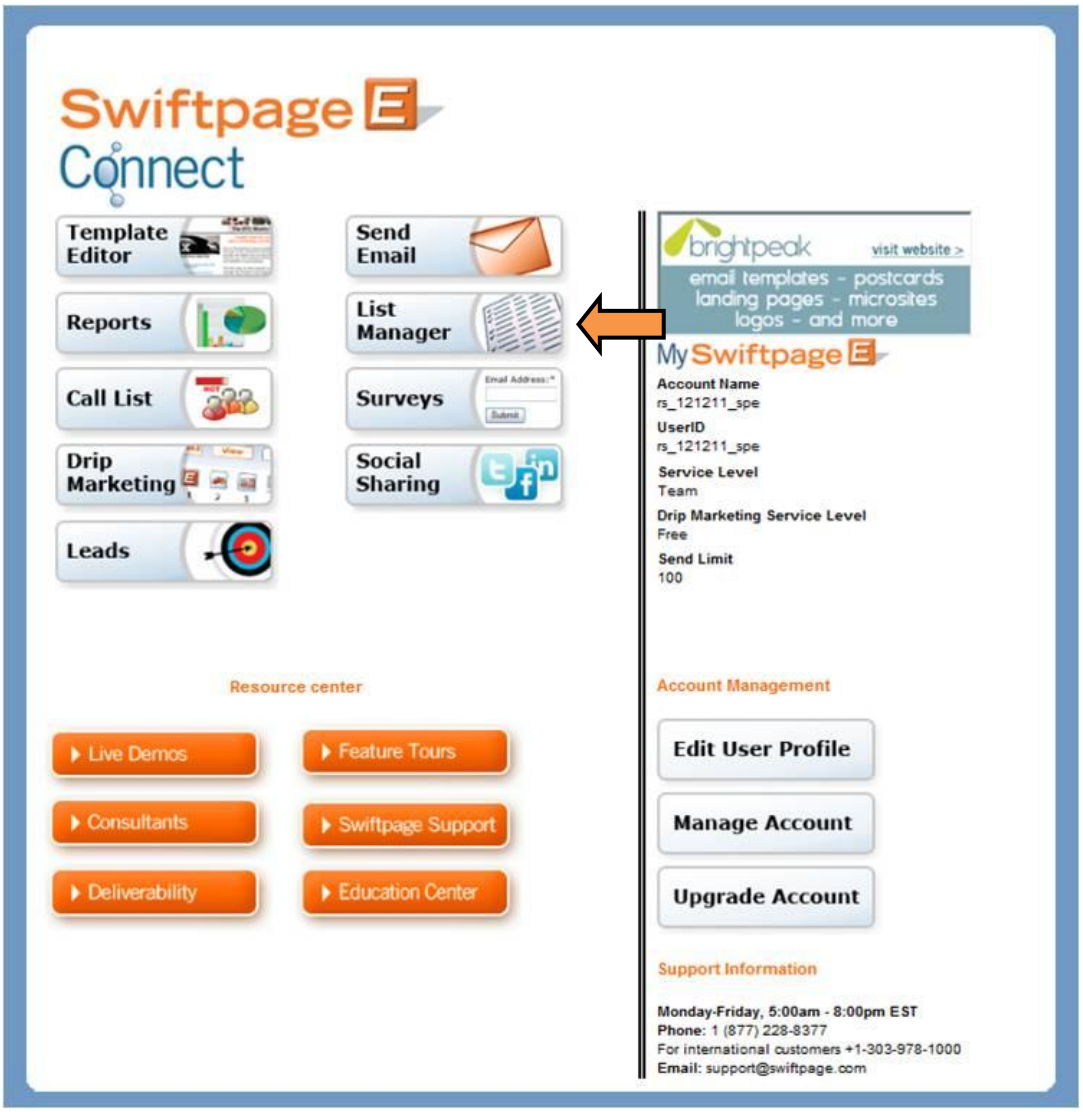
Quick Start Guide to:

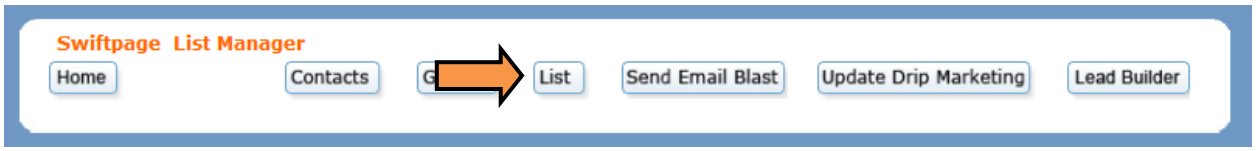
Importing Survey Responses to the List Manager

This Quick Start Guide details the steps to importing the results of a List Builder or List Updater Survey to the Swiftpage List Manager.

