



## Quick Start Guide To:

### Uploading Your Contact List to the Swiftpage Hosted Solution

This Quick Start Guide will guide you through the steps of uploading your list to the Swiftpage hosted solution.

1. Go to [www.swiftpage.com](http://www.swiftpage.com).
2. Input your account details at the top of the screen and click on Submit.
3. Once you are at the My Swiftpage screen, click on List Manager.



When you open the Swiftpage Hosted List Manager, you will see the following menu:



4. Click on the List button at the top to import your list of email contacts. You will then want to select Browse to search for your CSV file of contact names. Once you have selected your file and clicked Submit, you will be asked to map the fields in your contact list with Swiftpage's field names:

#### Import List

Your data fields must be mapped to Swiftpage Contact List fields.

Field Map: (Default)   
Save Map as:

| Original Column Name | Swiftpage Contact List Column                  |
|----------------------|--|
| Company              | Company <input type="button" value="v"/>       |
| First Name           | First Name <input type="button" value="v"/>    |
| Last Name            | Last Name <input type="button" value="v"/>     |
| Email                | Email Address <input type="button" value="v"/> |
| Phone                | Phone <input type="button" value="v"/>         |
| Address 1            | Address 1 <input type="button" value="v"/>     |
| Address 2            | Address 2 <input type="button" value="v"/>     |
| City                 | City <input type="button" value="v"/>          |
| State                | State <input type="button" value="v"/>         |
| Zip                  | ZIP Code <input type="button" value="v"/>      |

Once the mapping is complete, click Submit and your list will be uploaded.