



## Welcome to CoShares

CoShares ([coshares.repowering.org.uk](https://coshares.repowering.org.uk)) is Repowering London's new members registry platform. On CoShares, you will be able to view your current and past shares, past transactions, update your personal details, and invest in share offers.

This is a starter guide for all existing members of one or more of the Repowering London family of co-ops.

If you need support at any step of the process, please send an email to [patricia.calixtopires@repowering.org.uk](mailto:patricia.calixtopires@repowering.org.uk).

### This guide includes:

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*Please note that CoShares is a new platform, and we are rolling out its initial phase. If you notice any error, please report it to [patricia.calixtopires@repowering.org.uk](mailto:patricia.calixtopires@repowering.org.uk). We will update the tool regularly. Any feedback you may have is welcome.*



## Account Login – for the first time

**Step 1.** Access <https://coshares.repowering.org.uk/>

**Step 2.** Select **Login** at the top right corner.

A screenshot of the CoShares website. The header is teal with "CoShares powered by" on the left and a "Log in" button on the right. The main content area is titled "Open Share Offers" and contains a message: "There are no share offers open at the moment. Please sign up to our newsletter to be the first to hear about future share offers:" followed by a "Sign up to our newsletter" button.

**Step 3.** Select **Forgot Password?**.

A screenshot of the CoShares login page. It features a teal header. Below it, the "Login" section has two input fields for "Username" and "Password". There is a "Show password" checkbox. A "Forgot Password?" link is highlighted with a red box. At the bottom, there is a teal "Next" button.

**Step 4.** Insert the email address you use to manage your shares. This is the email address we have for you.

A screenshot of the CoShares forgot password page. It has a teal header. The "Forgot Password" section contains an "Email" input field with the text "patricia.calixtopires@repowering.org.uk" entered. Below the input field are two buttons: "Request Reset Code" and "Back to Login".



**Step 5.** Press **Request Reset Code.**

A screenshot of a web form titled "Forgot Password". It features a teal header bar. Below the title is an "Email" input field containing the text "patricia.calixtopires@repowering.org.uk". At the bottom of the form are two buttons: "Request Reset Code" (highlighted with a red box) and "Back to Login".

**Step 6.** Check your email inbox to get your **Password Reset link.** You should receive an email from [coshares@repowering.org.uk](mailto:coshares@repowering.org.uk). If you don't see it, please check you Spam Folder. Click on the link provided.

A screenshot of an email message. The header information is: "From: CoShares <coshares@repowering.org.uk>", "Date: Wed, 19 Feb 2025 at 11:08", "Subject: Password Reset", and "To: <patricia.calixtopires@repowering.org.uk>". The body of the email reads: "Repowering London", "To reset your password, please click this link:", and a blue hyperlink: "<https://coshares.repowering.org.uk/login?email=@&code=yEXdsKUn>".

**Step 7.** A screen with your email address and Reset Code will appear. Select **Validate Code.**

A screenshot of a web form titled "Reset Password". It features a teal header bar. Below the title is an "Email" input field containing "patricia.calixtopires@repowering.org.uk" and a "Reset Code" input field containing "CM^{?}i\*". At the bottom are two buttons: "Validate Code" (highlighted with a red box) and "Back to Login".



**Step 8.** Insert your new password and select **Set New Password**.

A screenshot of a web form for setting a new password. The form has a teal header bar. Below it, there is a text input field labeled "New Password" with a red border. Below the input field is a checkbox labeled "Show password". At the bottom of the form is a teal button labeled "Set New Password" with a red border.

**Step 9.** Log in using your email address and new password. Select **Next**.

A screenshot of a web form for logging in. The form has a teal header bar. Below it, there is a section titled "Login". Inside this section, there are two text input fields: "Username" and "Password", both with red borders. Below the input fields is a checkbox labeled "Show password". Below the checkbox is a link labeled "Forgot Password?". At the bottom of the form is a teal button labeled "Next" with a red border.