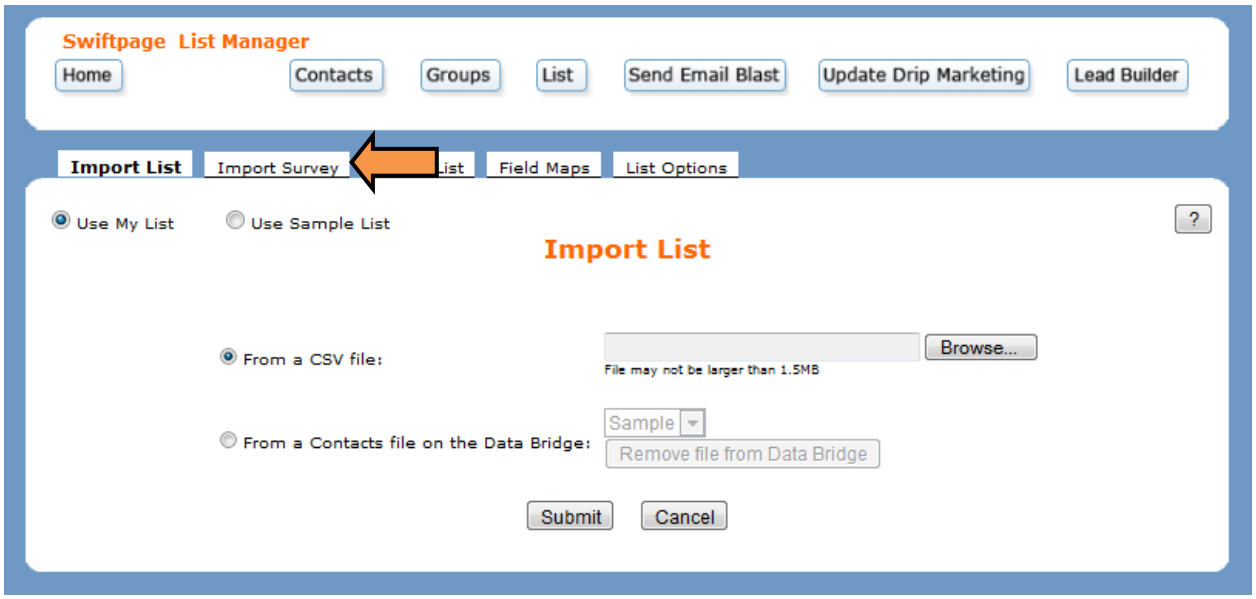
1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click List Manager.



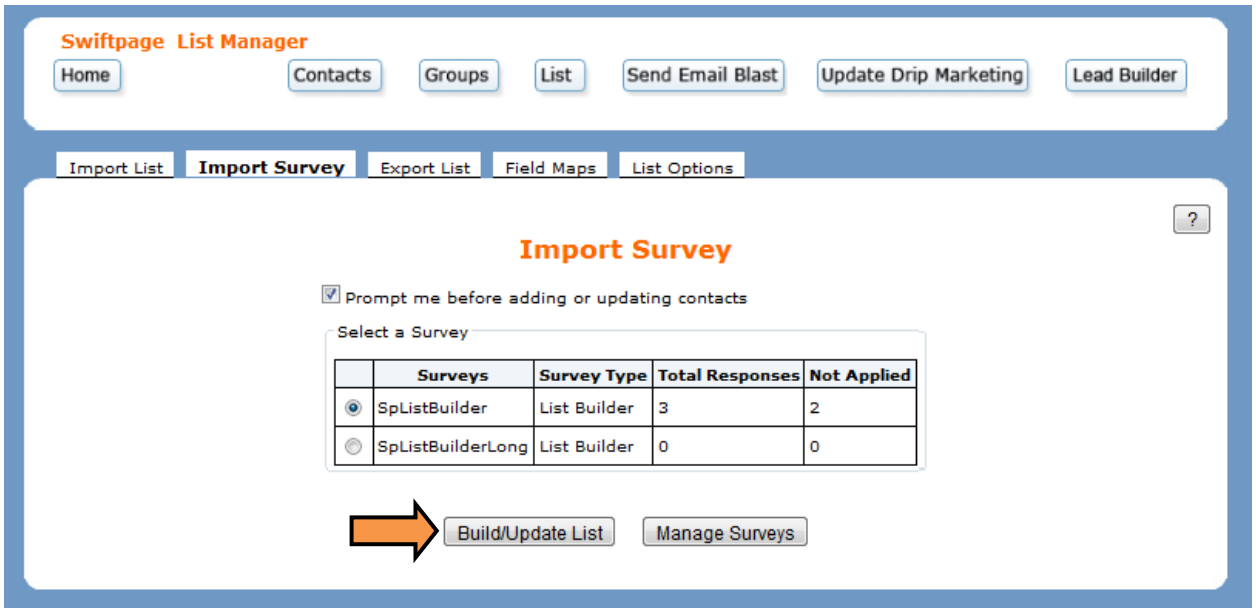
4. Click List.



