

ZipForm Plus:

A Step-by-Step Guide to Exporting Transactions

1. Sign in to your ZipForm Plus account and navigate to TRANSACTIONS:

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2. Hover over the transaction you would like to export and navigate to the blue drop down arrow on the right-hand side:

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3. Click on the blue drop down arrow:



4. Select **EXPORT TO ARCHIVE** and select which files to export:





5. Once you click **EXPORT**, the documents will be downloaded as a compressed file folder:

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You may also see a folder labeled **ZIPVAULT** containing documents set up for e-signature:

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Forms	File folder					
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8. The folder labeled **ATTACHMENTS** will contain a PDF with the transaction history:

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9. Documents may be saved to a location of your choosing.

10. Complete these steps for each of your ZipForm Plus transactions.

If you need help exporting your transaction documents from ZipForm Plus, TECHNICAL SUPPORT is available 24/7 from: Lone Wolf (586) 840-0140