

Renew/Create a New ZipForms Account-

1. Complete the attached form with Broker Name, etc and download to your computer. (This form gives ZipForms permission from the Broker to transfer your transactions from your old Broker Account to your new Single User Account)
2. Call ZipForms Support at 1-866-693-6767. When prompted press 1 for Customer Support however you may choose 2 which takes you to Tech Support and seems to have better service.
3. Support will ask for your pertinent information (have your NRDS# handy) get you switched over to your new account in short order.
4. Next, you will need to ask them to transfer your transactions to your new account. They will give you an email address for you to email the Broker form to them. In a short period of time your transactions will be transferred and you will receive an email confirmation.

Broker/Owner or zipForm Administrators:

First name _____

Last name _____

I release the zipForm® transactions and give permission to transfer them for the following user/agent:

Agent first name _____

Agent last name _____

Username _____
(if from a zipForm multi-user account)

Agents, Please enter the following information:

First name _____

Last name _____

NRDS # _____
(normally the 8 or 9 digit # assigned by NAR)

The **previous Username** used to sign into zipForm®Plus :

The **previous Email address** _____

The **current/new Username** on the zipForm®Plus account:

The **current Email address** _____