

2017 ZipForm Renewal Guide

ZipFormPlus Renewal pp. 1-4

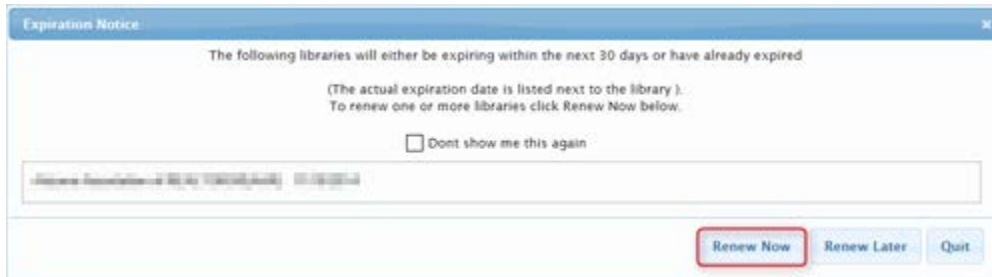
Purchasing zipForm Standard pp. 5-16

Renewing zipForm Mobile pp. 17-18

How to Renew zipForm® Plus as a Member Benefit

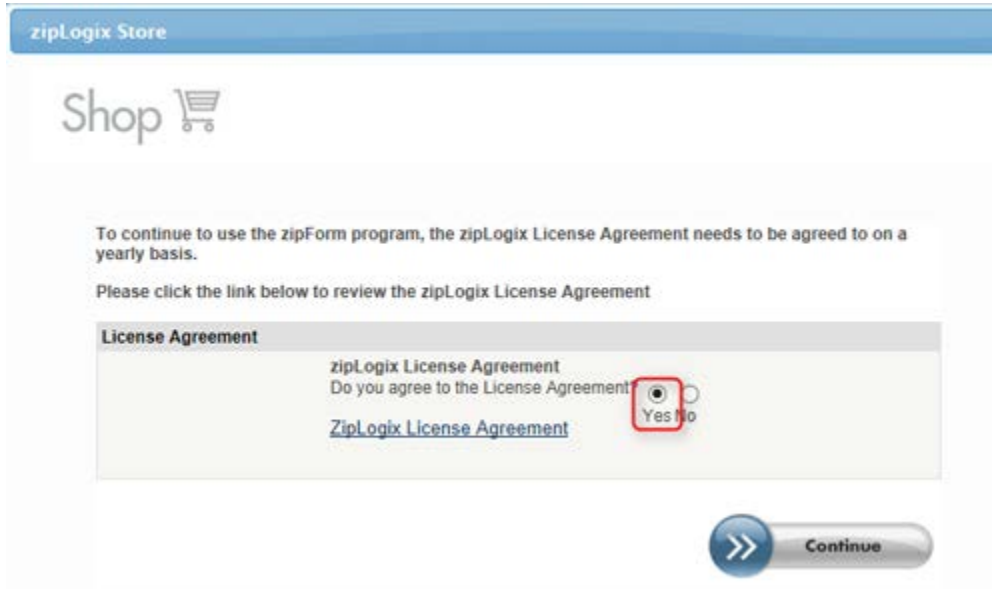
Step 1:

Log into zipForm® Plus at www.zipformplus.com. You will be prompted to Renew. Click on “Renew Now”.



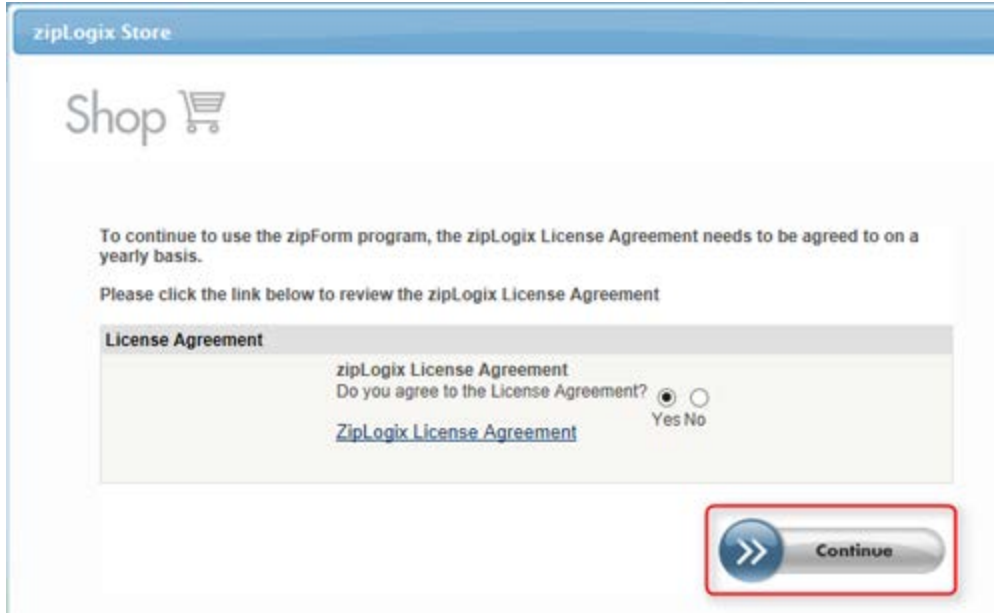
Step 2:

