

ZipForm*Desktop* Renewal Instructions (Wisconsin Association of REALTORS®)

- 1) When your ZipForm*Desktop* software is within 30 days of expiring and you open your software, a message will appear that your program license is expiring.
- 2) You will see a "Step 1" and a Step "2" button. These are intended to be done in order according to the procedure below: "Step 1" and then Step 2".
- 3) Click on "Step 1" button.
- 4) Click on the "via Internet" button.
- 5) You will be directed to the Renewal page of the ZipForm website.
- 6) Click on the "Click Here" link to be authenticated by the WRA.
 - a) If your firm is listed on the WRA renewal page as having custom forms, select the appropriate firm name. Otherwise, scroll to the bottom of the page where the Company ID field is located.
 - b) Enter your three- to six-digit company ID and click "Submit." (If you do not know your company ID, click the "Company Look Up" link and enter your firm name.)
 - c) Verify the displayed information using the "Correct" or "Incorrect" buttons. Follow the prompts if you selected "Incorrect."
 - i) If the WRA information is correct, you are returned to the zipform.com website to complete the renewal process. (Proceed to step 7.)
 - ii) If the WRA information was incorrect you will need to call the WRA.
- 7) On zipform.com you will be asked to verify your member information.
 - a) If the zipform.com information is correct, click on the "Yes! This is me!" button. (Proceed to step 8.)
 - b) If the zipform.com information is incorrect you will need to download and re-install the ZipForm*Desktop* software.
- 8) Next, your redemption code is displayed. For future reference, be sure to print this page or copy down your redemption code.
- 9) Return to your ZipForm*Desktop* window. (You may want to minimize your browser window by clicking the [] button in the upper-right-hand corner of the screen.)
- 10) Click the "Step 2" button.
- 11) ZipForm will complete your re-activation (renewal) and display a message "Thank you for your registration".

Your renewal is now complete and the new expiration date is set for March 1, 2010.

NOTE: The renewal process does not update the software or forms library, only the expiration date. To perform a forms or software update, visit www.zipform.com/support. ZipForm*Desktop*