



## **ZipForm** Zipform Download and Installation Tip Sheet

[www.indianarealtors.com/members/zipform](http://www.indianarealtors.com/members/zipform)

**Indiana Association of REALTORS®**

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**Suite A**

**Indianapolis, IN 46250**

**PH: 317-842-0890**

**TOLL FREE: 800-284-0084**

**FAX: 317-842-1076**

**SUPPORTSection**

**ZipForm Tech Support: 1-800-383-9805 or 1-586-293-0642**

**Customer Service Hours are Monday through Friday, 8:00 a.m. – 8:00 p.m. Eastern.**

**Customer Service: 866-693-6767**

**Email: [tech@zipform.com](mailto:tech@zipform.com)**

**FAX: 586-790-7582**

**IAR FREE Technology Hotline:**

**1-866-232 -1833**

**Monday - Friday**

**9am -5pm Eastern**

Windows, MAC, Palm, , MS Office, \*ZipForm (limited), Netscape, InternetExplorer, Majorweb editing software including MS Frontpage and Dreamweaver, Top Producer and most other real estate specific software, all majorhardware and peripherals. Note: MLS software not covered. Have NRDS number handy when cal ling. *\*For ZipForm support we recommend caling ZipForm directly.*

**Questions regarding IAR Forms:**

Crystal Gore 842-0890 ext.26 or TOLL FREE at 800-284-0084 ext.26

**[www.indianarealtors.com](http://www.indianarealtors.com)**

Any problems relating to the IAR website. Contact: Teresa Lott, Director of Communications at 842-0890 ext.18 or Toll Free: 800-284-0084 ext.26 or by emailing [tjlott@indianarealtors.com](mailto:tjlott@indianarealtors.com)

**ZipForm Online Training:**

Online Training is provided by <http://www.learning.net>. This training is designed to:

- Illustrate the features, functions, and benefits of using the product in contrast to traditional, hard copy forms.
- Provide demonstrations of software functionality using animation files linked to descriptive text screens.
- Allow users to practice step-by-step procedures using simulations of the software screens, and the software installed on their own computer.

# ZipForm<sup>®</sup>Desktop

## Download and Installation Instructions

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1. Go to [www.indianarealtors.com](http://www.indianarealtors.com)
2. If you have not registered for this site, you must first register. Use your NRDS # and assign the password (**must be at least 6 characters**) of your choosing. (Don't forget to write it down)
3. Once you have registered, log into [www.indianarealtors.com](http://www.indianarealtors.com)
4. On the lower-left side of the page is the "ZipForm logo". Click on the logo.
5. You will now be at the ZipForm Information Center.
6. From the menu on the left side of the page, click on "Desktop Version" which appears in bold.
7. Next scroll down and click on "First time users must register..." which appears in bold.
8. Your member information will appear on the page. Click the submit button.
9. You now go to a ZipForm internet delivery page. **PRINT THIS PAGE OUT! This is your permanent Redemption Code number which appears in the red box.**
10. On the right side it says "Click Here" next to download now, click on it.
11. A screen comes up for a file download, click on "SAVE". It should say "Save in Desktop", click on save. Save this as the file name that appears- \*zf5iar.exe (do not change the file name). *\*If your local board has it's own forms library the file name may appear slightly different.* This will take 20 seconds to 5 minutes, depending on your internet provider.
12. Once downloaded, click close.
13. Minimize all screens. On your desktop is an icon that sayszf5iar, double click on it. A download box comes up, ZipForm 5.0 desktop, click on next. You must click "Agree" and next. Leave the file in the destination folder that it recommends. At Program Manager, click on next.
14. At Installation, click Next.
15. At the software Installation, install as "Active Mode" and insert your redemption code from the page you printed. (file your redemption code in a safe place in case you need it in the future.)
16. Click on Next
17. You will now receive a "Thank You" box, click on "ok", then "next", then "ok".
18. You will now reboot your computer.
19. After rebooting, go to your desktop, right mouse-click on zf5iarand delete as you will no longer need this installation file.
20. Now click on the ZipForm icon and open up the program. (Make sure your internet connection is live)
21. You will be asked to enter your name.
22. Checking for updates... click "continue".
23. Now you get an options box, we suggest you leave it as it defaults, click "continue".
24. There will be a download update for you. Click on "Download Update" and click save. Again, it will save to desktop, click on save. Click on open and it will start the form update, click on next and then finish.
25. Now you can go into ZipForm.

### **For Password Changes**

1. Go to Tools
2. **Users Manager-You must log in with the user name "Master" or your libraries will not display properly!**
3. You can change your password but we recommend you leave "password" as your password or you may use the same password as you used to register for the site.
4. To add more users to ZipformDesktop you must call customer service at 1-866-693-6767.

# ZipForm<sup>®</sup>Online

## Installation Instructions

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1. Go to [www.indianarealtors.com](http://www.indianarealtors.com)
2. If you have not registered for this site, you must first register. Use your NRDS # and assign the password **(must be at least 6 characters)** of your choosing. (Don't forget to write it down for later)
3. Once you have registered, log into [www.indianarealtors.com](http://www.indianarealtors.com).
4. Click on the ZipForm Logo which appears on the left side of the page.
5. This brings you to the ZipForm Information Center.
6. From the menu on the left, click on "Online Version" which appears in bold.
7. In the middle of the page scroll down and click on "First time users must register..."
8. This registration form must be filled out first before you access ZipForms Online. You only have to fill this form out once. Please fill in all the fields. The information will be passed to ZipForms<sup>Online</sup> to ensure that you have full access to IAR ZipForms.
9. Next you will be taken to the ZipForm login page where you will be asked to enter your email address once more and your password once more. (hang in there, you are almost done!)
10. After Submitting this form. You will be taken to ZipForms<sup>Online</sup> Order Form (page 1 of 4) to complete registration. When it asks you for a password , please enter the same password that you use for accessing [www.indianarealtors.com](http://www.indianarealtors.com) (must be at least 6 characters). Verify all your user and address information. Click "Next"
11. OrderForm – Step 2of 4:Select Libraries to add. This should display all libraries that will be available to you. You do not need to do anything other than click on "I Agree".
12. Order Summary Page – Step3 or4: This will look like an invoice with the dollar amounts of \$0.00. You just need to click on "Continue".
13. Order Summary – Step 4 of 4: Thank you for your order! You will be asked to click on "login". If you have not downloaded the most recent ZipForm Online Viewer you must do so at this time.
14. Click on the link for the Zipform viewer.
15. A "File Download" box will appear. Click Save option, then click OK.
16. The "Save As" dialog box will appear. From the "Save In" pull-down menu, select "Desktop" and then click SAVE and the download process will begin.
17. Once the download is complete, close your browser.
18. On your DESKTOP, you will find a file named "FormViewer\_Setupv3.1.x.msi". Double-Click the icon and the update process will begin. (Note: Viewer file version numbers may appear different that what appears on this help sheet)
19. Follow the onscreen instructions to complete installation of the update. If at any time the update process produces an error, restart the computer and double-click the update icon on your desktop to restart the update process.
20. Once you download and install the form viewer you are ready to login and begin creating transactions.
21. The next time you return you will login in by pressing the login button found on the IAR/ZipForm portal page: [www.indianarealtors.com/zipforms/](http://www.indianarealtors.com/zipforms/) or you may go directly to [www.zipformonline.com/login.asp](http://www.zipformonline.com/login.asp).