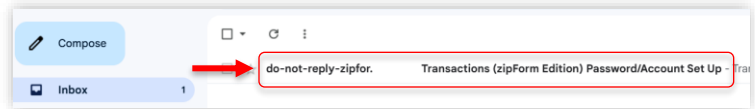


TCs and Assistants can work in users zipForm accounts when invited by the user. This guide details the features and functions available to TCs and Assistants when working inside a user's zipForm account.

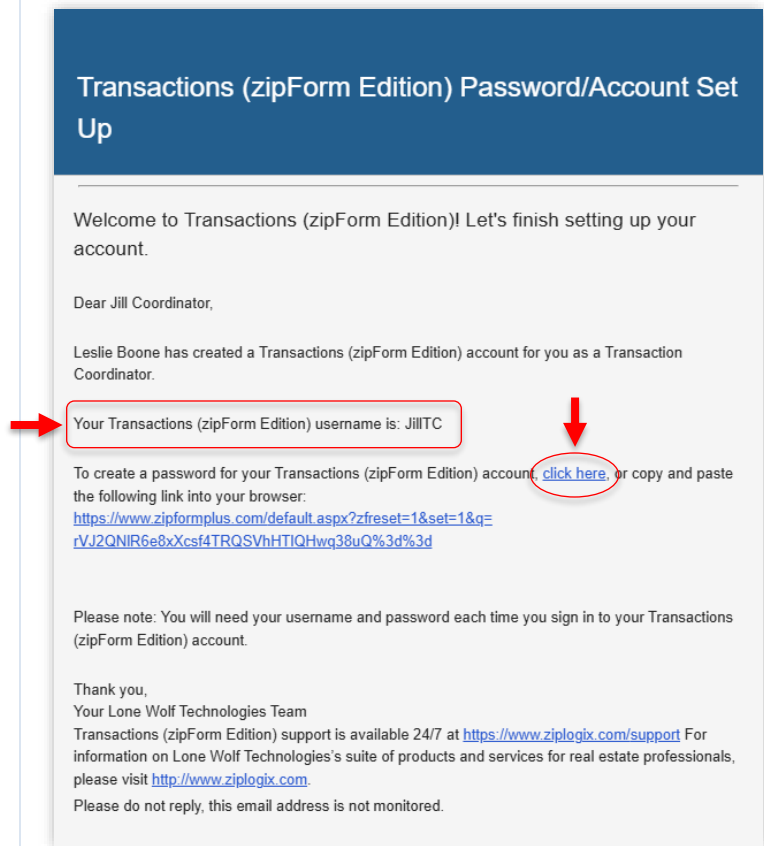
## Create Password and Login

1. In your email account, click to open the invitation sent to you by the user.

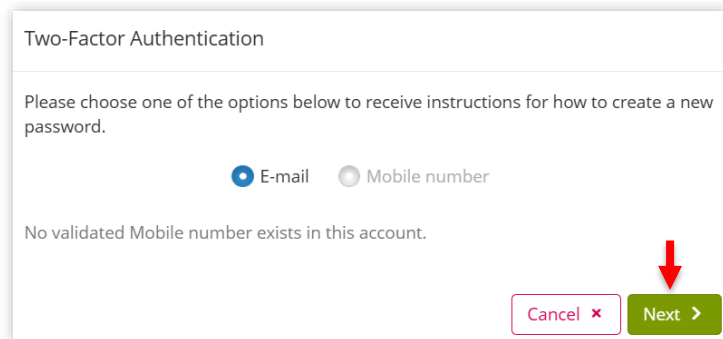


2. **IMPORTANT:** Make note of your username in the body of the email as you'll need this to log into zipForm.

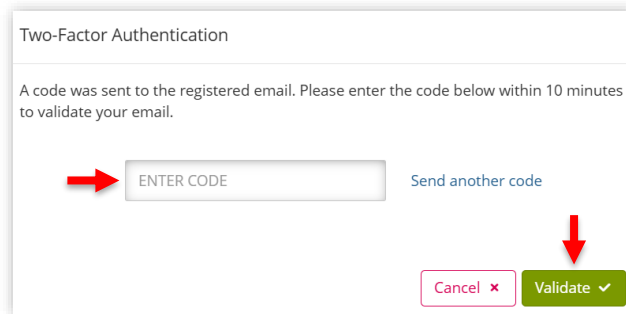
3. Click the link labeled '[click here](#)' to set your password.



