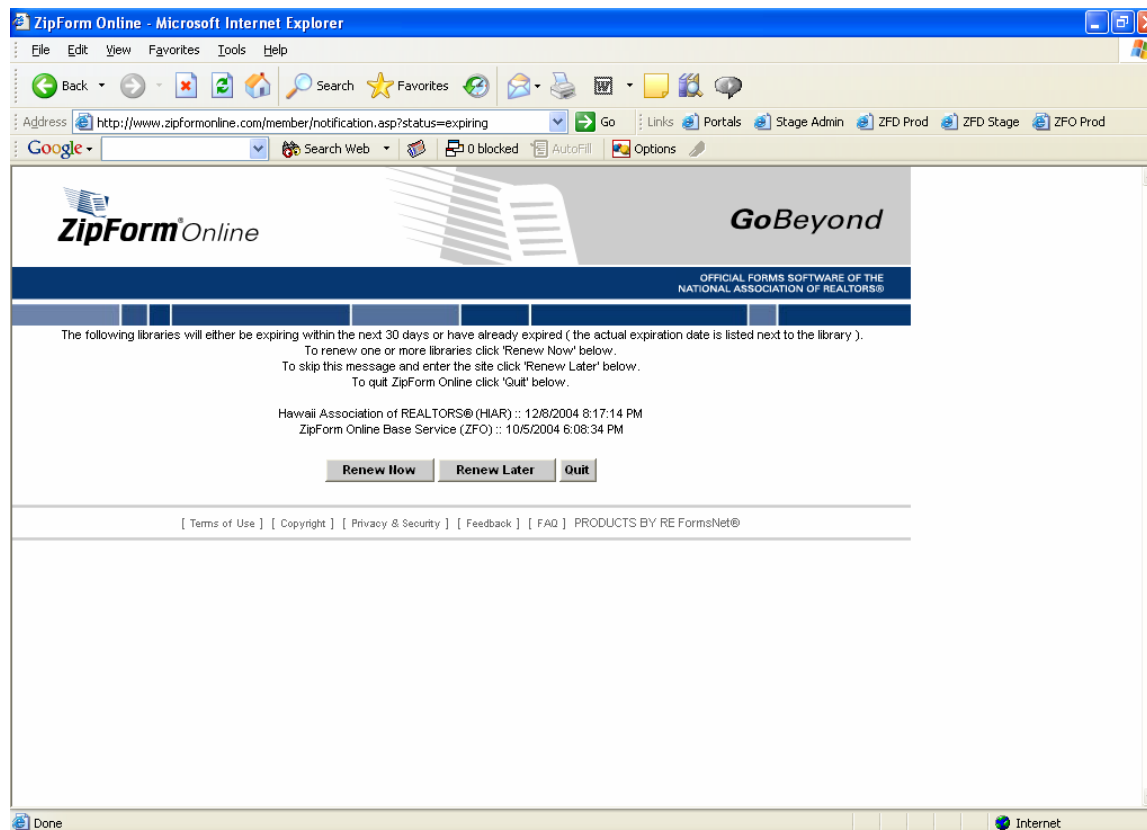
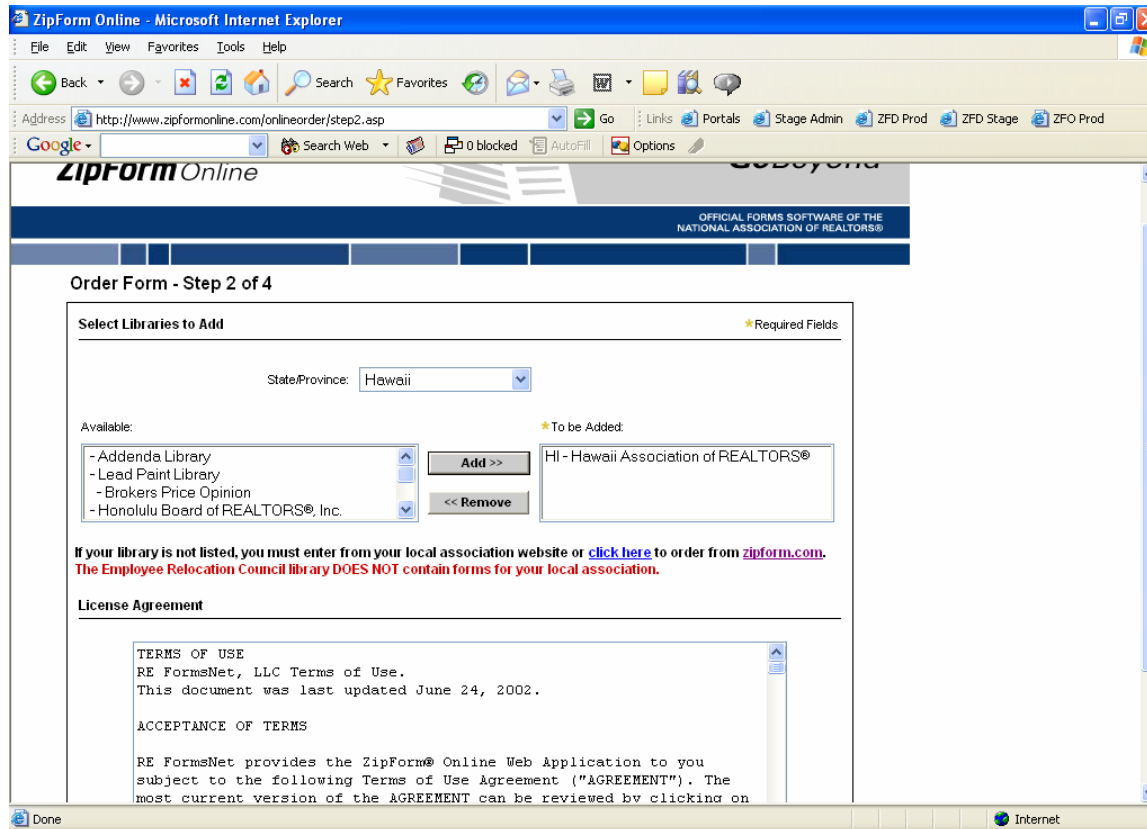


