

Before you start:

1) Do you know your NRDS number?

Your NRDS number is unique and on your NAR membership card. If you do not know your NRDS number, please contact your local board.

2) Are you a new user? Are you trying to renew your ZipForm® software?

If you have never used ZipForm® with your own login and password, then you are a new user. If you are switching from the Desktop to the Online version, you also need to register as a new user. Current ZipForm® users, either Online or Desktop, will be prompted to RENEW every year on March 1st.

3) Are you planning to use the Desktop or the Online version?

You can use both the Desktop and the Online versions of ZipForm®. There is an import / export option in the program that will enable you to move your data from one version to the other. For most people, using ZipForm® Online is going to be the fastest and easiest way to get started.

ZipForm® Download Instructions

ZipForm® Online: New Users

Quick Directions for downloading ZipForm® Online

- 1) Log into www.indianarealtors.com
 - 2) Legal tab/Forms
 - 3) Choose Download ZipForm®
 - 4) Choose IN-Indiana Association of REALTORS®
 - 5) Continue
 - 6) Enter personal information
 - 7) Select ZipForm® Online and click Verify
 - 8) Enter e-mail address and create password, click Continue
 - 9) Click Checkout Now on the Order Summary page
 - 10) Click Yes to agree to license agreement
 - 11) Continue
 - 12) Login
 - 13) Bypass Explorer 7 message, Continue with Login
 - 14) Download the Form Viewer / Download / Run
 - 15) Login with e-mail address and password.
 - 16) Set www.zipformonline.com as a favorite. This will be your login page when you need to use ZipForm® Online
- 1) Locate your NRDS number.
 - 2) Go to the following website: www.indianarealtors.com
 - 3) On the home page, locate the big orange star that says Member Login in the upper right hand corner. Key in your NRDS number and your password for the Indiana REALTOR® web site and click on **Sign In Now**. (You may need to click Sign In Now twice).
If you do not know your password, you can click on the link below the Sign in Now button that says, **Forgot your password?** By entering your NRDS number, your password will be e-mailed to the address that we have in our database. If you have changed your e-mail address, you will need to contact the IAR to get your e-mail address updated in the IAR database.

- 4) If you are successful, it will show a message in the upper right hand corner of the screen that says "**Currently logged in: 396512345**". (You may need to click Sign In Now twice).
- 5) Choose the **Legal tab** and then select **Forms** from the drop down menu.
- 6) On the **Forms Page**: choose the first link.

DOWNLOAD ZipForm®: Online or Desktop Versions
Click Here to Download Zip Form

- 7) The next screen will ask you to select your Association. From the look up table, you want to choose **IN – Indiana Association or REALTORS®**. Do not select your local board name. You will be given access to your specific boards' forms based on your NRDS number.
- 8) There is no promotion code; select the **Continue** button to move forward.
- 9) You will now be prompted to enter your NRDS number, Last Name and choice of the product that you are planning to use. For this scenario, **select ZipForm® Online** and click on **Verify** to continue. (**Note:** When entering your last name, be sure to Capitalize only the first letter ex. Smith).
- 10) The next screen will prompt you to put in your e-mail address and create a 6-10 digit password. You also need to make sure that you complete any other boxes that have a Gold Star next to them. Click on **Continue**. (**Note:** Your e-mail address has to be unique to the system. If you have tried registering with this e-mail address before, you will probably get an error message).
- 11) You are now on the **Order Summary** screen. The list of forms that you will have access to should be in the Order Summary Box. Click on **Checkout Now**.
- 12) Click **Yes** to agree to the License Agreement.
- 13) The next screen shows your Current Order. You should owe \$0.00. Select **Continue** to move forward.
- 14) You will receive a thank you for your order. Click on **Login**.
- 15) The first time you log in, you will be shown a message board giving you some information about using ZipForm® with Internet Explorer 7 and describing the Transaction Storage Policy. After you have viewed this information, select **Continue with Login**.
- 16) The first time you login in to ZipForm® Online on a computer, it will prompt you to **Download the Form Viewer**. Select **Download** and then choose **RUN**. It will take several minutes to download the Form Viewer depending on your Internet Connection. When it finishes downloading it will install the Form Viewer. (**Note:** If your computer appears to be idle for a while, there may be another Window open on the bottom of the screen that is waiting for you to press continue or next to perform the installation.) It is also common for Windows Vista and some Virus Detection Programs to prompt you to continue before allowing a program to download or install on your computer.
- 17) Once the Forms Viewer is installed you should see an option to **Login**.
When logging in, your e-mail address is your user name and your password is what you have created. Please write them down now for future reference.
- 18) Upon a successful login, you should be looking at the Transaction Creation Screen.
If you need help using ZipForm®, click on the Help button to find out about options for online training.
You will get a confirmation E-mail from ZipForm® with a copy of your order and some Helpful Tips about how to fix common problems and use standard features of the program.
- 19) To continue to use ZipForm® Online after this initial login session, you need to go to www.zipformonline.com and log in. You should set this location as a Favorite so that you can access it quickly.

