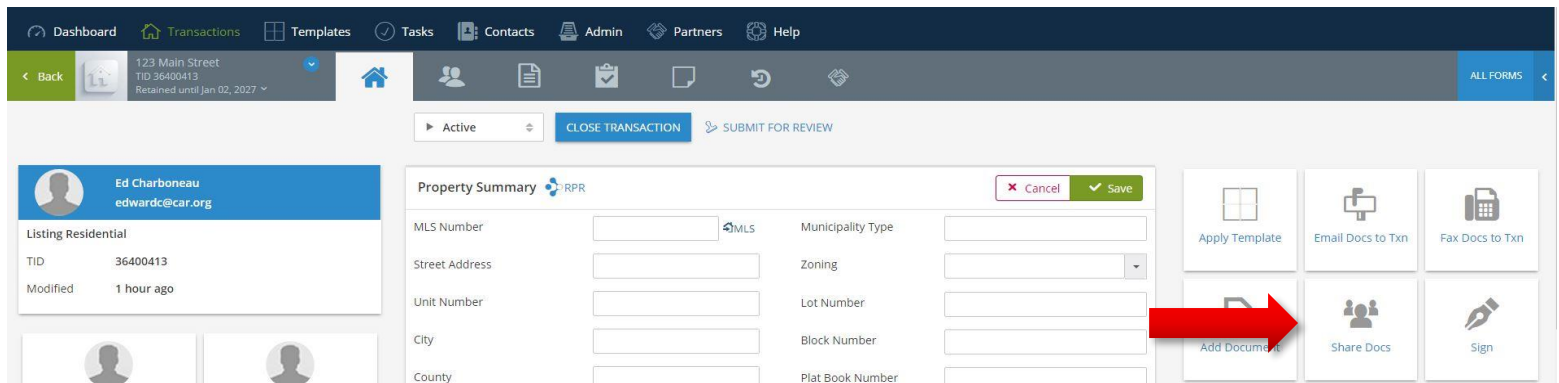


Secure Sharing, Chat, and Screen Share

Work with clients and fellow agents on transactions entirely online with zipCommunity™. Collaborate live with video, audio, or text chat. Screen sharing is also available to meet online. Screen sharing is available on Chrome and requires the zipCommunity™ Screen Share Extension to be installed.

How to Collaborate:

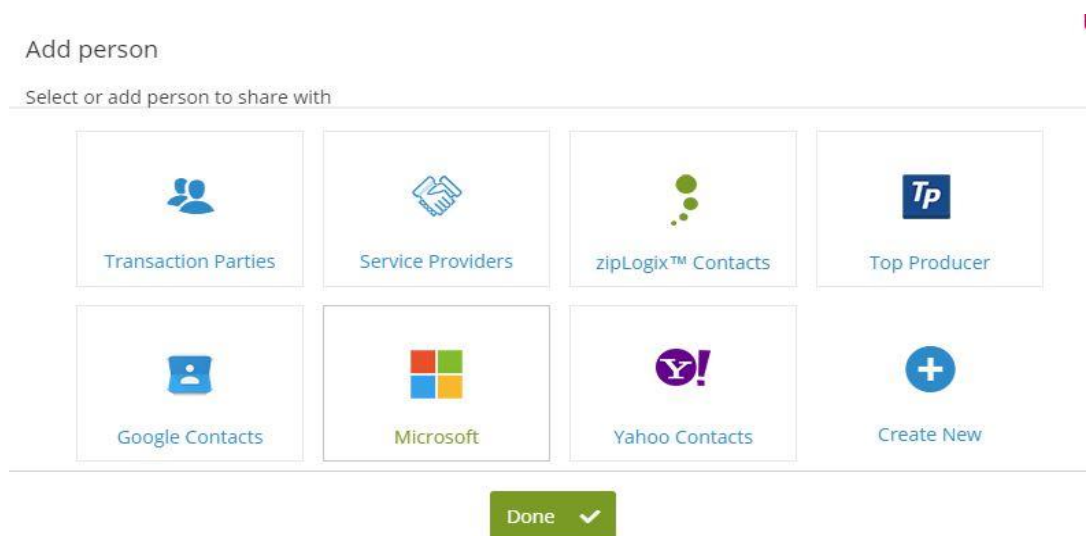
1. To share, Chat, or Screen Share Transaction forms, click on the Share Docs Quick Tool.