4. Click [Next >](#) on the **Two-Factor Authentication** popup window to continue.



5. Type the code that you received in your email, then click **Validate** to continue.



Two-Factor Authentication

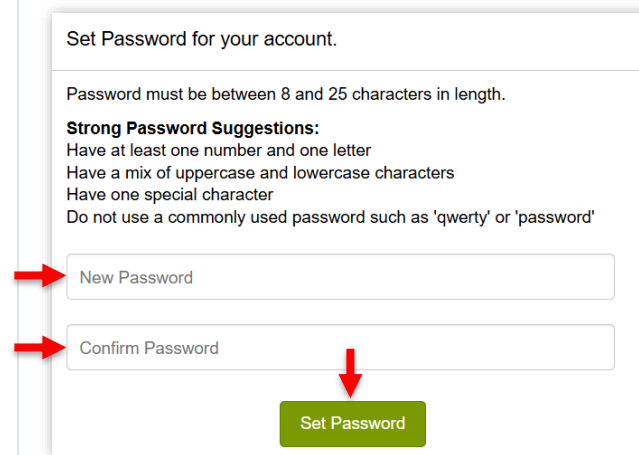
A code was sent to the registered email. Please enter the code below within 10 minutes to validate your email.

ENTER CODE Send another code

**Validate** Cancel

6. Type a password for your account then type the password a second time to confirm.

7. Click **Set Password** to set your password and proceed to the login screen.



Set Password for your account.

Password must be between 8 and 25 characters in length.

**Strong Password Suggestions:**  
 Have at least one number and one letter  
 Have a mix of uppercase and lowercase characters  
 Have one special character  
 Do not use a commonly used password such as 'qwerty' or 'password'

New Password

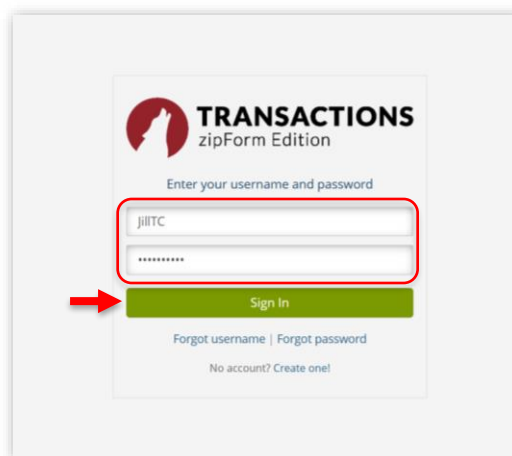
Confirm Password

**Set Password**

8. On the login screen, type your username and password.

9. Click **Sign In**.

**NOTE:** In the future, you will go to [www.zipformplus.com](http://www.zipformplus.com) to login.



TRANSACTIONS  
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Enter your username and password

jiitc

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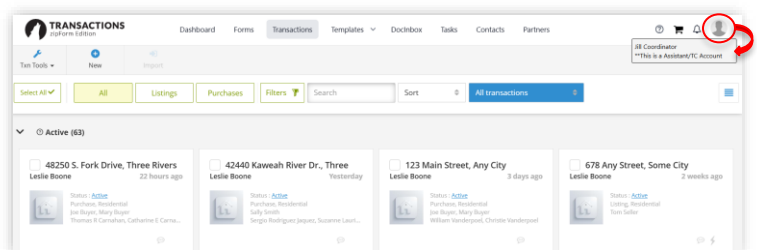
**Sign In**

Forgot username | Forgot password

No account? Create one!

You can now manage the user's transactions from your account.

**TIP:** Hover your mouse over the photo in the top right corner to view your account information.



TRANSACTIONS zipForm Edition

Dashboard Forms Transactions Templates Dockbox Tasks Contacts Partners

48250 S. Fork Drive, Three Rivers  
Leslie Boone 22 hours ago

42440 Kaweah River Dr., Three Rivers  
Leslie Boone Yesterday

123 Main Street, Any City  
Leslie Boone 3 days ago

678 Any Street, Some City  
Leslie Boone 2 weeks ago