1. Log in to zipForm® Plus

2. Click on the Me Menu in the upper right, then click on Profile and Settings
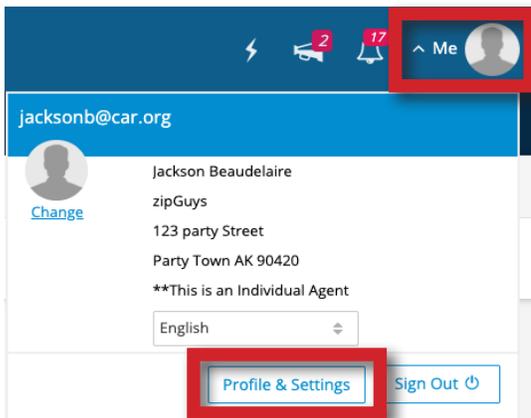
3. Make any neccesary changes to your office information and then click Save
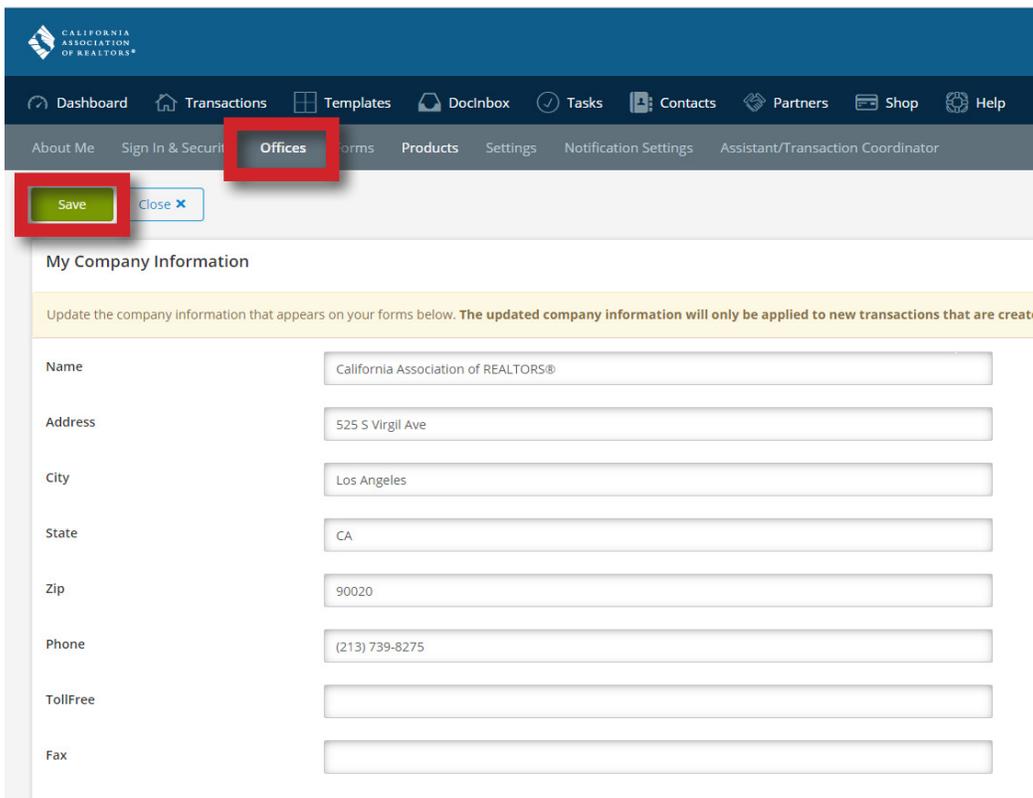
Changes made will take effect on all NEW transactions, existing transactions will not be effected.