What is zipCommunity™?

zipLogix™ proudly introduces zipCommunity™, a collaborative tool promoting secure correspondences between real estate professionals and their clients or other transaction parties.

Wire-fraud is an issue that poses an increasing threat to the security of sensitive personal information exchanged within online real estate transactions. For this reason, zipLogix™ has taken steps to help you protect your clients’ sensitive personal and financial information, as well as your own interests by creating zipCommunity™. Now, you can share documents, chat, and monitor changes made to any forms by your collaborators in real-time, all without leaving your own zipForm® Plus account!

zipCommunity™ Features:

Now, the following features can be accessed via zipCommunity™:
- Private Share
- Public Share
- Chat

zipCommunity™ Private Share

zipCommunity™ Private Share is a new tool allowing real estate professionals to share documents securely via zipForm® Plus. Private Share eliminates the need, in many cases, for you and your clients to meet in person in order to complete tasks necessary to close a deal.

1. Click on the “Share” icon, located on the right side of your Transaction Summary page.
2. Enter into your secure zipCommunity™ area and click on “Private Share.”

3. Select the individual with whom you would like to securely share documents.

Add person
Select or add person to share with

Transaction Parties  Service Providers  zipLogix™ Contacts  Top Producer
Google Contacts  Microsoft  Yahoo Contacts  Create New
4. Set your collaborator's permissions*, select a “Stop sharing date,” and click “Next.”

**User Permissions**
Set sharing permissions for **Jane Doe**

- **Jane Doe**
  - ziplogixagent@gmail.com
  - Can edit forms: Yes
  - Can upload documents: No
  - Can view history: No
  - Stop sharing date: 12/11/2017

*Can edit forms option only available in Broker Administrators and Individual Agent accounts.

5. Choose documents to share by selecting the check box located just to the left of your preferred document(s).
6. Click “Send and Save.”

7. Enter in text for your email, and click “Send.”

Dear Jane Doe,

Lorraine Larkin has invited you to collaborate on documents for 3672 Marygrove Cir.

Hi Jane,

Please fill in your information for these documents.

Thank you,

Lorraine

Characters remaining: 172

Send

8. The collaborator will receive an invitation via email to review the shared documents.
zipCommunity™ Public Share

zipCommunity™ Public Share lets you share a document or document set with more than one individual at a time.

1. From the upper left corner of your secure, zipCommunity™ area, click “Public Share.”

2. Click the toggle to turn Public Sharing to “On.”

3. Select a “Stop sharing date” to the right of the toggle, then select your document(s) to share.
4. Click “Copy Link,” then click “Save.” You may now copy & paste the link to your selected documents into any email correspondence.
Chat via zipCommunity™

Take your correspondences with clients and other transaction parties to the next level with the zipCommunity™ Chat feature! Chat allows you to easily send instant messages to another individual with whom you are sharing transaction documents.

1. Click “Chat”

2. Click on “Start a new conversation.”

3. Select an individual to chat with, or add a new participant to your chat log to contact.
4. Type in your message and click “Send.”

5. The other transaction party will receive your message, and can respond to you via the chat box on his or her end.