<u>RE∕JLM</u>[™]

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** if from the menu bar.
- 2. Select the **+New icon**.
- 3. An upload to document window will appears, 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.
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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.

