

Accessing zipForm® Mobile
Roanoke Valley Association & MLS
2019



zipLogix Academy



Step 1:

In order to utilize zipForm® Mobile from your MLS, you must be on your mobile device first.

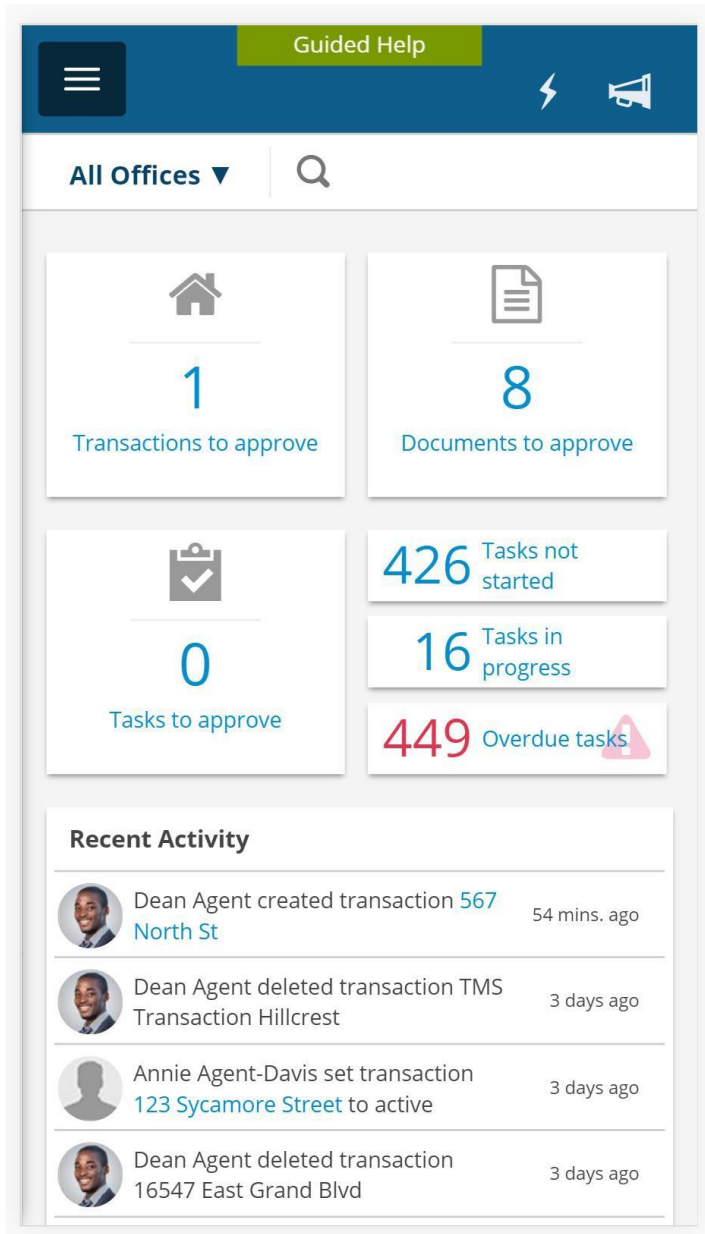
When on your mobile device, simply log into your MLS, and then locate the zipForm® link to access your zipForm® Plus account.

The screenshot displays the flexmls mobile application interface. At the top, there is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". Below the search bar, a navigation menu includes options like "Menu", "Quick Search", "Hot Sheet", "Contact Management", "My Messages", "Market Summary", and "More". A "CLASSIC" dropdown menu is visible on the left. The main content area is divided into two sections: "Listings" and "Contacts". The "Listings" section shows a table with columns for "Status" and "Total", listing various listing statuses and their counts. The "Contacts" section is currently empty. A search dropdown menu is open, showing options: "Full Search", "Office Listings", "zipForm®", and "MLS # Search". An orange arrow points to the "zipForm®" option in the dropdown menu.



Step 2

After you gain access to zipForm® Plus via your MLS, your zipForm® Mobile account will be automatically linked behind the scenes.





Gaining Access to zipForm® Mobile through zipForm® Mobile App.

The zipForm® Mobile App can be downloaded from either Google Play for Android devices, or the App Center for Apple devices.

Step 1

Locate your zipForm® Mobile app on your device and open it.



You will be prompted to enter your username and password. **If you do not know your username, please refer to Step 2.**

The screenshot shows the zipForm Mobile login interface. At the top is the 'zipForm Mobile' logo. Below it is a dropdown menu with the text 'Use zipForm credentials'. Underneath the dropdown are two input fields: 'Username' and 'Password'. At the bottom of the form is a green button labeled 'Sign In'.



Step 2

Log into your MLS, access zipForm® Plus, and navigate to Profile & Settings from the drop-down menu.

