



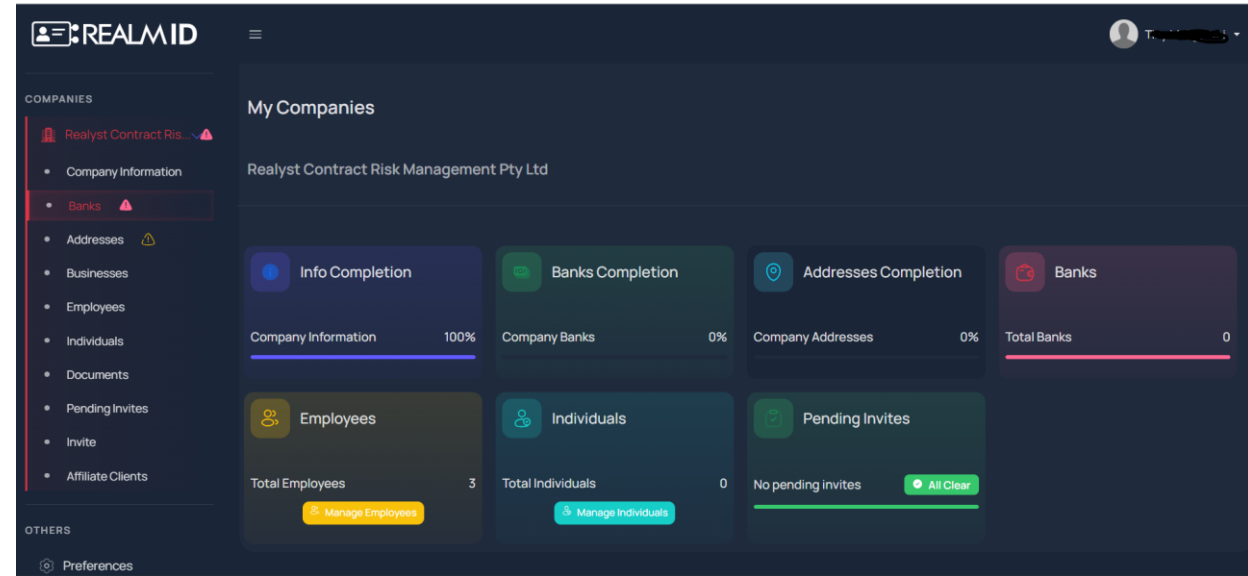
How to Update Company Information (Company Administrators)

01 October 2025

Welcome to Realm ID

This training presentation is geared to all company administrators.

We provide you step by step guide on how to navigate side panel, add, update your COMPANY information



