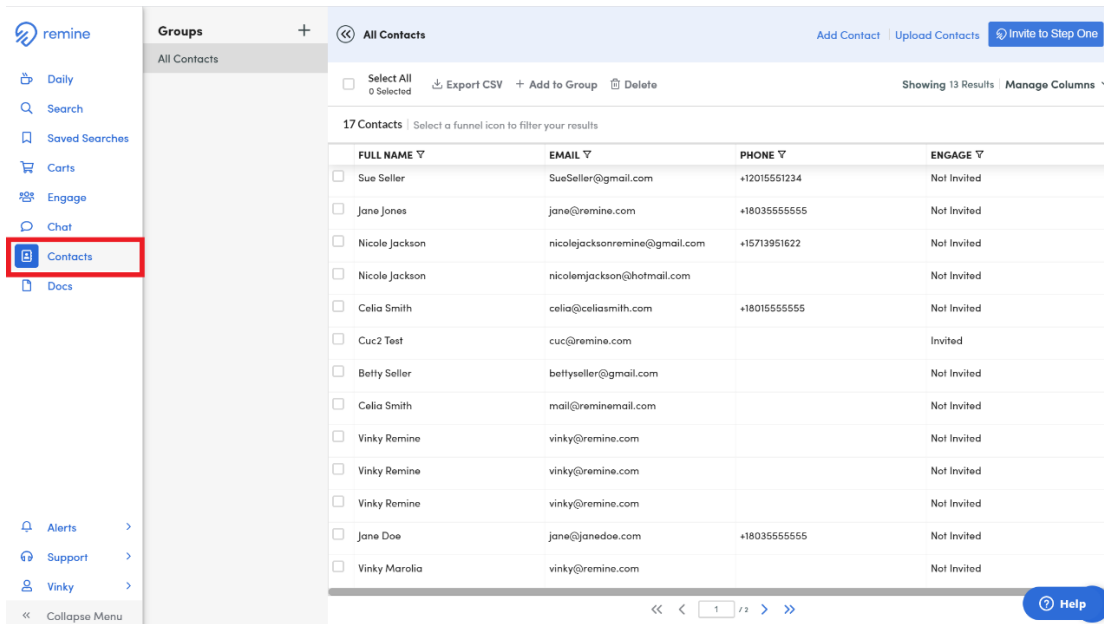


How to Invite a Client to Remine

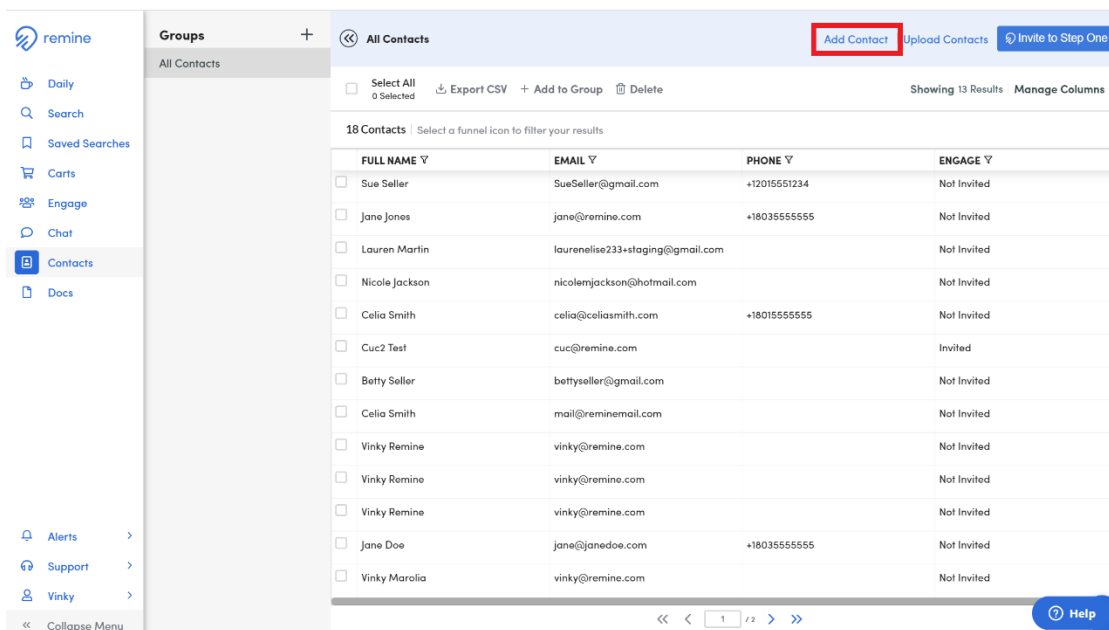
- 1) In the left navigation bar, click **Contacts**. The **Contact page** appears. If you've added any contacts or groups, you'll see them here. If you have not added any contacts yet, please follow the steps below!