When you are asked to accept the License Agreement, click “Yes”.

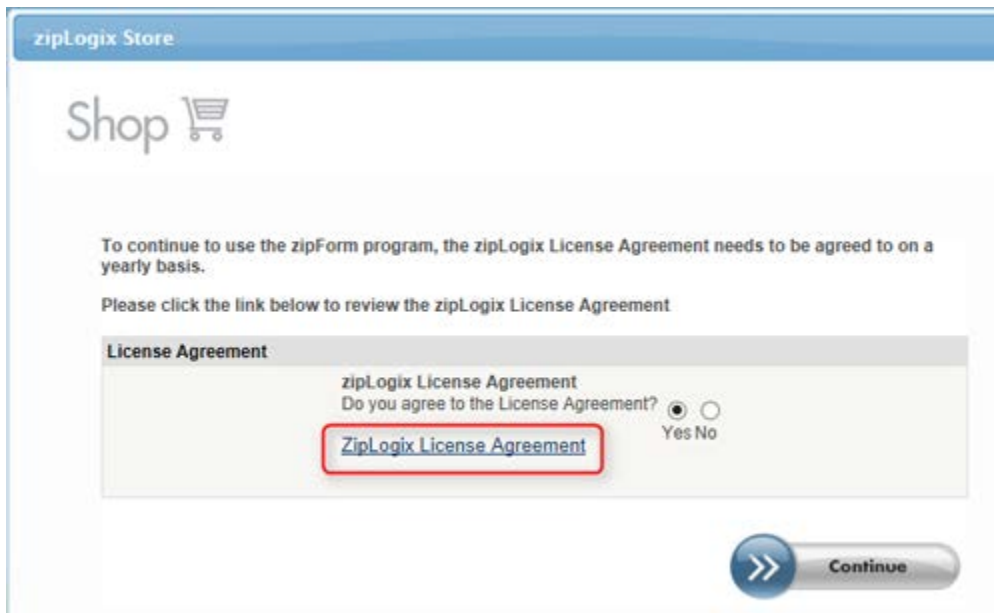


Step 3:

Then click on the “Continue” button.



If you wish to read the License Agreement first, click on the *zipLogix License Agreement* link.



Step 4:

A message stating that the renewal was successful will then appear. Click on the "*Exit Order*" button.



How To Purchase zipForm® Standard

****ZipForm® Standard is not a member benefit. Please contact zipLogix for more information****

Step 1:

Log into zipForm® Plus at www.zipformplus.com with your username and password.



Step 2:

Once logged in, click on the *Shopping Cart* at the top right of your screen.



Step 3:

Select *Add Products to Cart* on the right of the Order Menu.

Order Process

Shop

zipLogix

Select the form libraries you would like added to your order

The Libraries below are already in your account. If the library is NOT expired or expiring you will not need to add these again. If any of these ARE expiring or are expired please add to cart to renew.

Name	Expiration
Wisconsin REALTORS® Association	12/31/2015

Addenda Library	\$49.95	+ ADD
AIR Commercial Forms for NAR Members	\$149.00	+ ADD
AIR Commercial Forms with zipForm® Plus - NAR Member Package	\$258.95	
- AIR Commercial Forms		+ ADD
- zipVault™		
- zipForm® Base Service		
Employee Relocation Council	\$69.95	+ ADD
Fannie Mae	\$24.95	+ ADD
HAFAs Short Sale Library	\$49.95	+ ADD
Lead Paint Library	\$49.95	+ ADD
National Property Management Forms	\$49.95	+ ADD
National Property Management Forms - Non REALTOR®	\$74.95	+ ADD
Open House Forms	\$49.95	+ ADD
OrganizeMeForms™	\$99.95	+ ADD

Select additional libraries from a different state:

MY CART
Cart Is Empty

CHECKOUT

Add Products to Cart

Exit Order

Step 4:



Select zipForm® Standard from the list of products and click *Checkout*.

