

ZIPFORM *Online*

System Requirements

- IBM PC compatible Pentium II 300 or comparable
- MS Windows 98, NT 4.0, 2000 or XP
- 128 megabytes (MB) of Random Access Memory (RAM)
- 20 MB available hard disk space
- SVGA monitor and video card supporting a minimum 800 x 600 resolution and 256 colors
- Internet Explorer 5.5 or newer
- Any printer that can be configured with MS Windows print manager
- 56K modem with Internet access or broadband

NETWORK USERS NOTE: If sharing an Internet connection with multiple users a broadband connection is required. Please contact ZipForm for further information on your specific bandwidth needs.

Download/Installation Instructions

1. Connect to the Internet.
2. Type in the WRA website address of <http://www.wra.org>
3. Click the "ZipForm" image located to the left of the screen or Click on Products/Services and select ZipForm.
4. On ZipForm Product page, click on "I need to download the viewer."
5. Scroll down to step #1 and click on the link listed under it. Enter your 3-5 digit Company ID# _____ or use the lookup option to find your company. Click the "Submit Company ID" button. If a security notice appears click the "Yes" button to proceed.
6. Verify your company information. Click the "Correct" button if ok or the "Incorrect" button if the information is wrong. Follow the prompts if you selected the "Incorrect" button.
7. Enter your first and last name and personal e-mail address (the e-mail address and password are used to access ZipForm Online). Click the "Verify" button. If a security notice appears click the "Yes" button to proceed.
8. A notice to check your email will appear. Click the link located in your email notification to continue the download process.
9. An Order Form – Step 1 of 4 will appear. Enter and confirm your password for ZipForm Online. Click Next.
10. Order Form – Step 2 of 4 appears. Under the "To be added" column confirm that you have the Wisconsin REALTORS Association library. If you are with a company that has a custom library confirm that that library is included as well. Click "I Agree" to proceed to the next screen.
11. On the Order Summary - Step 3 of 4 screen confirm that your order is \$0. Click "Place Order."
12. A confirmation of your order appears (Order Summary - Step 4 of 4). Click "Login" to begin using ZipForm Online.
13. The ZipForm Online Sign In screen appears. Enter your email address and password. Click "Sign In" to proceed.
14. Information concerning a form viewer will display. Click the link "Click here for the Form Viewer Installation file."
15. A "File Download" screen will appear. Click "Open" to download the file.
16. When finished downloading the installation wizard will start. Click "Next."
17. Select "I accept the license agreement" and click "Next."
18. Enter your full name and company name. Select the appropriate setting for the form viewer and click "Next."
19. Click "Next" to begin the installation.
20. Click the "Finish" button to exit the installation and return to the Sign In screen.
21. Congratulations! You have registered with ZipForm Online and downloaded the form viewer. You can now sign in to ZipForm Online and begin using the program. A link to ZipForm Online will always be available from the WRA's website <http://www.wra.org/Products/Zipforms/default.htm>