The screenshot shows the Remine interface with the 'Contacts' menu item highlighted in red. The main content area displays a table of 17 contacts. The table has columns for 'FULL NAME', 'EMAIL', 'PHONE', and 'ENGAGE'. The 'ENGAGE' column shows 'Not Invited' for most contacts and 'Invited' for 'Cuc2 Test'.

FULL NAME	EMAIL	PHONE	ENGAGE
Sue Seller	SueSeller@gmail.com	+12015551234	Not Invited
Jane Jones	jane@remine.com	+18035555555	Not Invited
Nicole Jackson	nicolejacksonremine@gmail.com	+15713951622	Not Invited
Nicole Jackson	nicolemjackson@hotmail.com		Not Invited
Celia Smith	celia@celiasmith.com	+18015555555	Not Invited
Cuc2 Test	cuc@remine.com		Invited
Betty Seller	bethyseller@gmail.com		Not Invited
Celia Smith	mail@remineemail.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Jane Doe	jane@janedoe.com	+18035555555	Not Invited
Vinky Marolia	vinky@remine.com		Not Invited

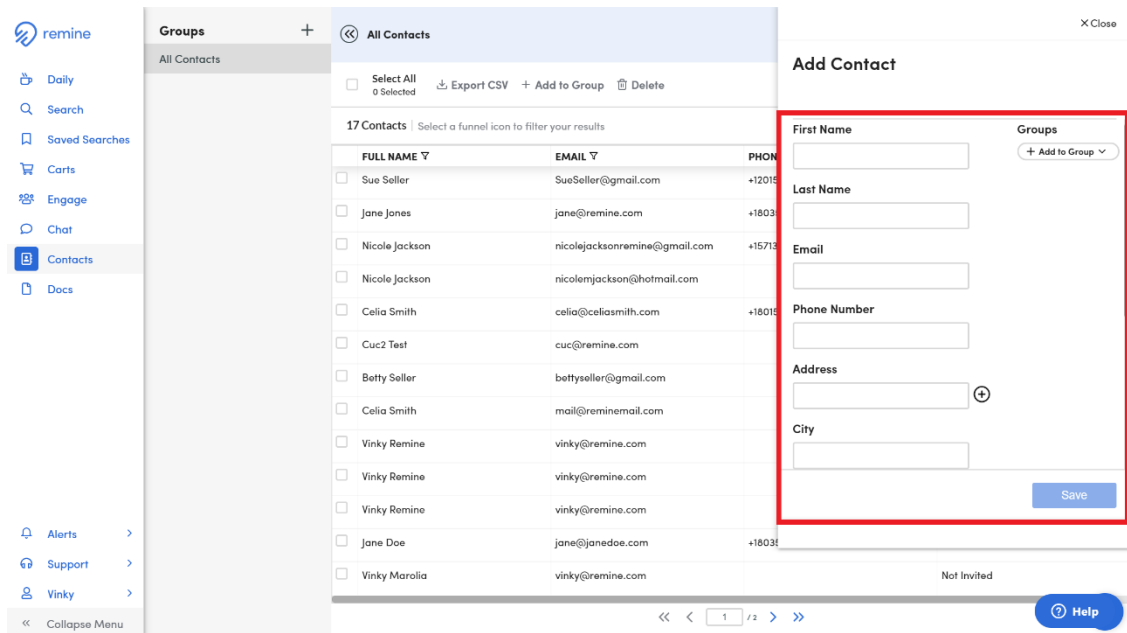
- 1) To add a new contact select **Add Contact** in the top right-hand corner.



The screenshot shows the Remine interface with the 'Add Contact' button highlighted in red. The main content area displays a table of 18 contacts. The table has columns for 'FULL NAME', 'EMAIL', 'PHONE', and 'ENGAGE'. The 'ENGAGE' column shows 'Not Invited' for most contacts and 'Invited' for 'Cuc2 Test'.

