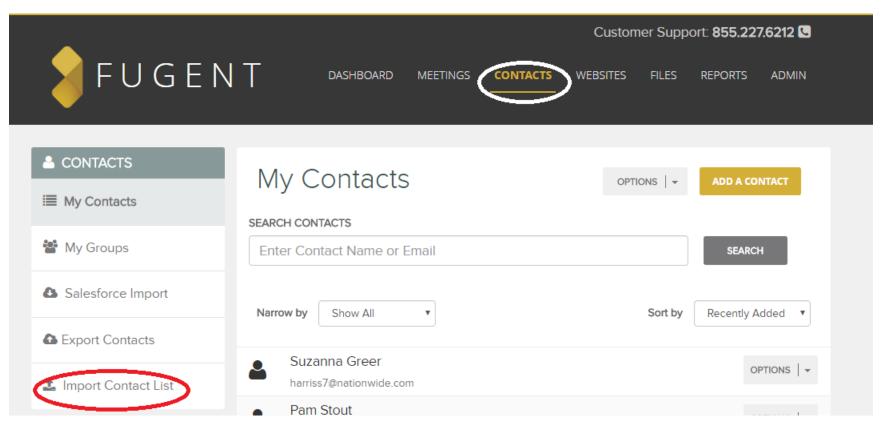
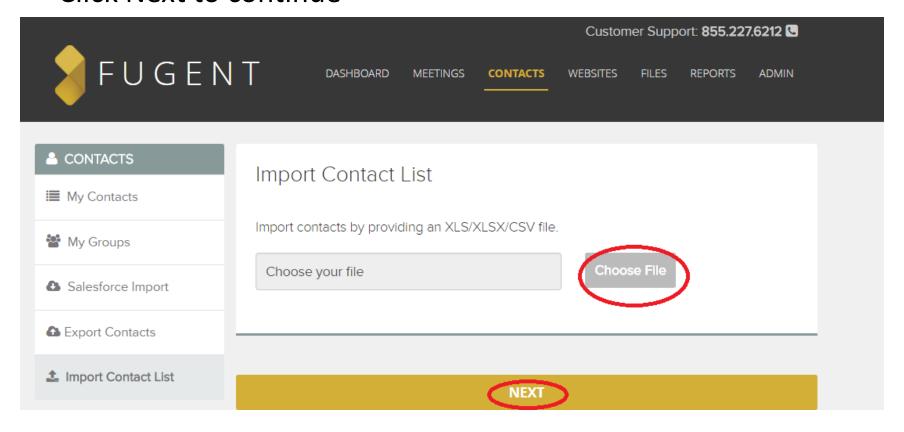


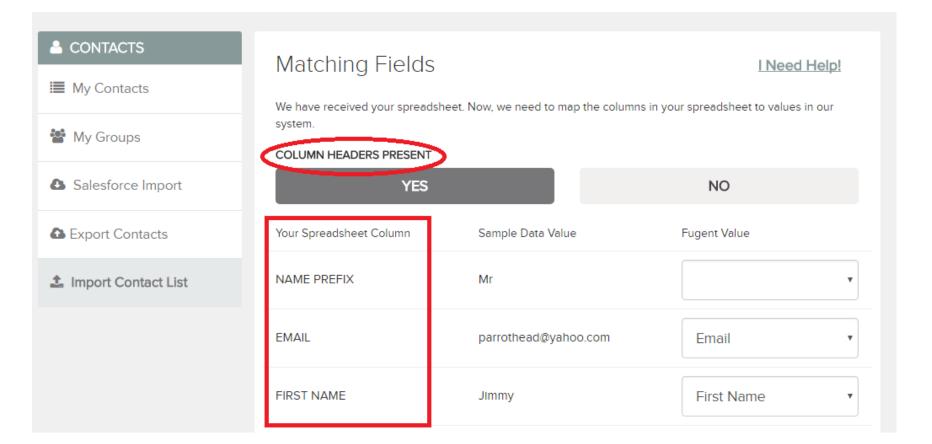
- In Fugent, go to Contacts in the top menu
- Click on Import Contact List, from the table on the left side of the screen



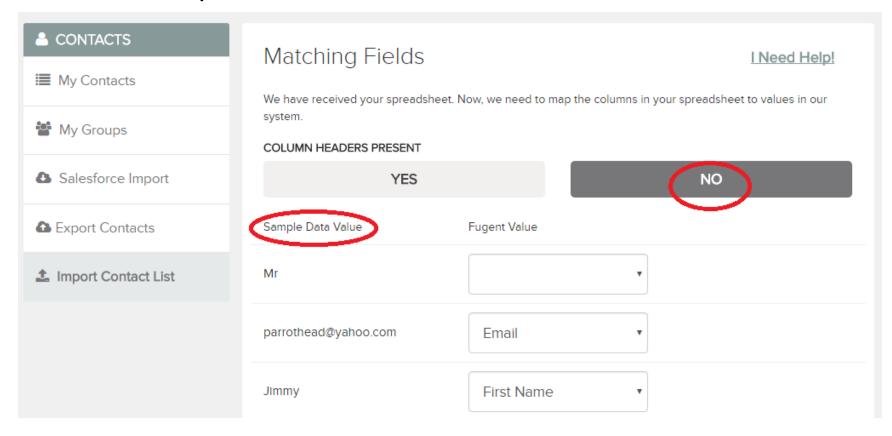
- Click Choose File button and select the spreadsheet you wish to import
- Click Next to continue



