



## Understanding Notifications

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

The login screen for zipForm Plus by zipLogix. It features the logo at the top, followed by the instruction "Enter your username and password to continue". Below this are two input fields: "Username" and "Password". A green "Sign In" button is positioned below the password field. Links for "Forgot username | Forgot password" and "No account? Create one!" are provided. An "or" separator is followed by a blue button labeled "Sign in with your NAR.realtor/Username and Password".

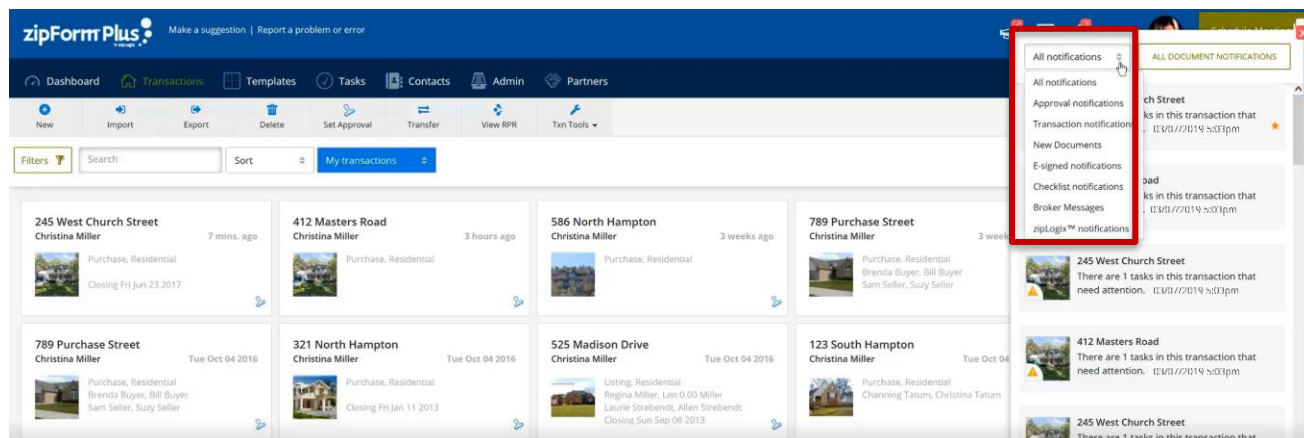
2. By clicking on the “Notifications” icon, you may view a drop-down of all of your most recent notifications.

The screenshot shows the zipForm Plus dashboard. The top navigation bar includes links for "Make a suggestion" and "Report a problem or error". The main navigation menu lists "Dashboard", "Transactions", "Templates", "Tasks", "Contacts", "Admin", and "Partners". A secondary menu below lists actions: "New", "Import", "Export", "Delete", "Set Approval", "Transfer", "View RPR", and "Tax Tools". The main content area displays a grid of transaction cards, each with a property address, agent name, transaction type, and closing date. A red box highlights the "Notifications" icon in the top right corner, which has opened a dropdown menu. The dropdown menu shows "All notifications" and "ALL DOCUMENT NOTIFICATIONS". Below these, it lists recent notifications for properties like "245 West Church Street" and "412 Masters Road", indicating tasks that need attention.

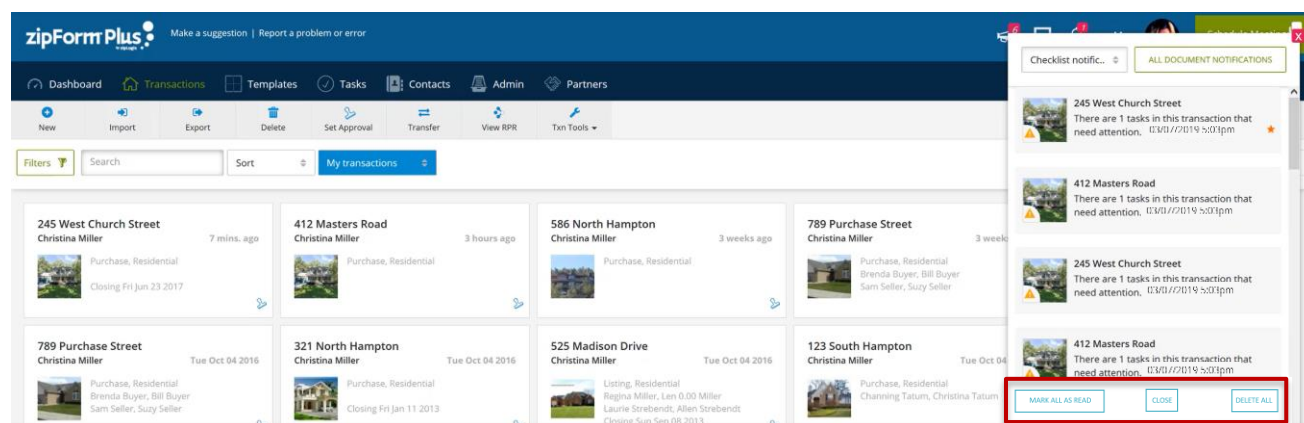
# Understanding Notifications inside of zipForm® Plus



