



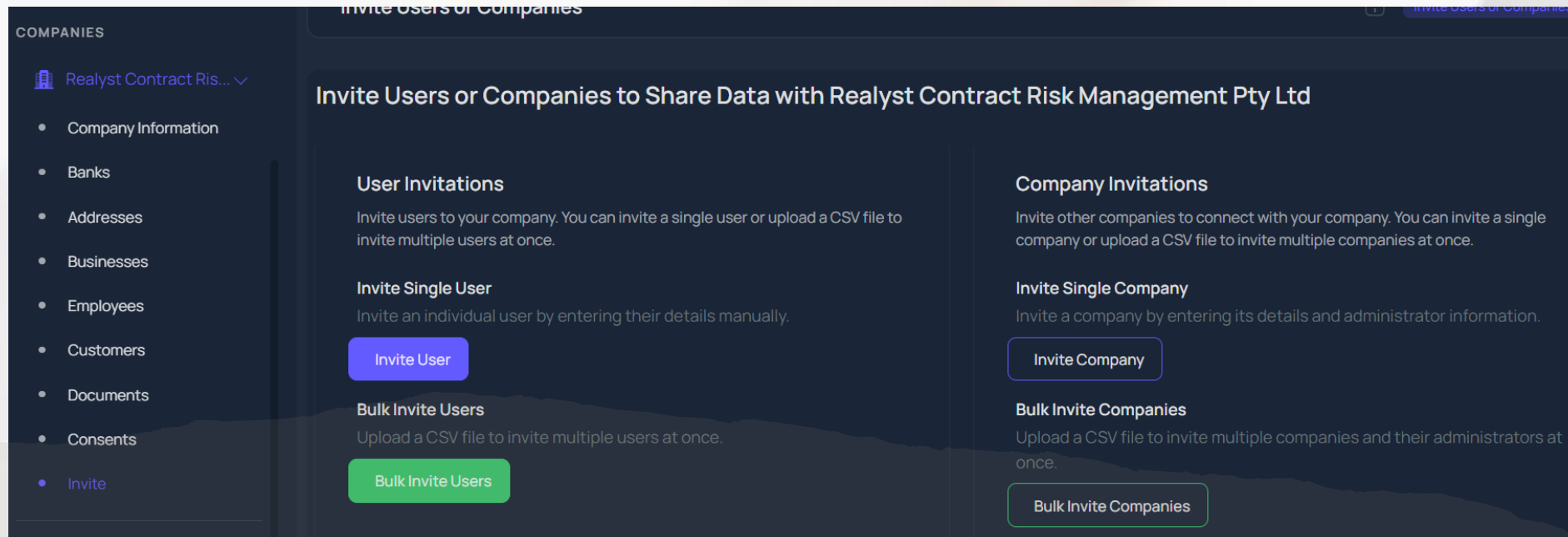
Administrator Guide

How to use Invite Connections

25 November 2025

The Invite tab allows you to invite individuals or employees, companies or businesses within the Realm ID eco-system to your company to connect.

You can invite a single user/company by using the Single User/Company Invite or multiple users/companies using the Bulk Invite Users/ Companies

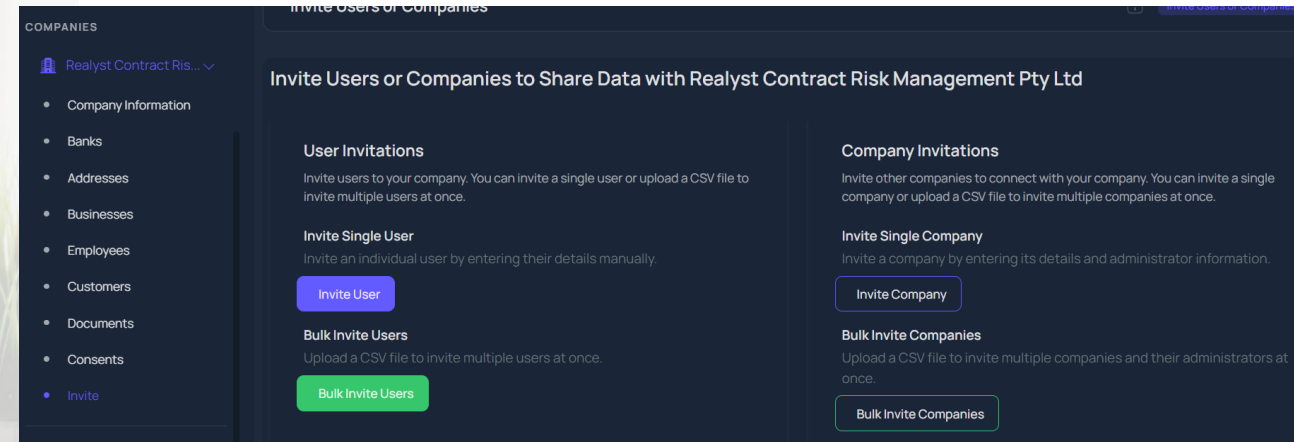


To send invites, click the “**Invite**” tab on the side panel.