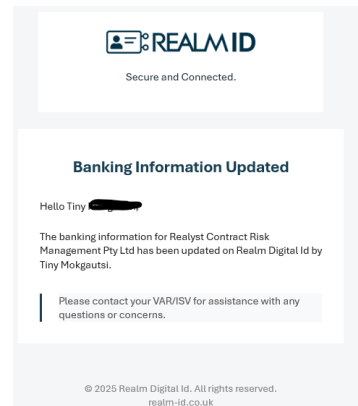
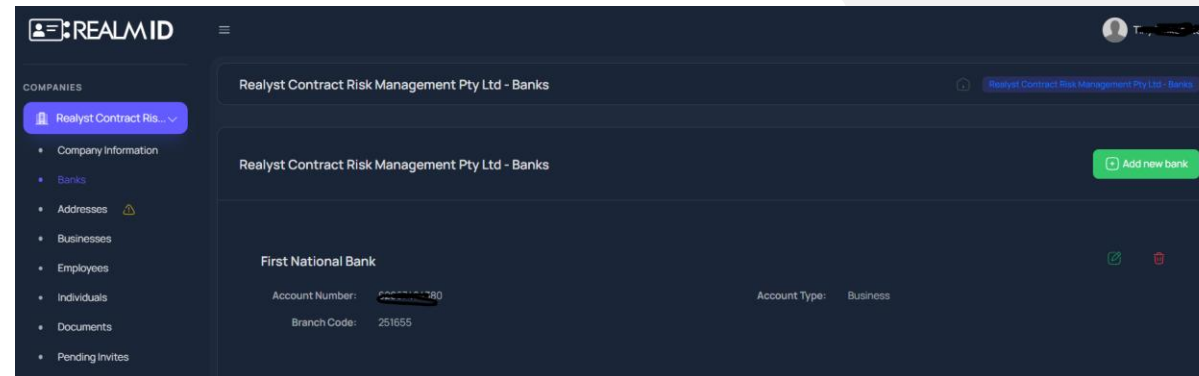
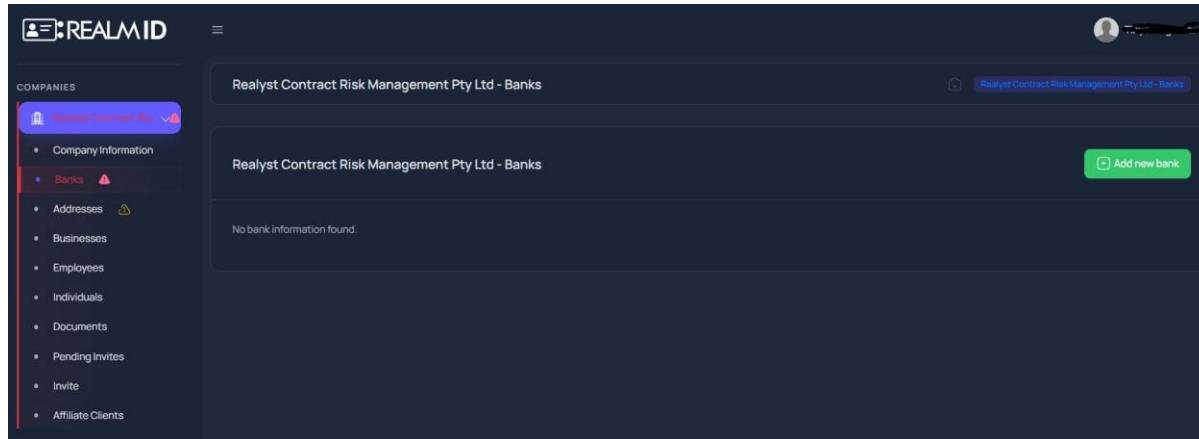
COMPANY INFORMATION

- To edit your company information, click “**Company Information**” tab from the side panel.
- Click “**Edit**” tab and edit necessary fields, e.g., telephone number, mobile number, financial year start and financial year end and click “**Save**”.

A screenshot of the REALM ID web application showing the 'Edit Company Profile' form. The interface is dark-themed. On the left is a sidebar with a 'COMPANIES' section containing a list of tabs: 'Company Information', 'Banks', 'Addresses', 'Businesses', 'Employees', 'Individuals', 'Documents', 'Pending Invites', 'Invite', and 'Affiliate Clients'. The 'Banks' tab is currently selected. Below this is an 'OTHERS' section with 'Preferences' and 'About Realm Digital Ltd'. The main content area is titled 'Edit Company Profile' and contains a 'Company Info' section with various input fields: 'Company Name' (Realyst Contract Risk Management Pty Ltd), 'Registration Number' (1998/024240/07), 'Company Email' (support@realyst.com), 'VAT Number' (9191461848), 'VAT Office' (JHB), 'Telephone' (+27108223571), 'Mobile Phone' (+27108223571), 'Financial Year Start' (a date picker showing yyyy/mm/dd), and 'Financial Year End' (a date picker showing yyyy/mm/dd). At the bottom of the form are 'Save' and 'Cancel' buttons.

★ **NB: Please note to capture telephone and mobile number in international format, i.e. +2700000000**

BANKS



- To add or edit your banking information, click “**Banks**” tab from the side panel.
- To edit existing banking details, click edit and update the bank details and click “**Save**”.
- To add new banking details, click “**Add New Bank**” tab and add account number, account type and branch code and click “**Save**”.



Please note that banking details are key to ensure you receive payment for your services.

