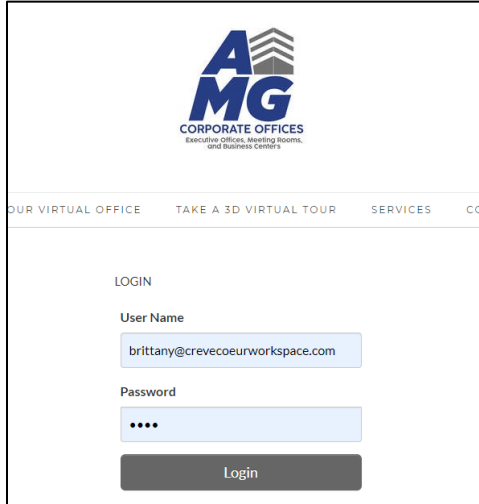


## How to make a Conference Room Reservation through the Portal

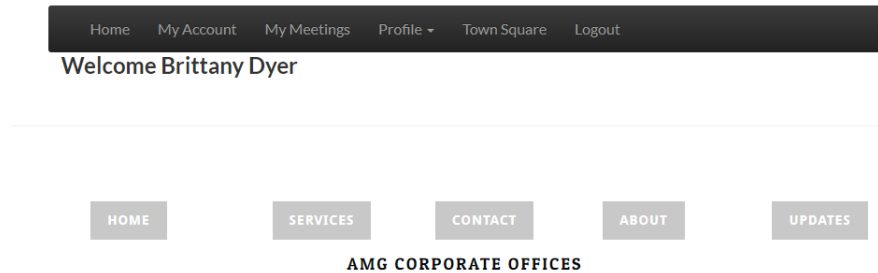
1. Login to the Client Portal. If you do not have a login to the Client Portal, please let us know and we can help set you up.

<https://ccprwd.msbce.com/amgcorporateoffices?MSClient=COSTL>



The screenshot shows the AMG Corporate Offices login page. At the top is the AMG logo with the text "CORPORATE OFFICES" and "Executive Offices, Meeting Rooms, and Business Centers". Below the logo is a navigation bar with links: "OUR VIRTUAL OFFICE", "TAKE A 3D VIRTUAL TOUR", "SERVICES", and "CONTACT". The main content area is titled "LOGIN" and contains a "User Name" field with the email "brittany@crevecoeurworkspace.com", a "Password" field with four dots, and a "Login" button.

2. Once in the portal, click the "My Meetings" tab in the top bar.




3. This tab will show your existing conference room reservations that are scheduled and ones that have happened in the current billing period. If you need to change the time or cancel a scheduled conference room, hit the Modify or Cancel buttons to the left of the reservation. To create a new meeting, hit “New Reservation”.

Home My Account My Meetings Profile Town Square Logout

### My Meetings

**New Reservation**

My Scheduled Meetings

Action	Conference Room	When	Location	Duration	Purpose
Modify or Cancel		8/20/2019 4:00:00 PM	Room : Back Conf. Room AMG 400 Chesterfield Center Suite 400 St. Louis, MO 63017	0.5	

1 - 1 of 1 items

My Past Meetings In The Current Billing Period

Date	Service	Duration	Amount	Details
8/20/2019	Back: Virtual/Hour	0.50	10	Start Time 04:00 PM MR 003-BCR

1 - 1 of 1 items


4. Choose your location by hitting select.

Home My Account My Meetings Profile Town Square Logout

### New Reservation

Location / Room, Date and Time / Finish

Select Location



**AMG** **Select**

400 Chesterfield Center  
Suite 400  
St. Louis, MO 63017

(636) 532-1900

1 2

1 - 1 of 2 items

Next Quit

5. Click the beginning time of your meeting in what room you want. You can get a preview of the room by hovering your mouse of the Light Grey bar.

Select Room, Time and Details

Selected Location:AMG

Selected Date: 8/30/2019

Week View

Your Meetings Unavailable

Day Office	Roundtable Conf. Room	Front Conf. Room	Back Conf. Room	AMG Training Room	AMG Coworking Space
08:00	08:00	08:00	08:00	08:00	08:00
08:30	08:30	08:30	08:30	08:30	08:30
09:00	09:00	09:00	09:00	09:00	09:00
09:30	09:30	09:30	09:30	09:30	09:30
10:00	10:00	10:00	10:00	10:00	10:00
10:30	10:30	10:30	10:30	10:30	10:30
11:00	11:00	11:00	11:00	11:00	11:00
11:30	11:30	11:30	11:30	11:30	11:30
12:00	12:00	12:00	12:00	12:00	12:00
12:30	12:30	12:30	12:30	12:30	12:30
01:00	01:00	01:00	01:00	01:00	01:00
01:30	01:30	01:30	01:30	01:30	01:30
02:00	02:00	02:00	02:00	02:00	02:00
02:30	02:30	02:30	02:30	02:30	02:30
03:00	03:00	03:00	03:00	03:00	03:00
03:30	03:30	03:30	03:30	03:30	03:30
04:00	04:00	04:00	04:00	04:00	04:00
04:30	04:30	04:30	04:30	04:30	04:30
05:00	05:00	05:00	05:00	05:00	05:00

Back Quit

6. Enter the duration that you will need the conference room, and enter in purpose and requirements if necessary. When done, hit "Save".

Reservation Details

Location:AMG

Room: Front Conf. Room FCR

Start Time: 8/30/2019 8:00 AM

Duration

00:30

Recurring Meeting

# of People:

1

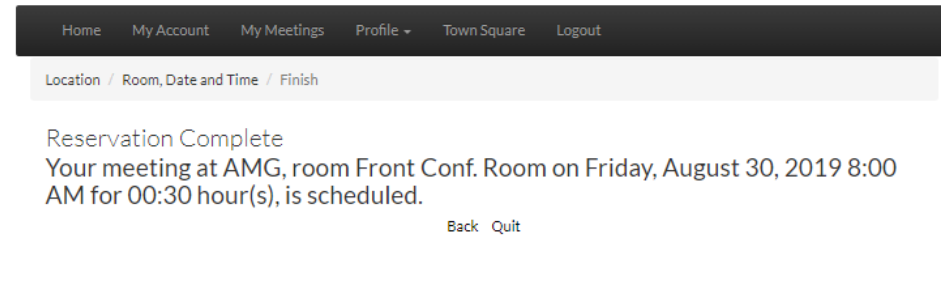
Purpose:

Requirements:

Select	Amenities	Short Notice Disclaimer	Price
<input type="checkbox"/>	Coffee	N/A	No Charge
<input type="checkbox"/>	Coffee Carafe	N/A	10.00 /Usage
<input type="checkbox"/>	Catering	N/A	Variable Cost
<input type="checkbox"/>	Projector Rental	N/A	25.00 /Usage
<input type="checkbox"/>	USB Cord	N/A	10.00 /Usage
<input type="checkbox"/>	Parking	N/A	No Charge
<input type="checkbox"/>	Additional Chairs	N/A	3.50 /Usage
<input type="checkbox"/>	Guest Wifi	N/A	10.00 /Usage

save

7. Your Conference Room is Reserved! You will get a confirmation here, and in your email for the reservation. To go back to My Meetings, hit “Back”.



If you have any questions or need help reserving a room, please let us know and we can assist you!