2. Click on **Add a person** to add a Collaborators that will have access to the Transaction File.





3. Select from the next screen, who your Collaborators will be.



4. Set how your Collaborators interact with your files.

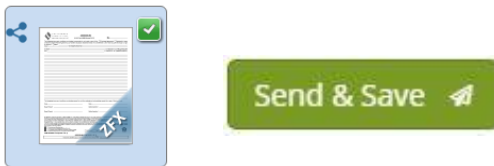
User Permissions

Set sharing permissions for **Nate Osollo**

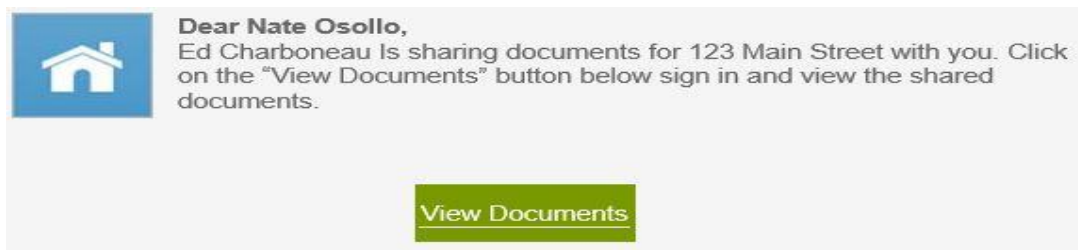
 Nate Osollo nateo@car.org	Can edit forms	<input type="checkbox"/> No
	Can upload documents	<input type="checkbox"/> No
	Can view history	<input type="checkbox"/> No
	Stop sharing date	02/03/2018 

[Close](#) [Next](#)



5. Choose which documents or files these users will have access to and click **Send & Save**.



6. Your Collaborator(s) will receive an email inviting them to the zipCommunity™ platform. They will click the button to **View Documents**.



7. New users will need to create credentials to log in to zipCommunity™. Returning users can enter credentials they have set up in the past.

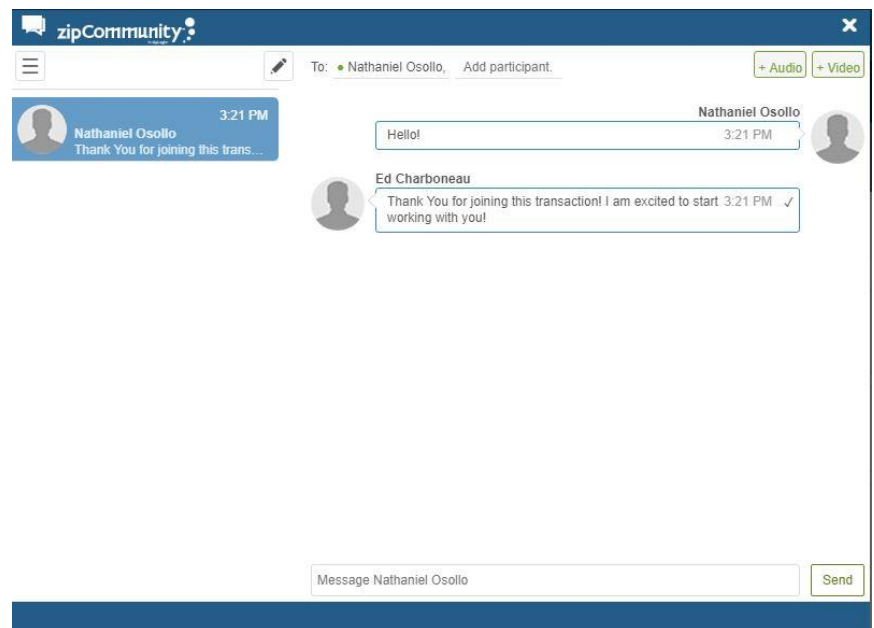
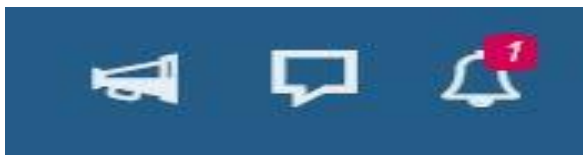
<p>Create a FREE account</p>  <ul style="list-style-type: none">Review and sign documentsVideo chatDownload documents <p>Create Account</p>	<p>Sign in to continue</p>  <p>Sign In</p>
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TIP: Current zipForm® Plus users can use the **Share Key** (included in the email invite) to collaborate from their own zipForm® Plus account. They should log in to zipForm® Plus like normal, adjust **My Transactions** to **Transactions shared with me**. Enter the code from the email invite into the **Shared Key** field to continue.



