

Log In

Create your own secure Username and Password!

1. Open your personalized **“Welcome to relay®”** email
2. Click on the **first** link (“Create a relay® account”)
3. Create your **username** and **password**
(Note: your password needs to be 8 characters, with one capital letter, one lower-case letter, and one number, with no special characters)
4. Enter a **reminder question**, read and agree to the **Terms of Use**, and click **“Sign In”**.
TIP: Use this account to access all of your relay® Provider Workspaces. (see “Add a Workspace” below) Your sign in page is <https://relay.rebt.com/site/1000>
5. **Log in** using your **new** username and password



Open a Document

Access and review orders and documents anywhere, anytime!

1. Click on your **Documents Tab**
2. **Find** the Document you wish to view.
3. Click on the **Document Name**
RELAY® scans every document for viruses automatically.
4. Click **Open** when prompted

*Tip: To see different versions of a Document, use **“Document Detail”***



Add a Document

Add documents to fulfill orders!

1. Click the **Documents Tab**
2. Click **“Add Document”**
3. Click **“Browse”** to find the file.
4. **Select** the document from your computer.
5. Enter a name and description, and click **“Save”**

*Tip: To add a new version of a Document, use **“Document Detail”***



Add a Workspace to Your Account

One username and password lets you access paperwork from any relay® agent!

1. Open your new **“Invitation to a relay® transaction”** email
2. Click on the **Second** link (*Sign in using an existing RELAY® Provider Account*)

Available Workspaces (click on a Workspace Id or address to access a Workspace)

Workspace Id	Address	Agent	Escrow
10213	111 Big View Dr.	Jane Doe	
10647	1 Fine Ave	Jane Doe	



3. **Sign in** using your current username and password
4. **Click** on a **Workspace Id** or **Address** to open the file for that property.