zipForm® Mobile
by zipLogix™
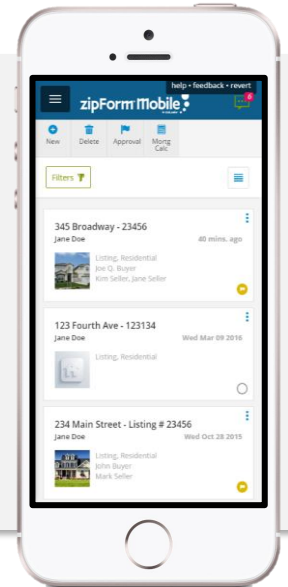
Complete business where and when it happens

With zipForm® Plus and zipForm® Mobile, you can work on any transaction directly from your phone and tablet. User zipForm® Mobile to open contracts, view PDFs, and complete paperless signatures anywhere, any time.

Launch zipForm® Mobile with an iOS device (iPhone, iPad, etc.)

1. Sign up at www.zipform.com/zfmobile
2. Download and open the zipForm® Mobile app from the Apple app store
3. Sign in using your zipForm® Plus account credentials

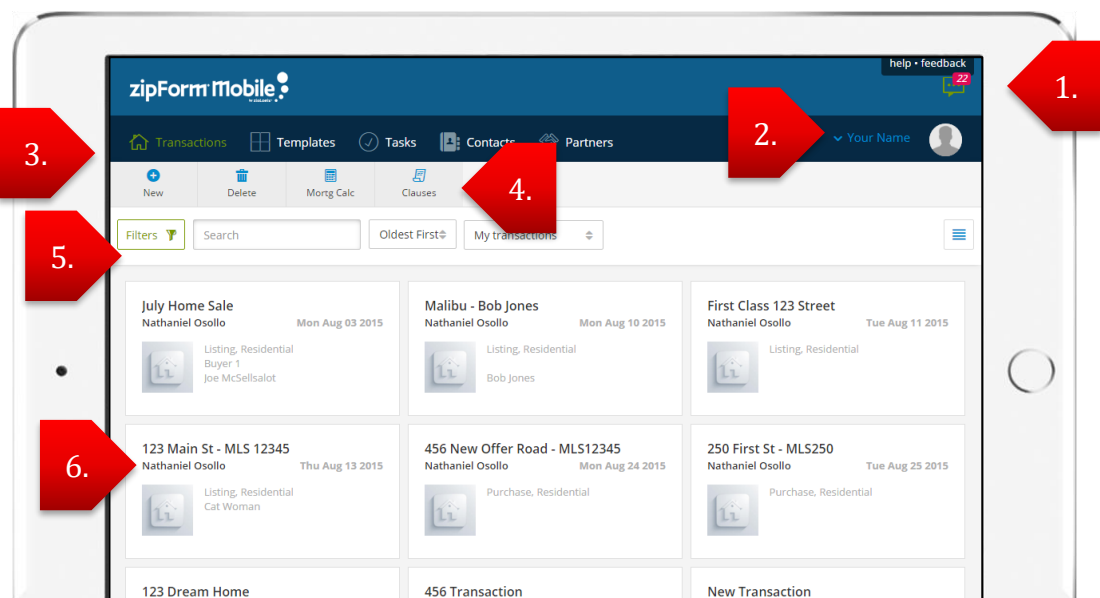## Launch zipForm® Mobile with an Android phone or tablet

1. Sign up at www.zipform.com/zfmobile
2. Open a web browser (such as Google Chrome) and go to www.zipformonline.com
3. Sign in using your zipForm® Plus account credentials
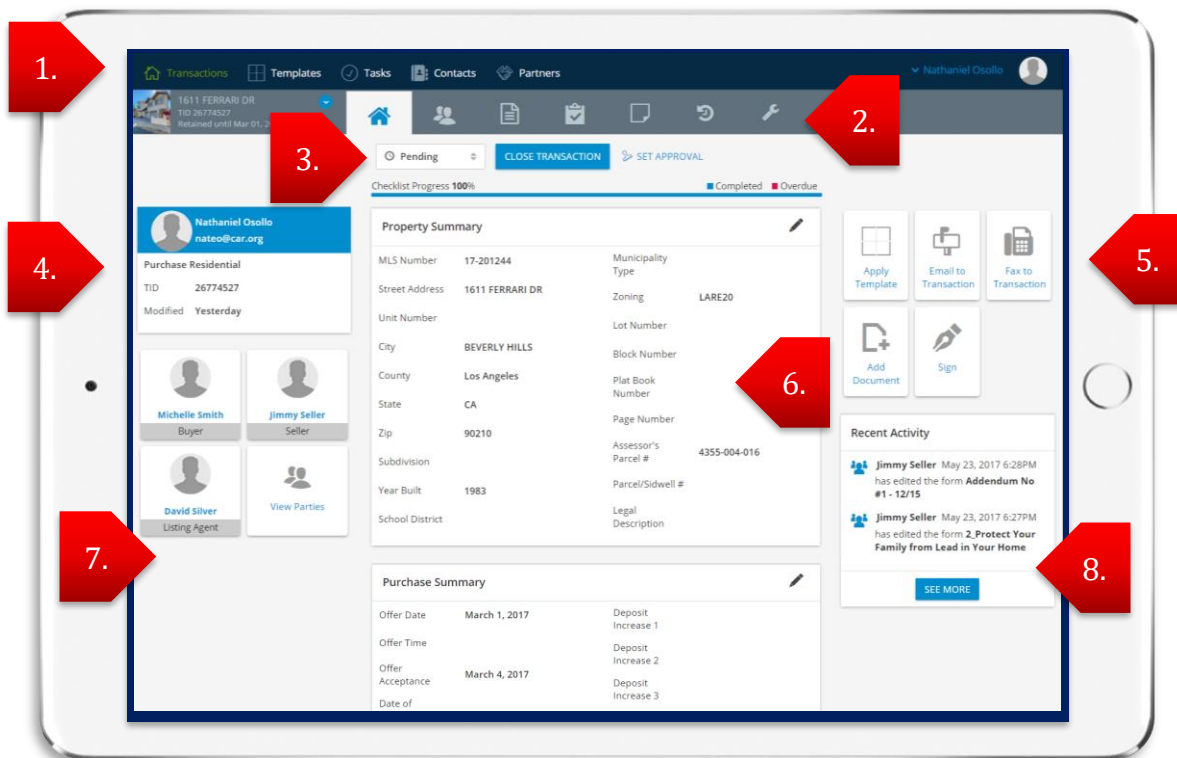
Transactions Page