ZipForm® Desktop: New Users

Quick Directions for downloading ZipForm® Desktop

- 1) Log into www.indianarealtors.com
- 2) Legal tab/Forms
- 3) Choose Download ZipForm®
- 4) Choose IN-Indiana Association of REALTORS®
- 5) Continue
- 6) Enter personal information
- 7) Select ZipForm® Desktop and click Verify
- 8) Print this page. Choose 'Click Here to Download Now
- 9) Choose Save and be sure to save to your Desktop.
- 10) When the download is complete minimize your screens so that you on your PC's Desktop screen.
- 11) Locate the new Desktop icon names 'Zf5iar'. Double click on the icon and follow prompts to complete.

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- 2) Go to the following website: www.indianarealtors.com
- 3) On the home page, locate the big orange star that says Member Login in the upper right hand corner. Key in your NRDS number and your password for the Indiana REALTOR® web site and click on **Sign In Now**. (You may need to click Sign in Now twice).
- 4) If you do not know your password, you can click on the link below the Sign in Now button that says, **Forgot your password?** By entering your NRDS number, your password will be e-mailed to the address that we have in our database. If you have changed your e-mail address, you will need to contact the IAR to get your e-mail address updated in the IAR database.
- 5) If you are successful, it will show a message in the upper right hand corner of the screen that says "**Currently logged in: 396512345**". (You may need to click Sign in Now twice).
- 6) Choose the **Legal tab** and then select **Forms** from the drop down menu.
- 7) On the **Forms Page**: choose the first link.

DOWNLOAD ZipForm®: Online or Desktop Versions Click Here to Download Zip Form

- 8) The next screen will ask you to select your Association. From the look up table, you want to choose **IN – Indiana Association or REALTORS®**. Do not select your local board name. You will be given access to your specific boards' forms based on your NRDS number.
- 9) There is no promotion code; select the **Continue** button to move forward.
- 10) You will now be prompted to enter your NRDS number, Last Name and choose the product that you are planning to use. Select **ZipForm®Desktop** and click on **Verify** to continue. (**Note:** When entering your last name, be sure to you Capitalize the first letter only ex. Smith).
- 11) The next screen is the ZipForm® Internet Delivery page. You need to print this page so that you will have your redemption code available later. Once you have printed the page click on **Click Here to Download Now**. Choose **Save** and specify the **Desktop** as your destination. It will take several minutes to download the program depending on your Internet connection speed.
- 12) When the download is complete minimize all your screens so that you are on your Desktop screen. You will have a new icon called "**Zf5iar**". Double click on this icon to begin the installation process.
- 13) Follow the prompts and enter you redemption code in Active Mode and complete the installation.
- 14) You do not need to check for updates as you have just downloaded the most current software and forms.
- 15) You will now be in the ZipForm® software. If you need help using ZipForm®, click on

the Help button to find out about options for or access online training at:
http://support.zipform.com/zfd/desktop_videos.asp

ZipForm® Online: Renewals

- 1) Locate your NRDS number.
- 2) Go to the following website: www.indianarealtors.com
- 3) On the home page, locate the big orange star that says Member Login in the upper right hand corner. Key in your NRDS number and your password for the Indiana REALTOR® web site and click on **Sign In Now**. If you do not know your password, you can click on the link below the Sign in Now button that says, **Forgot your password?** By entering your NRDS number, your password will be e-mailed to the address that we have in our database. If you have changed your e-mail address, you will need to contact the IAR to get your e-mail address updated in the IAR database.
- 4) If you are successful, it will show a message in the upper right hand corner of the screen that says "**Currently logged in: 396512345**". (You may need to click Sign in Now twice).
- 5) Choose the **Legal tab** and then select **Forms** from the drop down menu.
- 6) From the Forms Menu, Select the second Blue Link which is for **EXISTING USER** login. Choose **Click here to access ZipForm® ONLINE**. When you select this option, you will be logged in directly to ZipForm® Online without having to key in your user name or password. At the same time, your license will be renewed for another year.

ZipForm® Desktop: Renewals

- 1) Your **ZipForm®** Desktop software is telling you that your Program License is expired.
- 2) Write down your Serial number in case you need to provide it to a technical support person. Your Serial number can be found by opening a form and going to Help/About.
- 3) Click on **Renew now**.
- 4) **Accept the User License Agreement**.
- 5) If you are an active member of the Indiana Association of REALTORS®, your license will be renewed for another year.
- 6) The software will now check for updates if you select Continue. You can select **options** and change how often it performs the update check.
- 7) When the updates are done, you will be taken to the Transaction Manager Screen.

If you need additional help, ZipForm® tech support is available to you at 1-586-840-0140, Monday to Friday from 8:00 AM to 8:00 PM EST.

If you are still experiencing difficulty getting your ZipForm® software downloaded or renewed call the Indiana Association of REALTORS® at 1-317-913-3239 or 1-800-284-0084 ext. 3239; M-F, 8:30am-5:00pm.

MAC Users: New users will have an option to add the **Mac-Connect** service. Selecting ZipForm Mac-Connect will take you through the download process for the Mac-Connect service. Existing users can log in and then click on the "Additional Products" link to access Mac-Connect.

Note: When logging into an existing account, click the "Continue" button when it states it can't detect the Form Viewer application.

