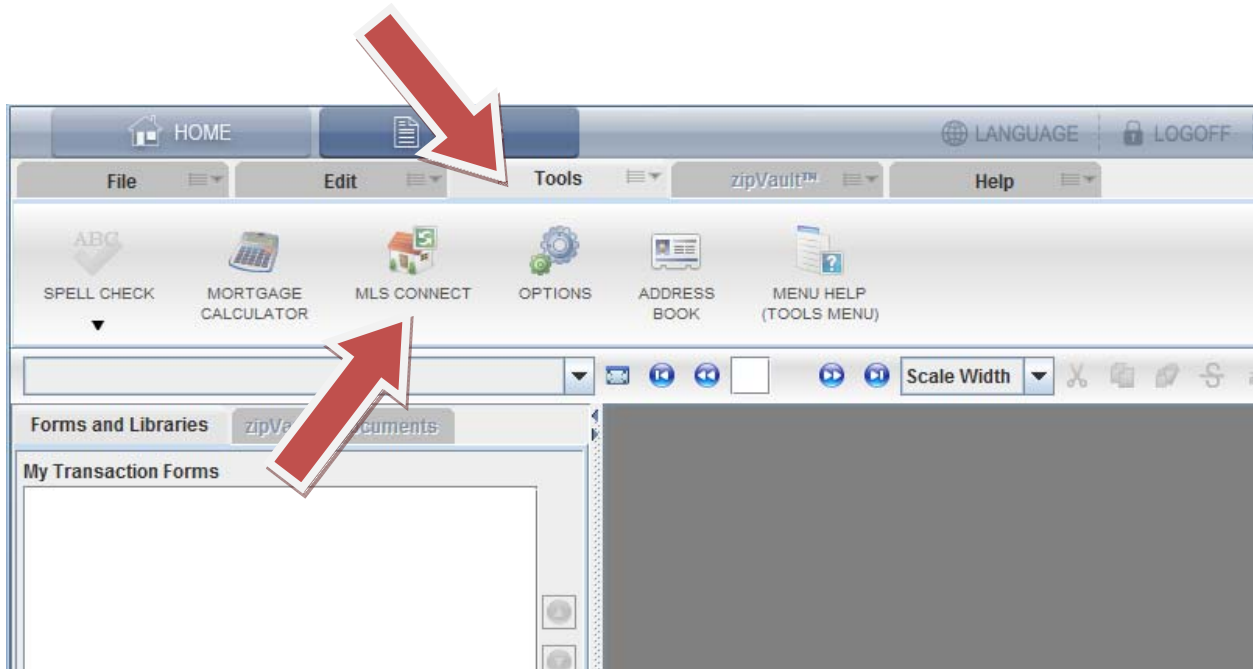


I'm in ZipForms, how to I populate the form with my listing data?

When you are in the ZipForm product, you will need to use the 'MLS Connect' tool in order to pull your listing information into ZipForms and auto-fill your forms with the listing's data.

The 'MLS Connect' tool will be found under the 'Tools' tab:



- Clicking on this will open the tool in which you will need to provide a few key pieces of information. Please keep 'MLS Name' selected as 'HIAR'. (see screenshot below)
- For MLS User ID and Password you will use your REsearch Username and Password . You need to provide your REsearch Username and password because MLS Connect will log in to REsearch to get your listing data.
- Finally you will select the 'Listing Type' and put in a MLS Listing ID (MLS Number). A listing can be several types, so please use your best judgment on what 'Type' the listing will primarily fall into as this will help populate the Forms.
- After you put in all the relevant information, please click the 'Find' button. This will populate the information in the Dark Grey Area. Here you can check to make sure the listing is correct and if everything this good, then click the 'Import' button.

- There may be one more prompt asking you to put in a 'Transaction Name', think of this as a type of folder name which all your forms for this transaction will be placed. And now you are done so you can start creating forms that will auto-fill with the listing data.

The screenshot shows the 'MLS Connect' application window. It is divided into two main sections: 'Step 1: Choose MLS' and 'Step 2: Find Property'. In Step 1, the 'MLS Name' is set to 'HIAR', the 'MLS User ID' is 'TMK####', and the 'Password' is masked with seven dots. A red arrow points to the 'MLS User ID' field. Below this, a note states 'MLS User ID and Password may be case sensitive.' In Step 2, the 'Listing Type' is 'Residential', the 'MLS Listing ID' is '227152', and the 'Find' button is highlighted with a red arrow. Below the input fields, a grey box displays property details: Address: 65-1242 PAKO PL, City: KAMUELA, State/Province: HI, Postal Code: 96743, Property Type: (blank), Listing ID: 227152, Listing Price: 1295000, Listing Status: Active, Date: 20090914, and Agent ID: 40227. At the bottom, there are 'Import' and 'Cancel' buttons, with a red arrow pointing to the 'Import' button. The window title bar reads 'MLS Connect' and has a close button (X) in the top right corner.