



# WELCOME GUIDE: ASSOCIATE MEMBERS



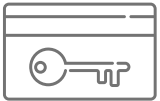
## COVID-19 Policies

**MASK REGULATIONS**  
Effective July 30, 2021

**Masks are required of EVERYONE at ALL times.**  
No food allowed in conference rooms.

Please keep a six foot distance from everyone around you while on site.  
For questions, contact [team@mhubchicago.com](mailto:team@mhubchicago.com)

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## Keycard

You may come in to use your company's keycard between the hours of 8am-4:30pm Mondays-Fridays.

Please bring a valid drivers license to exchange at our Membership Desk.

Any company member coming in to use the facility must complete onboarding to the mHUB Community and attend Orientation BEFORE having access to a keycard.

Note: Your keycard will not have access to the Shop until you Basic Shop Training is completed and verified (usually 24 hours after completing training.)

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## WiFi Set Up

You may connect to the following network:  
mHUB\_IoT | Password: DHA6Jo8iPwS7pqfNrFHE



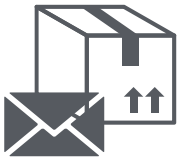
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You must connect to the IoT network (above) to be able to connect to the printers. Please email [membership@mhubchicago.com](mailto:membership@mhubchicago.com) for assistance.

## Printer Set Up

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## Mail/ Packages

Incoming: mHUB scans received packages through Envoy. You will receive a notification via email when a package has been delivered under your name stating the location in which it was stored (Lobby/Dock). Packages can be found at the dock on labeled shelving. Paper mail will be placed in designated mailboxes in the lobby.

Outgoing: All outgoing items must be placed in their designated shelf at the dock. mHUB is not responsible for shipping logistics. Pick-ups are NOT guaranteed unless you schedule a pick-up directly with the designated carriers. Avoid scheduling weekend pick-ups/deliveries as staff is offsite Sat/Sun. Double-check that you are placing your items on the correct shelf.

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## Parking

Parking permits for the lot (\$135/month) are available at the Membership Desk. The entire lot opens to the public at 5 PM.

Otherwise, there is metered street parking along Chicago Ave. and the nearest parking garage is part of the Spoke Apartment complex located at 728 North Morgan Street, Chicago, IL 60642.