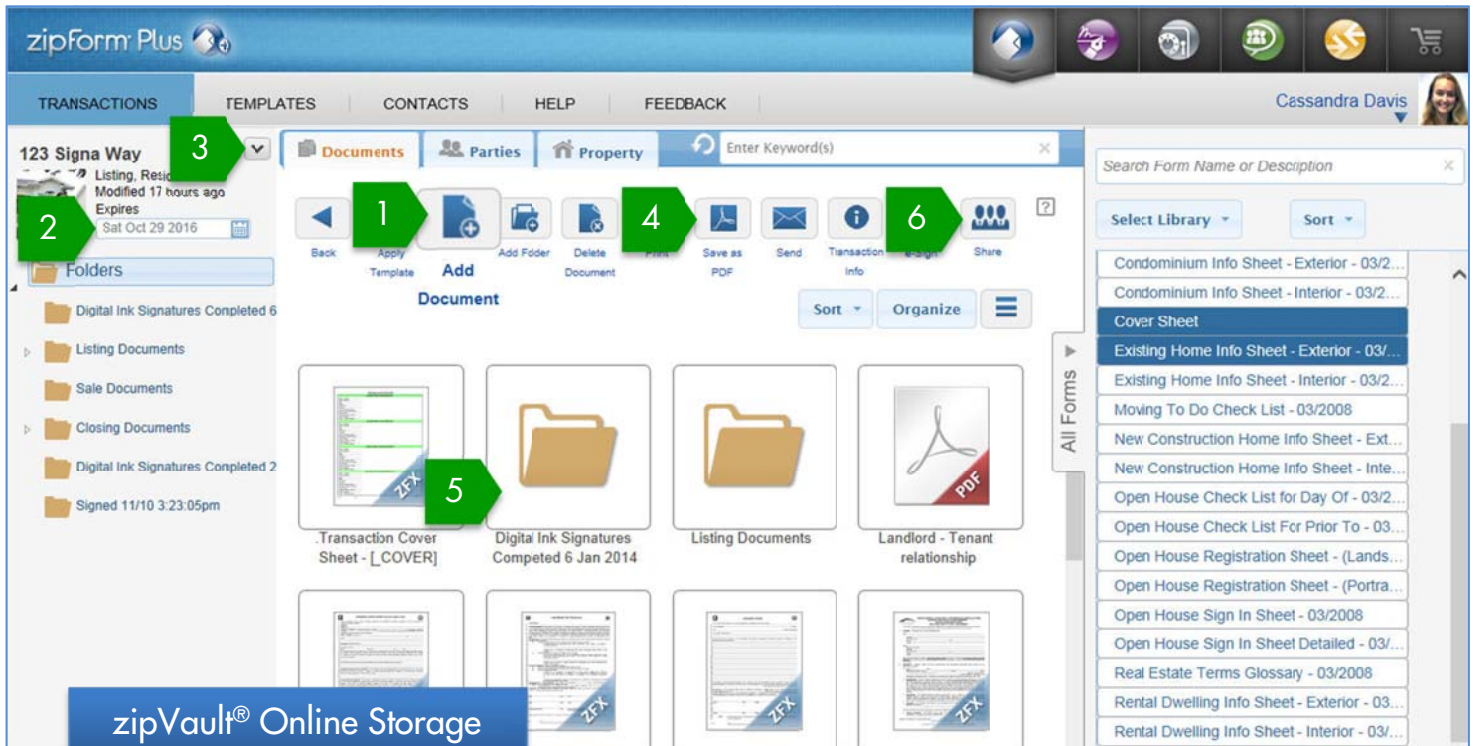


zipVault® makes it easy to store documents and files securely online within your zipForm® Plus account. With document storage and online file retention built seamlessly into zipForm® Plus, using zipVault® means saving time and money. Adding a document to zipVault® activates extended storage for the file, with an expiration date that can be controlled, so agents can easily and securely store files online.

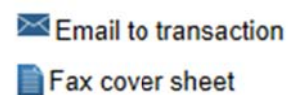


Click **Add Document (1)** to upload a file from your computer. As soon as the first document is added, the zipVault® extended file storage is activated for the transaction. The transaction will be available on zipForm® Plus until it is deleted manually by you, or until the **Expiration Date (2)** (whichever comes first). Click the calendar button next to the expiration date to choose a different date.