The screenshot displays the 'Order Process' window for zipLogix. The main content area is titled 'SELECT PRODUCTS' and features a grid of product cards. The central card, 'zipForm® Standard Edition', is highlighted with a red border. Each card includes a product image, name, price, a 'Learn More >>' link, a '+ ADD' button, and a '*Recommended' label. A note below each card states 'Library may be ordered separately'. To the right, the 'MY CART' section indicates 'Cart is Empty' and 'Your cart is empty', with a 'CHECKOUT' button. At the bottom right, there is an 'Exit Order' button.

Step 5:

Fill out the following information that is needed to complete your order. Click *Continue* when finished.

Order Process

Shop  

CUSTOMER INFORMATION

The information below will be used to provide software support

Salutation:

*First Name:

Middle Name:

*Last Name: Suffix:

*Company:

*Phone: - - Ext:

Mobile Phone: - -

Fax: - -

*Email:

*Street Address: (P.O. Box. if applicable)

(Suite/Apt. # if applicable)

*City:

*State/Region:

*Country:

*Zip Code:

Click here if shipping address is same as customer information

SHIPPING INFORMATION

First Name:

Last Name:

MY CART

1

zipForm® Standard Edition

- Online Training Resource
- zipForm® Standard Edition

Sub Total:

Shipping/Handling:

Tax:

Total:

[Add Products to Cart](#)

[Exit Order](#)

Step 6:

Review the License Agreement and click Yes, then click *Checkout*.

Order Process

Shop

zipLogix

CURRENT ORDER

Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	zipForm® Standard Edition - Online Training Resource - zipForm® Standard Edition					

Item(s) Sub Total :
Shipping/Handling :
Sales Tax :
Grand Total :

Enter Promo Code

Do you agree to the License Agreement? Yes No

[ZipLogix License Agreement](#)

As a convenience to you, some items may have been added to your shopping cart. Please review these items prior to checking out. You will be charged for items that have a price.

CHECKOUT

Exit Order

Step 7:

Enter your payment information and click *Authorize*. Your payment will then be processed and your account activated. You will then be emailed a copy of your receipt.

The screenshot shows a web browser window titled "Order Process" with the zipLogix logo in the top right. The page is divided into two main sections: "PAYMENT INFORMATION" and "BILLING ADDRESS".

PAYMENT INFORMATION

- Credit Card Type: Select a Credit Card Type (dropdown menu)
- Credit Card Number: [text input]
- Verification Number: [text input] [How do I find my verification code?](#)
- Expiration Date: Month (dropdown) | Year (dropdown)
- *First Name: [text input]
- *Last Name: [text input]
- *Company: [text input]

BILLING ADDRESS

- *Street Address: [text input] (P.O. Box, if applicable)
- [text input] (Suite/Apt. # if applicable)
- *City: [text input]
- *State/Region: Please select a State (dropdown menu)
- *Country: USA (dropdown menu)
- *Zip Code: [text input] [text input]

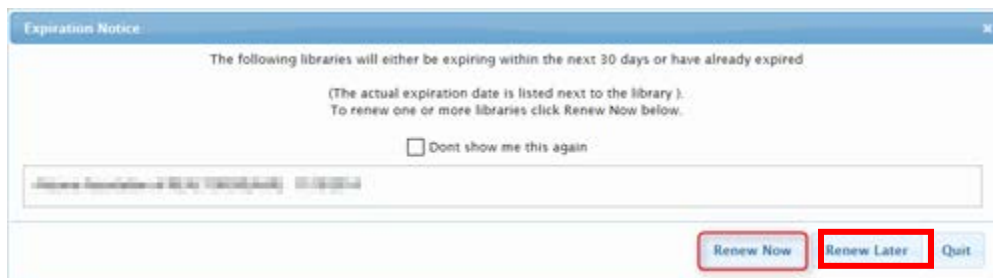
Warning: Please DO NOT press the "Authorize Payment" button more than once or you WILL be double billed.

Buttons: A blue "AUTHORIZE" button is highlighted with a red rectangle. A blue "Exit Order" button is located in the bottom right corner.

How To Renew zipForm® Standard

Step 1:

Log into zipForm® Plus at www.zipformplus.com with your username and password. You will be prompted to Renew. Click on “Renew Now”.



Step 2:

Select *Add Products to Cart* on the right of the Order Menu.

Order Process

Shop

zipLogix

Select the form libraries you would like added to your order

The Libraries below are already in your account. If the library is NOT expired or expiring you will not need to add these again. If any of these ARE expiring or are expired please add to cart to renew.

