

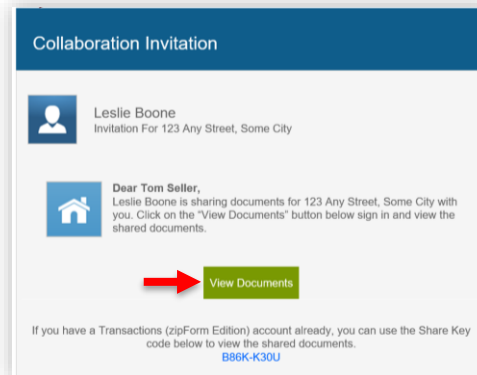
Secure Document Sharing

zipCommunity™ is an online platform that allows agents to collaborate with clients and other agents on transactions in their zipForm account. The most common use of zipCommunity™ is for client-fillable forms such as the TDS and SPQ, to name a few. This guide details the steps for recipients/clients to establish and sign into their account and complete forms online.

zipCommunity™ Recipient Experience (Client)

The recipient will receive a **Collaboration Invitation** via email inviting them to view the documents.

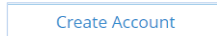
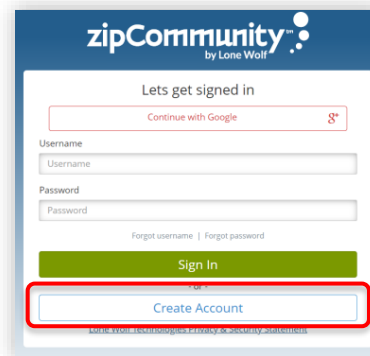
1. Click  to get started.



New User Login

New users will need to create an account.

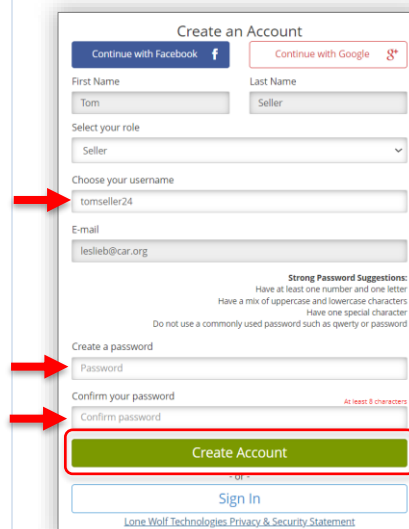
1. On the zipCommunity™ page, click

2. **Choose your username** = the system creates a username with the recipient's first and last name and a number. The recipient can edit or change the username, if desired.


3. **Create a password and Confirm your password** = the recipient will type a password then type it again to confirm.

4. Click .



Returning User Login

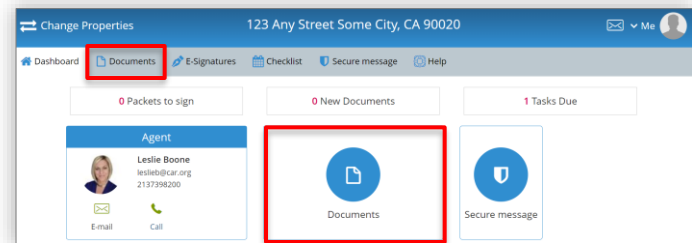
Returning users will enter the login credentials they previously created.

1. Type the username and password for your account.
2. Click 



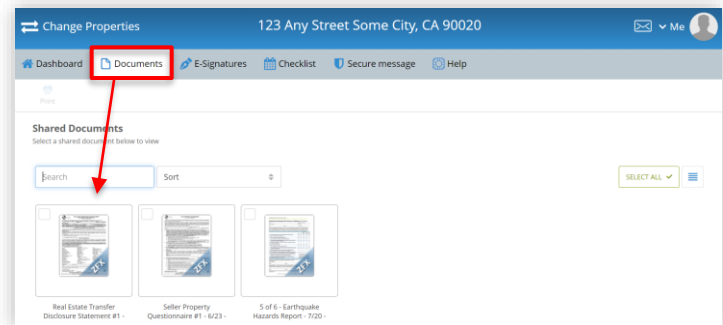
View Documents

1. On the landing page, click the **Documents** tab in the top navigation bar or the **Documents** tile in the middle of the screen.



2. Click on a document to open it.

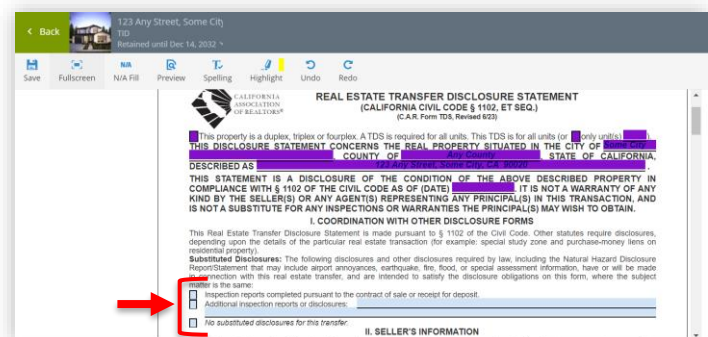
NOTE: If your username displays in the Search field, please remove it to view the documents shared with you.



The fields displayed in blue are fillable. The fields displayed in dark purple are not fillable.

3. Check the boxes and type your answers in the blue spaces provided.

NOTE: You can type as much information as you like in the text fields, and the data will carry over to a Text Overflow Addendum.

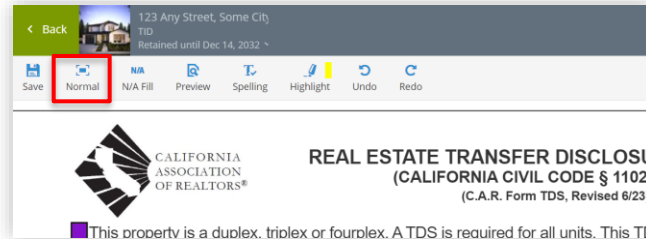


View Document Larger

1. Click **Fullscreen** in the top toolbar to view the document larger on your screen.



2. Click **Normal** in the top toolbar to view the document at its normal size.



Save Your Work

1. Click **Save** in the top toolbar to save your work.

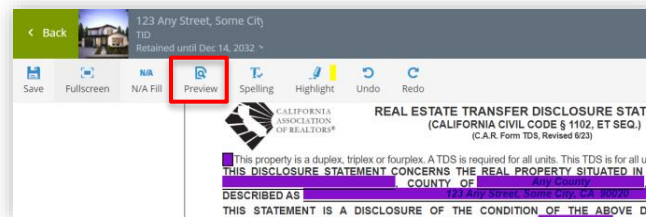
NOTE: It is recommended to click Save periodically while filling out a document.



Preview Answers

If your typed answers exceed the number of lines displayed on the form, they will carry over to a Text Overflow Addendum.

1. Click **Preview** in the top toolbar to view your typed answers on the Text Overflow Addendum.



Exit Document

1. Click the green **Back** button at the top left to exit the document and return to the Documents screen.



Sign Out of zipCommunity

1. Click the word **Me** at the top right and select **Sign Out** from the menu.