Documents can also be added to the file by using the Email to zipForm® or Fax Coversheet features on the advanced **File Menu (3)**. Unsigned forms can be preserved as part of the file for sharing or documentation using the **Save as PDF (4)** button, and saving selected forms to the file. Signed forms sent using the e-Sign button with DocuSign® or zipLogix Digital Ink®, or signed on a tablet with TouchSign®, are added automatically to a new **Signed Folder (5)**, once signing is completed by all parties.

Documents stored online can be emailed, faxed, or included in eSign packets alongside forms. Documents can also be shared online using the **Share (6)** button. Use Share to send a link to view documents to anyone with an email address. It is a great way to share documents without worrying about email attachment size.

Send documents in to zipVault®, or ask someone else to send you documents. Documents can be emailed to a transaction as email attachments using **Email to transaction**, or can be faxed from any fax machine by following the faxing instructions on the **Fax cover sheet**. Both options can be found under the advanced **File Menu (3)**.



Manage and archive stored online transactions using zipForm® Plus and zipVault®. Your TRANSACTIONS page contains powerful tools to sort files, track online storage, and quickly find the transaction you need.

The screenshot shows the zipForm Plus interface. At the top, there's a navigation bar with 'TRANSACTIONS', 'TEMPLATES', 'CONTACTS', 'HELP', and 'FEEDBACK'. Below this is a toolbar with icons for 'Forms', 'New', 'Delete', 'Import', 'Export', 'LookUp Manager', 'Mortgage Calculator', 'Vault Statistics', 'Create Digital Link', 'Service Providers', and 'Net Sheets'. A search bar labeled 'Active Enter Keyword(s)' is present. A table of transactions is displayed with columns: Transaction Name, Status Seller, Buyer, Prop Address, Modified, Created, and Expires. Callouts 1-5 point to: 1. The view toggle button (Icon/List View); 2. The Expiration Date in the table; 3. The Export button; 4. The zipVault icon in the table; 5. The zipVault product button in the top navigation bar.

Transaction Name	Status Seller	Buyer	Prop Address	Modified	Created	Expires
234 Main Street - 234567	Active Jane Seller		234 Main Street, City ST	17 hours ago	3 weeks ago	Wed Jan 16 2019
123 Signa Way	Active Adam Seller, Betty Seller	Smith Investments, LLC.	123 W Hillside Avenue, Prescott ST	17 hours ago	Thu Oct 29 2015	Thu Oct 29 2015
234 Main Street - 234456	Active Adam Seller		234 Main Street, City ST	20 hours ago	3 weeks ago	Thu Jan 17 2019
456 New Listing Way	Active N/A N/A		No Address	21 hours ago	21 hours ago	Wed Feb 6 2019
		Cassandra Davis	No Address	22 hours ago	1 weeks ago	Mon Mar 30 2015

Transaction Storage

Browse TRANSACTIONS in **Icon View** for large pictures, easy identification, and brief details about the file. Switch to **List View** to see additional transaction details, including file expiration dates. The **Icon View/List View Button (1)** located next to your sort options will change your viewing preference for this page. zipForm® will remember this preference until you change it again.

List view makes it easy to see the **Expiration Date (2)** for all files. The expiration date tells you how long the file will be stored online. Files can be **exported (3)** to download all or part of the file for offline storage. Files stored offline can be imported back to zipForm® Plus when needed.

Open a transaction to update the expiration date. Files with additional documents stored in zipVault® will have an expiration date under the file name when you open the file. Click the calendar button next to the expiration date inside the file to change the date. Files that only have live forms and do not have additional documents are stored for fourteen months after the date they were last edited. Open the file and change text inside one or more forms, or add a document to the file, in order to extend the expiration date.

Files with the **zipVault® icon (4)** contain documents stored in zipVault®. Click the **zipVault® product button (5)** at the top of zipForm® Plus to sort by zipVault® transactions.

Mark a file as closed or inactive to continue storing that file online without cluttering your list of active transactions.

1. Click the **property photo** to edit transaction details
2. Change the transaction Status to **Inactive** or **Closed**
3. Click **Save**

Inactive and closed transactions will not appear on your main TRANSACTIONS page by default. Search for Inactive, Closed, or All files by clicking the arrow on the search (Enter Keywords) field on the TRANSACTIONS page, and selecting to search for Closed, Inactive, or All files.

