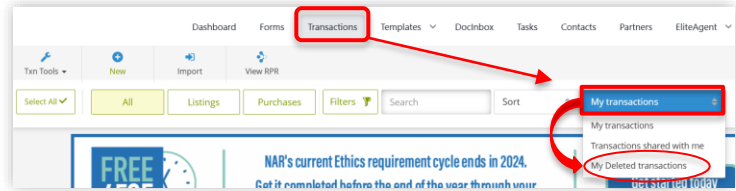


When you delete a transaction in zipForm, the system retains that transaction for 30 days, in which you have the opportunity to restore the transaction to your zipForm account. Follow the steps in this guide to restore deleted transactions to your zipForm account.

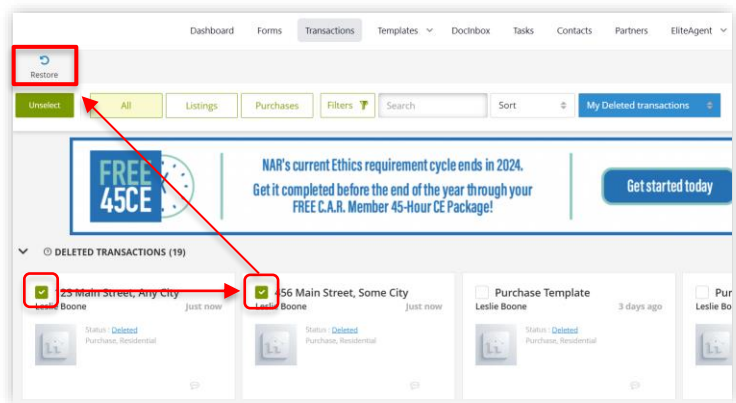
Restore Deleted Transactions

1. On the **Transactions** page in your zipForm account, click the menu labeled **My Transactions** and select **My Deleted Transactions**.

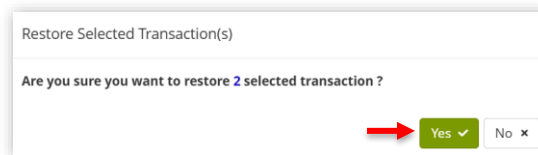


2. Check the box on one or more transactions you'd like to restore.

3. Click **Restore** in the top toolbar.

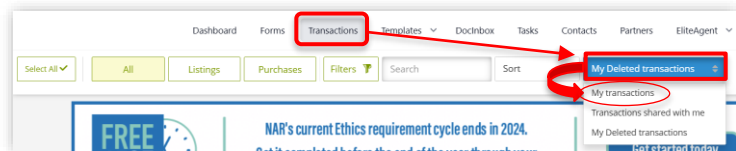


4. Click **Yes** on the popup window to confirm your selection.



The system will return you to the **Transactions** page.

5. Click the menu labeled **My Deleted Transactions** and select **My Transactions** to view the transactions in your zipForm account.



The restored transactions will display at the beginning of the **Active** section on the **Transactions** page.

