

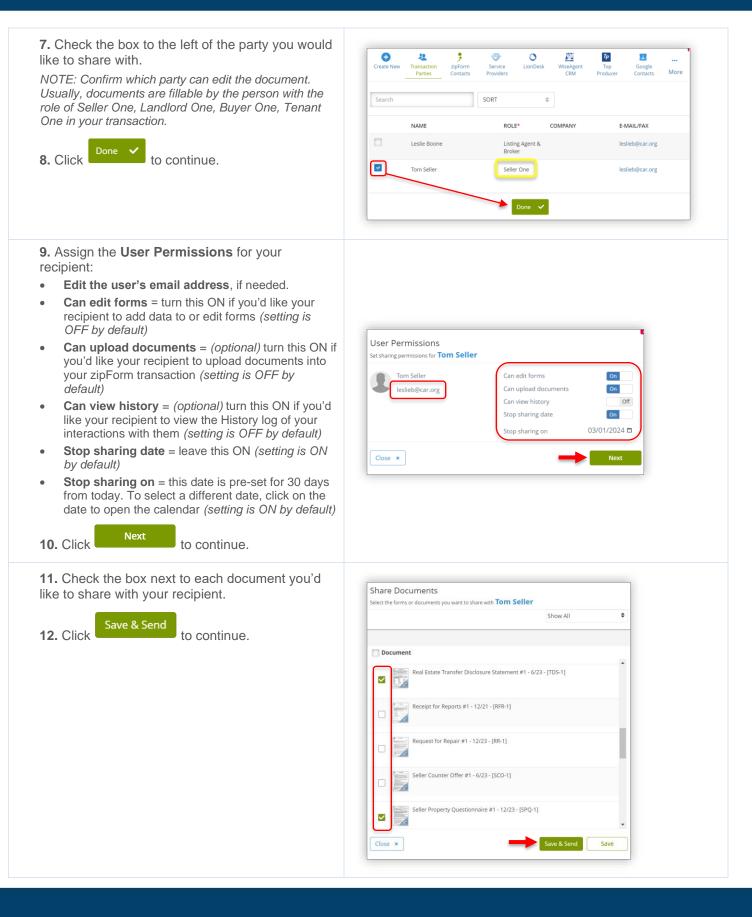
#### **Secure Document Sharing**

zipCommunity<sup>™</sup> is an online platform that allows agents to collaborate with clients and other agents on transactions in their zipForm account. The most common use of zipCommunity<sup>™</sup> is for client-fillable forms such as the TDS and SPQ, to name a few. This guide details the steps for agents to share documents and view completed documents.

Share documents from your zipForm transa	ction (Agent)
<ol> <li>Inside your zipForm transaction, click the Parties tab in the gray navigation bar at the top of the page.</li> <li>Click the Role of the person in the left navigation menu who you'd like to share documents with.</li> </ol>	• Back to Lit
<ul> <li>3. Type the party's First Name, Last Name, and E-mail address.</li> <li>4. Click Save at the bottom of the window.</li> </ul>	Transaction Party   Wint Party
5. Click in the top toolbar.	Back to List     F78 Ary Street, Some City     Parties     Docurrents     Checkdist     Notes     Esign     Resamed and jan 23, 2031
6. Under Private Share, click 2 to get started.	Creating a Private Share Creating a Private Share Creating a Drivate Share Creating a Drivate Share Creating a Drivate Share Creating a Drivate Share

## zipCommunity<sup>™</sup>: Help At-a-Glance for Agents





www.car.org/transactions/zipform/forms

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- **13.** Complete the following:
  - **Email Account** = select "zipForm" from the dropdown menu.
  - **Subject** = (optional) edit the subject line of the email.
  - **Message** = (recommended) type a message to the recipient.

**14.** Click to send the collaboration invitation to the recipient.

To:					
Tom Seller (les	ieb@car.org)				
Subject: 123 Any Street	Some City Collabora	ation			
Dear Tom Seller					
Leslie Boone ha	invited you to collab	orate on docume	ents for 123 Any	Street, Some	
Leslie Boone ha	invited you to collabo	orate on docume	ents for 123 Any	Street, Some	
Leslie Boone ha	invited you to collab	orate on docume	ents for 123 Any	Street, Some	
	invited you to collabo	orate on docume	nts for 123 Any	Street, Some	
Leslie Boone ha	invited you to collabo	orate on docume	ents for 123 Any	Street, Some	

#### **Preview Completed Documents (Agent)**

After the recipient completes the form(s), the Agent can view the recipient's answers inside their zipForm transaction.

