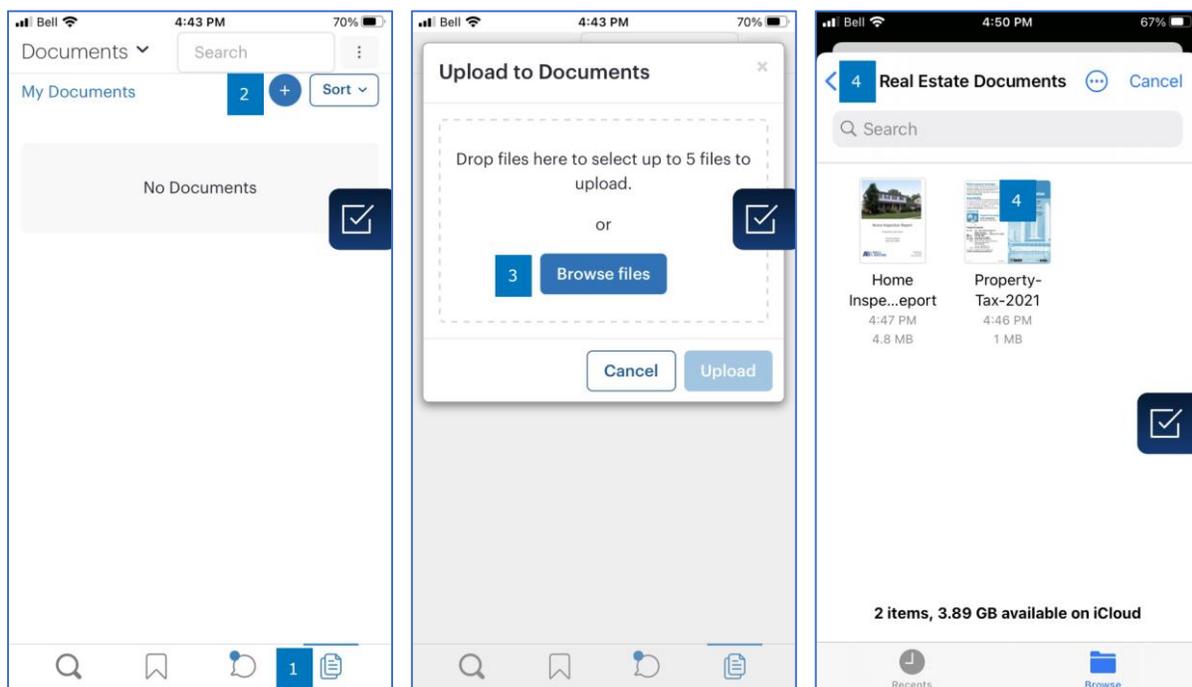


Tips & Tricks

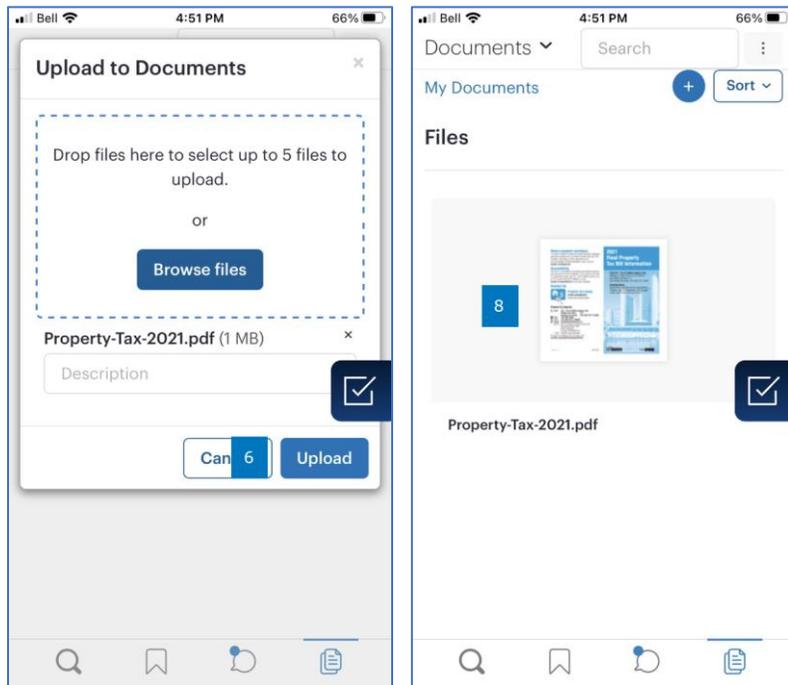
How Share a Document/File with Your Sales Representative

In REALM you can share documents with your real estate sales representative. To upload a document:

1. Select the **documents icon**  from the menu bar.
2. Select the **+New icon**.
3. An upload to document window will appear, select **Browse files**.
4. Browse to the location on your computer where the file is located.
5. Select the files to upload.



6. Select **Upload**.
7. The documents will be loaded into your REALM.
8. The documents will be loaded into your REALM.



Note: your real estate sales representative will receive a notification that you posted a document and will be able to download a copy from their REALM.