ADDRESSES

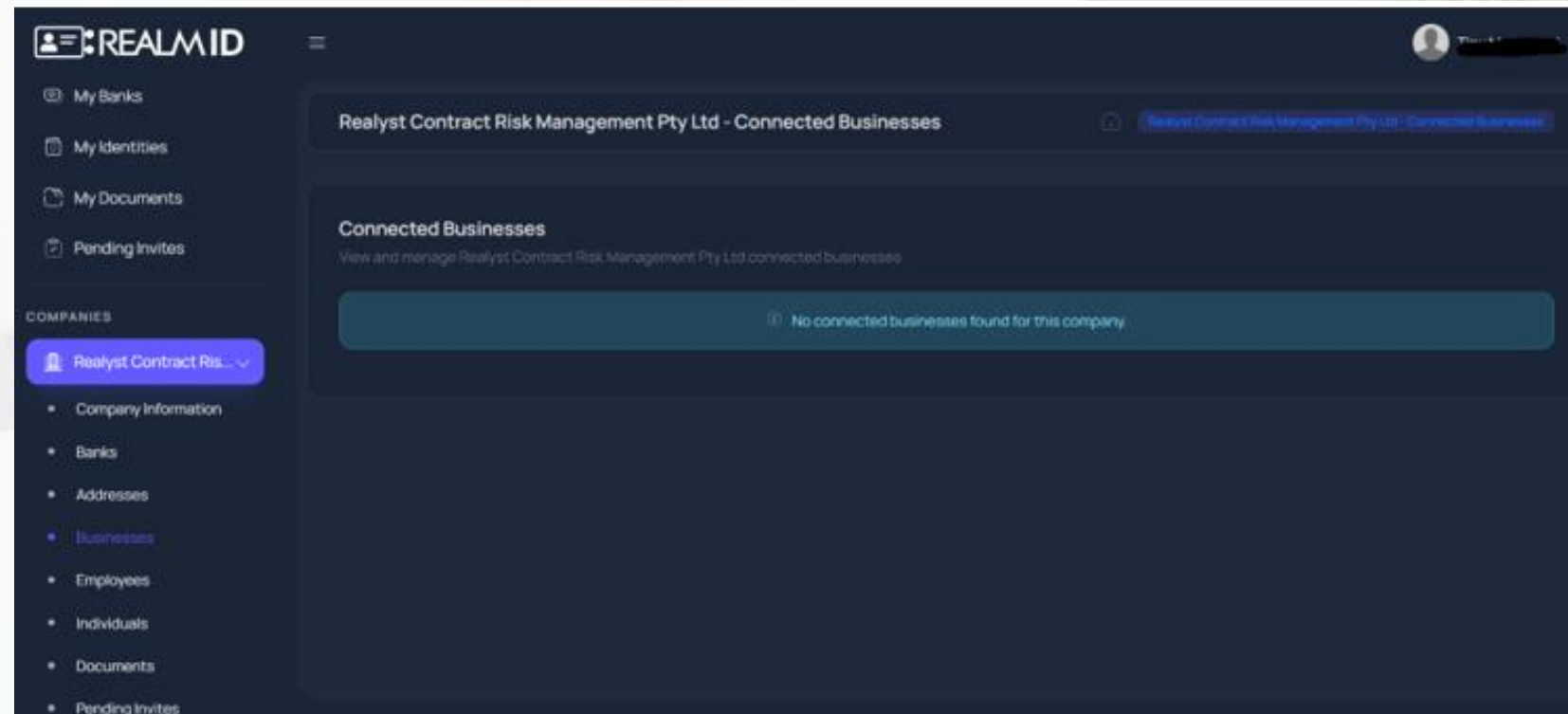
- To edit your company address, click “Addresses” tab from the side panel.
- Click “Edit” tab and update the address details and click “Save”.

This screenshot shows the 'Edit Company Addresses' form in the REALMID application. The left sidebar contains navigation links: My Banks, My Identities, My Documents, Pending Invites, and a 'COMPANIES' section with 'Realyst Contract Ris...' selected. Below this are links for Company Information, Banks, Addresses (highlighted), Businesses, Employees, Individuals, Documents, Pending Invites, Invite, and Affiliate Clients. The main form area is titled 'Edit Company Addresses' and has a blue 'Edit Company Addresses' button in the top right. It contains two sections: 'Physical Address' and 'Postal Address'. Each section has input fields for Address Line 1, Address Line 2, City, State, Zip Code, and Country. A checkbox labeled 'The Postal Address is the same as the Physical Address' is located between the two sections. At the bottom of the form are 'Save Addresses' and 'Cancel' buttons.This screenshot shows the 'Realyst Contract Risk Management Pty Ltd - Addresses' page in the REALMID application. The left sidebar is identical to the previous screenshot, with 'Addresses' highlighted. The main content area shows the company name 'Realyst Contract Risk Management Pty Ltd - Addresses' at the top, followed by a green 'Edit' button. Below this, there are two sections: 'Physical' and 'Postal'. Each section displays the address details in a structured format: Address Line 1 (Block B, Infinity Business Park), Address Line 2 (4 Pieter Wenning road), City (Fourways), State (Gauteng), and Zip Code (2152). The Country is listed as South Africa.

