

Oklahoma Association of REALTORS®

Upgrade/Sign up process for
zipForm® 6

Upgrade Process for zipForm® 6

The screenshot shows the ZipForm Online web application interface. At the top left is the ZipForm Online logo, and at the top right is the 'GoBeyond' slogan. Below the header is a navigation bar with links for TRANSACTIONS, ADMINISTRATION, HELP, and LOGOFF. The main content area includes a user profile section with the email 'Testnwa@zipform.com' and several utility links: [My Company Information], [Clause Manager], [RELAY® Login], [Additional Products], [Free Upgrade to zipForm6], and [Java Transaction List]. The 'Free Upgrade to zipForm6' link is highlighted with a red rectangular box. Below the links are two main action buttons: 'Create a New Transaction/Template' and 'Import a Transaction From ZipForm® Desktop'. A search section is present with a text input field, a 'Search' button, and an 'Advanced Search' checkbox. Below the search section is a table titled 'Transaction / Template List' with columns for Name, Status, Seller, Buyer, Modified, and Created. The table currently shows '0 records'. At the bottom of the page, there are logos for 'Secure click' and 'Benefits', along with a footer containing links for [Terms of Use], [Copyright], [Privacy & Security], [Support], and the text 'PRODUCTS BY RE FormsNet®'.

Step 1

To upgrade the program from ZipForm Online to zipForm 6 Professional the user will first click on the “Free UPGRADE to zipForm6” link located in their online program.

Step 2

The user will then be prompted to enter their NRDS number and last name to verify membership.

REALTOR® Membership Information
 Please Provide your NRDS Number and Last Name to qualify for REALTOR® pricing and products

*NRDS ID [What is my NRDS ID?](#)

*Last Name

[I am not a Realtor®](#)



Enter Your Company Information
 Note: The information you provide may be shown on your forms.

Salutation:

*First Name:

Middle Name:

*Last Name: Suffix:

*Company:

*Phone: - - Ext:

Mobile Phone: - -

Fax: - -

*Email:

*Street Address: (P.O. Box, if applicable)
 (Suite/Apt no. if applicable)

*City:

*State/Region:

*Country:

*Zip Code:



Step 3

After verifying the membership it will then prompt the user to confirm the company information (it will ask them to enter their email and phone number).

CURRENT ORDER

Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	zipForm® 6 Professional Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	zipForm® 6 Standard Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	ZipForm Demonstration Library	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
Item(s) Sub Total :						\$0.00
Shipping/Handling :						\$0.00
Sales Tax :						\$0.00
Grand Total :						\$0.00

zipLogix License Agreement
 Do you agree to the License Agreement? Yes No
[zipLogix License Agreement](#)



Your Account 



HOME PROFILE SHOP LOGOFF

MY MESSAGES

Thank you for your order! Your product information is listed below.

zipForm® 6 Standard Edition requires zipLogix credentials to activate the software. If you do not know your credentials, please [[click here](#)] to reset your credentials. This will not change your zipForm® 6 Professional Edition credentials.

MY PRODUCTS

PRODUCTS	Expiration Date
zipForm® 6 Standard Edition	10/15/2010
System Requirements PC Download File: DOWNLOAD NOW MAC Download File: DOWNLOAD NOW	
zipForm® 6 Professional Edition	10/15/2010
System Requirements Login URL: http://qa.zipformonline.com	
zipForm® 6 Form(s) & Other Products	10/15/2010
Northwest Louisiana Association of REALTORS®	

[SHOP for additional products \[click here \]](#)

Step 4

It will then take the user to the order confirmation screen. The user will need to accept the license agreement and click continue.

NOTE: The process will give the user both the zipForm 6 Standard and zipForm 6 Professional. The activation information for Standard will be the same as their Professional login information.

Step 5

They have now upgraded to zipForm® 6. They can either log back into the Professional program or download the Standard program.

Sign Up Process for zipForm® 6

Step 1

To sign up for zipForm® 6 the user will need to go to <http://www.oklahomarealtors.com/> and click on the link to sign up for the program.

Shop 

Step 2

The user will then be prompted to enter their NRDS number and last name to verify membership.

REALTOR® Membership Information
Please Provide your NRDS Number and Last Name to qualify for REALTOR® pricing and products

*NRDS ID [What is my NRDS ID?](#)

*Last Name

[I am not a Realtor®](#)



Step 3

Please select one of the options below to either sign up or upgrade your ZipForm® Online and ZipForm® Desktop program to the new zipForm® 6!*

<p>Upgrade Existing ZipForm®Online Account</p> <p>To upgrade your ZipForm®Online Account and ZipForm®Online transactions to zipform 6 please enter your credentials.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p></p>	<p>Create a new zipForm® 6 Account.</p> <p>If you DO have a ZipForm®Online account, and you select this option, a new account will be created for you. This account will not contain any of your previous ZipForm®Online transactions.</p> <p>This will not affect your ZipForm®Desktop transactions.</p> <p></p>
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*Please note that you will only receive the products that you are entitled to through your association dues.

At this step they can choose to either upgrade their ZipForm Online, ZipForm Desktop or sign up for a new account.