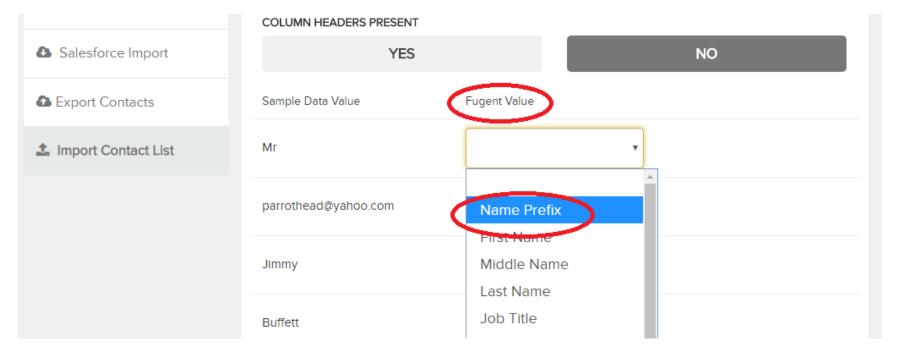
- Does your spreadsheet have column headers?
- If yes, they will be listed under Your Spreadsheet Column on the left



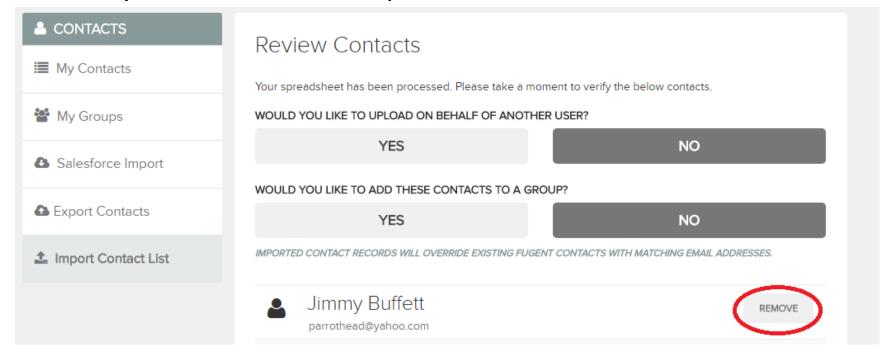
- If Column Headers are not present, select No
- The data from the first line of your spreadsheet will populate under Sample Data Value



- From the drop down box next to the Sample Data Value, select the Fugent Value that corresponds with your data
- If no Fugent Value exists, select Custom and enter a Field Value
- Once all Fugent Value's have been selected, hit Next

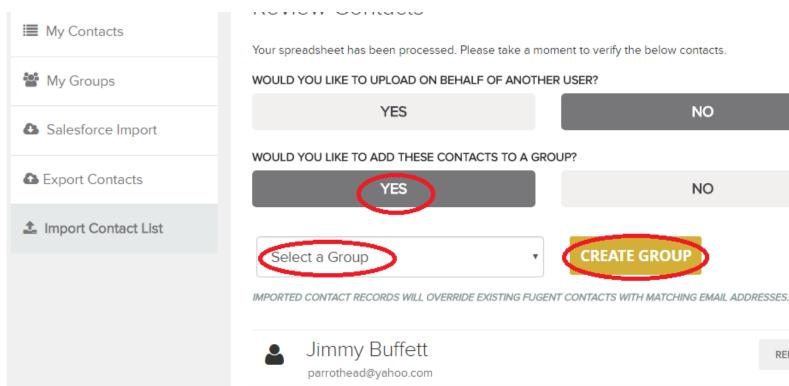


- You may have rights to be able to upload contacts for another user. If so, hit Yes to choose from a list of users that you are able to upload the list to their contacts
- You can also choose to remove certain contacts from the list that you do not wish to upload



- If you would like to add your contacts in as a group, select Yes
- You may then either select from one of your existing groups to add the contacts to or create a new group by clicking Create Group and naming it

REMOVE



- The final step is to hit Next at the bottom of the page and your contacts will be imported into your account.
- NOTE: When importing contacts, if a contact already exists with the same email address as the contact you are importing that contact will be updated to the new information being imported (i.e. if you have John Smith with an email address with sales@abcinsurance.com and you import a contact with the name of Sally Jones with an email of sales@abcinsurance.com you will no longer have John Smith as a contact in Fugent as his information will be overwritten because of identical email addresses).