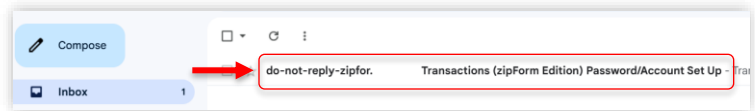


Assistants and TCs can work in agents zipForm accounts when invited by the agent. This guide details the features and functions available to Assistants and TCs when working inside an agent's zipForm account.

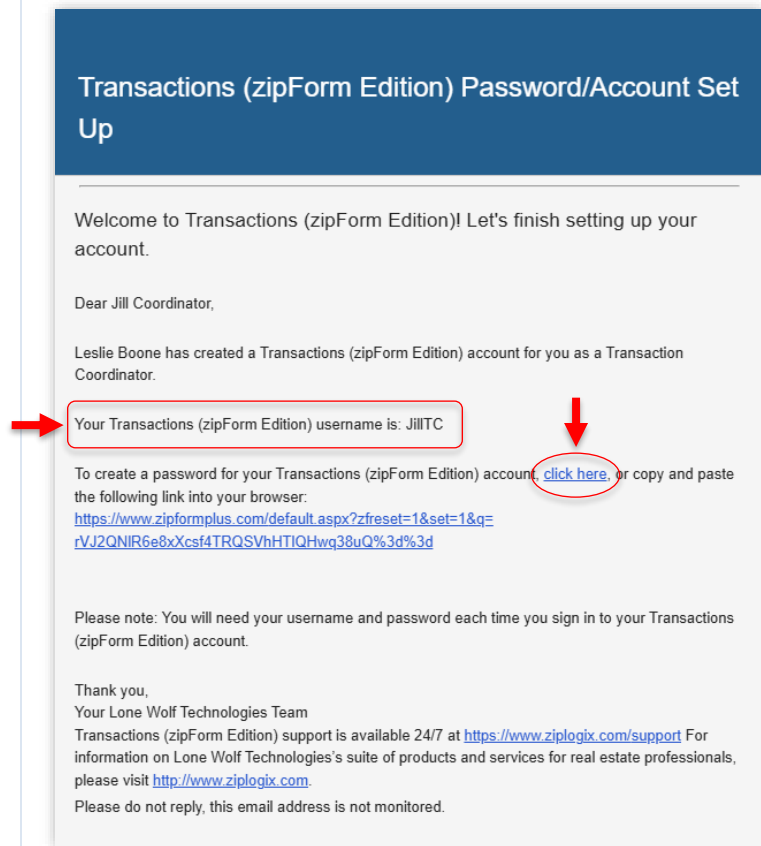
Set Account Password and Login

1. In your email account, click to open the invitation sent to you by the agent.



IMPORTANT: Make note of your username in the body of the email as you'll need this to log into zipForm.

2. Click the link labeled '[click here](#)' to set your password.



Transactions (zipForm Edition) Password/Account Set Up

Welcome to Transactions (zipForm Edition)! Let's finish setting up your account.

Dear Jill Coordinator,

Leslie Boone has created a Transactions (zipForm Edition) account for you as a Transaction Coordinator.

Your Transactions (zipForm Edition) username is: JillTC

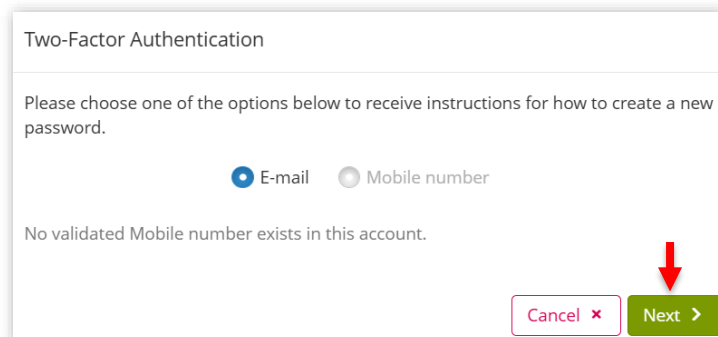
To create a password for your Transactions (zipForm Edition) account, [click here](#), or copy and paste the following link into your browser:
<https://www.zipformplus.com/default.aspx?zreset=1&set=1&q=rVJ2QNIR6e8xXcsf4TRQSVhHTIQHwg38uQ%3d%3d>