★ NB: Please note that you can capture province in the State field

BUSINESSES

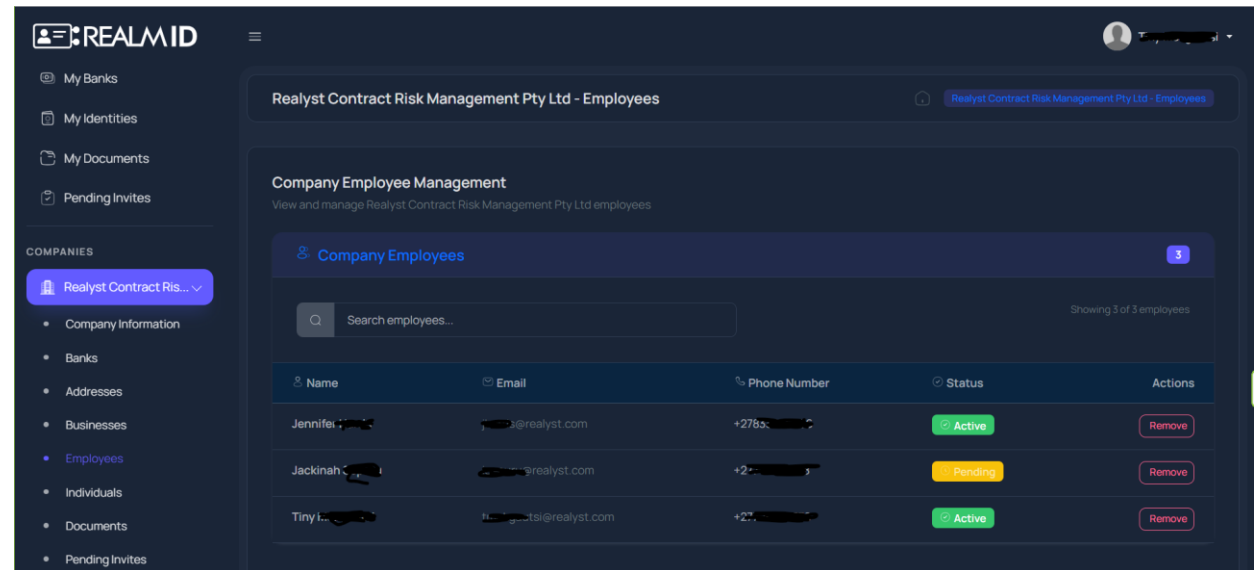
- The “**Businesses**” tab from the side panel allows you to view and manage invited companies.
- You can view or remove businesses connected to your company.



Company Employee Management



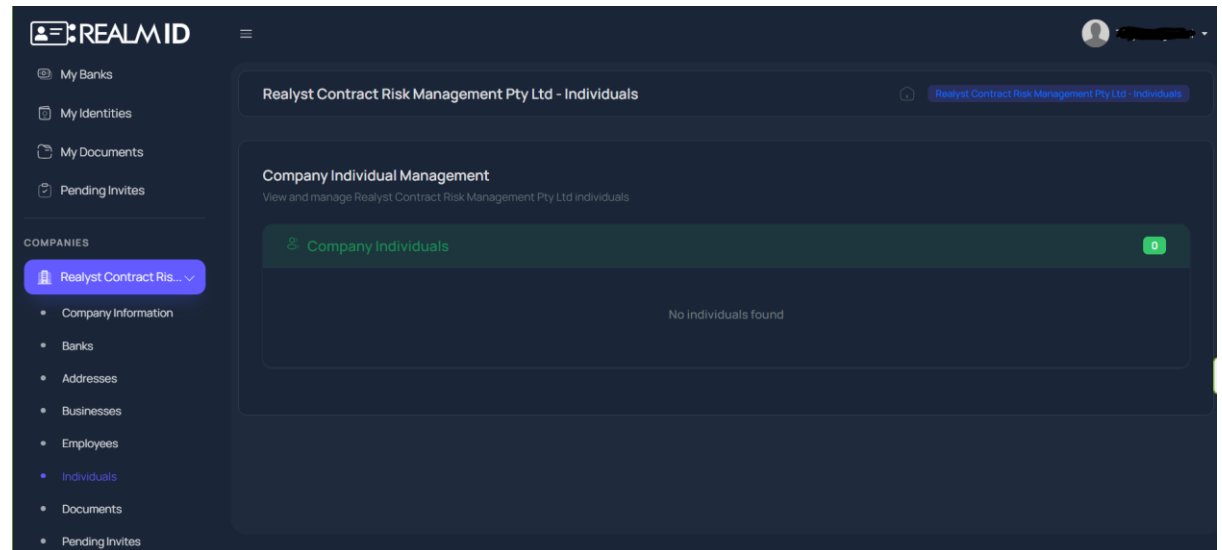
- The **Employees** tab from the side panel allows you to view and manage invited employees.
- Employees are added from the Invite tab.
- Please note you can use Bulk Invite to add multiple employees.
- Refer to the Invite guide for the steps.