When logging in to zipForm® Mobile, users see their Transactions page. Here they can find their current deals inside Transaction Files that can be accessed with a tap.

1. Notifications
2. View Profile Settings
3. Access different pages
4. Quick Tools
5. Sorting and searching
6. Transaction files

Transaction Dashboard

While inside any Transaction, users access their **Transaction Dashboard** to edit general information for each transaction. If any further details need to be amended, all necessary menus can be reached from here.

1. Access **Transactions, Templates, Tasks, Contacts,** and **Partners** any time.
2. Use this tool bar to access the **Actions** menu, **Transaction Dashboard, Parties, Documents, Checklist, Notes, History,** and **Settings.**
3. Adjust the **Status** of the transaction. **Set Approval** status if this deal is part of a Broker/Team Edition.
4. Review **Transaction Details.**
5. In this **Launchpad,** access additional tools like **Apply Template, Email to Transaction, Fax to Transaction, Add Document,** and **Sign.**
6. Review and edit **Summary** information in the center of the screen. Scroll down to review further sections.
7. **Parties** to the Transaction will populate here and can be accessed at any time.
8. Review **Recent Activity** that has occurred inside zipForm® Plus or zipForm® Mobile for this Transaction.

- **Purchase** or **Listing Summary** will rotate based on the way files were designated at set up.
- Responsive capabilities will adjust to any mobile device in landscape view or upright.
- All updates in **zipForm® Mobile** and **zipForm® Plus** automatically and immediately show up in each platform.

Form View

Users can load edit forms from the **My Forms** menu, which are already part of that Transaction file, or load new forms from various libraries using the **All Forms** menu. When a library document is opened, it is in **Form View:**

1. · **2.** · **3.**

Toolbar: < Back | My forms | Set approval | ALL FORMS <
Normal | Save | Print | Preview | Email | Save as PDF | Fastfill | Strikeout | Highlight | MLS Connect | e-Sign | Photos | Notes | N/A Fill | Undo | Redo | Intellicopy

BUY - SELL AGREEMENT
(Including Earnest Money Receipt)

REALTOR® · EQUAL HOUSING OPPORTUNITY

1 This Agreement stipulates the terms of sale of this property. Read carefully before signing. This is a legally
2 binding contract. If not understood, seek competent advice.
3   DATE:
4 **4.** Jonathan Smith   ,
5 as ☐ joint tenants with rights of a survivorship, ☐ tenants in common, ☐ single in his/her own right, **OR**
6 ☐ Other   (hereinafter called "Buyer") agrees to purchase, and the
7 Seller agrees to sell the following described real property (hereinafter referred to as "Property") commonly known
8 as **567 General Blvd, Los Angeles, CA 90020**
9
10 in the City of **Los Angeles** , County of **Los Angeles** , **CA** State,
11 legally described as:
12

1. Visit a previous page with **Back,** choose different forms to edit with **My Forms,** or request/grant approval.
2. Tap **All Forms** to load forms into a **Transaction** from various form libraries.
3. Utilize common tools like **Print** or **Send** along with this **Quick Tools** tool bar.
4. Tap on any text field to enter new or edit previously entered text.

Launch TouchSign®

While working in the **Transaction Dashboard,** tap on **Sign:**

1. Tap on **Create**
2. Tap **E-Sign**
3. Select **TouchSign®**
4. Add **Documents**
5. Add **Signers**
6. Hand mobile device off so **Signers** can accept **Legal Consent**
7. **Signers** complete their tasks and hand off device in order

Signing tool bar: Sign | Initial | Text | Date | Check | Close

373 Seller's Name Printed: Sally Smith
Sally Smith
< Clear Select ✓
Sally Smith 6/15/20
378
379 (Seller's Signature)
380
381 **ACTION TAKEN, IF OTHER THAN ACCEPTANCE**
Seller ___/___ ___/___
Seller's Initials   Date
384

Generate a Signature
Delete
Signing Tool Bar