**Step 10.** Check your inbox to get your **One-Time Password (OTP) code**.

A screenshot of an email message. The email header shows: "From: CoShares <coshares@repowering.org.uk>", "Date: Wed, 19 Feb 2025 at 11:10", "Subject: Your OTP Code", and "To: <patricia.calixtopires@repowering.org.uk>". The body of the email contains the text: "Your one-time password is: 1751. This code will expire in 10 minutes."



**Step 11.** Enter the code and select **Verify**.

**Verification Code**  
Please enter the verification code sent to your email

1 · 7 · 5 ·

**Verify**

[Send New Code](#)



## Account Login – after the first time

**Step 1.** Access <https://coshares.repowering.org.uk/>

**Step 2.** Select **Login** at the top right corner.

A screenshot of the CoShares website. The header is teal with "CoShares powered by" on the left and a "Log in" button on the right. The main content area is titled "Open Share Offers" and contains a message: "There are no share offers open at the moment. Please sign up to our newsletter to be the first to hear about future share offers:" followed by a teal button labeled "Sign up to our newsletter".

**Step 3.** Log in using your email address and password. Select **Next**.

A screenshot of the CoShares login page. The header is teal. The main content area is titled "Login" and contains two input fields: "Username" and "Password". Below the fields is a checkbox labeled "Show password" and a link for "Forgot Password?". At the bottom of the form is a teal button labeled "Next".

**Step 4.** Check your inbox to get your **One-Time Password (OTP) code**.

From: **CoShares** <[coshares@repowering.org.uk](mailto:coshares@repowering.org.uk)>  
Date: Wed, 19 Feb 2025 at 11:10  
Subject: Your OTP Code  
To: <[patricia.calixtopires@repowering.org.uk](mailto:patricia.calixtopires@repowering.org.uk)>

Your one-time password is: 1751. This code will expire in 10 minutes.



**Step 5.** Enter the code and select **Verify**.

### Verification Code

Please enter the verification code sent to your email

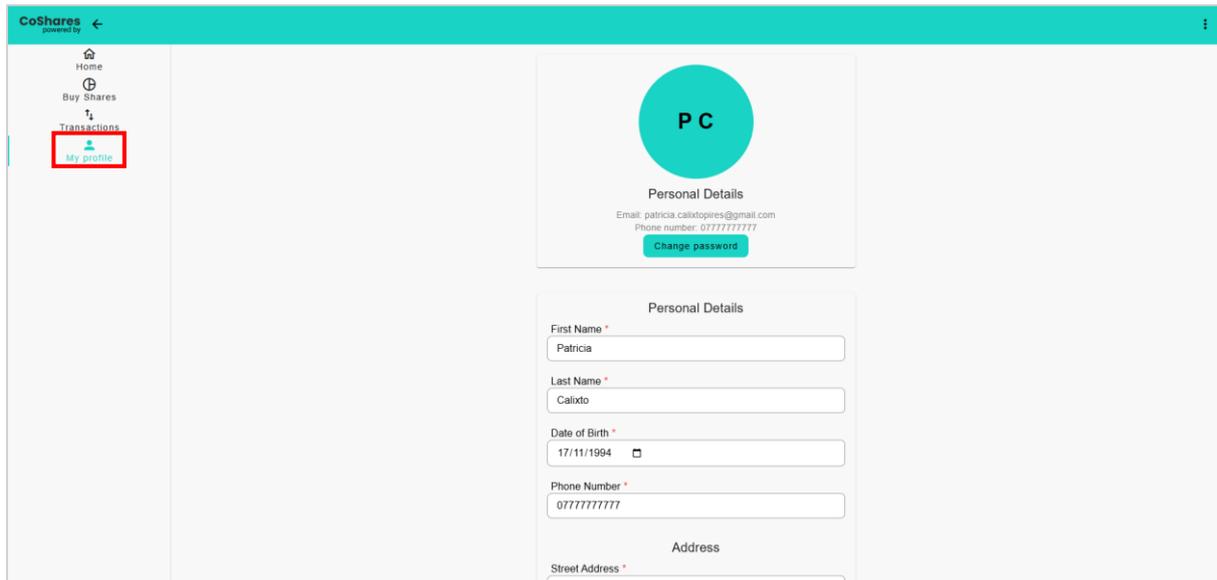
1 · 7 · 5 ·

**Verify**

[Send New Code](#)