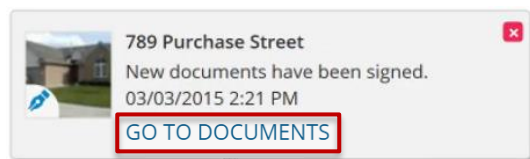
3. If you would like to filter your notifications in order to see certain, specific items, use the drop-down arrow to toggle between specific notification views.



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.

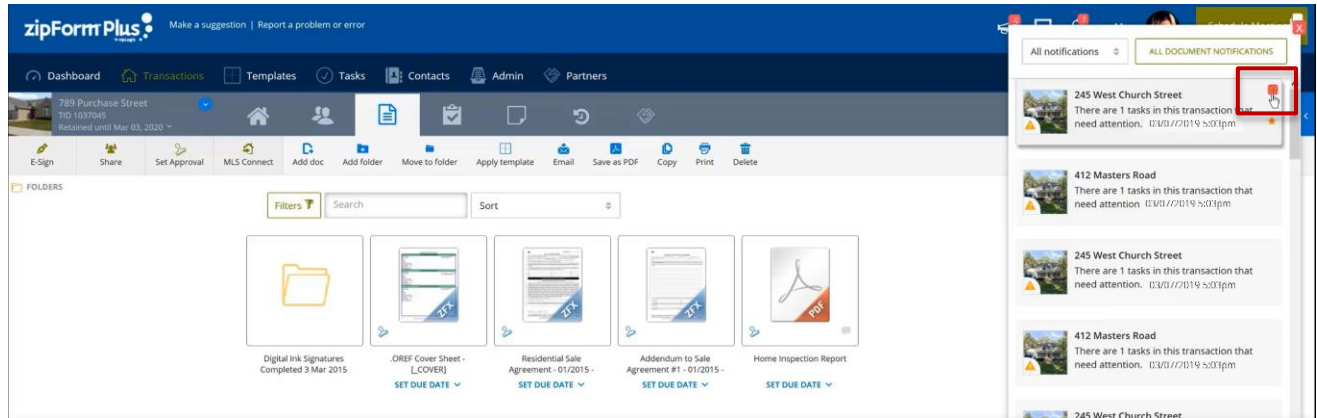


5. Go to documents in a listing associated with your notifications, or to show comments associated with that notification.

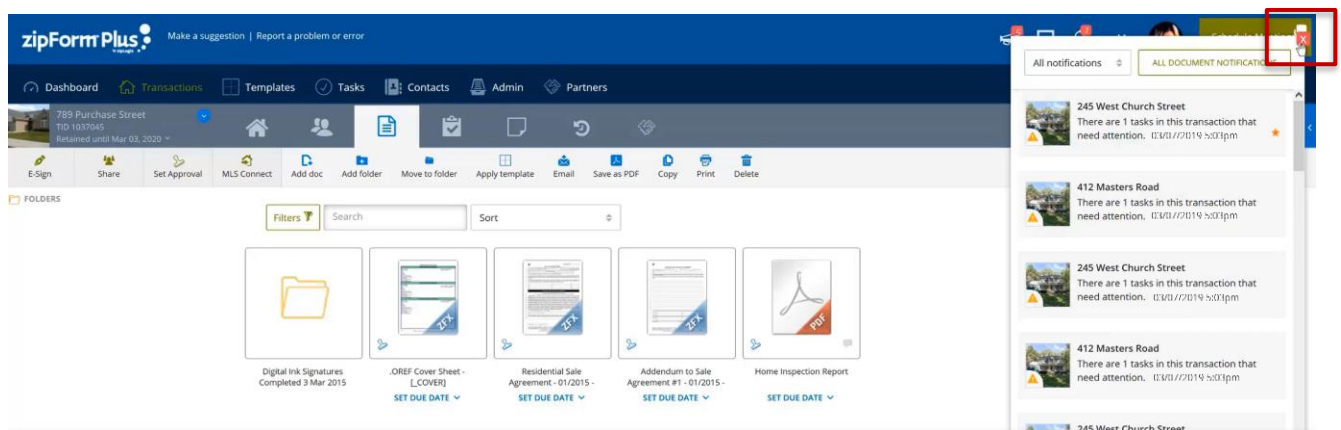




- If you would like to delete a notification, simply click the red “X” in the upper, right corner of that notification on the drop-down menu.



- 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!