The screenshot shows a user profile page. At the top, there is a navigation bar with icons for a megaphone, a speech bubble, a bell, and a dropdown menu labeled 'Me' with a profile picture. Below this, the email address 'ziplogixagent@gmail.com' is displayed. The profile section includes a circular profile picture of a woman, a 'Remove' link, and the following text: 'Theresa Trainer-Agent', 'zipLogix', '18070 15 Mile Road', 'Fraser MI 48026', and '**This is an Individual Agent'. Below the text is a dropdown menu currently set to 'English'. At the bottom, there are two buttons: 'Profile & Settings' (highlighted with a red box) and 'Sign Out' with a power icon.

Step 3

Locate the “Sign In & Security” tab in your settings. Here you may change your current username to your RVA one by editing the field. Below sign in information, you may want to enter your mobile phone number for password reset.

The screenshot shows the 'Sign In & Security' settings page. The top navigation bar has tabs: 'About Me', 'Sign In & Security' (highlighted with a red box), 'Offices', 'Forms', 'Products', 'Settings', and 'Notification Settings'. Below the tabs are 'Save' and 'Close X' buttons. The 'Sign In Information' section contains a 'Username' field with the value 'lclark05' (highlighted with a red box) and a 'Password' field with a 'Reset Password' button. The 'Security and Account Recovery Information' section includes a 'Two-Factor Authentication' toggle set to 'OFF' and a 'Mobile Phone' field (highlighted with a red box) with an 'Add Mobile #' button.



Step 4

Once you have changed your username, log out of your zipForm® Plus account, open a new tab on your browser, and go to www.zipformplus.com. Click the “Forgot password” link.

The image shows the zipForm Plus login interface. At the top is the logo 'zipForm® Plus by zipLogix™'. Below it is the instruction 'Enter your username and password to continue'. There are two input fields: 'Username' and 'Password'. A green 'Sign In' button is below the fields. Below the button are two links: 'Forgot username' and 'Forgot password', with the latter highlighted by a red box. Below these links is the text 'No account? Create one!'. At the bottom is a blue button that says 'Sign in with your NAR.realtor/Username and Password'.

Step 5

A window will appear, and prompt you to enter your username in order to reset your password. Once you have entered your username, click the “Send” button.

Forgot Password?

Enter your Username below to reset your password.

A single-line text input field with a red border. It contains the text 'lclark05'.

Two buttons are shown side-by-side. The left button is pink with the text 'Cancel' and a red 'x' icon. The right button is green with the text 'Send' and a white right-pointing arrow icon.



Step 6

Choose to have your password reset link sent either via E-mail, or via SMS text message at your mobile number. Once you select one of these, click “Next.”

Forgot Password?

Please choose one of the options below to receive instructions about resetting your password.



E-mail



Mobile number

No validated Mobile number exists in this account.

Cancel ×

Next >

Step 7

You will receive a pop-up, notifying you that your password reset request was successful. Check your email (or text messages, if you chose to use your Mobile number for password reset), click the link you receive, and proceed to reset your password for zipForm®.

Forgot Password?

Your password reset request was successfully sent.

An e-mail has been sent to the address registered with your zipForm® Plus account. Follow the instructions in the e-mail to set a new password. The password reset link will expire within 15 minutes.

Close ×



Step 7

After resetting your password, open the zipForm® Mobile app on your touchscreen device. Enter your new credentials to sign into your zipForm® Mobile account.




Set Password for your zipForm® account.

Password must be between 8 and 25 characters in length.

New Password

Confirm Password

[Set Password](#)




Use zipForm credentials

Username

Password

[Sign In](#)

[Forgot username](#) | [Forgot password](#)

 English



Thank you for using zipForm® Mobile!

zipForm® Mobile Requirements

Mobile

Apple System Requirements:

- An active zipForm® Plus account
- An iPhone®, iPad®, or iPad® Mini running iOS 8.0 and higher
- 1 GB of RAM
- Minimum Screen size of 4 in. (diagonal)
- Minimum 1136 x 640 resolution
- Mobile browsers supported
- Safari
- Chrome
- Mozilla
- The zipLogix Digital Ink® & TouchSign® service requires a screen size of 4.7 in. and larger, with a resolution of 1280 X 720 or higher
- Internet service is required

Android System Requirements:

- An active zipForm® Plus account
- All Android™ devices running 5.0 Lollipop or higher
- 1 GB of RAM
- Minimum Screen size of 4 in. (diagonal)
- Minimum 1136 x 640 resolution
- Mobile browsers supported
- Kindle devices are not supported; due to limitations of the Silk mobile browser
- The zipLogix Digital Ink® & TouchSign® service requires a screen size of 4.7 in. and larger, with a resolution of 1280 X 720 or higher
- Internet service is required