

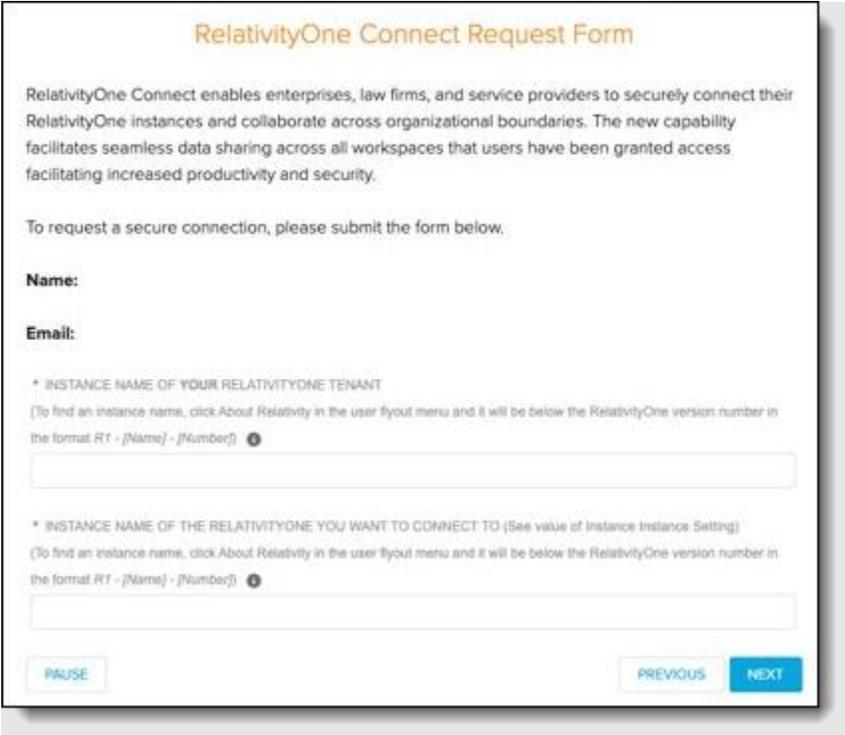
Relativity Connect Quick Reference Guide – RelativityOne primary contact

Enabling Relativity Connect

Your organization's primary RelativityOne contact, navigate to the Community site. In the Community site, navigate to RelativityOne Connect Request Form.

1. In the top navigation menu, click **Support**.
2. On the Support page, click the **Submit or resume** button under RelativityOne Requests.
NOTE: If you don't see the RelativityOne Requests section, you are not the RelativityOne Primary Contact. Please make sure you are logged in as the primary contact to move forward in requesting a form.
3. In the RelativityOne Request page, click the **Choose Request Type** drop-down menu.
4. Select **RelativityOne Connect**.
5. Click **Next**.

This opens the RelativityOne Connect Request Form.

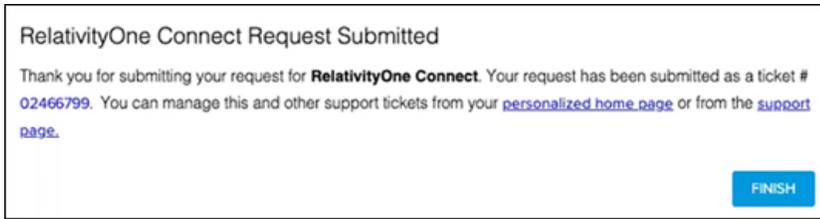


The screenshot shows the "RelativityOne Connect Request Form" interface. At the top, there is a title "RelativityOne Connect Request Form" in orange. Below the title is a paragraph of introductory text: "RelativityOne Connect enables enterprises, law firms, and service providers to securely connect their 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." Below this is a sub-heading "To request a secure connection, please submit the form below." The form contains two main sections: "Name:" and "Email:". Below the "Email:" section, there are two input fields. The first is labeled "* INSTANCE NAME OF YOUR RELATIVITYONE TENANT" with a help icon and a note: "(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 RT - {Name} - {Number})". The second is labeled "* INSTANCE NAME OF THE RELATIVITYONE YOU WANT TO CONNECT TO (See value of Instance Instance Setting)" with a help icon and a note: "(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 RT - {Name} - {Number})". At the bottom of the form, there are three buttons: "PAUSE", "PREVIOUS", and "NEXT".

In the request form, confirm that the name and the email address match your information. Then fill out the form by entering:

- **Instance Name of your RelativityOne tenant** – the name of your organization's instance.
- **Instance Name of the RelativityOne 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 RelativityOne 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 RelativityOne instance, you will need to submit multiple requests.

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.