If they have a ZipForm Online account they will need to enter their credentials on the left and click 'Continue'. (Go to Step 4)

If they do not have an account they can choose to create brand new zipForm 6 accounts by clicking on the 'Continue' button on the right. (Go to Step 3a)

Step 3a

ATTENTION! The zipLogix credentials you are creating will be used to log into zipForm6 Professional, zipForm6 Standard, and zipLogix. You will need to remember your Username and Password.

Create your zipLogix Credentials

This information will be used to access your zipLogix Shopping Account


UserName

Password (Password must be at least 6 characters.)

Confirm Password

Email

Confirm Email



If they select new it will ask them to create credentials for the zipForm 6 program.

NOTE: These will be the same credentials for the Professional and Standard version of the software.

Enter Your Company Information

Note: The information you provide may be shown on your forms.

Salutation:

*First Name:

Middle Name:

*Last Name: Suffix:

*Company:

*Phone: - - Ext:

Mobile Phone: - -

Fax: - -

*Email:

*Street Address: (P.O. Box, if applicable)
 (Suite/Apt no. if applicable)

*City:

*State/Region:

*Country:

*Zip Code:



Step 4

It will then prompt the user to confirm the company information (it will ask them to enter their email and phone number).

CURRENT ORDER

Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	zipForm® 6 Professional Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	zipForm® 6 Standard Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	ZipForm Demonstration Library	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
Item(s) Sub Total :						\$0.00
Shipping/Handling :						\$0.00
Sales Tax :						\$0.00
Grand Total :						\$0.00

zipLogix License Agreement
Do you agree to the License Agreement? Yes No
[zipLogix License Agreement](#)



Step 5

It will then take the user to the order confirmation screen. They will need to accept the license agreement and click continue.

NOTE: The process will give the user both the zipForm 6 Standard and zipForm 6 Professional. The activation information for Standard will be the same as their Professional login information.

MY MESSAGES

Thank you for your order! Your product information is listed below.

zipForm® 6 Standard Edition requires zipLogix credentials to activate the software. If you do not know your credentials, please [[click here](#)] to reset your credentials. This will not change your zipForm® 6 Professional Edition credentials.

MY PRODUCTS

PRODUCTS		Expiration Date
zipForm® 6 Standard Edition	System Requirements	10/15/2010
	PC Download File: DOWNLOAD NOW	
	MAC Download File: DOWNLOAD NOW	
zipForm® 6 Professional Edition	System Requirements	10/15/2010
	Login URL: http://ga.zipformonline.com	
zipForm® 6 Form(s) & Other Products		
	Northwest Louisiana Association of REALTORS®	10/15/2010

[SHOP for additional products \[click here \]](#)

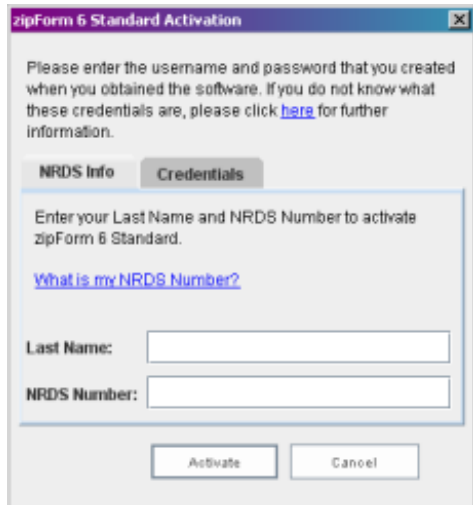
Step 6

The user has now signed up for zipForm 6. They can either log into zipForm® 6 Professional or download the zipForm® 6 Standard program.

Activation for zipForm® 6 Standard

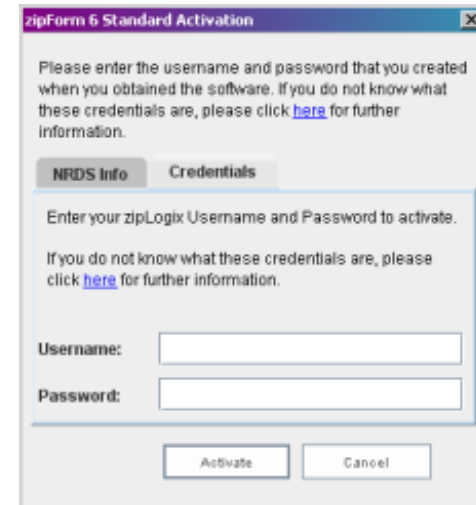
The member will be able to activate the zipForm 6 Standard with either their zipLogix login credentials or their NRDS Number and last name.

NRDS Activation



The screenshot shows a dialog box titled "zipForm 6 Standard Activation". It contains a message: "Please enter the username and password that you created when you obtained the software. If you do not know what these credentials are, please click [here](#) for further information." Below this, there are two tabs: "NRDS Info" (selected) and "Credentials". The "NRDS Info" tab contains the text: "Enter your Last Name and NRDS Number to activate zipForm 6 Standard." followed by a link "[What is my NRDS Number?](#)". There are two input fields: "Last Name:" and "NRDS Number:". At the bottom, there are "Activate" and "Cancel" buttons.