FULL NAME	EMAIL	PHONE	ENGAGE
Sue Seller	SueSeller@gmail.com	+12015551234	Not Invited
Jane Jones	jane@remine.com	+18035555555	Not Invited
Lauren Martin	laurenalise233+staging@gmail.com		Not Invited
Nicole Jackson	nicolemjackson@hotmail.com		Not Invited
Celia Smith	celia@celiasmith.com	+18015555555	Not Invited
Cuc2 Test	cuc@remine.com		Invited
Betty Seller	bethyseller@gmail.com		Not Invited
Celia Smith	mail@remineemail.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Vinky Remine	vinky@remine.com		Not Invited
Jane Doe	jane@janedoe.com	+18035555555	Not Invited
Vinky Marolia	vinky@remine.com		Not Invited

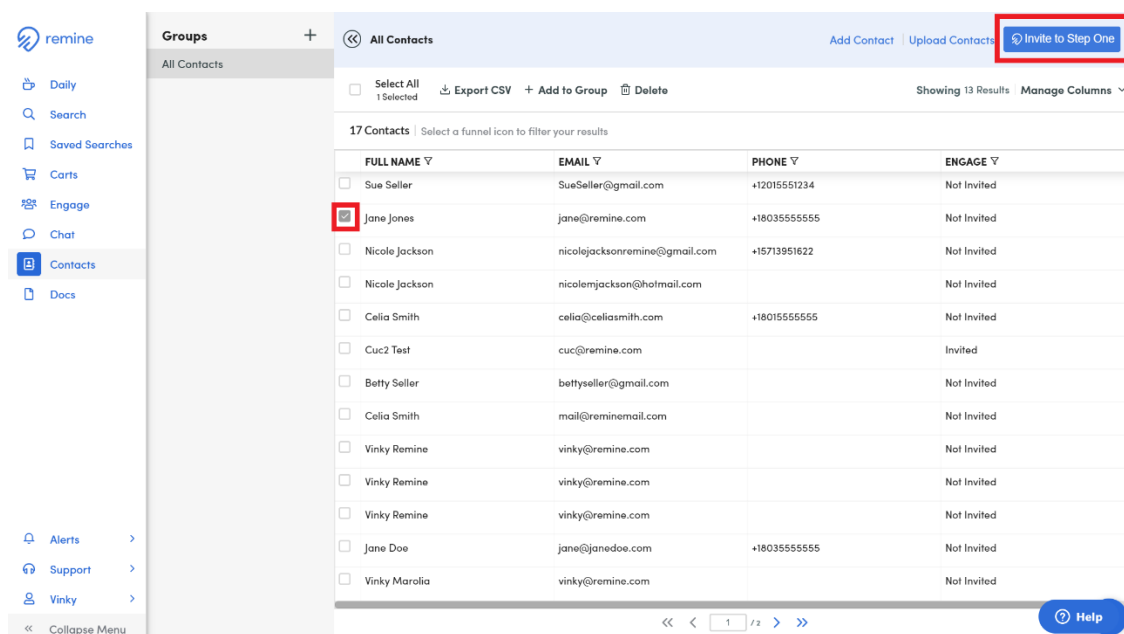
- 2) Complete the fields in the Add Contact Section for the client you wish to invite. Then Click **Save**.



Once you have added the contact you can invite them from three different sections Contacts, Engage and Daily.