Name	Expiration
Wisconsin REALTORS® Association	12/31/2015

Addenda Library	\$49.95	+ ADD
AIR Commercial Forms for NAR Members	\$149.00	+ ADD
AIR Commercial Forms with zipForm® Plus - NAR Member Package	\$258.95	
- AIR Commercial Forms		+ ADD
- zipVault™		
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Employee Relocation Council	\$69.95	+ ADD
Fannie Mae	\$24.95	+ ADD
HAFAs Short Sale Library	\$49.95	+ ADD
Lead Paint Library	\$49.95	+ ADD
National Property Management Forms	\$49.95	+ ADD
National Property Management Forms - Non REALTOR®	\$74.95	+ ADD
Open House Forms	\$49.95	+ ADD
OrganizeMeForms™	\$99.95	+ ADD

Select additional libraries from a different state:

MY CART
Cart Is Empty

CHECKOUT

Add Products to Cart

Exit Order

Step 3:

Select zipForm® Standard form the list of products and click *Checkout*.

The screenshot displays the 'Order Process' window of the zipLogix website. The page is divided into two main sections: 'SELECT PRODUCTS' and 'MY CART'. The 'SELECT PRODUCTS' section features a grid of product cards. The 'zipForm® Standard Edition' card is highlighted with a red border. Each card includes a product image, name, price, a 'Learn More >>' link, an '+ ADD' button, and a '*Recommended' label. Below the grid, there are three more product cards: 'zipForm Mobile Web Edition', 'zipLogix Digital Ink®: 1 Credit', and 'zipForm® Standard Edition on CD'. The 'MY CART' section on the right indicates 'Cart Is Empty' and 'Your cart is empty', with a 'CHECKOUT' button. At the bottom right of the window, there is an 'Exit Order' button.

SELECT PRODUCTS			MY CART
 zipForm® Plus \$1,999.00 Learn More >> + ADD *Recommended <small>Library may be ordered separately</small>	 zipForm® Standard Edition \$1,499.00 Learn More >> + ADD *Recommended <small>Library may be ordered separately</small>	 zipForm® Elite Edition \$2,999.00 Learn More >> + ADD *Recommended <small>Library may be ordered separately</small>	MY CART Cart Is Empty Your cart is empty CHECKOUT
 zipForm Mobile Web Edition \$1,999.00 Learn More >> + ADD *Recommended	 zipLogix Digital Ink®: 1 Credit \$199.00 Learn More >> + ADD What is a credit?	 zipForm® Standard Edition on CD \$1,499.00 Learn More >> + ADD <small>Library may be ordered separately</small>	

[Exit Order](#)

Step 4:

Fill out the following information that is needed to complete your order. Click *Continue* when finished.

Order Process

Shop

zipLogix

CUSTOMER INFORMATION

The information below will be used to provide software support

Salutation:

*First Name:

Middle Name:

*Last Name: Suffix:

*Company:

*Phone: -- Ext:

Mobile Phone: --

Fax: --

*Email:

*Street Address: (P.O. Box, if applicable)

" (Suite/Apt. # if applicable)

"

*City:

"

*State/Region: Please select a State

"

*Country: USA

"

*Zip Code:

Click here if shipping address is same as customer information

SHIPPING INFORMATION

First Name:

Last Name:

MY CART

1

zipForm® Standard Edition

- Online Training Resource
- zipForm® Standard Edition

Sub Total:	
Shipping/Handling:	
Tax:	
Total:	

[Add Products to Cart](#)

Step 5:

Review the License Agreement and click Yes, then click *Checkout*.

The screenshot shows a web browser window titled "Order Process" with the zipLogix logo in the top right. The main content area is titled "CURRENT ORDER" and contains a table with the following data:

Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	zipForm® Standard Edition - Online Training Resource - zipForm® Standard Edition					

Below the table, there are summary fields: "Item(s) Sub Total:", "Shipping/Handling:", "Sales Tax:", and "Grand Total:". A yellow box labeled "Enter Promo Code" is positioned below these fields. To the left of the license agreement are three buttons: "Add Forms", "Add Products", and "Edit Cart". The license agreement section asks "Do you agree to the License Agreement?" with a radio button selected for "Yes" and a "No" option. A link for "ZipLogix License Agreement" is provided. A red box highlights the "Yes" radio button. Below this, a red text message reads: "As a convenience to you, some items may have been added to your shopping cart. Please review these items prior to checking out. You will be charged for items that have a price." A blue "CHECKOUT" button is highlighted with a red box. At the bottom right, there is an "Exit Order" button.

Step 6:

Enter your payment information and click *Authorize*. Your payment will then be processed and your account activated. You will then be emailed a copy of your receipt.

