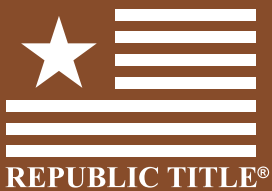


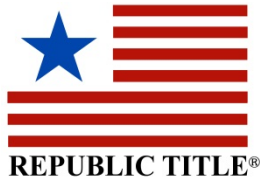


Online Contracts via zipForm[®]

*Presented by:
Republic Title of Texas, Inc.*



republictitle.com/residential-education



Online Contracts via zipForm® Student Outline

LOGGING IN & SUPPORT

- ✓ texasrealestate.com
**Use forgot password to retrieve login information.*
- ✓ zipformplus.com
**Use forgot username or forgot password to retrieve login information.*
- ✓ ntreis.net*
**To enable zipForm® Plus link in Matrix, contact zipForm technical support.*
- ✓ support.ziplogix.com or (888)318-2660, #1

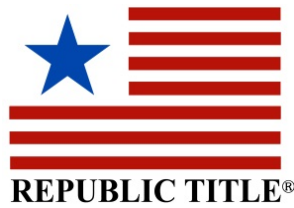
1. **ME / PROFILE & SETTINGS / SETTINGS**
2. **CREATING TEMPLATES WORKSHOP**
3. **STARTING A TRANSACTION / USE OF COVER SHEETS**
4. **INSIDE THE TRANSACTION / AN OVERVIEW**
 - MLS Connect
 - Full Screen
 - Fast Fill
 - N/A
 - Add A Doc
 - Split PDF
 - Delete / Rename Transaction
5. **E-SIGN OVERVIEW**

SAMPLE RESIDENTIAL PURCHASE TEMPLATE

- TXR Texas Association of REALTORS® Cover Sheet
- TXR #1601, 1-4 Family Residential Contract (Resale)
- TXR #1409, Intermediary Relationship Notice
- TXR #1501, Residential Buyer/Tenant Representation Agreement
- TXR #1506, General Info and Notice to a Buyer
- TXR #1901, Third Party Financing Addendum
- TXR #1903, Amendment #1, #2, #3, #4
- TXR #1905, Addendum for Reservation of Oil, Gas, and Other Minerals
- TXR #1906, Addendum for Seller's Disclosure of Info on Lead-Based Paint and Lead-Based Paint Hazards as Required by Federal Law
- TXR #1908, Addendum for Sale of Other Property by Buyer
- TXR #1909, Addendum for "Back-Up" Contract
- TXR #1910, Seller's Temporary Residential Lease
- TXR #1918, Short Sale Addendum
- TXR #1922, (A,B,C,&D) Addendum for Property Subject to Mandatory Membership in a Property Owners Association
- TXR #1924, Non-Realty Items Addendum
- TXR #1925, Buyer's Walk-Through and Acceptance Form
- TXR #1928, For Your Protection: Get a Home Inspection
- TXR #1948, Addendum Concerning Right to Terminate Due to Lender's Appraisal
- TXR #1949, Addendum for Authorizing Hydrostatic Testing
- TXR #1953, Addendum Regarding Residential Leases
- TXR #1954, Addendum Regarding Fixture Leases
- TXR #1955, Addendum Containing Notice of Obligation to Pay Improvement District Assessment
- TXR #2501, Information About Brokerage Services (Buyer/Tenant)
- TXR #2509, Information About Mineral Clauses in Contract Forms
- TXR #2511, Protect Your Family from Lead in Your Home Pamphlet
- TXR #2513, Disclosure of Relationship with Residential Service Company
- TXR #2517, Wire Fraud Warning