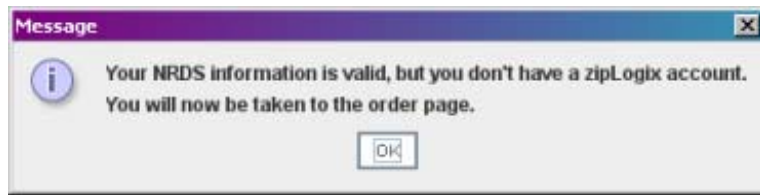
Credentials Activation



The screenshot shows a dialog box titled "zipForm 6 Standard Activation". It contains a message: "Please enter the username and password that you created when you obtained the software. If you do not know what these credentials are, please click [here](#) for further information." Below this, there are two tabs: "NRDS Info" and "Credentials" (selected). The "Credentials" tab contains the text: "Enter your zipLogix Username and Password to activate." followed by a link "[here](#) for further information." There are two input fields: "Username:" and "Password:". At the bottom, there are "Activate" and "Cancel" buttons.

If they attempt to register the program with NRDS and last name but they have not registered for the program they will be taken thru the process to sign up.

Step 1



If they do not have an account it will notify the user that they need to sign up for an account. When they click the 'OK' button it will then launch their browser and take them thru the sign up process.

Step 2

At this step they can choose to either upgrade their ZipForm Online, ZipForm Desktop or sign up for a new account.

If they have a ZipForm Online account they will need to enter their credentials on the left and click 'Continue'. (Go to Step 3)

If they do not, they can choose to create brand a new zipForm 6 account by clicking on the 'Continue' button on the right. (Go to Step 2a)



Please select one of the options below to either sign up or upgrade your ZipForm® Online and ZipForm® Desktop program to the new zipForm® 6

<p>Upgrade Existing ZipForm®Online Account</p> <p>To upgrade your ZipForm®Online Account and ZipForm®Online transactions to zipform 6 please enter your credentials.</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>>> Continue</p>	<p>Create a new zipForm® 6 Account.</p> <p>If you DO have a ZipForm®Online account, and you select this option, a new account will be created for you. This account will not contain any of your previous ZipForm®Online transactions.</p> <p>This will not affect your ZipForm®Desktop transactions.</p> <p>>> Continue</p>
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*Please note that you will only receive the products that you are entitled to thru your association dues.

ATTENTION! The zipLogix credentials you are creating will be used to log into zipForm6 Professional, zipForm6 Standard, and zipLogix. You will need to remember your Username and Password.

Create your zipLogix Credentials

This information will be used to access your zipLogix Shopping Account

UserName
 Password (Password must be at least 6 characters.)
 Confirm Password
 Email
 Confirm Email



Step 2a


If they select new it will ask them to create credentials for the zipForm 6 program.

NOTE: These will be the same credentials for the Professional and Standard version of the software.

Enter Your Company Information

Note: The information you provide may be shown on your forms.

Salutation:
 *First Name:
 Middle Name:
 *Last Name: Suffix:
 *Company:
 *Phone: - - Ext:
 Mobile Phone: - -
 Fax: - -
 *Email:
 *Street Address: (P.O. Box, if applicable)
 (Suite/Apt no. if applicable)
 *City:
 *State/Region:
 *Country:
 *Zip Code:



Step 3

It will then prompt the user to confirm the company information (it will ask them to enter their email and phone number).

CURRENT ORDER						
Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	zipForm® 6 Professional Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	zipForm® 6 Standard Edition Member Benefit	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
1	ZipForm Demonstration Library	10/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
Item(s) Sub Total :						\$0.00
Shipping/Handling :						\$0.00
Sales Tax :						\$0.00
Grand Total :						\$0.00

zipLogix License Agreement
 Do you agree to the License Agreement? Yes No
[zipLogix License Agreement](#)



Your Account



[HOME](#) [PROFILE](#) [SHOP](#) [LOGOFF](#)

MY MESSAGES

Thank you for your order! Your product information is listed below.

zipForm® 6 Standard Edition requires zipLogix credentials to activate the software. If you do not know your credentials, please [[click here](#)] to reset your credentials. This will not change your zipForm® 6 Professional Edition credentials.

MY PRODUCTS

PRODUCTS		Expiration Date
zipForm® 6 Standard Edition	System Requirements	10/15/2010
	PC Download File: DOWNLOAD NOW	
	MAC Download File: DOWNLOAD NOW	
zipForm® 6 Professional Edition	System Requirements	10/15/2010
	Login URL: http://aa.zipformonline.com	
zipForm® 6 Form(s) & Other Products	Northwest Louisiana Association of REALTORS®	10/15/2010

[SHOP for additional products \[click here \]](#)

Step 4

It will then take them to the order confirmation screen. The user will need to accept the license agreement and click continue.

NOTE: The process will give the user both the zipForm 6 Standard and zipForm 6 Professional. The activation information for Standard will be the same as their Professional login information.

Step 5

The user has now upgraded to zipForm 6. They can now go back to their program and successfully activate the program.