The screenshot shows a web browser window titled "Order Process" with the zipLogix logo in the top right. The page is divided into two main sections: "PAYMENT INFORMATION" and "BILLING ADDRESS".

PAYMENT INFORMATION

- Credit Card Type:
- Credit Card Number:
- Verification Number: [How do I find my verification code?](#)
- Expiration Date:
- *First Name:
- *Last Name:
- *Company:

BILLING ADDRESS

- *Street Address: (P.O. Box, if applicable)
- (Suite/Apt. # if applicable)
- *City:
- *State/Region:
- *Country:
- *Zip Code:

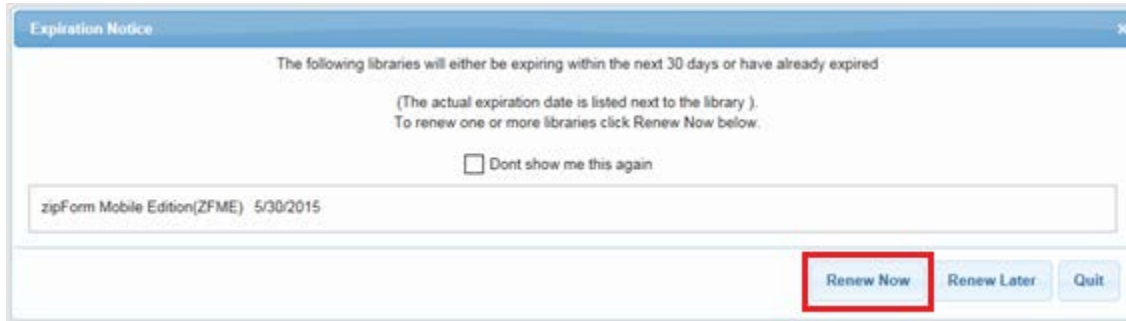
Warning: Please DO NOT press the "Authorize Payment" button more than once or you WILL be double billed.

Buttons: A blue "AUTHORIZE" button is highlighted with a red rectangle. A blue "Exit Order" button is located at the bottom right of the window.

How to Renew zipForm® Mobile as a Member Benefit

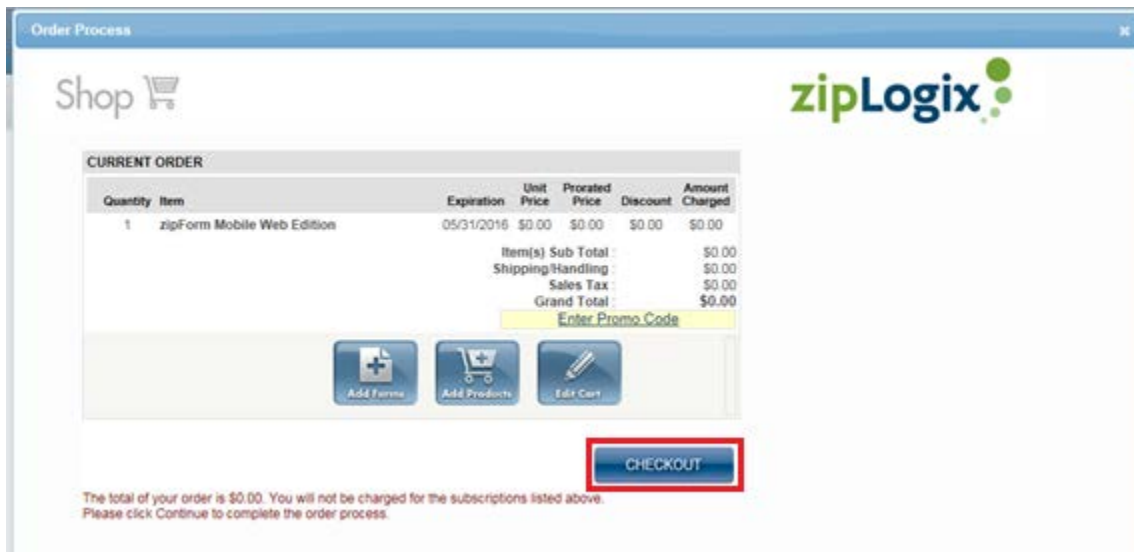
Step 1:

Log into zipForm® Plus at www.zipformplus.com. You will be prompted to Renew. Click on “Renew Now” on the renewal notice to begin the renewal process.



Step 2:

Click the Renew Now button and you should be taken to a check out screen. Click on the “Checkout” button to complete the renewal.



Step 3:

A message stating that the renewal was successful will then appear. Click on the “Exit Order” button.



Step 4:

You can now logon by using the Mobile App available on iPad or iPhone, or by visiting m.zipformonline.com for Android Tablets and Phones.

