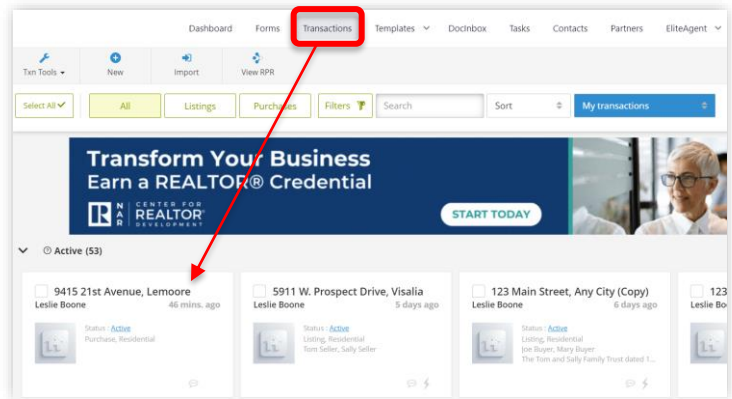


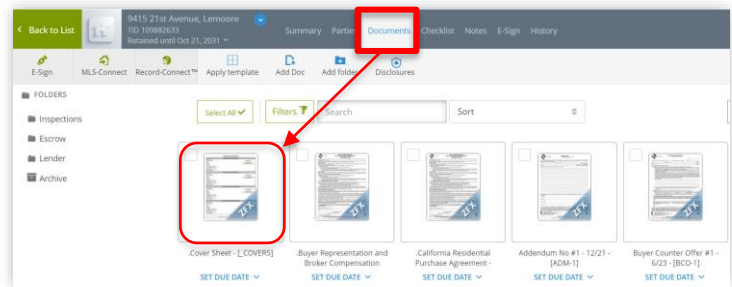
Record Connect is available inside your zipForm transaction and pulls owner and property information from public record directly into your transaction. There are multiple ways to access Record Connect inside your transaction. Follow the steps in this guide to use Record Connect inside the Form Editor in your zipForm transaction.

Using Record Connect inside the Form Editor

1. On the **Transactions** page inside your zipForm account, click to open a transaction.

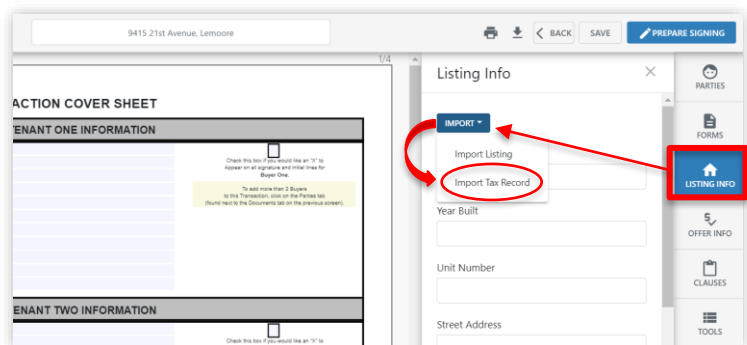


2. Click the **Documents** tab in the gray navigation bar, then click on a document to open it in the form editor.



3. Click the **Listing Info** tab on the right.
4. Click the **Import** button.
5. Select **Import Tax Record** from the dropdown menu.

NOTE: The two main pieces of data that come from Record Connect are the Seller name and the property address.



The owner of record will display at the top of the window. First, select the appropriate name combination for Seller One, then, if applicable, select the appropriate name combination for Seller Two.

6. Complete the following fields:

- **Seller One** = click to select the name combination of choice for the first owner of record.
- **Seller Two** = if applicable, click to select the name combination of choice for the second owner of record.
- **Replace existing data** = check the box if you would like the system to replace data you may have typed in certain fields with the data from public record.

7. Click **IMPORT** to import the data from public record into your transaction.

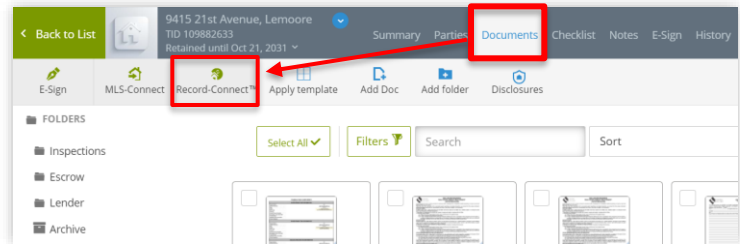
Ways to use Record Connect

1. When creating a new transaction.

You must enter a property address here for Record Connect to become active.

2. In the Summary tab inside a transaction.

3. In the **Documents** tab inside a transaction.



4. In the **Form Editor** inside a transaction.