ZipFormOnline Renewal Instructions

1. When your ZipFormOnline software is within 30 days of expiring a message indicating that you have libraries that are expiring or have expired will appear when you login.
2. Click on the “Renew Now” button

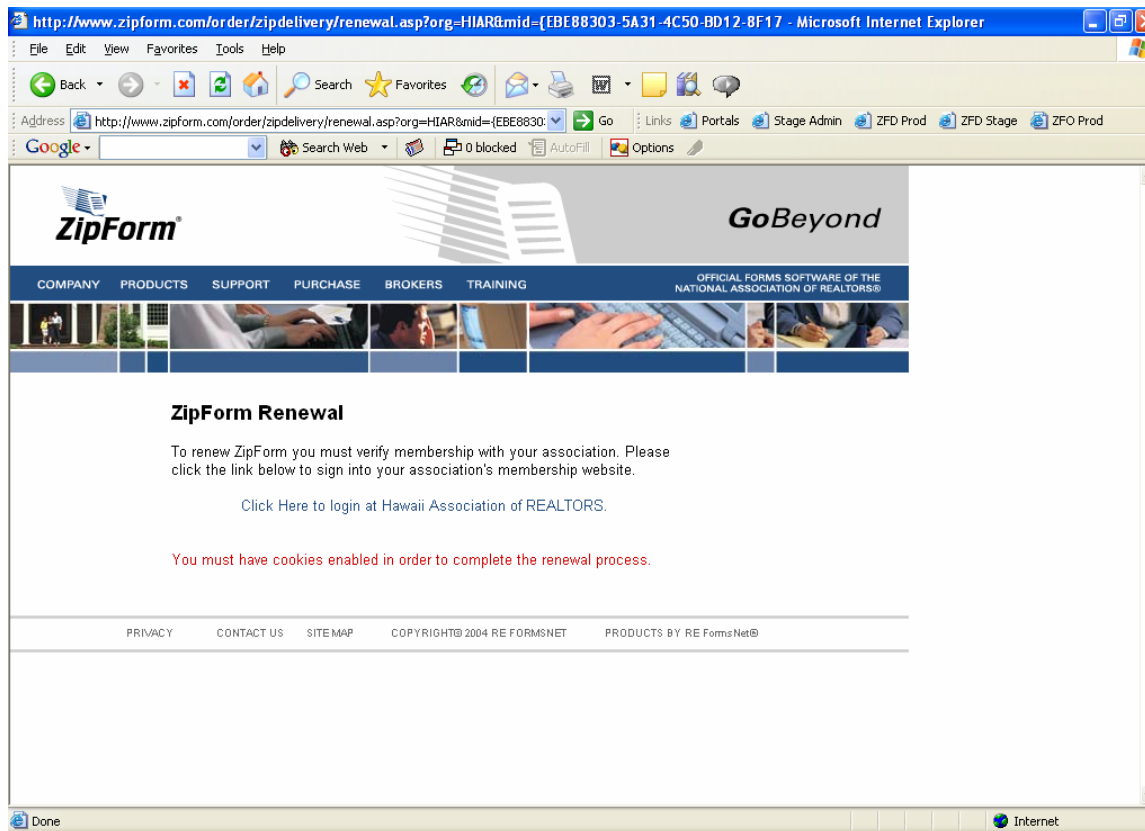


- Step 2 of 4 of the ZipFormOnline order process will be displayed. Select the Hawaii Association of REALTORS library.



- When you click the "I Agree" button under the License Agreement, you will be directed to Renewal page of the ZipForm website.

- A link to authenticate at your association website will be displayed. Click on the link to be authenticated by your association.



- 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.
- You will return to the ZipFormOnline website where your expiration date will be updated and you will automatically be logged into your account.
- Your renewal is now complete.