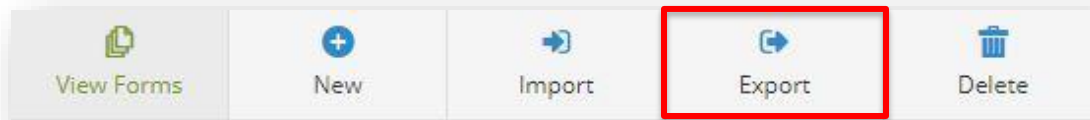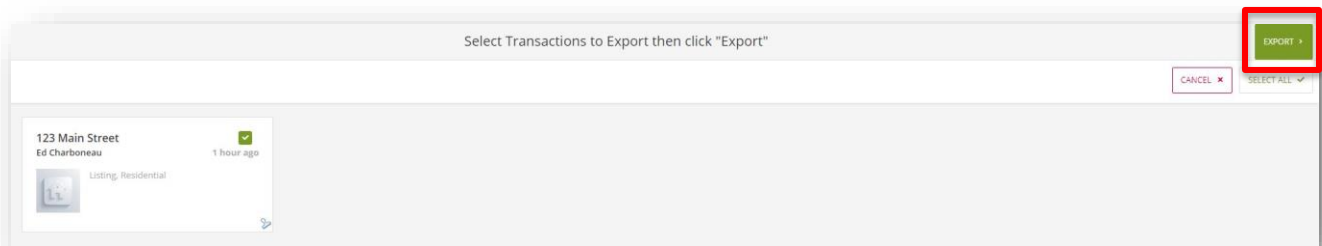**CALIFORNIA ASSOCIATION OF REALTORS®**

The Export and Import feature allows you to download and upload Transactions from zipForm® Plus accounts.

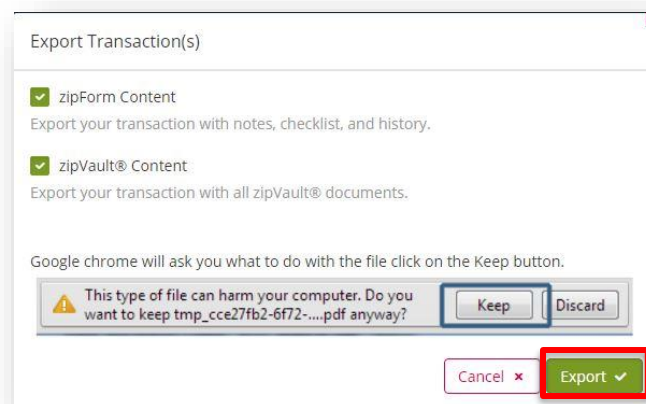- **Exporting a Transaction**
  1. To export a file from your zipForm® Plus account click on the **Export** button within the **Transaction** tab.

  2. Select the file(s) you would like to export then click the button labeled **Export.**

  3. On the Export Transaction Box, click **Export**. Leave both boxes checked to capture all file data.
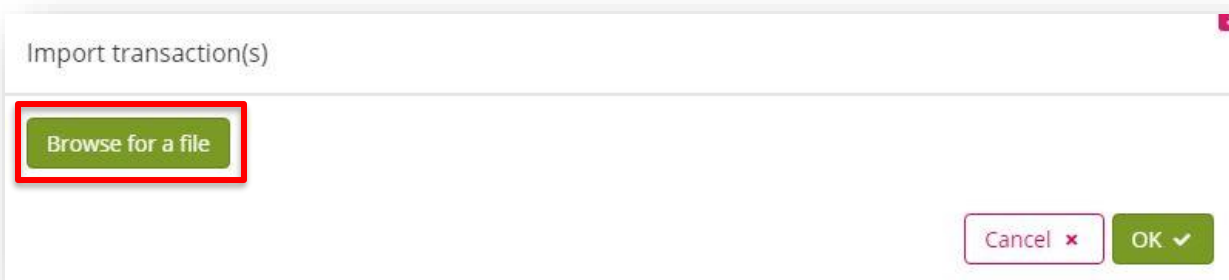

  4. You will then be prompted to Save the file. Depending on the browser you are using, Save options will appear differently Save the file to a location on your local drive to retrieve them from during the Import process.
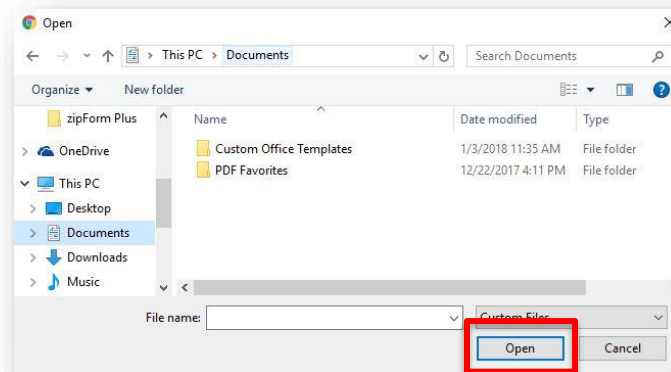
- **Importing a Transaction**
  1. To import a file from your zipForm® Plus account click on the **Import** button within the **Transactions** tab.

  2. On the Import Transaction(s) box click on the **Browse** button.

  3. Browse to the location on your machine in-which the file is located, select the file then click the **Open** button. Note: Multiple files can be imported at the same time.

  4. Click OK in the Import Transaction box. The file has now been imported into the zipForm® Plus account.