## View and update your profile

**Step 1.** Click on the **My profile** tab to view and update your details.



CoShares powered by

Home  
Buy Shares  
Transactions  
**My profile**

**P C**

Personal Details  
Email: patricia.calixtopires@gmail.com  
Phone number: 01777777777  
[Change password](#)

Personal Details

First Name \*  
Patricia

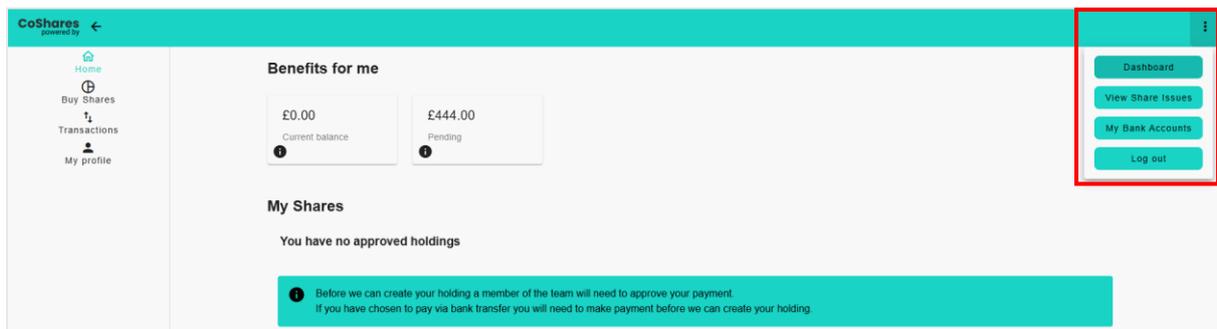
Last Name \*  
Calixto

Date of Birth \*  
17/11/1994

Phone Number \*  
01777777777

Address  
Street Address \*

**Step 2.** Select the three dots on the top right corner of the screen. Select **My Bank Accounts** to view, add, update and delete your bank accounts.



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Home  
Buy Shares  
Transactions  
My profile

**Benefits for me**

£0.00  
Current balance

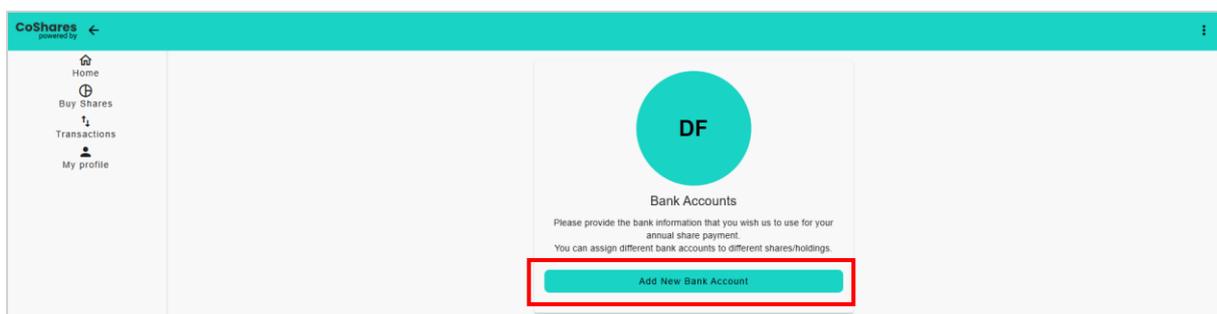
£444.00  
Pending

**My Shares**

You have no approved holdings

Before we can create your holding a member of the team will need to approve your payment.  
If you have chosen to pay via bank transfer you will need to make payment before we can create your holding

Dashboard  
View Share Issues  
**My Bank Accounts**  
Log out



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Home  
Buy Shares  
Transactions  
My profile

**DF**

Bank Accounts

Please provide the bank information that you wish us to use for your annual share payment.  
You can assign different bank accounts to different shares/holdings.

