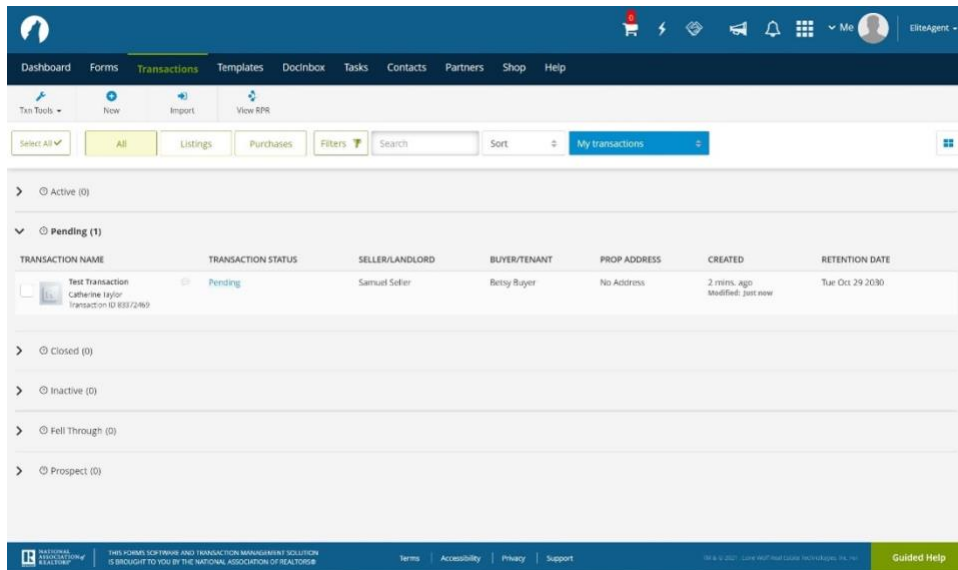


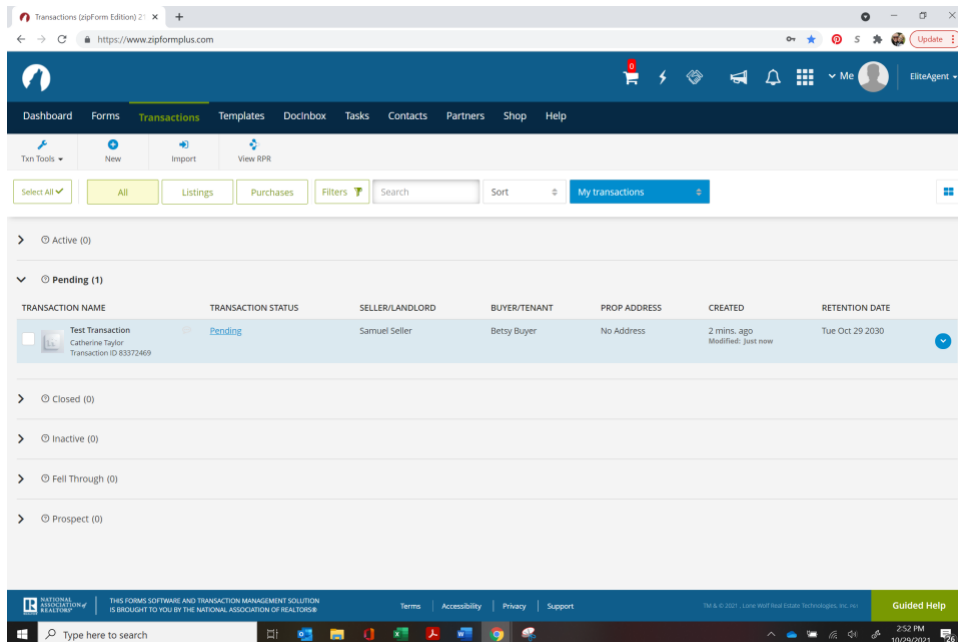
ZipForm Plus:

A Step-by-Step Guide to Exporting Transactions

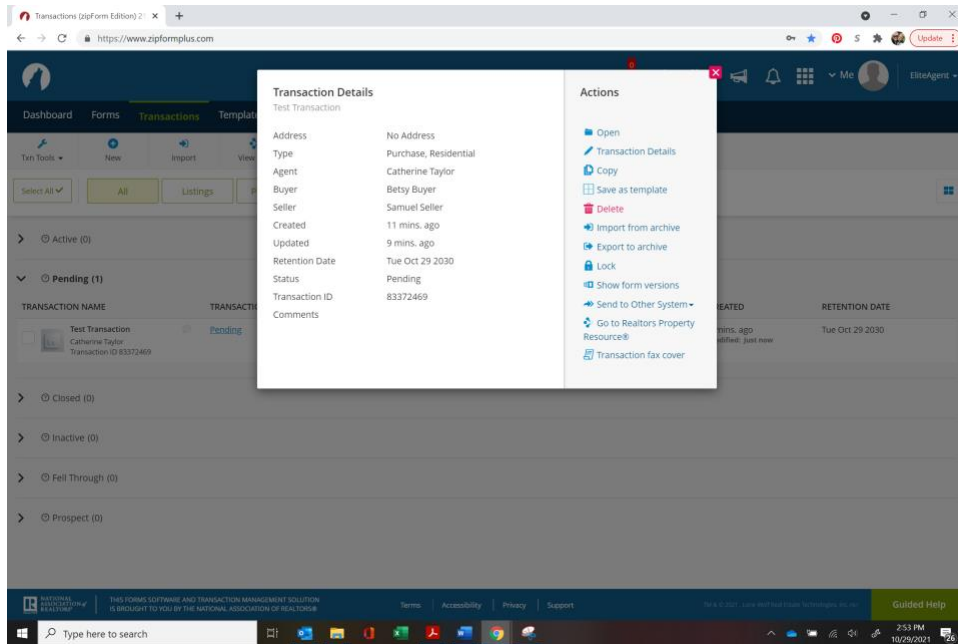
1. **Sign in** to your ZipForm Plus account and navigate to **TRANSACTIONS**:



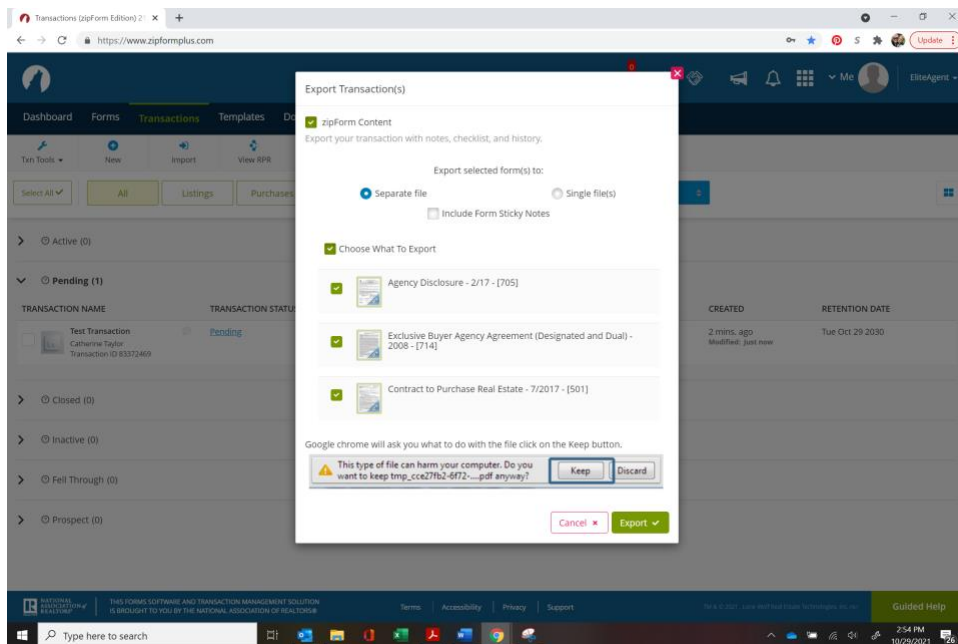
2. Hover over the transaction you would like to export and navigate to the blue drop down arrow on the right-hand side:



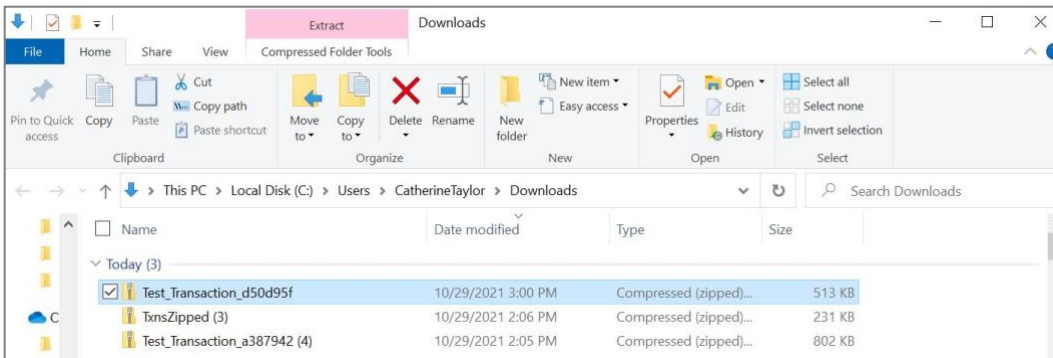
3. Click on the blue drop down arrow:



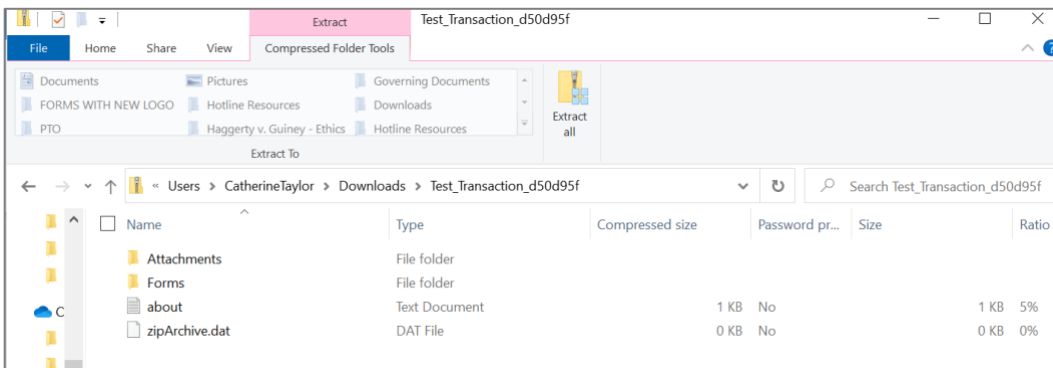
4. Select **EXPORT TO ARCHIVE** and select which files to export:



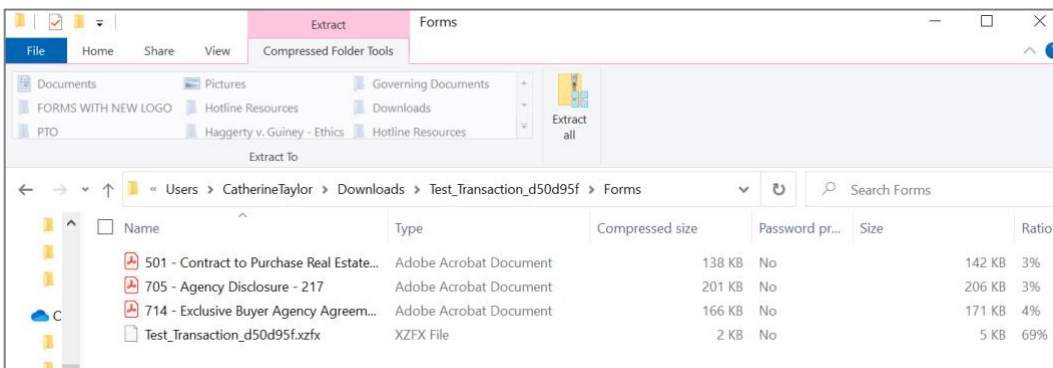
5. Once you click **EXPORT**, the documents will be downloaded as a compressed file folder:



6. Open the compressed file:



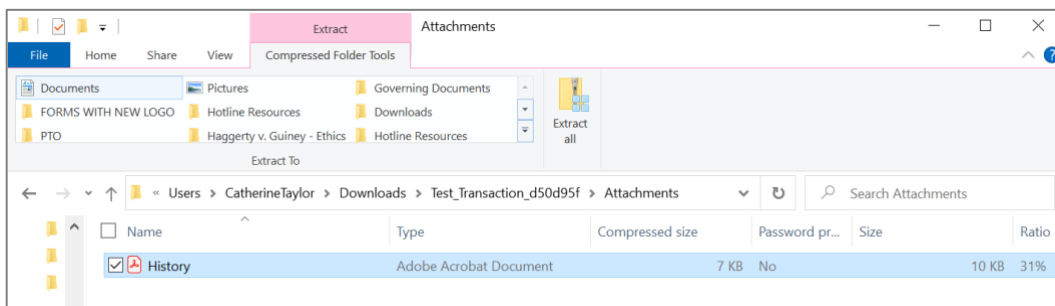
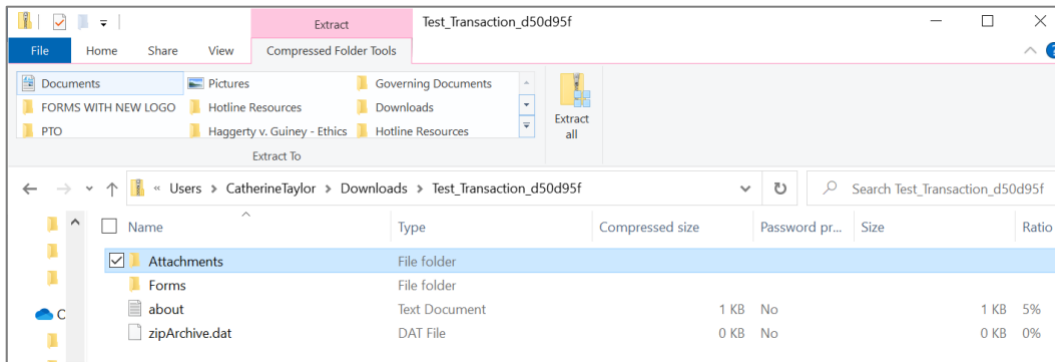
7. The folder labeled **FORMS** will contain the transaction documents:



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



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



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