

ZipFormDesktop Renewal Instructions

- 1) When your ZipFormDesktop software is within 30 days of expiring, a message will appear when you open your software indicating that your program license is expiring.
- 2) If program version:
 - a) 1.6 click on “Renew Now” button.
 - b) 1.7 click on “Step 1” button.
- 3) Click on the “Via Internet” button.
- 4) You will be directed to the Renewal page of the ZipForm website.
- 5) Click on the “Click Here” link to be authenticated by your association.
- 6) You will need to login to your association website and click on the Renewal link on your association website to complete the renewal process at zipform.com.
- 7) After clicking the renewal link, you will return to the ZipForm website where you will be asked to verify your member information. If the information is correct, click on the “Yes! This is me!” button.
- 8) You will be given the opportunity to change any incorrect information.
- 9) Next, your redemption code is displayed. Be sure to print this page or copy down your redemption code.
- 10) Return to your ZipFormDesktop window (minimize your browser window), if program version:
 - a) 1.6 click the “Re-activate Now” button and proceed to step 11.
 - b) 1.7 click the “Step 2” button and proceed to step 12.
- 11) If the program is version 1.6 enter your redemption code and click “Next”.
- 12) ZipForm will complete your re-activation and display a message “Thank you for registration”. Your renewal is now complete.