

TCs and Assistants can work in users zipForm accounts when invited by the user. This guide details the features and functions available to TCs and Assistants when working inside a user's zipForm account.

| Create Password and Login | |
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| 1. In your email account, click to open the invitation sent to you by the user. | Compose Compose do-not-reply-zipfor. Transactions (zipForm Edition) Password/Account Set Up - Transactions |
| IMPORTANT: Make note of your username in the body of the email as you'll need this to log into zipForm. Click the link labeled '<u>click here</u>' to set your password. | Transactions (zipForm Edition) Password/Account Set up Up Welcome to Transactions (zipForm Edition)! Let's finish setting up your account. Dear Jill Coordinator. Ur Transactions (zipForm Edition) account for you as a Transaction Coordinator. Your Transactions (zipForm Edition) username is: JillTC To create a password for your Transactions (zipForm Edition) account for you as a Transaction (zipForm Edition) username is: JillTC To create a password for your Transactions (zipForm Edition) account for the following link into your browser: Thps://www.zipformplus.com/default.aspx?zfreset=1&set=1&set=1&set VIZONIRGe8xXcsf4TROSVHHTIOHwq38uQ%3d%3d Please note: You will need your username and password each time you sign in to your Transactions (zipForm Edition) account: Thank you, Your Lone Wolf Technologies Team Thank you, Your Lone Wolf Technologies to suilable 2477 at https://www.ziplogix.com/support For information on Lone Wolf Technologies's suile of products and services for real estate professionals, please visit http://www.ziplogix.com Please do not reply, this email address is not monitored. |
| 4. Click on the Two-Factor Authentication popup window to continue. | Two-Factor Authentication Please choose one of the options below to receive instructions for how to create a new password. • E-mail • Mobile number No validated Mobile number exists in this account. • Cancel × • Next > |

zipForm: TC/Assistant Guide – Help At-A-Glance



| 5. Type the code that you received in your email, then click ^{Validate ✓} to continue. | Two-Factor Authentication A code was sent to the registered email. Please enter the code below within 10 minutes to validate your email. Image: transmission of the transmission of tra |
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| 6. Type a password for your account then type the password a second time to confirm. 7. Click Set Password to set your password and proceed to the login screen. | Set Password for your account. Password must be between 8 and 25 characters in length. Strong Password Suggestions: Have at least one number and one letter Have a mix of uppercase and lowercase characters Have one special character Do not use a commonly used password such as 'qwerty' or 'password' New Password Confirm Password Set Password |
| 8. On the login screen, type your username and password. 9. Click Sign In NOTE: In the future, you will go to www.zipformplus.com to login. | Enter your username and password Juric Sign In Crosot username Forgot password No account? Create one! |
| You can now manage the user's transactions from your account. TIP: Hover your mouse over the photo in the top right corner to view your account information. | Image: Burger of State |