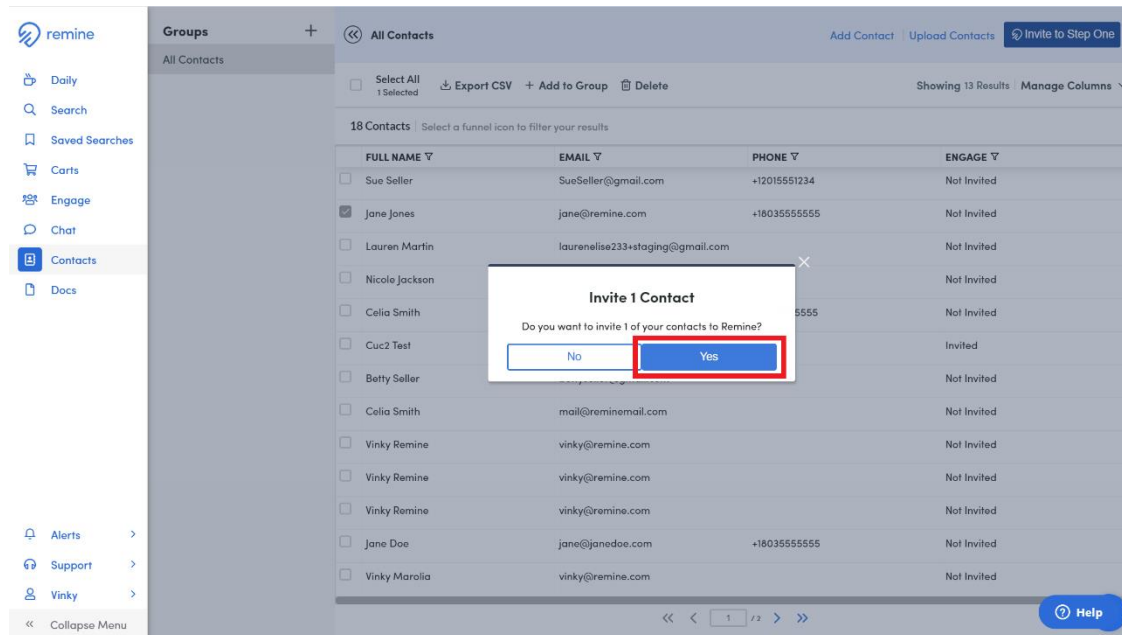
Via Contacts

- 3) Once the contact is saved, select the box next to the new contact, and hit **Invite to Step One**

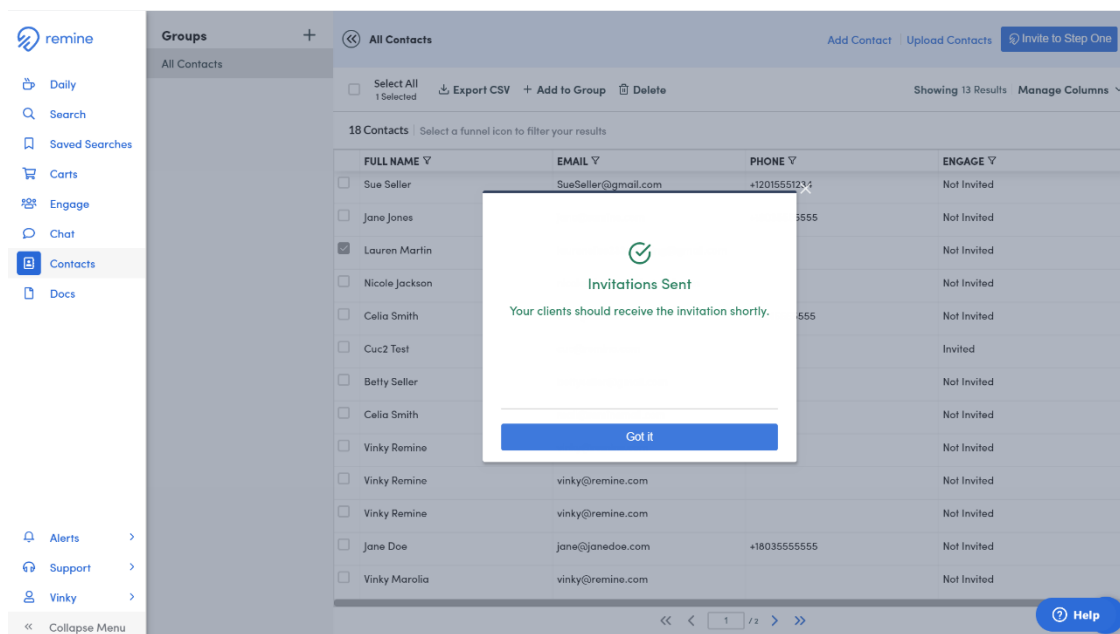


** If you have not manually selected any contacts, the window below will appear asking if you would like to invite all of your contacts to Remine.

- 4) A pop up will appear asking you if you would like to invite the number of contacts you have selected.