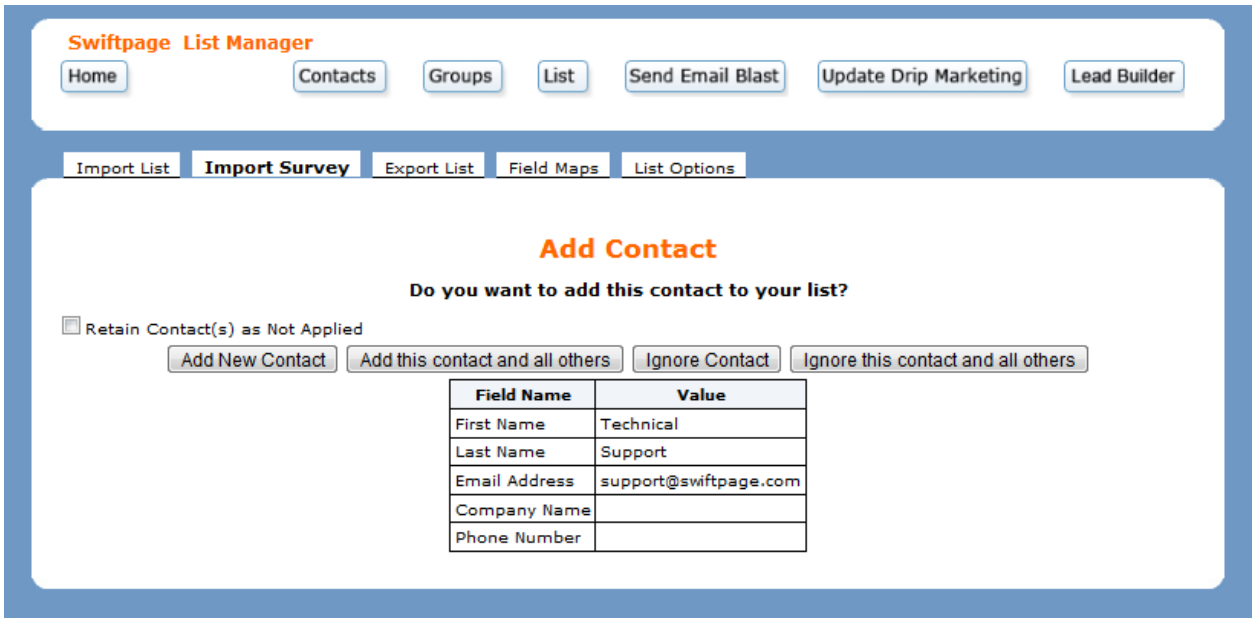
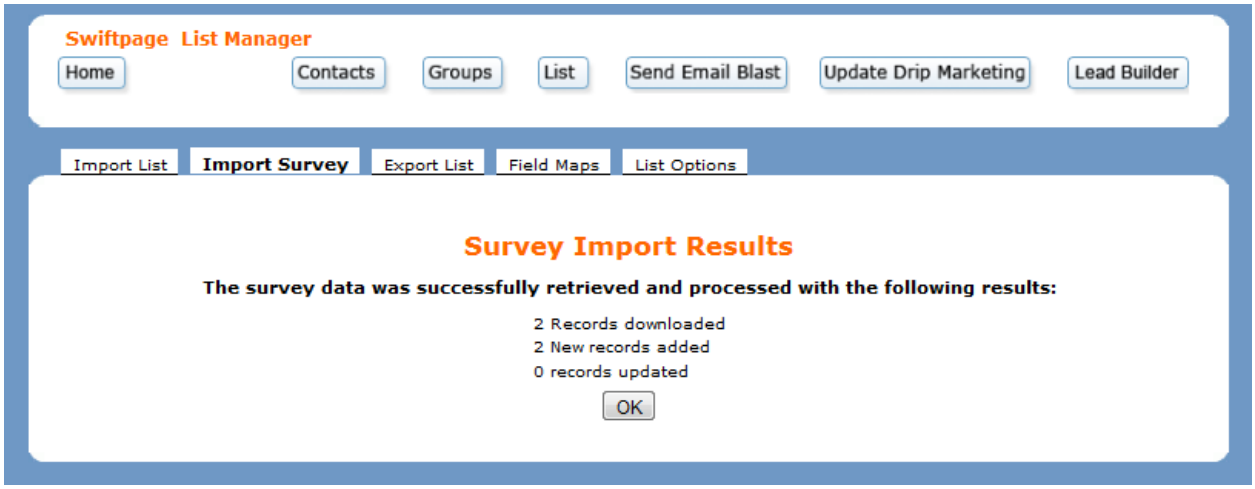
5. Click the Import Survey tab.



6. Select a Survey whose results have not yet been applied and click Build/Update List.



7. Review the Survey data. Click Add New Contact to add this contact and proceed to the next new contact entry. Click Add this contact and all others to add any new contacts without reviewing their entries. Select Ignore Contact to skip the contact and not import it to your database. Choose Ignore this contact and all others to skip the current contact as well as any other new contacts.



8. Review the results. Click OK to return to the initial Import Survey page.