SAMPLE RESIDENTIAL LISTING TEMPLATE

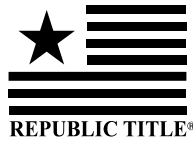
- TXR Texas Association of REALTORS® Cover Sheet
- TXR #1101, Residential Real Estate Listing Agreement Exclusive Right to Sell
- TXR #1405, Request for Information from an Owners' Association
- TXR #1406, Seller's Disclosure Notice
- TXR #1905, Addendum for Reservation of Oil, Gas, and Other Minerals
- TXR #1906, Addendum for Seller's Disclosure of Info on Lead-Based Paint and Lead-Based Paint Hazards as Required by Federal Law
- TXR #1907, T-47 Residential Real Property Affidavit
- TXR #1918, Short Sale Addendum
- TXR #1948, Addendum Concerning Right to Terminate Due to Lender's Appraisal
- TXR #1949, Addendum for Authorizing Hydrostatic Testing
- TXR #2401, Registration Agreement Between Broker and Owner
- TXR #2501, Information About Brokerage Services (Seller/Landlord)
- TXR #2509, Information About Mineral Clauses in Contract Forms
- TXR #2517, Wire Fraud Warning
- NTREIS Residential Data Input Form



Online Contracts via zipForm®

Template Creation Steps

1. Create your Residential Purchase Template.
2. Add all forms for Residential Purchase Template.
3. Open and fill out your information on the Cover Sheet (Selling Broker Info Only); Click on Save.
4. Open and Fill out the IABS Form; Click on Save.
5. Open and Fill out Page 9 of the Contract (Selling Broker Side Only); Click on Save.
6. Create your Residential Listing Template.
7. Add all forms for Residential Listing Template.
8. Open and Fill out your information on the Cover Sheet (Listing Broker Info Only); Click on Save.
9. Open and Fill out the IABS Form, Click on Save.



zipForm® Plus **FEATURE!**
by zipLogix™

IT'S HERE!
ONLINE SELLER'S DISCLOSURE!

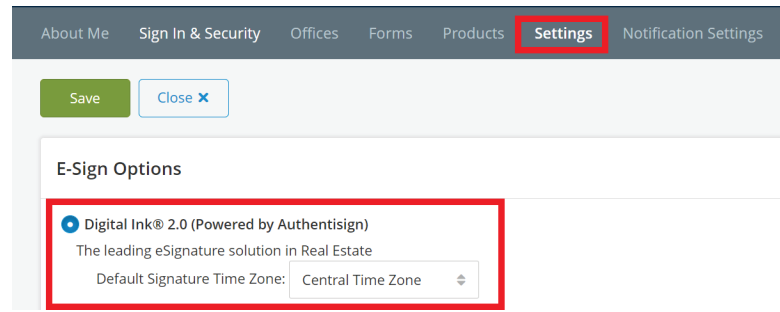
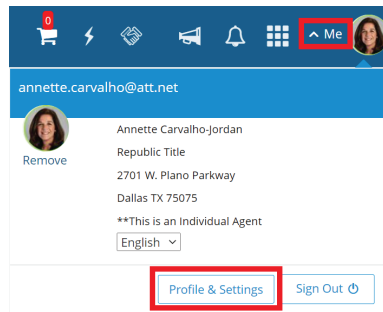
**SELLER CAN COMPLETE
SELLER'S DISCLOSURE ONLINE**

1. Send a blank seller's disclosure to your seller using zipLogix Digital Ink® or DocuSign®.
2. Seller logs in to fill out the form and adds their digital signature.