You will see the grid where you will see different tabs you can use to send invitations, i.e., Single or Bulk.

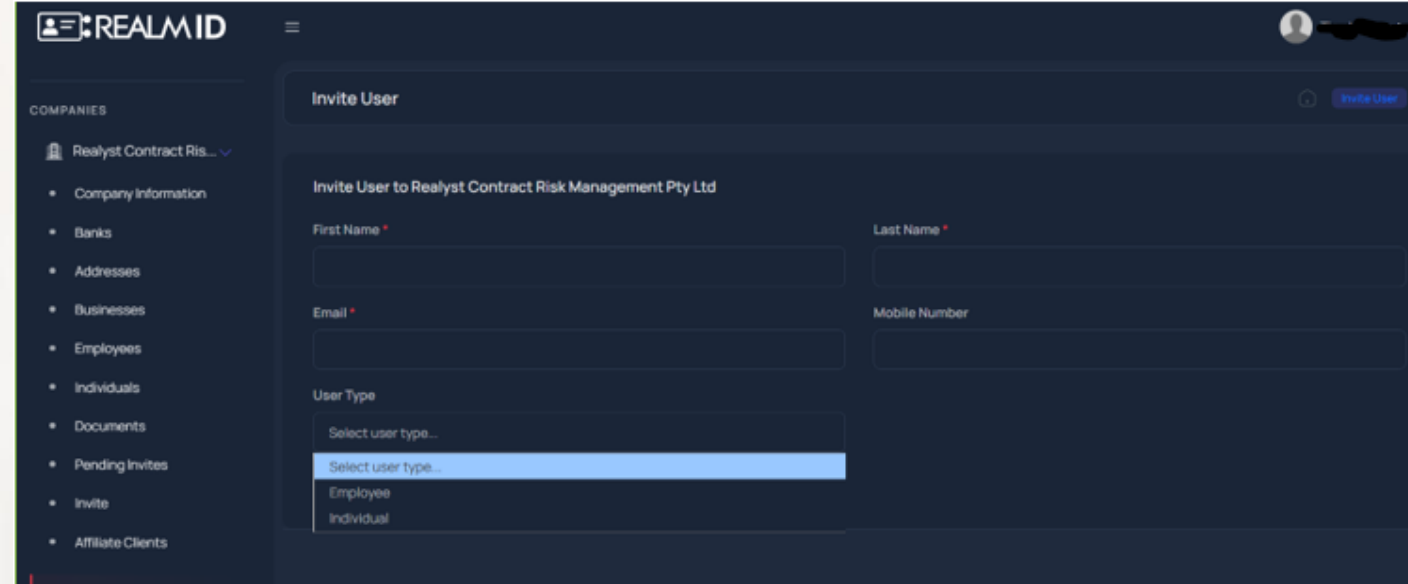
Ensure that you are sending invites from the correct company if you are managing multiple companies.

Only company administrators can send invites.

