

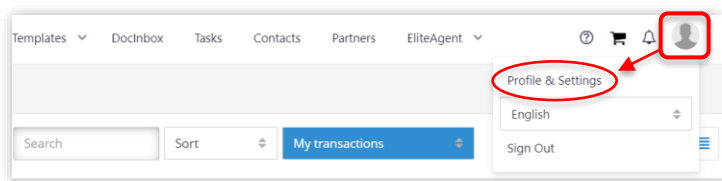
Update your company/office information in your zipForm profile when changing brokerages or moving offices within a brokerage. These steps apply only to the individual zipForm account through car.org.

Update your Office Information in your zipForm Profile

1. Login to your zipForm account through www.car.org.




2. Click the photo in the top right corner and select **Profile & Settings** from the menu.




3. Click **Offices** in the gray navigation bar at the top of the page.

4. Type/update your office information in the fields provided.

IMPORTANT: Read the message in yellow displayed across the page – the updated information will be applied *only to new transactions*. NOTE: Your office information is shown in the footer at the bottom of page 1 of real estate forms.

5. Click  in the top left corner to save your changes.

6. Click  in the top left corner to exit your profile.