Company Individuals Management

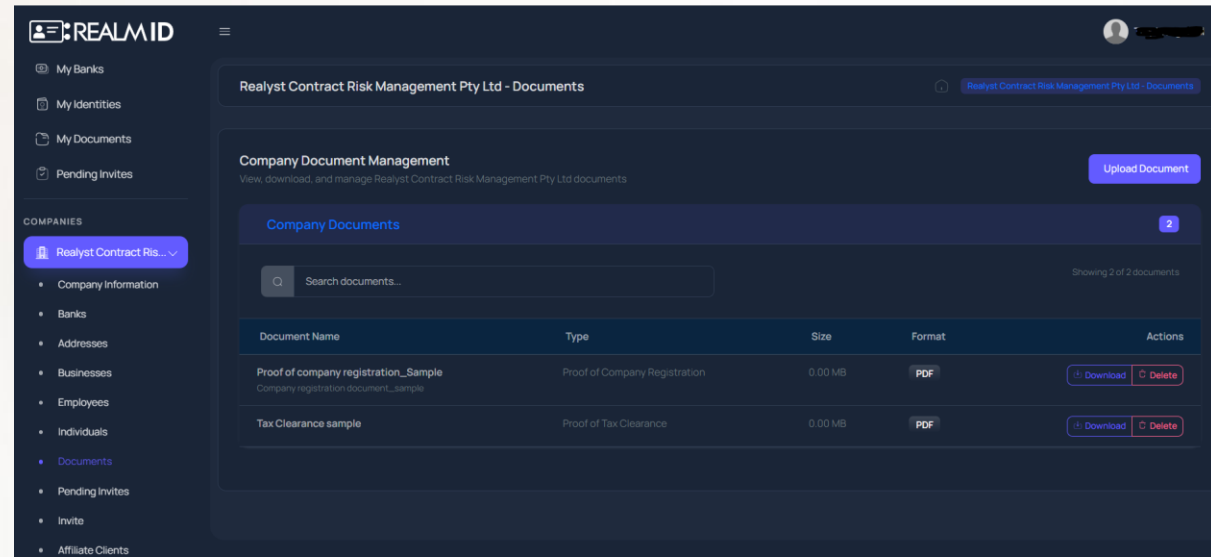


- The Individuals tab from the side panel allows you to view and manage invited individuals.
- Individuals are added from the Invite tab.
- Please note you can use Bulk Invite to add multiple individuals.
- Refer to the Invite guide for the steps.



DOCUMENTS TAB

- To view, download, upload or manage your company documents, click “**Documents**” tab from the side panel.
- To upload a new company document, click “**Upload Document**” tab, complete the fields and click “**Save**”.
- To search for documents, use the “**Search documents**” box.
- To download a document, select the document and click “**Download**” tab.
- To delete a document, select the document and click “**Delete**” tab.

