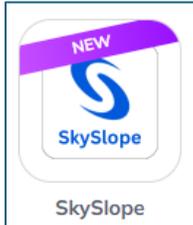
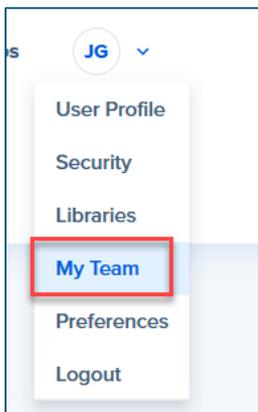


Creating a Team in SkySlope

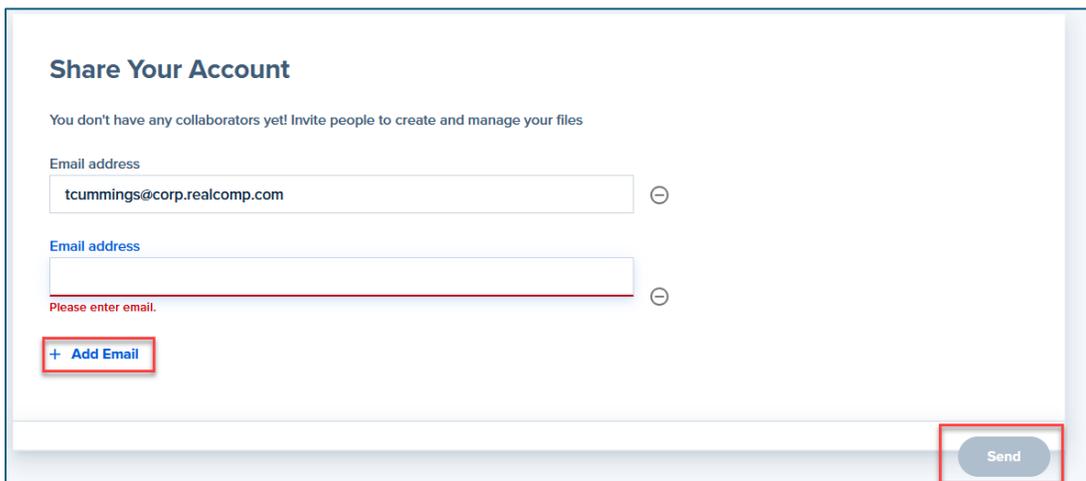
1. Access SkySlope by clicking the icon on the Realcomp dashboard.



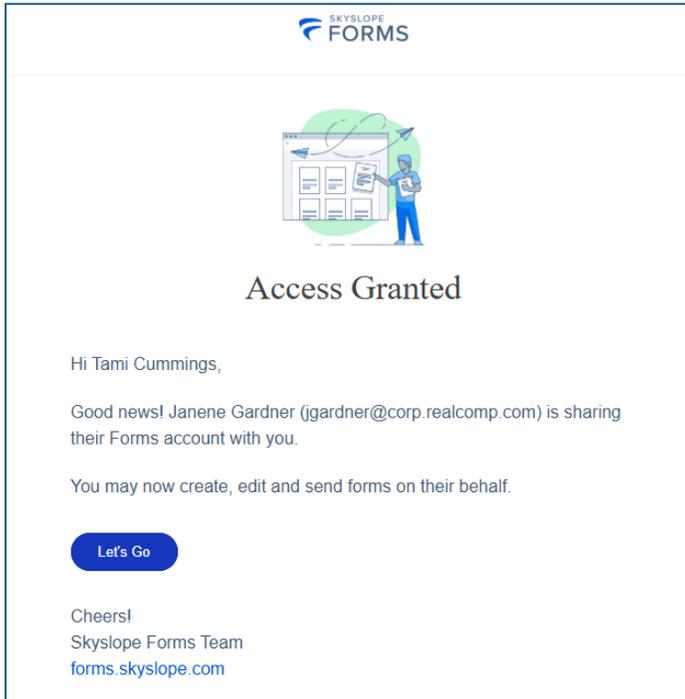
2. Once in SkySlope, click your initials in the upper right corner of the page to open a menu and select "My Team".



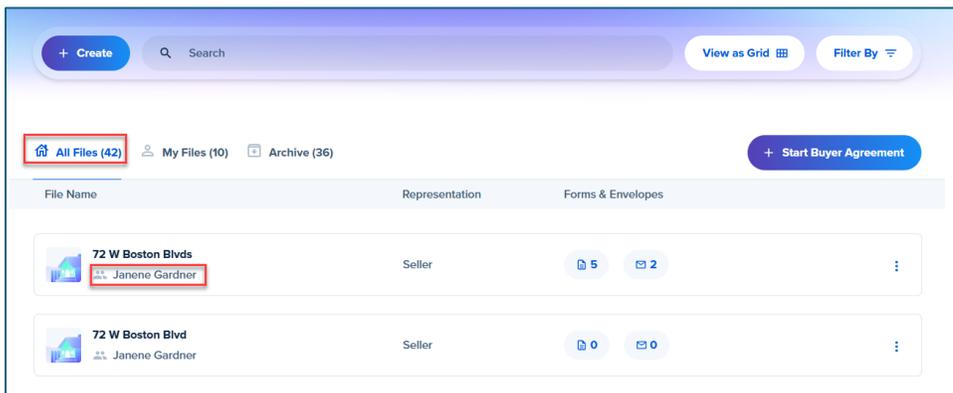
3. Enter the email address of the first person to whom you would like to give access to your Skyslope files. If there is a second person to whom you would like to give access, click the **"+Add Email"** link to add another email address field. When all of the email addresses are entered, click Send in the lower right corner.

The image shows a form titled "Share Your Account". Below the title is a message: "You don't have any collaborators yet! Invite people to create and manage your files". There are two "Email address" input fields. The first field contains the email address "tcummings@corp.realcomp.com". The second field is empty and has a red error message "Please enter email." below it. Below the second field is a link that says "+ Add Email". At the bottom right of the form is a "Send" button.

- The person that you have added to your team will get an email notifying them that you are now sharing with them and that they can now create, edit and send forms on your behalf.



- Now your team members will be able to see and access your files from their SkySlope homepage under All Files.



- They will need to do the same in their account if they want to share their files with you. You will not need to add an office assistant or your broker to your team as they automatically have access to your files.

If you have questions, please contact Realcomp's Customer Care at (248) 553-3430 or by email at support@realcomp.com.