Connect: Primary contact

Enabling Relativity aiR Connect

To enable Connect and connect two or more Relativity instances, each party's Relativity aiR primary contact must complete a Relativity aiR Connect Request form. This applies unless the two instances are owned by the same customer (or their global entity).

To begin using Relativity aiR Connect, the primary Relativity aiR contact at your organization needs to navigate to the Community site.

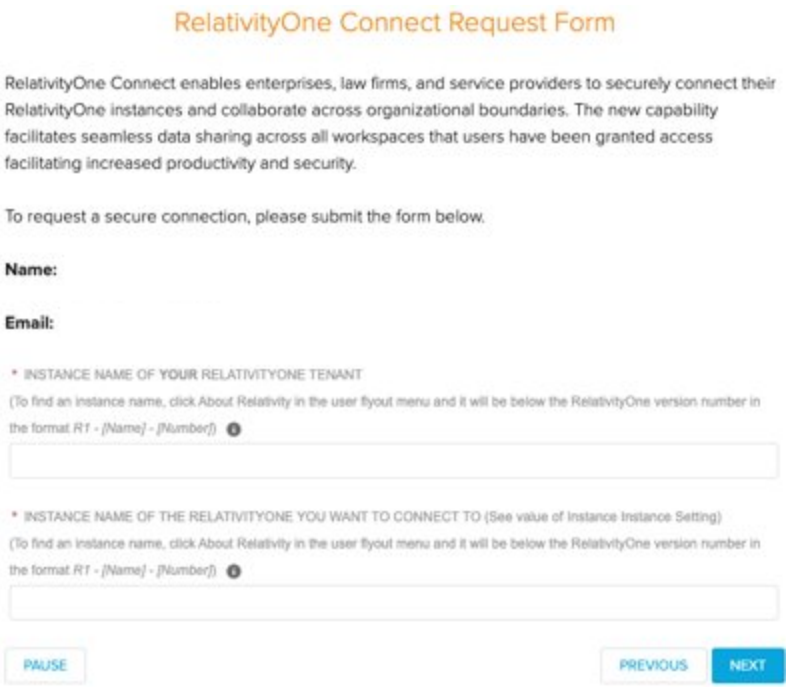
As your organization's primary Relativity aiR contact, navigate to the Community site. In the Community site, navigate to Relativity aiR Connect Request Form.

1. In the top navigation menu, click **Support**.
2. On the Support page, click the **Submit or resume** button under Relativity aiR Requests.

   Note: If you don't see the Relativity aiR Requests section, you are not the Relativity aiR Primary Contact. Please make sure you are logged in as the primary contact to move forward in requesting a form.

3. In the Relativity aiR Request page, click the **Choose Request Type** drop-down menu.
4. Select **Relativity aiR Connect**.
5. Click **Next**.

This opens the Relativity aiR Connect Request Form.


RelativityOne Connect Request Form

RelativityOne Connect enables enterprises, law firms, and service providers to securely connect their RelativityOne instances and collaborate across organizational boundaries. The new capability facilitates seamless data sharing across all workspaces that users have been granted access facilitating increased productivity and security.

To request a secure connection, please submit the form below.

Name:

Email:

* INSTANCE NAME OF YOUR RELATIVITYONE TENANT

(To find an instance name, click About Relativity in the user flyout menu and it will be below the RelativityOne version number in the format R1 - [Name] - [Number])

* INSTANCE NAME OF THE RELATIVITYONE YOU WANT TO CONNECT TO (See value of Instance Instance Setting)

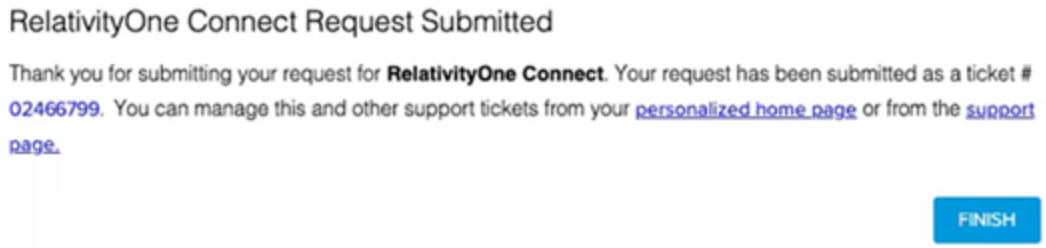
(To find an instance name, click About Relativity in the user flyout menu and it will be below the RelativityOne version number in the format R1 - [Name] - [Number])

