payments to be collected.

coWorkz

¹⁹

[< My Account Settings](#)

Payment Methods

 Debit ending in 2011

 Debit ending in 0011

+

Add New Payment Method

>

Auto Pay

☐

By enabling Auto Pay, you agree to have funds automatically withdrawn from your chosen method of payment each month to pay any balance due.

 Card ending in