***NOTE:** Use extreme patience when loading the form.
There are many data fields which require additional load time.*



SENDING TRANSACTION DOCUMENTS FROM TRANSACTIONS USING ziplogix digital Ink FOR ELECTRONIC SIGNATURE



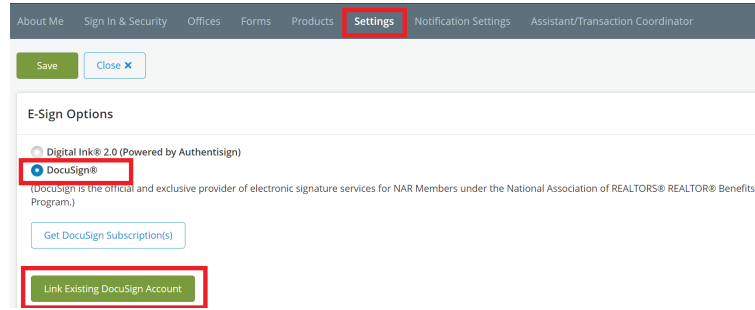
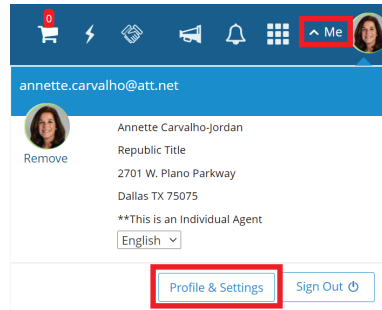
1. Log in to zipForm
2. Confirm the zipLogix™ Digital Ink® setting (Me/Profile & Settings/Settings/choose Digital Ink® 2.0/Select Time Zone/Save)
3. Click on the transaction tab. Click once to open an existing transaction or click "New" to create a new transaction
4. Click on the Documents tab (gray bar)
5. Click on the E-Sign pen
6. Click the "New" button (plus sign) to create a new signature packet
7. Select the Document(s) you want to send for electronic signature by clicking in the boxes beside the document(s). Click close when finished
8. Enter a Packet name (optional but highly recommended)
9. Digital Ink® 2.0 should be selected as your Signing Service
10. Click the green Next button (far right corner)
11. Select your parties or create new— verify that the box next to each recipient's name is checked. Add/verify the recipient's names, roles & email addresses
12. Click Close
13. Set the Signing Order if needed
14. Click the green "Next" button (far right corner)
15. Verify, add or adjust any initial or signature tags in Digital Ink® 2.0 (you are not limited to the tags populated from zipForm). Be sure to add tags to any outside PDF document(s) that you browsed for and included in step 7 above)
16. Make any necessary mark-ups, changes; add any additional tags, etc.
17. Click Next
18. Either Customize Invitation Email or Click Send Invitation

SENDING TRANSACTION DOCUMENTS FROM TRANSACTIONS USING DocuSign FOR ELECTRONIC SIGNATURE



TRANSACTIONS
zipForm Edition

USING DocuSign®



1. Log in to zipForm® Plus
2. Confirm the DocuSign® setting (Me/Profile & Settings/Settings/choose DocuSign®/Link Account (Enter your Login and Password for DocuSign®) & Click Save)
3. Click on the transaction tab. Click once to open an existing transaction or click "New" to create a new transaction
4. Click on the Documents tab (gray bar)
5. Click on the E-Sign pen
6. Click the "New" button (plus sign) to create a new signature packet
7. Select the Document(s) you want to send for electronic signature by clicking in the boxes beside the document(s)
8. Click Close
9. Enter a Packet name (optional but highly recommended)
10. DocuSign® should be selected as your Signing Service
11. Click the green Next button (far right corner)
12. Select your parties or create new – verify that the box next to each recipients name is checked. Add/verify the recipients names, roles & email addresses
13. Click Close
14. Set the Signing Order if needed
15. Click the green "Next" button (far right corner)
16. Verify, add or adjust any tags in DocuSign® (you are not limited to the tags populated from zipForm). Be sure to add tags to any outside PDF document(s) that you browsed or and included in step 8 above)
17. Make any necessary mark-ups/changes; add any additional tags, etc.
18. Click Send

REPUBLIC TITLE

locations

1 **CASTLE HILLS OFFICE**
 4400 State Highway 121, #210
 Lewisville, TX 75056
 972.418.8400
 Branch Manager: Gail Smith

2 **COMMERCIAL DIVISION**
 2626 Howell Street, 10th Floor
 Dallas, TX 75204
 214.855.8888

