Understanding Notifications

1. Begin by signing in to zipForm® Plus at www.zipformplus.com, or through your Association, MLS, or Brokerage site, if you have single sign on.

2. By clicking on the “Notifications” icon, you may view a drop-down of all of your most recent notifications.
3. If you would like to filter your notifications in order to see certain, specific items, use the drop-down arrow to toggle between specific notification views.

4. At the bottom of your notifications panel, you can mark notifications as “read,” choose to “close” your notifications panel, or you can choose to “delete all” of your notifications.

5. Go to documents in a listing associated with your notifications, or to show comments associated with that notification.
6. If you would like to delete a notification, simply click the red “X” in the upper, right corner of that notification on the drop-down menu.

7. If you would like to close your notification drop-down menu, simply click the red “X” in the upper, right corner of the notifications window to close it.

Thank you for using zipForm® Plus!