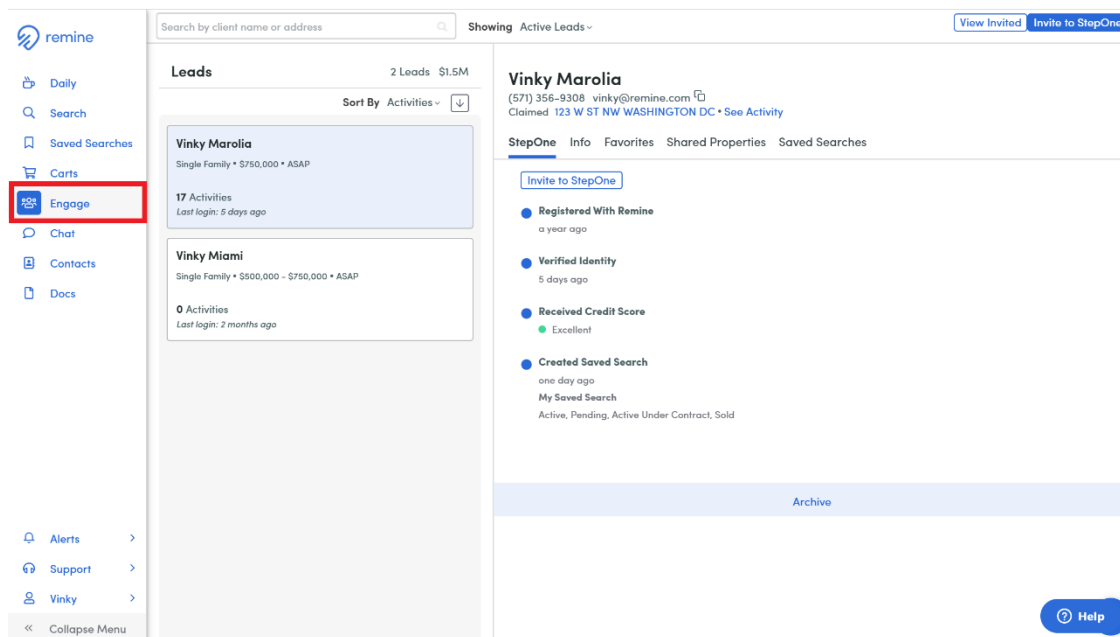


- 5) You will receive a notification that you successfully sent an invitation to the client.



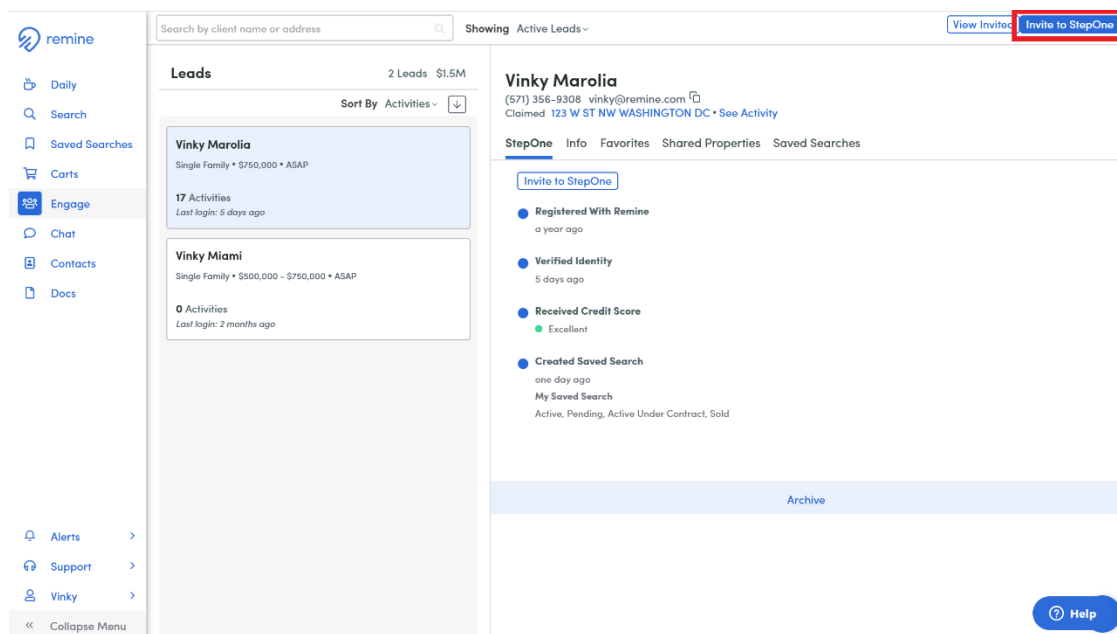
Via Engage

- 1) Once you have added your contacts click **Engage** located on the left-hand navigation bar. The Engage page appears, where you'll see your clients' activities. If you do not have any registered clients yet, there won't be any data on this page.



