

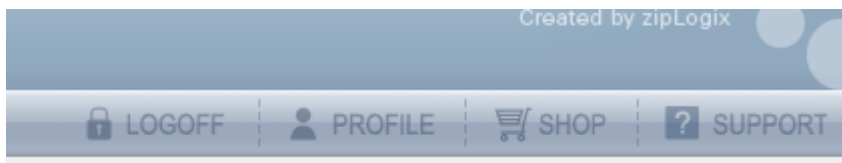
Setting Up MLS Connect

Tucson MLS has added the MLS Connect feature to ZipForm in both the Standard and Professional versions! **With this feature, you can access the property information for any listed property and have that information imported into your open transaction.**

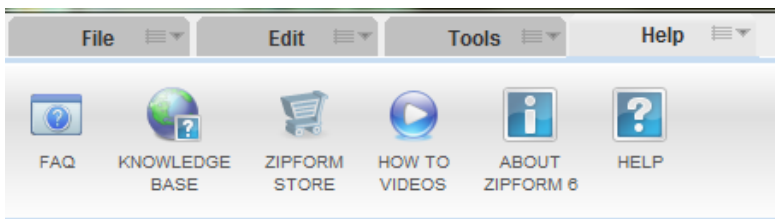
For example, let's say that you are setting up a transaction to purchase a listed property. Instead of entering all the property information manually from MLS into ZipForm, You can now have ZipForm's MLS Connect import the property information from the listing directly into ZipForm.

NOTE: If you do not currently have ZipForm set up on your computer, you may wish to register for the next **Using ZipForm** class being offered. Go to www.tucsonrealtors.org and click on Calendar of Events.

Getting MLS Connect



ZipForm Professional: Click SHOP in upper right of screen



ZipForm Standard: Click ZIPFORM STORE under the Help tab

MY PRODUCTS

PRODUCTS


zipForm 6 professional (online)	System Requirements
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zipForm 6 standard (desktop)	System Requirements
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Click on SHOP for additional products and then click Continue (there is no Promo code).



SELECT PRODUCTS




MLS Connect - Tucson MLS
\$0.00
[Learn More >>](#)

+ Add to Cart

Need zipForm® 6 Professional Edition

Select the MLS Connect-Tucson MLS product (notice that the cost is \$0.00) by clicking Add to Cart.

MY CART

1 MLS Connect - Tucson MLS	\$0.00	
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Sub Total:	\$0.00
Shipping/Handling:	
Tax:	
Total:	

>> Continue

Click Continue from cart, and continue until you reach the notice shown below.

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- I want to receive Product Support Notifications
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The total of your order is \$0.00. You will not be charged for the subscriptions listed above.
Please click Checkout Now to complete the order process.

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CURRENT ORDER						
Quantity	Item	Expiration	Unit Price	Prorated Price	Discount	Amount Charged
1	MLS Connect - Tucson MLS	05/15/2010	\$0.00	\$0.00	\$0.00	\$0.00
Item(s) Sub Total :						\$0.00
Shipping/Handling :						\$0.00
Sales Tax :						\$0.00
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Proceed to Checkout.

You can then restart the program. If you have both the Standard and Professional versions installed, MLS Connect will be in both programs.

If you experience any problems or difficulties, you can get assistance from ZipForm Support at <http://support.zipform.com/zf6/zf6support.asp>.

Continue to the next page to learn how to use MLS Connect.

Using MLS Connect

The first step would be to create a new transaction in ZipForm and (preferably) begin with a Cover Sheet.

Next, from the Tools menu, click on the MLS Connect button.

NOTE: *If you are unsure how to do this or you do not currently have ZipForm set up on your computer, you may wish to register for the next **Using ZipForm** class being offered. Go to www.tucsonrealtors.org and click on Calendar of Events.*



On the ZipForm Tools menu, click on the MLS Connect button

In the MLS Connect screen, enter your MLS User ID and Password as well as the Listing Type and MLS Listing ID#. Click Find. Then, click Import.

A screenshot of the 'MLS Connect' dialog box. The dialog is titled 'Step 1: Choose MLS' and contains the following fields: 'MLS Name' (dropdown menu with 'TAOR' selected), 'MLS User ID and Password may be case sensitive.' (text), 'MLS User ID' (text input with '40099'), and 'Password' (password input with '*****'). Below these is a section for 'Step 2: Find Property' with 'Listing Type' (dropdown menu with 'Residential' selected), 'MLS Listing ID' (text input), and a 'Find' button. At the bottom of the dialog are 'Import' and 'Cancel' buttons. A red box highlights the input fields, and a black arrow points to the 'Find' button. Another black arrow points to the 'Import' button.

You should then see the imported property and listing information added to your Cover Sheet as well as the other forms in your transaction.

