

Accessing zipForm® Mobile
Roanoke Valley Association & MLS
2019



zipLogix Academy

Accessing zipForm® Mobile



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 shows the flexmls MLS interface. At the top, there is a search bar with the placeholder "Enter an Address, City, ZIP, MLS #, or Contact...". To the right of the search bar are links for "Guided Help" and "Help". Below the search bar is a navigation bar with links for "Menu", "Quick Search", "Hot Sheet", "Contact Management", "My Messages", "Market Summary", and "More". The "More" link is currently active, as indicated by a dropdown menu. The dropdown menu contains several options: "Full Search", "Office Listings", "zipForm®" (which is highlighted with an orange arrow), and "MLS # Search". The "zipForm®" option is located under the "More" link in the flexmls interface.

Accessing zipForm® Mobile



Step 2

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

Guided Help

All Offices ▼

Transactions to approve

Documents to approve

Tasks to approve

Overdue tasks

Recent Activity

User	Action	Time
Dean Agent	created transaction 567 North St	54 mins. ago
Dean Agent	deleted transaction TMS Transaction Hillcrest	3 days ago
Annie Agent-Davis	set transaction 123 Sycamore Street to active	3 days ago
Dean Agent	deleted transaction 16547 East Grand Blvd	3 days ago



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

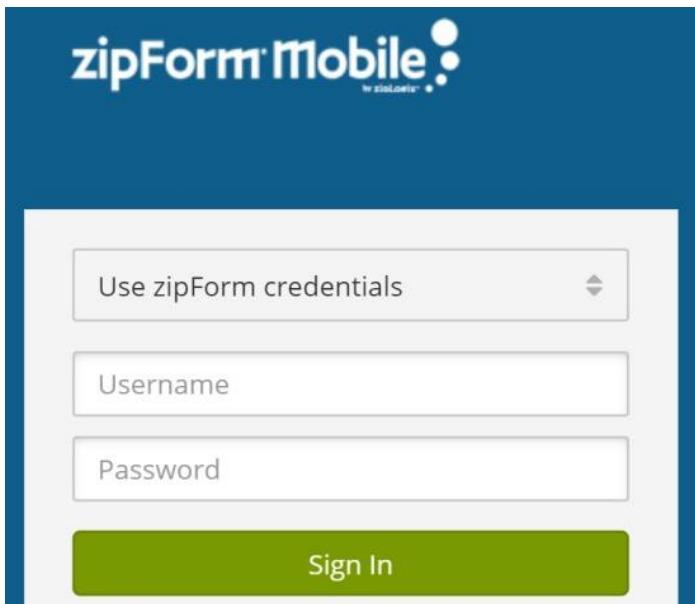
The zipForm® Mobile App can be downloaded from either Google Play for Android devices, or the App Center for Apple devices.

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.**

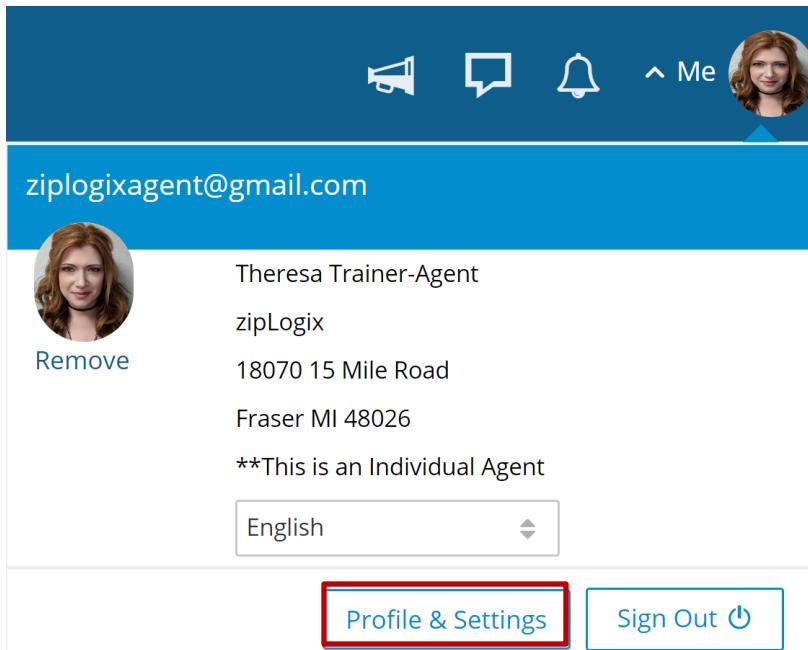


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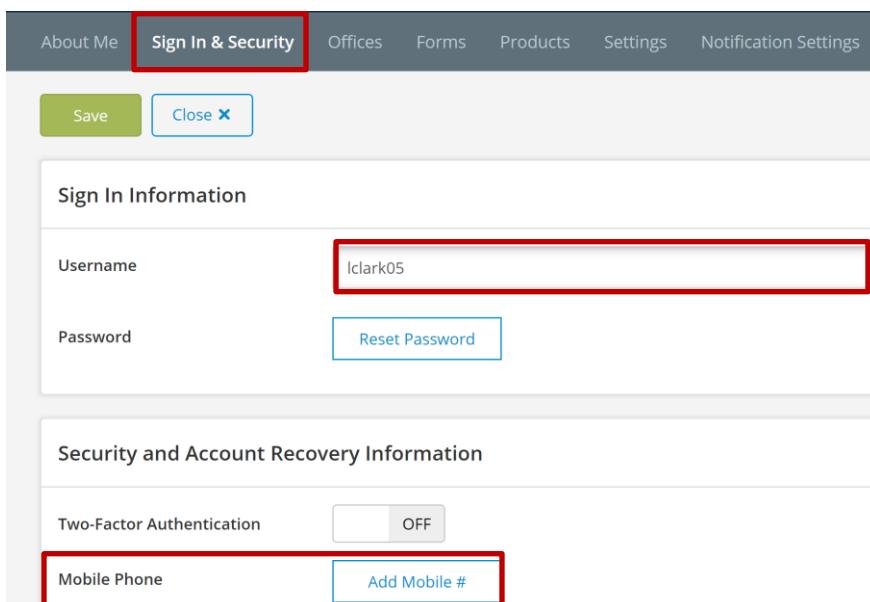
Step 2

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



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.





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.

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 red rectangular box surrounds the input field containing the text "lclark05".

Cancel Send



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](#)

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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.



zipForm Mobile

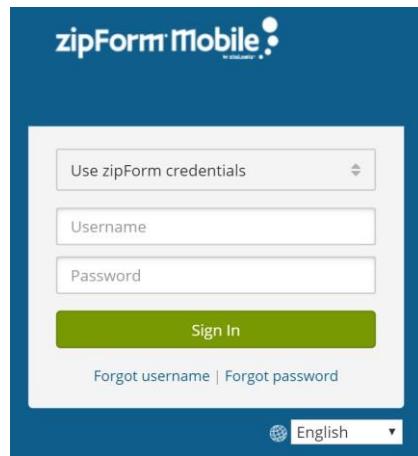
Set Password for your zipForm® account.

Password must be between 8 and 25 characters in length.

New Password

Confirm Password

Set Password



zipForm Mobile

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