

The Greater Philadelphia Association of REALTORS® members have FREE access to zipForm® Plus (formerly zipForm® Professional) electronic forms system.

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[New User zip form® Account Registration](#)

1. To establish your zipForm® account as a new user, visit the zipLogix® home page at www.ziplogix.com. Look for the zipForms® Plus option and select the “Order” link.
2. You will be prompted to select your Association (PA – Greater Philadelphia Association of REALTORS®) from the drop down menu. Choose “Order” after making your selection.
3. You will now be prompted to enter your NRDS number and last name for membership verification. Click “Continue” after entering these to proceed.
4. Create a username and password of our choice and enter your email address. Click “Continue” again when finished to proceed.
 - a. *The zipLogix credentials you are creating will be used to log into zipForm Plus, zipForm6 Standard, and zipLogix. You will need to remember your Username and password.*
5. Enter your office and contact information for your account profile. This information will appear on the footer of the forms that you print from your account. **Some information may pre-fill based on the NRDS number you have entered.** Once all required information is filled in, click “Continue”.
6. Click “Yes” to accept the license agreement and then click “Continue”.

7. You will now be presented with the confirmation page, which will list your available products. Your account is now created and ready to use.
 - For the online version, zipForm® Plus, click the “Access Now” on this screen to sign in. zipForm®Plus can also be accessed at any time after you close this page by visiting the login page at www.zipformplus.com.

Online training classes are available at <http://www.zipform.com/training/trainingcalendar.asp>.

How to videos are also available at <http://www.youtube.com/user/zipLogix>

Additional help and support is available at <http://support.zipform.com/>

Instruction for Renewing Your Annual zipForm® Plus Service

Please note that your renewal will occur annually on February 1st. You will begin to receive notices 30 days prior to the renewal.

Single users simply need to follow the renewal process from the message they receive when they log into their account.

If you are renewing a **brokerage account**, you will need to call the Sales department to renew your accounts. That number is 800-383-9805.

Please note: if you have purchased any additional products not being provided by the Greater Philadelphia Association of REALTORS®, you may be asked to go through the shopping cart renewal process, however, you will not be charged for the products that are being provided by the Greater Philadelphia Association of REALTORS®; only those additional products that you have purchased on your own. If you are having problems with your renewal, please call the zipLogix® help desk at 586-840-0140 and someone can walk you through the process.

Questions/Problems/Training

Do you have questions or problems about how to access the service or issues when you are logged in, please call ZipForm customer support at 586-840-0140 from 8:00 a.m. to 8:00 p.m.

Also note that within zipForm® there is a help tab at the top that you can click on. This will give you a variety of help options, including short “How to” videos (http://support.zipform.com/zf6/6_videos.asp). These videos allow you to find help on a specific topic instead of going through a full training to learn one specific task.

Also available is a **Support FAQ** (<http://support.zipform.com/zf6/zf6support.asp>) and a **User Guide**. (<http://download2.zipform.com/support/ZF6UserGuide.pdf>).

Finally, you can also access **pre-recorded training and live training** through the zipForm® website at www.zipform.com/training.

zipForm® Plus includes zipForm® Mobile and zipVault®

In addition to accessing zipForm Plus on any computer, the on to go REALTOR® can access their forms from any Apple, Android and Blackberry mobile device using zipForms® Mobile. You can also store your forms and other transaction documents securely. zipVault® is integrated with your zipForm®Plus account and streamline the management of your transaction documents.

Activating Your FREE Account

Follow the instructions below to access your FREE zipForm®Plus:

1. Go to <http://www.zipform.com/order/order.asp>
2. Select Greater Philadelphia Association of REALTORS® from the drop down menu.
3. Enter your NRDS number. (To find your NRDS number contact GPAR at 215-423-9381.)
4. Once your account is set up you can access it from anywhere you have internet access by going to www.zipformplus.com.

To access zipForm® Mobile you must already have an active zipForm® account set up. In the browser on your mobile device go to www.zipformonline.com. Once on the site, use your zipForm® credentials to login. (NOTE: There is NOT a dedicated app for this product, access to the zipForm® Mobile service is only available through your device's browser.

zipVault® will automatically be available as an option for saving files.

Creating Connection Between zipForm® Plus and DocuSign

1. Log onto zipForm®Plus
2. Go to the top right corner of the screen and click the arrow by your name
3. Select "profile" from the drop-down list
4. On the left hand side of the screen select "settings"
5. The top box on this page should be e-signature Options
6. Make sure the DocuSign button is selected
7. Enter your DocuSign email address and DocuSign password
8. Click "save" located above and slightly to the left of the e-Signature options box
9. You should see a message "user preferences updated" signifying that the connection is complete. Please note that if you see a message stating that you have invalid user credentials, the connection has not been made. There is likely an error in the DocuSign email/password. Re-enter and save again.

If you have questions or problems about how to access the service or issues when you are logged in, please contact zipForm® customer support at 586-840-0140: zipForm support is now available 24 hours Monday through Friday; and limited hours from 10:00 a.m. to 10:00 pm EST weekends and holidays. Once connected, follow the menu items provided for support on the specific product you are having a problem with. You can also contact support online <http://support.zipform.com/emailsupport.asp>.