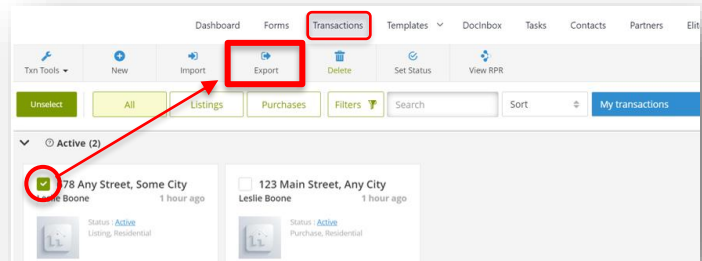


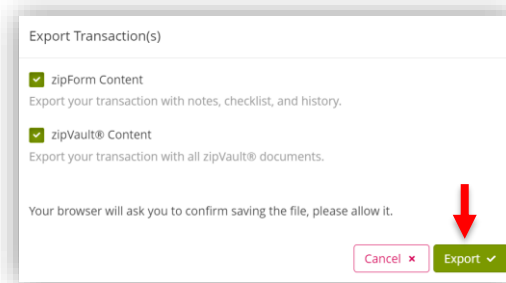
The Export and Import features allow you to download (export) and upload (import) transactions to/from zipForm accounts.

Export a Transaction

1. On the **Transactions** tab, check the box(es) for the transaction(s) you'd like to export, then click **Export** in the top toolbar.

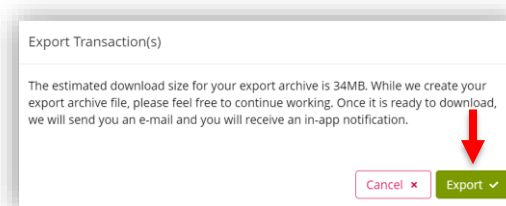
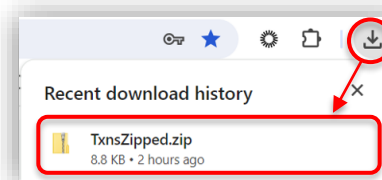
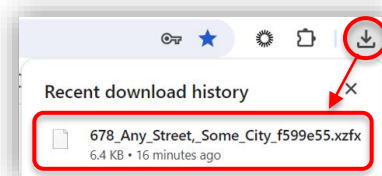


2. Click **Export** on the next popup window. Leave the checkboxes checked to capture all file data – *do not uncheck any boxes*.



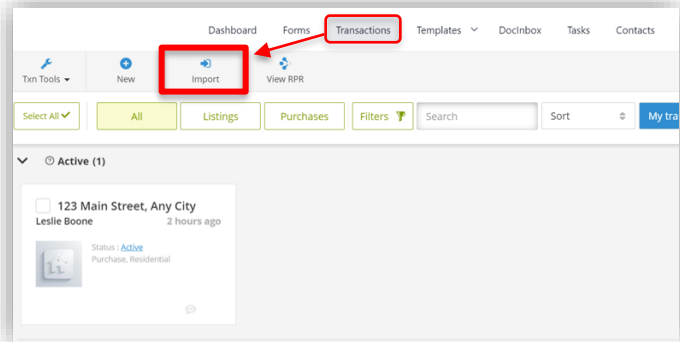
3. **One of the following three options will display**, depending on the exported file size:

- If you exported **one transaction** and the file size is small, then the file will automatically download to your browser in a .xzfz file with the transaction name.
- If you exported **multiple transactions** and the file size is small, then the files will automatically download to your browser in a .zip file with the name "TxnsZipped.zip".
- If you exported **multiple or all transactions** and the file size is large, then a popup window will display stating the estimated size of the download file. Click **Export**, and you will receive an email notification once the file is ready to download.

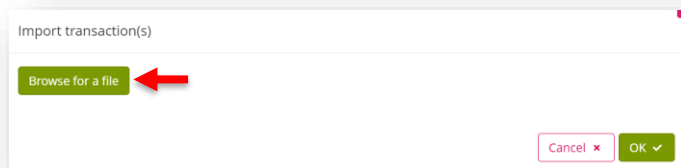


Import a Transaction

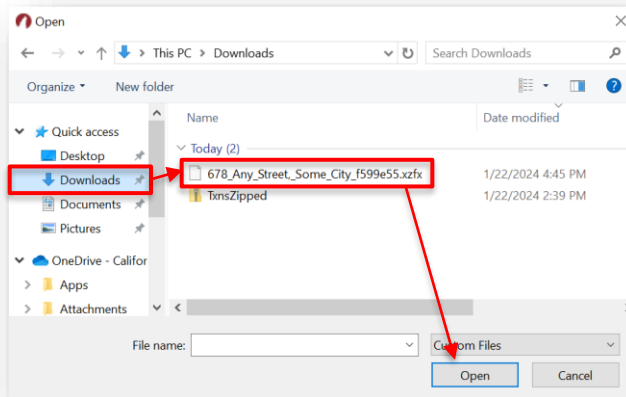
1. On the **Transactions** tab, click **Import** in the top toolbar.



2. Click **Browse for a file** on the **Import Transaction(s)** popup window.



3. Locate and select the file(s) saved on your computer and click **Open**. Multiple files can be selected/imported at the same time.



4. Click **OK** at the bottom right of the popup window to finish importing the file(s).

The imported transaction(s) will display at the top of the “Active” section in the **Transactions** tab of your zipForm account.