PAUSE PREVIOUS NEXT

In the request form, confirm that the name and the email address match your information. Then continue filling out the form by entering the instance name of your Relativity aiR tenant and the instance name of the Relativity aiR instance that you want to connect to by completing the following fields:

- **Instance Name of your Relativity aiR tenant**—the name of your organization's instance.
- **Instance Name of the Relativity aiR tenant you want to connect to**—the name of the instance name that you want organization's instance to connect to.

Once entered, click **Next**. Confirm the request was submitted and click **Finish**.



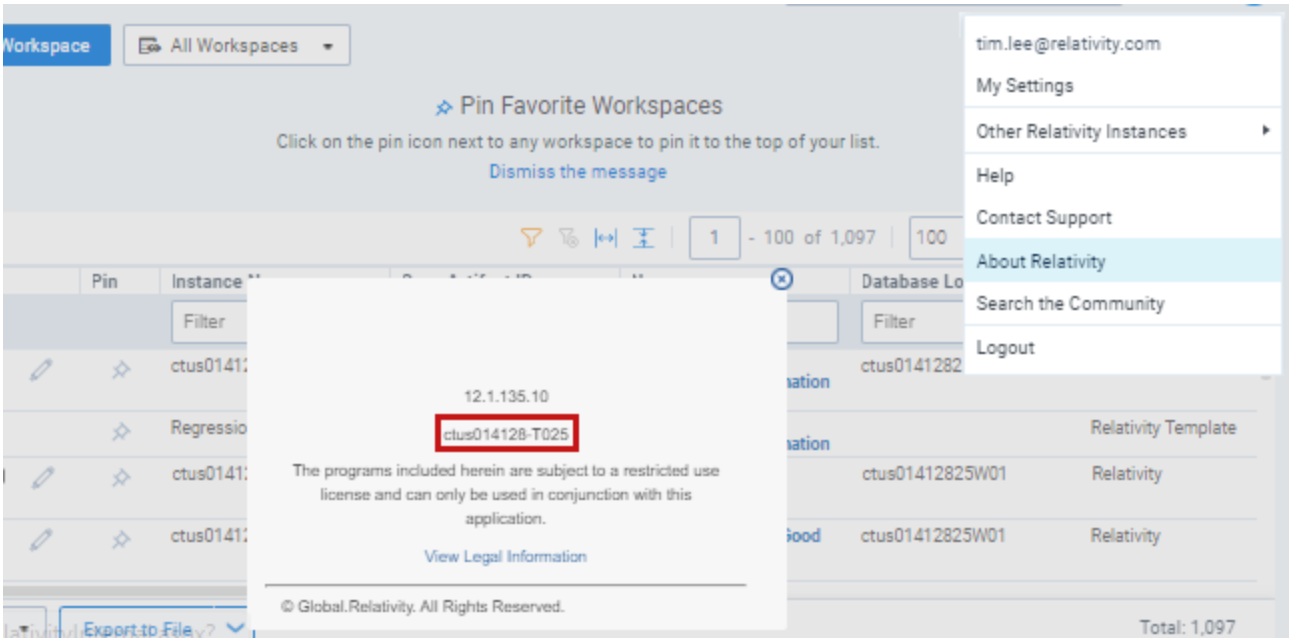
Once submitted, Relativity can confirm the Relativity aiR primary contacts email addresses and instance names. Once confirmed, a new authentication provider option is available when updating a user's login method.

Note: To connect to more than one Relativity aiR instance, you will need to submit multiple requests.

Once the request has been submitted, Relativity can confirm the Relativity aiR primary contacts email addresses and instance names. Once confirmed, a new authentication provider option is available when updating a user's login method.

Finding instance names

Find the instance names in the User options drop-down menu. Copy the instance name from your instance and retrieve the other instance name.



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