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
Transactions (zipForm Edition) support is available 24/7 at <https://www.ziplogix.com/support> For information on Lone Wolf Technologies's suite of products and services for real estate professionals, please visit <http://www.ziplogix.com>.
Please do not reply, this email address is not monitored.

3. Click [Next >](#) on the **Two-Factor Authentication** popup window to continue.

You will receive a verification code via email at the same email address where you received the invitation.



Two-Factor Authentication

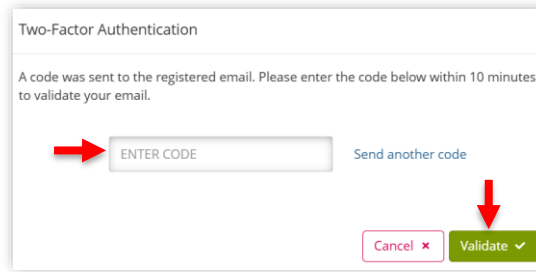
Please choose one of the options below to receive instructions for how to create a new password.

E-mail Mobile number

No validated Mobile number exists in this account.

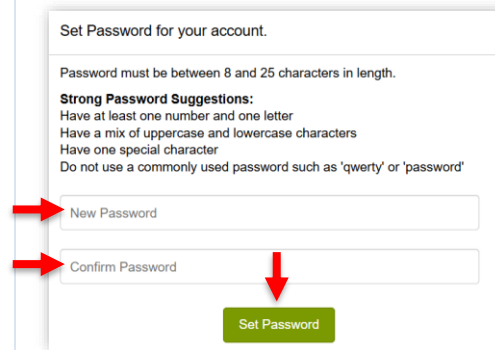
[Cancel](#) [Next >](#)

4. Type the code that you received in the email, then click **Validate** to continue.



5. Type a password for your account, then type the password a second time to confirm.

6. Click **Set Password** to set your password and proceed to the login screen.

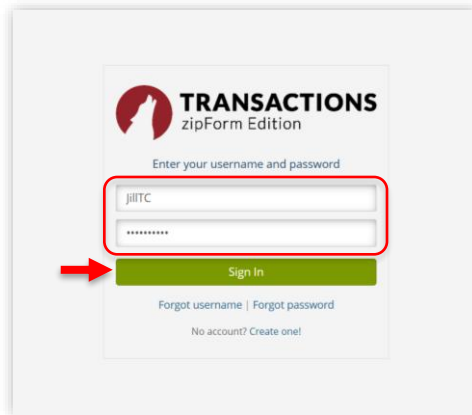


Login

You will sign in at www.zipformplus.com to access the agent's zipForm account.

7. On the login screen, type your username and password.

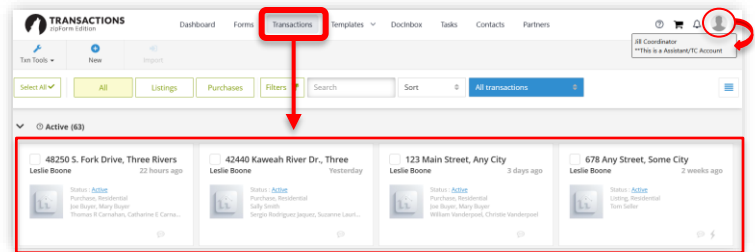
8. Click **Sign In**.



You will land on the **Transactions** page in zipForm by default viewing the agent's transactions.

9. Click on a transaction to open it and work in the transaction.

10. (optional) Hover your mouse over the photo in the top right corner to view your account information.



Sign Out

11. Click the photo in the top right corner and select **Sign Out** from the menu.