3 201 Main Street, Suite 1400
 Fort Worth, TX 76102
 817.877.1481

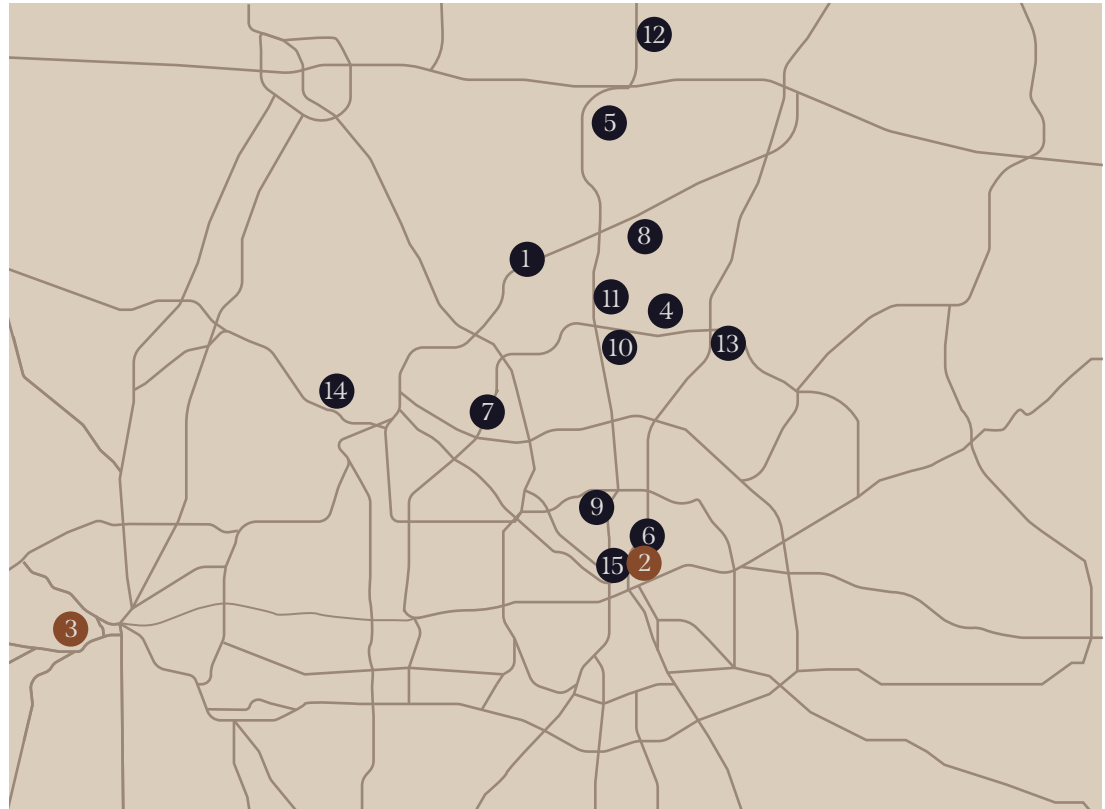
4 **CORPORATE OFFICE**
 2701 W. Plano Pwky., #100
 Plano, TX 75075
 972.578.8611

5 **FRISCO OFFICE**
 5001 Panther Creek Parkway, #100
 Frisco, TX 75033
 972.335.7844
 Branch Manager: Marilyn Hoglen

6 **LAKEWOOD OFFICE**
 6348 Gaston Avenue
 Dallas, TX 75214
 214.823.7100
 Branch Manager: Evelyn Hardwick

7 **MACARTHUR OFFICE**
 8810 N. MacArthur Blvd.
 Irving, TX 75063
 972.401.0222
 Branch Manager: Will Hodge

8 **NORTH COIT OFFICE**
 8920 Coit Road, #200
 Plano, TX 75025
 972.618.4711
 Branch Manager: Tracy Horne



9 **PARK CITIES OFFICE**
 5960 Berkshire Lane, #100
 Dallas, TX 75225
 214.521.6143
 Branch Manager: Julie Head

10 **PRESTON FRANKFORD OFFICE**
 17950 Preston Road, #70
 Dallas, TX 75252
 972.248.0971
 Branch Manager: Denise Sherwood

11 **PRESTON LEGACY OFFICE**
 7120 Preston Road, Suite 100
 Plano, TX 75024
 972.769.8355
 Branch Manager: Kelly Wald

12 **PROSPER OFFICE**
 1170 N. Preston Road, #160
 Prosper, TX 75078
 469.296.2930
 Branch Manager: Blair Meador

13 **RICHARDSON OFFICE**
 3610 Shire Blvd., #100
 Richardson, TX 75082
 972.423.8777
 Branch Manager: Melissa Nelson

14 **SOUTHLAKE OFFICE**
 550 Reserve Street, #140
 Southlake, TX 76092
 817.424.3373
 Branch Manager: Samantha Lipton

15 **TURTLE CREEK OFFICE**
 3131 Turtle Creek Blvd., #101
 Dallas, TX 75219
 214.528.8916
 Branch Manager: Selena Underwood