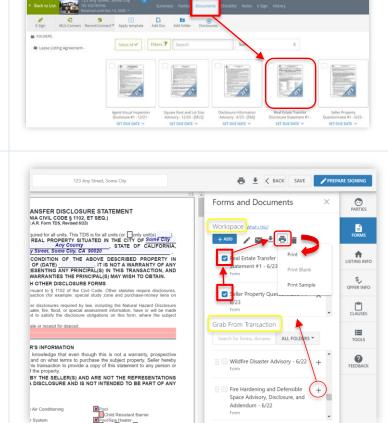
**1.** Open your zipForm transaction and click the **Documents** tab in the gray navigation bar at the top of the page.

**2.** Click to open a form that was shared with the recipient.

**3.** (optional) If you'd like to view multiple documents that the recipient completed, then add the remaining documents to the **Workspace** from the **Grab From Transaction** section by clicking the plus sign to the right of the document name.

**4.** Check the box(es) next to the form(s) in the Workspace, then click the **Print** icon.

5. Select Print from the menu.



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The document will open in PDF format in your browser.	2 / 5   − 100% +   🗄 🚯 💆 💆
6. (optional) Do one of the following steps:	ldress: 123 Any Street, Some City, CA 90820 ou (Seller) aware of any significant defects/malfunctions in any of the following? ☐ Yes (_hok. th yes, check appropriate (s) below. wror Walls [Cleilings [Ploors ] Exterior Walls ] Insulation [Roo(fs) ] Windows [] Doors [Poundation ] Stab(s)
• Click <b>Download</b> in the top right corner to download the document to your computer.	vexaysSidewatsWallayEncesElectrical SystemsPlumbing/Severs/SepticaOther Structural Components See Text Overflow Addendum (C.A.R. Form TOA) paragraph 1 ve above is checked, explain. (Attach additional sheets if necessary.): See Text Overflow Addendum (C.A.R. Form TOA) 12
<ul> <li>Click <b>Print</b> in the top right corner to save as PDF or send the document to your printer.</li> </ul>	n of a listed appliance, device, or amenity is not a precondition of sale or transfer of the dwelling. The carbon monoxide device, or opener, or chid-resistant pool barrier may not be in compliance with the safety standards relating to, respectively, carbon device standards of Chapter 5 of Part 10 of Division 104 of, the Heatti hand Safety Code. Window security bars may not have quick-releases in a compliance with the 1956 editor of the Part 10 of Division 104 of, the Heatti hand Safety Code. Window security bars may not have quick-releases in a compliance with the 1956 editor of the Calfornia Building Standards Code. Window security bars may not have quick-releases in a compliance with the 1956 editor of the Calfornia Building Standards Code. Standards Code requires all single-dences built on or before January 1, 1994, to be equipped with water-conserving plumbing fictures after January 1, 2014, a single-family residence built on or before January 1, 1994, to be equipped with water-conserving plumbing fictures and activation or before January 1, 1994, this is altered or improved is to be equipped with water-conserving plumbing fictures and activation or before January 1, 1994, the single-family residence built on or before January 1, 1994, this is altered or improved is to be equipped with water-conserving plumbing fictures as a condition of final approval. Fatures in this dwelling may not comply 1.4 of the Cold Code requires all single-demonses, materials, or products which may be an environmental hazard such as, but not limited to, asbestos, symaldehyde, radon gas, lead-based paint, mold, fuel or chemical storage tanks, and contaminated soil or water in the subject property
<b>7.</b> When you are done viewing the document, click the "X" to close the browser tab and return to your transaction.	<ul> <li>✓ ↑ 123 Any Street, Some City ×</li></ul>
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	CALIFORNIA CALIFORNIA CALIFORNIA COMPLATORS COMPLANCE THIS DISCLOSURE STATEMENT CONCEP THIS STATEMENT IS A DISCLOSURE COMPLANCE WITH \$ 102 OF THE CIVIL KIND RY THE SFIL FEIL OF AN AGENT