

## Getting Started With ZipForm Online

To set up your account: First log into [www.tar.org](http://www.tar.org)

Look at the list on the left of the screen

Click on **Log In Help.** To set up your own personal account.

Click on **request a password.**

Type in your Real Estate License Number. Must be the whole number.

Click on **GO**

Print this page or at least write down your password.

Sign in with TREC # and Password

You can also change your password later to one that is easier for you to remember.

Then on the left side click on **Zipform**

Then scroll down & click on **zipform on line**

Then scroll down & click on **Access zipform online.**

Choose Houston Association of Realtors

Scroll down and click on **Create Zipform**

Fill in all the information correctly

Scroll down and click **I agree**

Scroll down and click **Continue**

Scroll down and click **Log in**

Scroll down and in the center of the screen

Click on **ZipFormOnline**

Scroll down and click on **Access Zip Form Online.**

On your personal computer you will need to download **Zipform viewer**

Follow download instructions.

### **Zipform Online**

Go to **www.TAR.ORG** on the internet

Sign in with your Real Estate License # and Password #.

After you have signed in, If you want to change your password: Go to Change Password on the left hand side. Follow directions.

Click on **Zipform**

Click on **ZipformOnline**

Click on **Access Zip Form Online**

**To start a contract:** Look down toward the right side and

Click on **ADD (Create)**

In the boxes that pop up,

**Type in what you want to name your contract.**

Next Choose: **Active Transaction**

Next Choose: **the type of contract you are about to prepare.**

Next Choose: **Property Type**

Then Click on **ADD**

First Pop Up will be HAR Forms

You must choose at least one of these before you can continue.

Click on **OK**

Next pop up will be where you will be selecting all the forms you want.

On the left look for **Library Forms**.

Notice HAR forms are already selected. Look in top box and you will see the har forms you selected and to the right is where the forms will be to type in.

Under **Library Forms**: Use the down **arrow**

Choose **TREC forms**: All the TREC forms will pop into the bottom box.

Select a form that you want and **double click** on it.

Or click on it once and it will become dark blue.

Look up and Click the **ADD** button.

This form will pop up to the top box.

Keep doing this until you have selected all the TREC forms you want.

Then go back to **Library Forms**: Use the down arrow key

Choose **TAR forms**: All the TAR forms will pop up in the lower box.

Do the same as above.

If you selected a form that you do not need in the upper box.

Click on the form name in the upper box and then click on the **remove tab** that is located between the upper and lower box, just above Library Forms.

At this point I would save these forms by clicking on the **Floppy disk** at the top left next to the printer icon. In fact I would click on the save icon any time you complete typing each page or at least each form. This is just a safety measure in the event an error report pops up so that you do not loose what you have just typed.

Now you can click on the **X** beside **My Transaction** and the display of the forms will be larger for you to type in. Or click on the **Navigation icon** which is just to the right of the print icon to bring the My Transaction display back if you want to add more forms and you can also choose your form from this display by clicking on it and click the **Navigation icon** to close the My Transaction display again.

At the top look for **Selected Form**: Use the down **arrow** and click on the form you want to type the information in. The form will pop up.

You may use the tab key or the enter key or the mouse to move from blank to blank to the end of the form. Once you get to the end of the page the screen will take you to the next page or you can click on the arrows next to the spot that shows you which page you are on.

To move to another form go to **Selected Form** and choose another form.

Complete your contract and be sure to save it.

It might even be safer to save each time you complete each form.

Click on **File** at the top left and click on **Export to PDF**: A box will pop up with the HAR forms on it. Just click **Print** at the bottom.

This will save it in your file folder by going to the public drive, Agent file folders and choose your file folder to save it.

Click on **File** at the top left and click on spell check to check all of the spelling.

Click on the **envelope** at the top to e-mail the contract. You can e-mail all of them or select the forms you want to be e-mailed.

When you finish you **Must Log Off**. If you do not log off you are leaving your file open for some one else to access.

When ever you go back into the zipform you will have the window to find or to add a file pop up.

If you will **scroll down**, you will see the file you created. To the right side of it use the **Arrow** and make your choice. Open, E-mail etc.