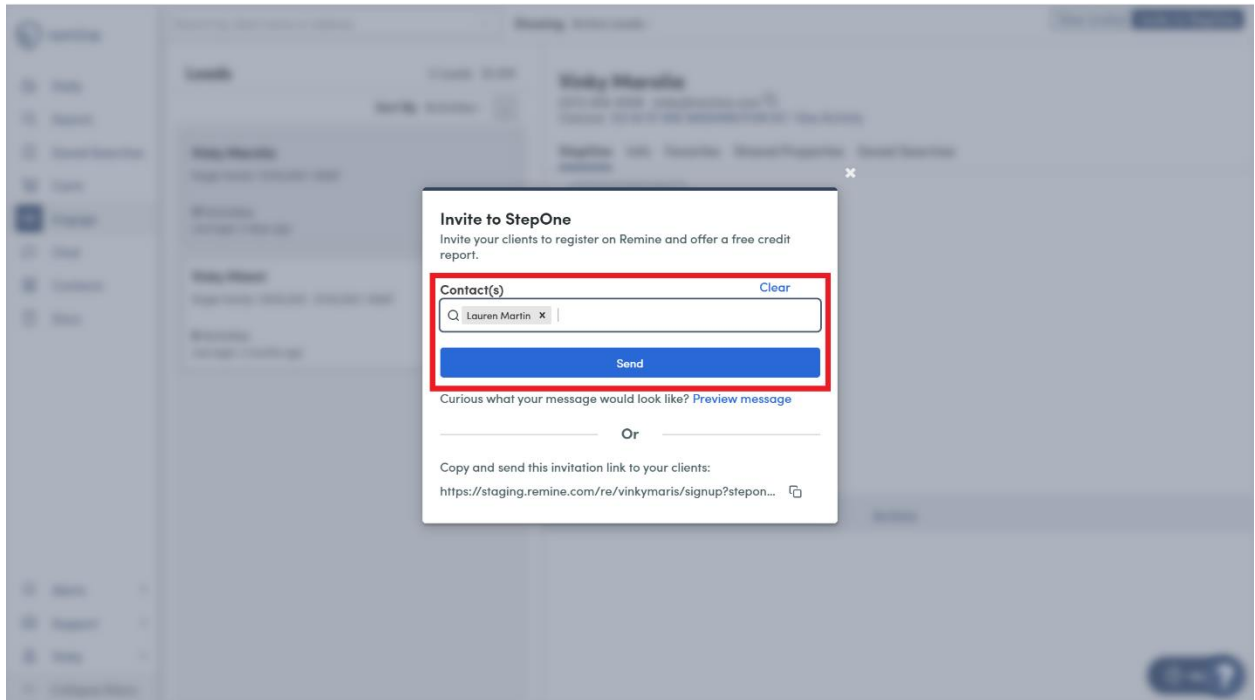
The screenshot shows the Remine Engage interface. On the left, a navigation menu includes 'Engage', which is highlighted with a red box. The main content area displays a list of leads under the heading 'Leads'. Two leads are visible: 'Vinky Marolia' (Single Family • \$750,000 • ASAP) with 17 activities and 'Vinky Miami' (Single Family • \$500,000 - \$750,000 • ASAP) with 0 activities. On the right, the profile for 'Vinky Marolia' is shown, including contact information and a list of activities. The 'Engage' button in the top right corner is also highlighted with a red box.

- 2) Click the Invite to **StepOne** button in the top right-hand corner. A window appears with options to invite clients.