Enter Shared Key

8. After logging in, Collaborators can now edit, upload, and review information as permitted by the REALTOR®. The Collaborators can also chat, video chat, and screen share at this point.



TIP: zipCommunity™ allows users to chat, share video, and/or Audio. Once a Collaborate session has been initiated any user can chat with one another as long as the other user is logged into zipForm®.

9. When a Collaborator is done working they can click **Close** and zipForm® Plus will prompt them to notify the agent that changes have been made. Collaborators can also notify the agent without closing the Transaction file with the **Contact Agent** button.

TIP: The **Contact Agent** button will send **Notifications** to the REALTOR®: one via email and one inside the zipForm® Plus platform. Chat messages are only seen when a user is already logged in to zipForm® Plus.

Instant Messaging, Video Chat, and Screen Share

Work with clients and fellow agents on transactions entirely online with zipLogix™ Community. Collaborate live with video, audio, or text chat. Screen sharing is available on Chrome and requires the zipLogix™ Community Screen Share Extension to be installed.

1. Click on Chat



2. When the Chat window opens click on **Start a new chat**



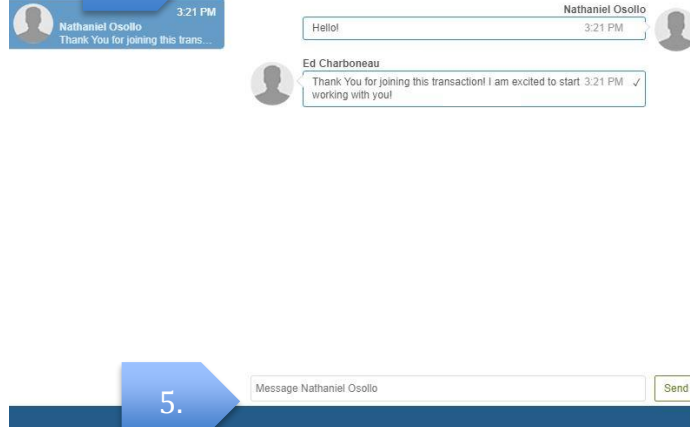
3. Enter a participant



4. Toggle between conversations

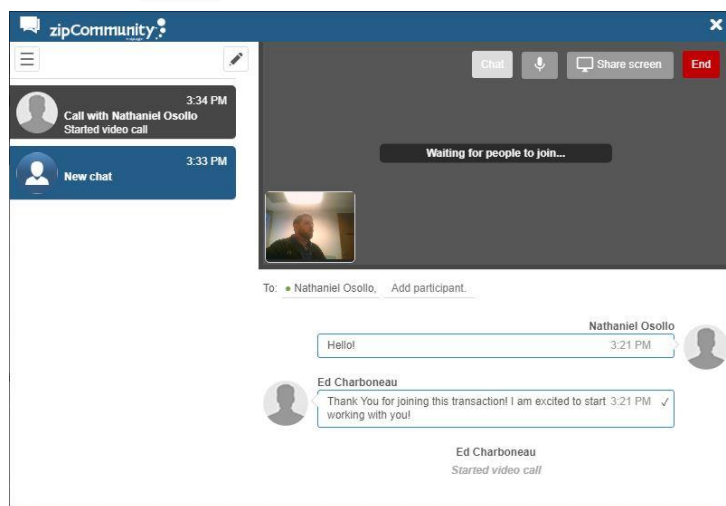


5. Type and send messages



6. Audio and Video style chats can be launched at any time

7. Video chat options allow users to view video feeds full-screen, revert to Chat, mute their microphone, Screenshare, and End the calls.



TIP: Screen sharing requires the zipCommunity™ Screen Share Extension. Click on **Add extension** when prompted.