[Add New Bank Account](#)



**Step 3.** Add a **Description\*** to your bank account. This will be an opportunity for you to update your bank account details. When you have updated your bank details and added a description, select **Save**.

\*The Description of a bank account is your reference to be able to identify each bank account (e.g. Patricia's Bank Account; Patricia's Savings Account).

A screenshot of the CoShares mobile application interface. The top navigation bar is teal with the text "CoShares" and a back arrow. A sidebar menu on the left contains icons for Home, Buy Shares, Transactions, and My profile. The main content area has a teal header with "DF" and "Bank Accounts". Below this, there is a section for "Patricia's Bank Account" with a warning that details will be encrypted. The form includes a "Description (For administrative purposes only)" field containing "Patricia's Bank Account", which is highlighted with a red box. Other fields include "Bank Account Name" (N\*\*), "Sort Code" (11.##.##), and "Account number" (1111####). At the bottom, there are "Cancel" and "Save" buttons, with the "Save" button also highlighted by a red box.



## View your balance, current holdings and transaction history

**Step 1.** Go to **Home** to view your **Shares Dashboard**.

The screenshot shows the CoShares Shares Dashboard. The top navigation bar is teal with the CoShares logo and a back arrow. On the left, a vertical menu contains icons for Home, Buy Shares, Transactions, and My profile. The Home icon is highlighted with a red square. The main content area is titled "Benefits for me" and displays two boxes: "Current balance" with a value of £0.00 and "Pending" with a value of £161.45. Below this, the "My Shares" section states "You have no approved holdings" and includes a teal information banner with a warning icon and text: "Before we can create your holding a member of the team will need to approve your payment. If you have chosen to pay via bank transfer you will need to make payment before we can create your holding." At the bottom, a rounded rectangle shows "Community Energy Newham Phase 1" with a value of £161.45.

**Step 2.** See your current and pending balance. **Current balance** is the current amount of shares you hold. **Pending balance** is the amount of shares pending approval.

This screenshot is identical to the one above, but the two boxes showing the "Current balance" (£0.00) and "Pending" (£161.45) are highlighted with a red rectangle to draw attention to them.



**Step 3.** Select each holding to view that holding's details.

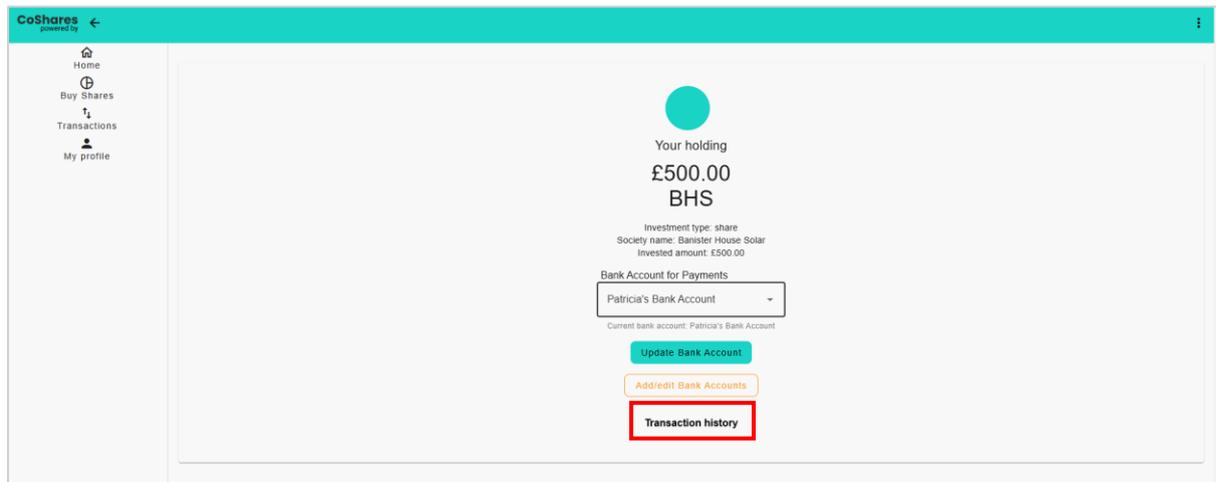
A screenshot of the CoShares app home screen. The top bar is teal with "CoShares powered by" and a back arrow. A left sidebar contains icons for Home, Buy Shares, Transactions, and My profile. The main content area is titled "Benefits for me" and shows two boxes: "Current balance" with £0.00 and "Pending" with £161.45. Below this is a section titled "My Shares" with the text "You have no approved holdings". A teal notification box contains a message about needing team approval for payments. At the bottom, a red-bordered box highlights a holding: "Community Energy Newham Phase 1" with a value of £161.45.

