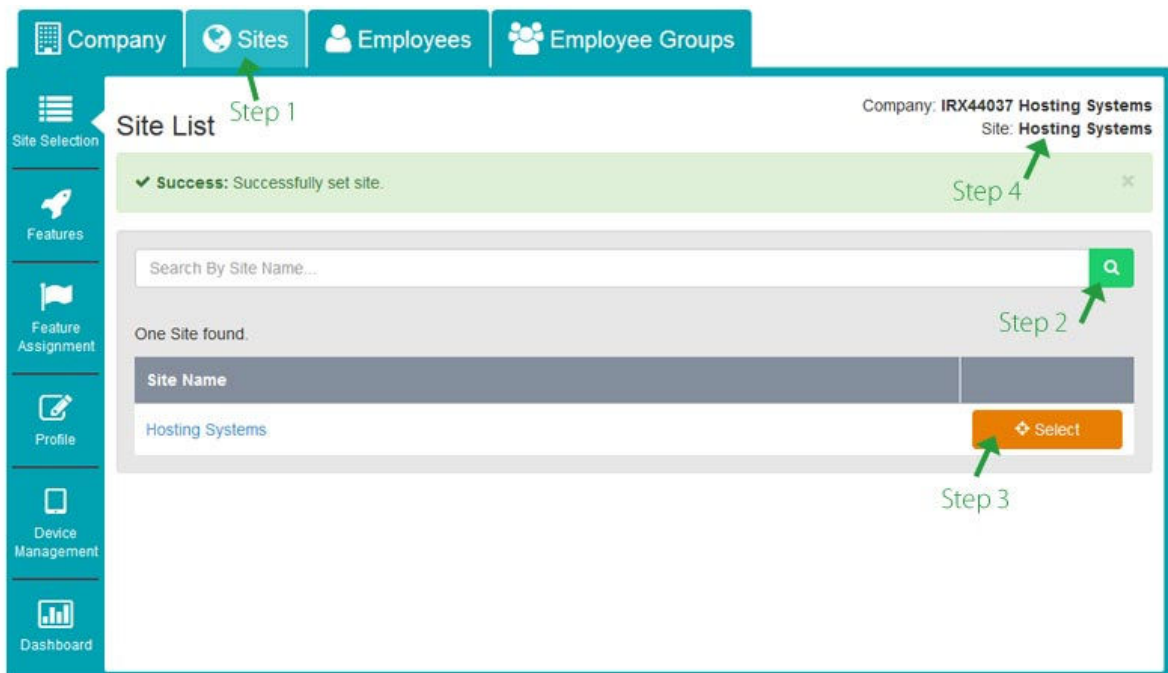


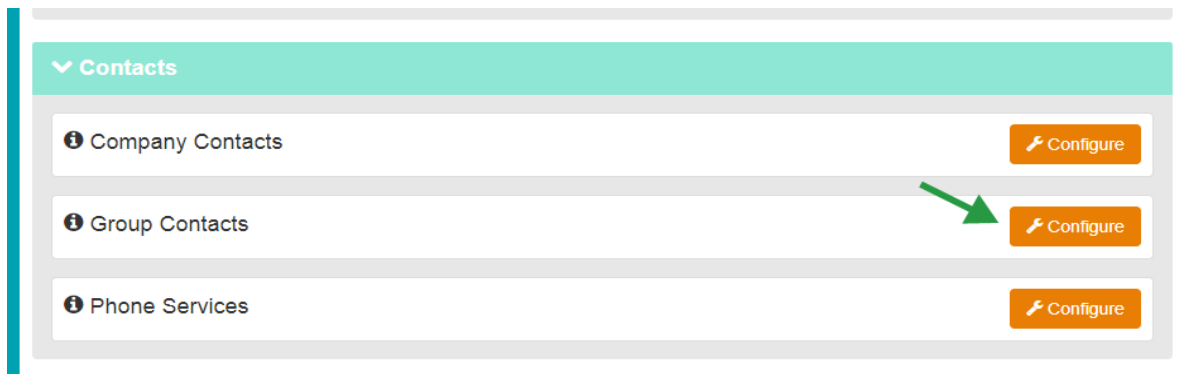
Importing Contacts

- 1) Login to the portal via the My Account link on our website
- 2) Choose the 'Sites' tab, click the Green search icon button, then click 'Select' for the site you want to configure.



The correct site selected will show in Step 4.

- 3) Choose Features on the left menu and scroll to Group Contacts and press Configure.



The system can import up to 500 contacts in a .csv format.

The csv must contain name, number for the first record and the following content should follow this format.

Remove all unusual characters before uploading and make sure you content doesn't contain blank information.

You can also manually add contacts using the green add button.

