

Saving zipForm Plus Transactions

In this guide we will review how to save transactions as PDFs from the zipForm Plus tool

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Open zipForm Plus

Welcome, Megan ▾ Admin ▾ CMS ▾

CBA COMMERCIAL BROKERS ASSOCIATION

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zipForm Plus

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SALE LEASE SALE/LEASE OPPORTUNITY CMA BUILDING SAVED SEARCHES

Map data ©2018 Google Terms of Use Report a map error

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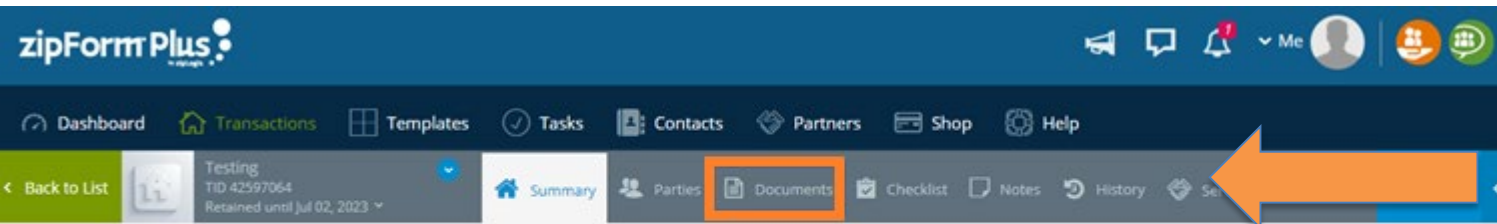
Member News [View More](#)

DEC 10
Advanced Topics in Leasing
\$65.00 Members | \$75.00 Non-Members

<https://www.commercialmls.com/Legal Library/zipForms-Plus>

Click on the first transaction – This process will need to be repeated for every transaction.

The screenshot displays the zipForm Plus web application interface. At the top, the logo for zipForm Plus is visible on the left, and navigation icons for a bell, chat, and user profile are on the right. Below the logo is a navigation bar with icons for Dashboard, Transactions, Templates, Tasks, Contacts, Partners, Shop, and Help. A secondary bar contains action buttons: View Forms, New, Import, Export, Delete, Set Status, and Txn Tools. The main content area features a search bar, a sort dropdown set to 'My transactions', and a list of transaction cards. The first card, titled 'Testing' by Megan Reuther, is highlighted with an orange border and shows a status of 'Active Purchase, Commercial'. Other cards include 'test', 'july 2', 'June 26', 'June 25', 'Untitled', '321', and 'test456', each with various statuses and dates. The footer contains links for Terms, Accessibility, Privacy, and Support, along with copyright information and a 'Guided Help' button.



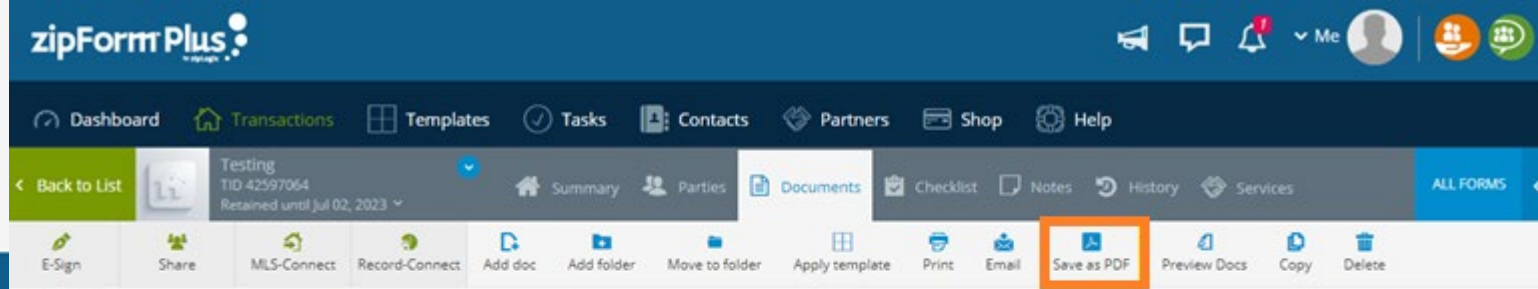
Select Documents

Megan Reuther
megan@commercialmls.com

Purchase Commercial
TID 42597064
Modified 3 mins. ago

Active CLOSE TRANSACTION

Property Summary Record-Connect Cancel Save



Save as PDF

FOLDERS

Nothing here yet. Folders you create will be shown here.

Filters Search Sort Organize

Tenant Estoppel Certificate - [PS-TEC]	Utility Charges Addendum - [UA]	Form 17 Commercial Seller Disclosure

Terms Accessibility Privacy Support TM & © 2018 zipLogix™ 979 Guided Help

Select Documents And/Or Forms To Save Then Click Next

NEXT >

Select All & click Next



⚠️ The End User License Agreement prohibits the modification of documents produced by this software in third party applications.

FOLDERS
Nothing here yet. Folders you create will be shown here.

Filters 📄 Search Sort



Tenant Estoppel Certificate - [PS-TEC] Utility Charges Addendum - [UA] Form 17 Commercial Seller Disclosure

⬅️ BACK Select Save Options Below **SAVE** ➡️

- Save in transaction
- Save to my device
- Single PDF file (forms only)
- Separate PDF files
- Include Form Sticky Notes

1. Select Save to my device
2. Select Single PDF file

3. Click Save 

* Drag and Drop to change the order of documents

PS-TEC Tenant Estoppel Certificate	✕
UA Utility Charges Addendum	✕
17 Form 17 Commercial Seller Disclosure Statement	✕

Click on Click to download .PDF

The screenshot shows the zipForm Plus web application interface. A 'File Download' dialog box is centered on the screen. The dialog box has a title bar with 'File Download' and a close button. The main text reads: 'Your file(s) are ready to download. The file is in .PDF format. Click on the link below to download.' Below this text is a green button with a PDF icon and the text 'Click to download .PDF file now.'. Underneath the button, it says 'Google chrome will ask you what to do with the file click on the Keep button.' At the bottom of the dialog is a warning message: 'This type of file can harm your computer. Do you want to keep tmp_cce27fb2-6f72-....pdf anyway?' with 'Keep' and 'Discard' buttons. A large orange arrow points to the green button. The background shows the zipForm Plus dashboard with various navigation options and a list of documents.

Your files will save to your Downloads folder on your C drive. Repeat this process for all transactions saved on the zipForm platform.