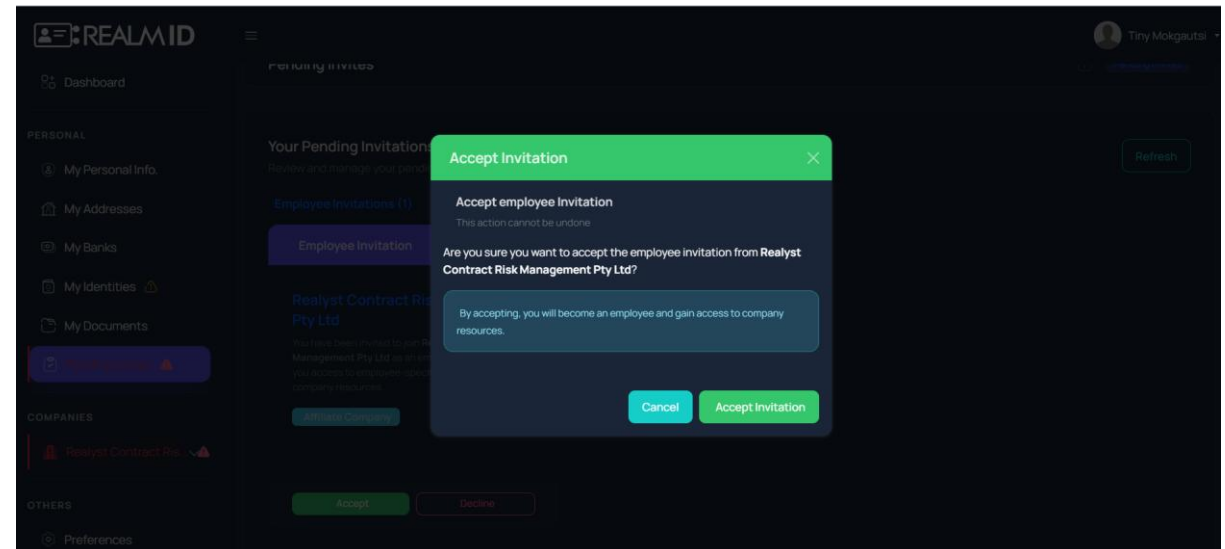
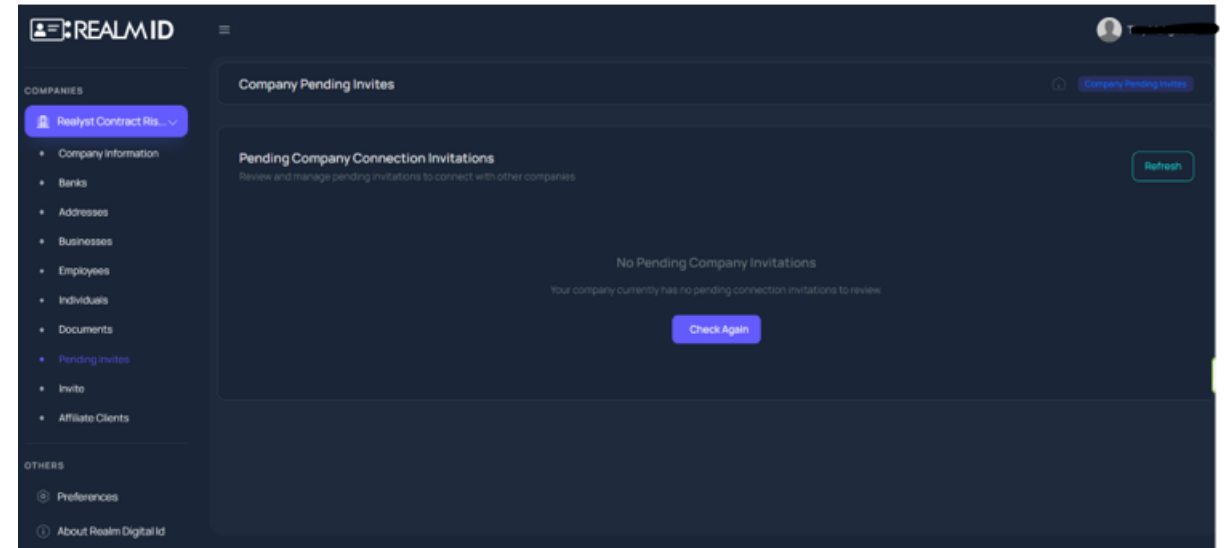


★ **NB: Please note this is storage for all your company documents**

PENDING INVITES



- Your company may receive invitations via email from companies within the Realm ID eco-system to connect.
- A list of pending invitations will be displayed in the Pending Invites tab.
- You can view and accept the invites.



PLEASE NOTE

Once all your company information has been updated, your dashboard will be updated accordingly and indicate the level of completion of each information detail.

