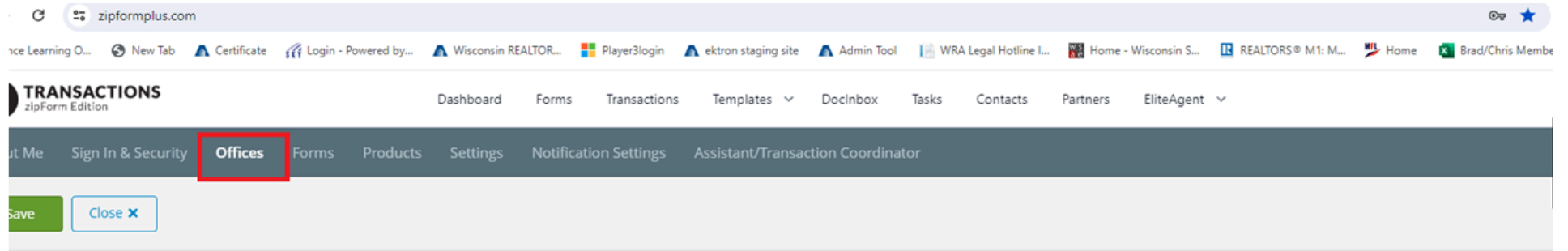


How to Change your Company Information for Transactions/ZipForms



My Company Information

Update the company information that appears on your forms below. **The updated company information will only be applied to new transactions that are created. Existing transactions will continue to reflect your old company information.**

Name	<input type="text" value="TEST 1234 CHRIS WRA"/>
Address	<input type="text" value="4801 Forest Run Rd Ste 201"/>

All information which prints on the bottom of your forms can be found in your zipForm® Plus Profile. You may also change your email address and/or username, as well as reset your password in your Profile.

Follow the steps below to access and modify your zipForm® Plus Profile:

Step 1: With zipForm® Plus opened, click on **'Me'** on the upper, right corner.

Step 2: From the drop-down menu which appears, click on View **Profile**.

Step 3: Make any necessary changes to your own Profile by visiting My Information (First/Last Name, Username, Email, Phone, Extension and Fax) and **My Company Information** (Name, Address, City, State, Zip, Phone, Toll free, and Fax).

Step 4: When finished, click the **Save** button:

Please Note: This change will only be reflected on newly created transactions. All existing transactions will reflect the information which was listed at the time of creation.

zipLogix Customer Support at 800-383-9805