

zipLogix Academy

## Using the zipForm<sup>®</sup> Plus/DocuSign<sub>®</sub> Integration

1. Click on "Me," in the upper, right-hand corner of your zipForm<sup>®</sup> Plus account, then select "Profile & Settings" from the drop-down menu.

	🗲 🔩 🖓 🗘 ^ Ме 😡	🔒 🙉 🌧 EliteAgent by zipLogix™ ▾
P ziplogixagent@	⊉gmail.com	
©	Theresa Trainer-Agent	
Set Sta	zipLogix	
	18070 15 Mile Road	
	Fraser MI 48026	
	**This is an Individual Agent	
	English 🗢	
Detroit ,		140 N. Gorham St.
sa Traine	Profile & Settings Sign Out 🕐	Theresa Trainer-Agent 1 hour ago
Status - <u>neuve</u> Purchase, Residential Billy Buyer, Brandy Buyer Closing Wed Feb 28 2018	Purchase, Residential Joe Buyer, Brenda Buyer	Status : <u>Active</u> Purchase, Residential Sam Buyer, Sandy Buyer Joe Smith

2. From within your Profile & Settings area, click on "Settings."

About Me	Sign In & Security	Offices	Forms	Products	Settings	Notification Settings	Assistant/Transaction Coordinator
Save	Close X						
E-Signat	E-Signatures Options						
<ul> <li>zipLogix Digital Ink® (powered by SIGNiX)</li> <li>DocuSign®         (DocuSign is the official and exclusive provider of electronic signature services for NAR Members under the National Association of REALTORS® REALTOR® Benefits Program.)     </li> <li>Get DocuSign Subscription(s)         Link Existing DocuSign Account     </li> </ul>							
* If this	* If this is a shared computer, to better protect your information we recommend you unlink your account when you've finished using it.						



3. Click the icon which reads: "Link Existing DocuSign® Account." NOTE: You must have an existing DocuSign® account in order to use this integration. DocuSign® is not

a part of the zipLogix<sup>m</sup> suite of products.

4. A pop-up window will appear. Input the email address associated with your DocuSign® account, then click "Continue."

본 (	DocuSign Login - Enter email to start sign in - Google Chrome — 🔲 🗙						
â	DocuSign, Inc. [US]   https://account.docusign.com/oauth/auth?client_i						
	Docu Sign						
	Please log in to your account						
	ziplogixagent@gmail.com						
	CONTINUE						
	No account? Sign up for free						
	Cancel						

5. Enter the password associated with your DocuSign® account, then click "Log In."







6. You will receive a notification at the top of your account which reads: "Your account was linked successfully."



7. Click the "Save" button to finalize changes to your e-Signature solution.

About Me		Offices			Settings		Assistant/Transaction Coordinator
Save	Close X						
E-Signa	tures Options						
<ul> <li>zipLo</li> <li>Docur</li> <li>(DocuSign</li> <li>Get Do</li> <li>Unlink</li> </ul>	gix Digital Ink® (power Sign® n is the official and exclu ocuSign Subscription(s) DocuSign Account	ed by SIGNi	<b>()</b> er of electro	nic signature :	services for N.	AR Members under the Na	ational Association of REALTORS® REALTOR® Benefits Program.)
* If this	is a shared computer, t	to better pro	tect your in	formation we	recommend y	ou unlink your account w	/hen you've finished using it.

8. You will receive a notification at the top of your account which reads: "User preferences updated."



Your DocuSign® account is now integrated with your zipForm<sup>®</sup> Plus account. You may proceed to send your documents through the e-Sign process.

## Thank you for using the zipForm<sup>®</sup> Plus DocuSign<sub>®</sub> Integration!

Rev. 04-17-2019

