

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. Open a browser and login to your zipForm account at <u>www.car.org</u> .	\leftrightarrow \rightarrow C \simeq car.org
2. Click the photo in the top right corner and select Profile & Settings from the menu.	Templates V DocInbox Tasks Contacts Partners EliteAgent V V Profile & Settings Search Sort My transactions
3. Click Offices in the gray navigation bar at the top of the page.	About Me Sign In & Security Offices Forms Products Settings Notification Settings Assistan
4. Type/update your office information in the fields provided.	Save Close X
IMPORTANT: Read the message in yellow displayed across the page – the updated information will be applied <i>only to new</i> <i>transactions</i> . NOTE: Your office information is shown in the footer at the bottom of page 1 of real estate forms.	Wy compary information Update the company information that appears on your forms below. The updated company information will only be an continue to reflect your old company information. Name California Association of Realtors Address 525 S Virgil Avenue
5. Click Save in the top left corner to save your changes.	City Los Angeles State CA
6. Click in the top left corner to exit your profile.	Zip 90020 Phone (213) 739-8295