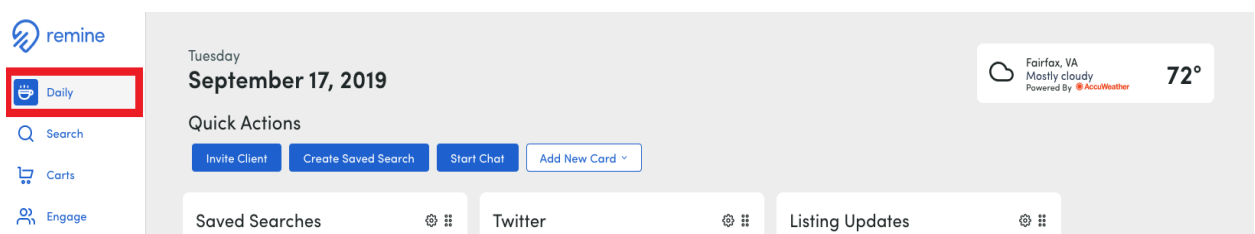
This screenshot is identical to the previous one, but the 'Invite to StepOne' button in the top right corner of the main content area is highlighted with a red box. The rest of the interface, including the navigation menu and lead list, remains the same.

- 3) Type a client's email, or select from your Contacts drop-down list and click the **Send** button. You can type or select multiple emails, separated by commas. This will automatically send an email invitation to your selected clients.

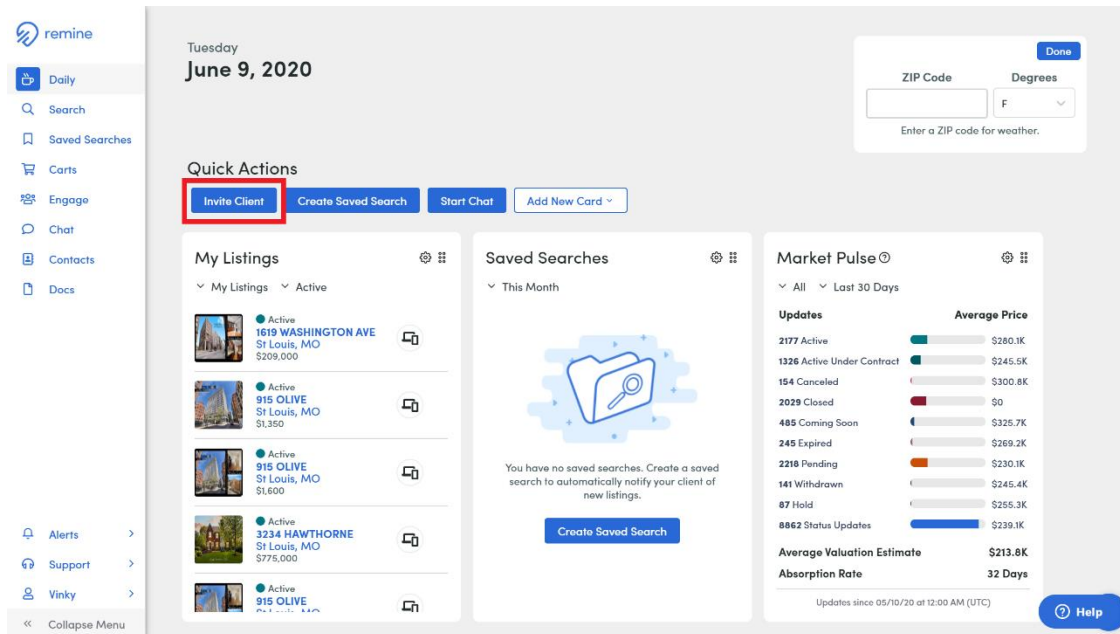


Via Daily

- 1) In the left navigation bar, click **Daily**. The Daily dashboard page appears, where you can view crucial metrics about properties, market pulses, listings, and more.



- 2) Click the Invite Client button under the Quick Actions heading on the Daily dashboard. The Client Engage page window appears.



The screenshot displays the remine Daily dashboard interface. On the left is a navigation sidebar with options: Daily, Search, Saved Searches, Carts, Engage, Chat, Contacts, and Docs. The main content area shows the date Tuesday, June 9, 2020. Below the date is a 'Quick Actions' bar with four buttons: 'Invite Client' (highlighted with a red box), 'Create Saved Search', 'Start Chat', and 'Add New Card'. The dashboard is divided into three main sections: 'My Listings' (showing five active listings with details like address and price), 'Saved Searches' (displaying a message that no searches are saved and a 'Create Saved Search' button), and 'Market Pulse' (a bar chart showing market updates and statistics such as 'Average Price' and 'Absorption Rate'). A weather widget in the top right corner includes a 'Done' button and a 'ZIP Code' input field.

- 3) Once the client engage window appears, refer to the steps above to use the **Engage** tab.