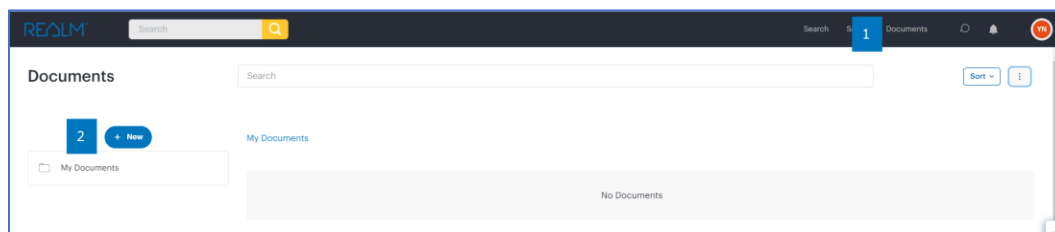


Tips & Tricks

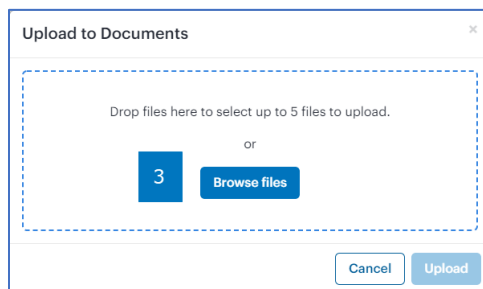
How Share a Document/File with Your Sales Representative

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

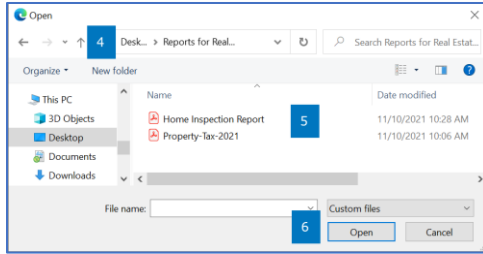
1. Select **Documents** from the menu bar.
2. Select the **+New icon**.



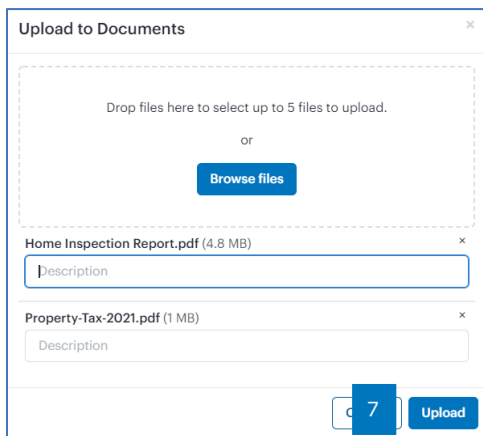
3. An upload to document window will appear, select **Browse files**.



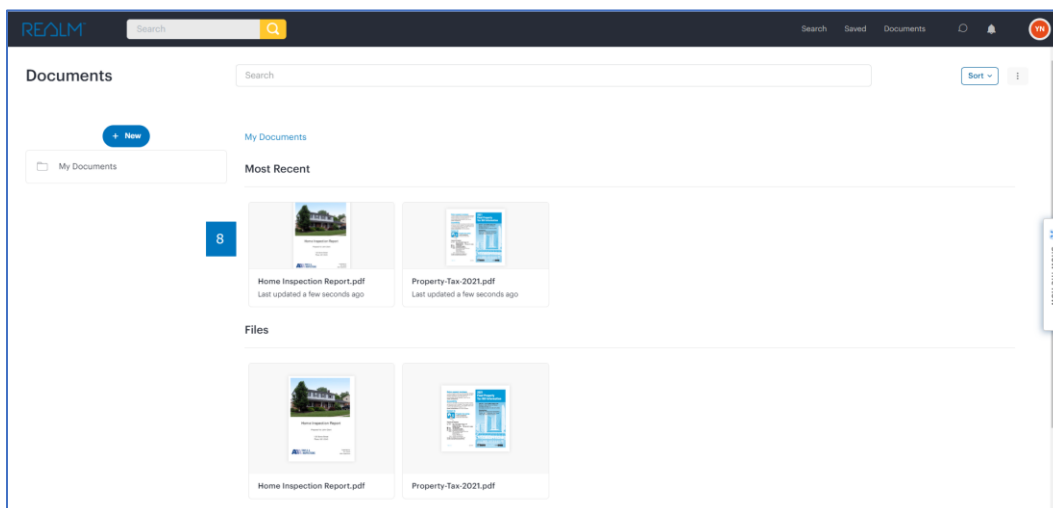
4. Browse to the location on your computer where the file is located.
5. Select the files to upload.
6. Select **Open**.



7. Select **Upload**.



8. The documents will be loaded into your REALM.



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.

