

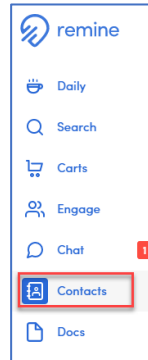
## Uploading Contacts to Remine

Contacts can be uploaded to Remine from other programs using a CSV file using the following steps.

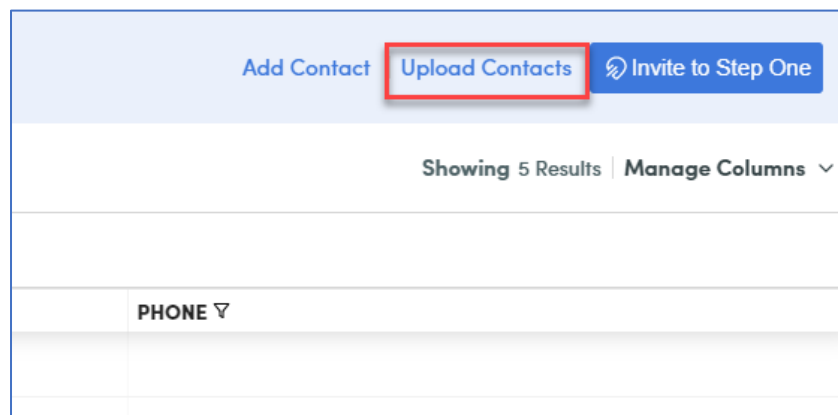
1. Download your contacts from the originating program into a CSV file including the fields shown below, with the first row being the column headers, and save it to your computer.

First Name	Last Name	Street Address	City	State	Zip	Email	Phone Number
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2. Click Contacts on the left-side menu in Remine.



3. Click Upload Contacts in the upper right corner.



4. Drag the file to the upload box or click the Choose File button to use the Browse window to navigate to the CSV file's location. If using the Browse window, click Open once the desired file is selected.
5. Place a check in the "Import" box on the left to include each column and verify that the column names are matched up correctly.
6. Click Done to complete the import.

If you have additional questions, please call Customer Care at (866) 553-3430, seven days a week.