**Step 4.** In the holding's page, you are able to view your current shares in a society and link a bank account to the holding. After linking a bank account to your holding, select **Update Bank Account**.

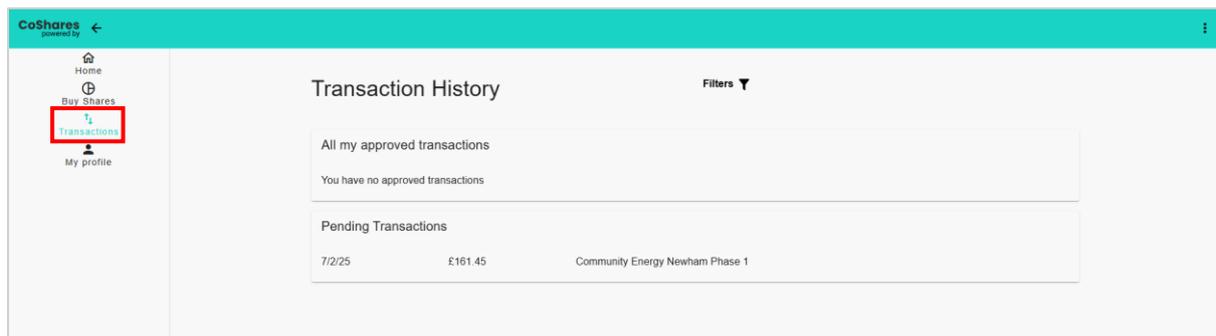
A screenshot of the CoShares app holding details page. The top bar is teal with "CoShares powered by" and a back arrow. The left sidebar is the same as in the previous screenshot. The main content area shows a teal circle icon, the text "Your holding", and "£500.00 BHS". Below this, it lists "Investment type: share", "Society name: Banister House Solar", and "Invested amount: £500.00". A red-bordered box highlights the "Bank Account for Payments" section, which includes a dropdown menu showing "Patricia's Bank Account" and a teal "Update Bank Account" button. Below the dropdown is the text "Current bank account: Patricia's Bank Account" and an orange "Add/edit Bank Accounts" button. At the bottom, there is a "Transaction history" section.



**Step 5.** Select **Transaction history** to view the transactions for this holding.



**Step 6.** Click on the **Transactions** tab to view the **Transaction History** for all your holdings.





## Forgot your password

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**Step 5.** Press **Request Reset Code**.

**Forgot Password**

Email

**Step 6.** Check your email inbox to get your **Password Reset link**. You should receive an email from [coshares@repowering.org.uk](mailto:coshares@repowering.org.uk). If you don't see it, please check you Spam Folder. Click on the link provided.

From: **CoShares** <[coshares@repowering.org.uk](mailto:coshares@repowering.org.uk)>  
Date: Wed, 19 Feb 2025 at 11:08  
Subject: Password Reset  
To: <[patricia.calixtopires@repowering.org.uk](mailto:patricia.calixtopires@repowering.org.uk)>

Repowering London

To reset your password, please click this link:

<https://coshares.repowering.org.uk/login?email=@&code=yEXdsKUn>

**Step 7.** A screen with your email address and Reset Code will appear. Select **Validate Code**.

**Reset Password**

Email

Reset Code



**Step 8.** Insert your new password and select **Set New Password**.

New Password

Show password

Set New Password