

Save time by uploading multiple addresses at once!

Address lists can either be Microsoft Excel .xls or .xlsx files, or a comma separated value (.csv) file. Elements of the address must be placed in separate columns of the spreadsheet (i.e. first name in column A, last name in column B, etc). The street address (e.g. "123 W Main St") is placed in one column, while your city, state, and ZIP code all need to be placed in separate columns. Download a sample here. Once your file is ready, follow these steps to add it to your mailing list:

## Step 1

Go to the My Account section of the website, click on Saved Addresses, and click on the Import Addresses button.

## Step 2

Click the Choose File button and select the location of the file you would like to import. Select your file (such as mylist.csv or mylist.xls). Once it is selected, click on Continue to move to the next step.

## Step 3

You will be taken to the mapping your fields page. Here you will need to tell our system what is in your address list by mapping your columns. Using the pull-down menus on the right, select the appropriate fields in the address book that correspond to your data.

COLUMN	ROW 1	ROW 2	ADDRESS BOOK FIELD
A	Prefix	Mr.	Prefix
B	First Name	John	First Name
C	Middle	R	Middle Name
D	Last Name	Sample	Last Name
E	Suffix		Suffix
F	Title	Director of Marketing	Job Title
G	Department		Department
H	Company	AmazingMail.com	Company
I	Address 1	8300 E. Raintree Dr,	Address 1
J	Address 2	Suite 201	Address 2
K	City	Scottsdale	City
L	State	AZ	State / Province
M	Zip	85260	Do Not Map Column

## Step 4

Once all the fields are mapped accordingly, click on the Continue button. You will then be taken to an interim screen where you can download any bad addresses, add these records to an existing group, or put these records into their own group. If your list is ready to be saved, please make sure to click 'Next Step/Continue' so that your list can be saved in your address book. Once saved, you will be taken back to the main address book screen so you can review the addresses you just imported.

**Put your records into a new group here**

**Download any bad addresses here**

**Add your records to an existing group by using this option**