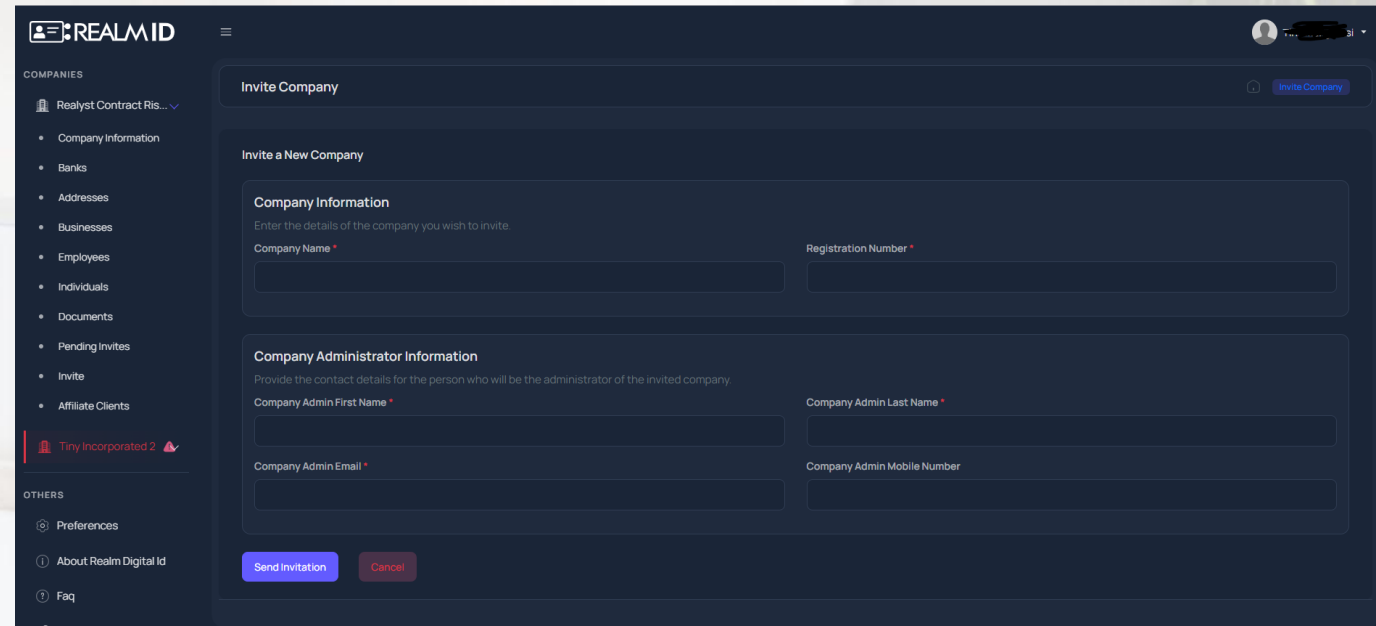


INVITE USER OR COMPANY

- To invite a single user, click “**Invite User**” tab and complete first name, last name, email address, mobile number.
- Select user type, i.e. is user an Individual or Employee
- An Individual can be an independent contractor or consultant providing services to you. Employees are company permanent staff members.
- Click the “**Send Invitation**” tab to send your invite.
- Please note the steps to **Invite Company** follow the same steps but the fields for companies will be different from user fields. The steps to invite company will not be repeated



The screenshot shows the 'Invite User' form in the REALMID application. The left sidebar lists 'COMPANIES' with 'Realyst Contract Risk Management Pty Ltd' selected. The main form area is titled 'Invite User to Realyst Contract Risk Management Pty Ltd'. It contains fields for 'First Name', 'Last Name', 'Email', and 'Mobile Number'. Below these is a 'User Type' dropdown menu with options 'Select user type...', 'Employee', and 'Individual'. The 'Individual' option is currently selected.

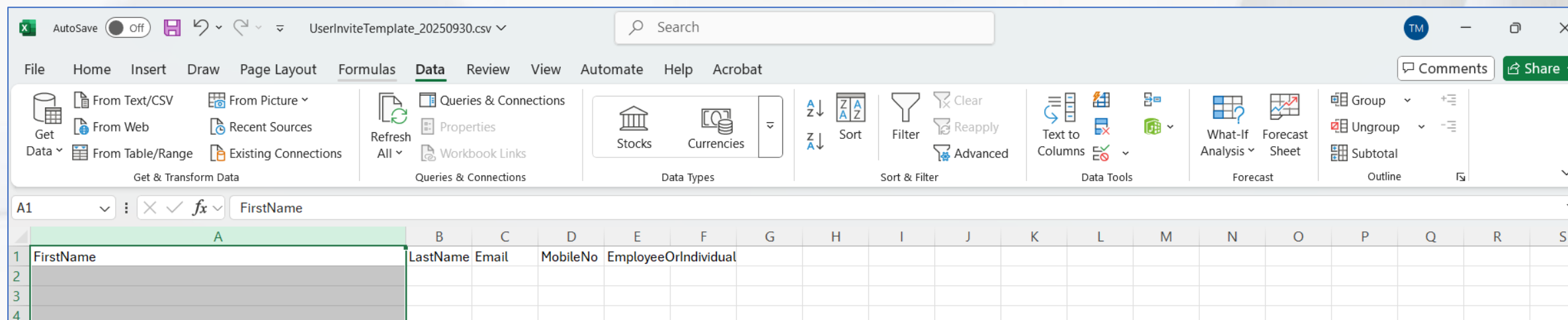


The screenshot shows the 'Invite Company' form in the REALMID application. The left sidebar lists 'COMPANIES' with 'Tiny Incorporated 2' selected. The main form area is titled 'Invite Company' and 'Invite a New Company'. It contains two sections: 'Company Information' with fields for 'Company Name' and 'Registration Number', and 'Company Administrator Information' with fields for 'Company Admin First Name', 'Company Admin Last Name', 'Company Admin Email', and 'Company Admin Mobile Number'. At the bottom, there are 'Send Invitation' and 'Cancel' buttons.

Troubleshooting Guide (Only if required)



- To send bulk invites, please use the Download CSV template and do not change the template.
- Depending on the version of excel you are using, the template may display incorrectly when you download. The data headings must be separated into columns as per below.
FirstName, LastName, Email, MobileNo and Employee or Individual



You can view and manage pending invites by selecting
“Pending Invites” tab from side panel or from the
dashboard grid view

