



ELKHART COUNTY BOARD OF REALTORS

ZipForm Installation Tip Sheet

Download and Installation Instructions

1. Go to www.indianarealtors.com
2. If you have not registered for this site, you must first register before you can proceed. Use your NRDS # and create a password. The password must be at least 6 characters of your choosing. Don't forget to write down for later. If you have previously registered, go to step #3.
3. Click on the LEGAL tab – Select FORMS from drop down box.
4. This brings you to the ZipForm Information Center.
5. The first area is for Desktop and Online Users. Select “Click here to Download ZipForm”.
6. You will then select an Association – Please select Indiana Association of Realtors and Elkhart County Board of Realtors. You will need both to get all the forms you use.
7. You will be asked to enter your NRDS number, Last Name and select your product Desktop or On-line. We recommend on-line. Select the verify button. (If you don't know your NRDS number, you can search for it on this page.)
8. You will be taken to the checkout page and a list of your libraries will appear on the page. Click “Check out Now” You will not be charged for the product at checkout.
9. Print out the Order Summary Page for your records so you will have a record of the transaction.
10. You can go directly to ZipForm and begin your transaction by clicking LogIn.
11. The next time you return, you may go directly to www.zipformonline.com/login.asp.

QUESTIONS OR PROBLEMS:

Visit: www.indianarealtors.com/
Indiana Association of REALTORS® Website

SUPPORT Section

TOLL FREE: 800-284-0084
FAX: 317-842-1076

ZipForm Tech Support: 1-800-383-9805 or 1-586-293-0642
Customer Service Hours are Monday through Friday, 8:00 a.m. – 8:00 p.m. Eastern. Customer Service: 866-693-6767

Email: tech@zipform.com
FAX: 586-790-7582.

Questions regarding IAR Forms:

Ann Baldwin 317-842-0890 ext.26 or TOLL FREE at 800-284-0084 ext.26

ZipForm Online Training:

Online Training is provided by <http://www.learning.net>. This training is designed to:

- Illustrate the features, functions, and benefits of using the product in contrast to traditional, hard copy forms.
- Provide demonstrations of software functionality using animation files linked to descriptive text screens.
- Allow users to practice step-by-step procedures using simulations of the software screens, and the software installed on their own computer.

