



Quick Start Guide To:

Uploading Your Contact List to Swiftpage Connect

This Quick Start Guide will walk you through the steps of uploading your contact list to Swiftpage Connect.

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.

Swiftpage Connect

Template Editor | Reports | Call List | Drip Marketing | Leads

Send Email | List Manager | Surveys | Social Sharing

My Swiftpage

Account Name: rs_121211_spe
UserID: rs_121211_spe
Service Level: Team
Drip Marketing Service Level: Free
Send Limit: 100

Account Management

Edit User Profile | Manage Account | Upgrade Account

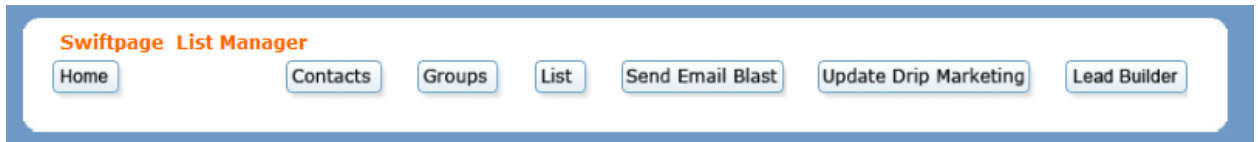
Resource center

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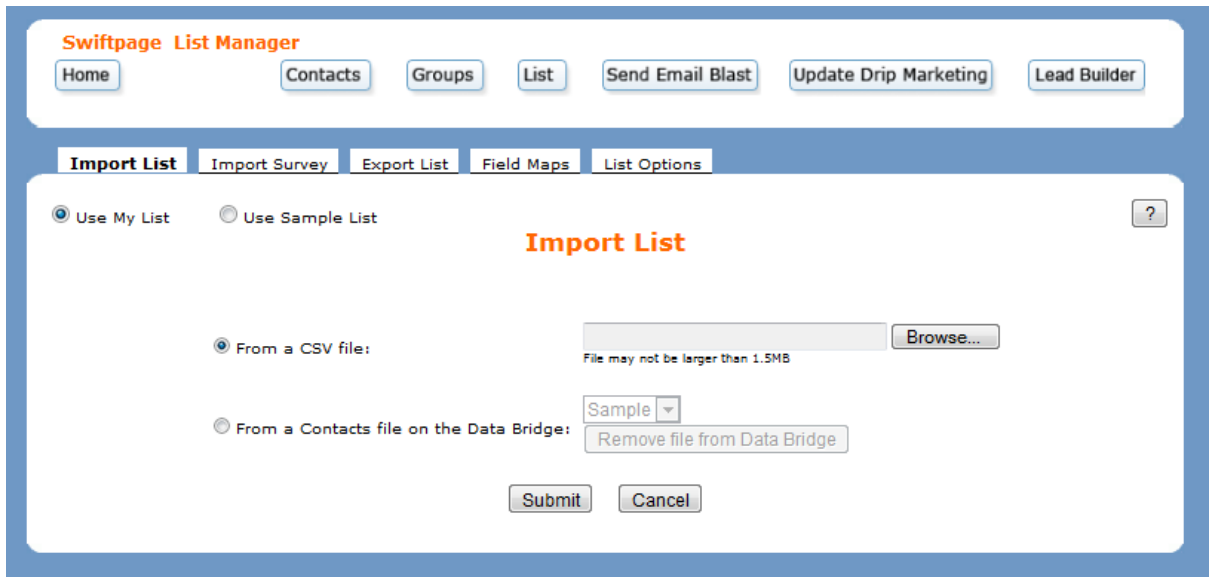
Support Information

Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

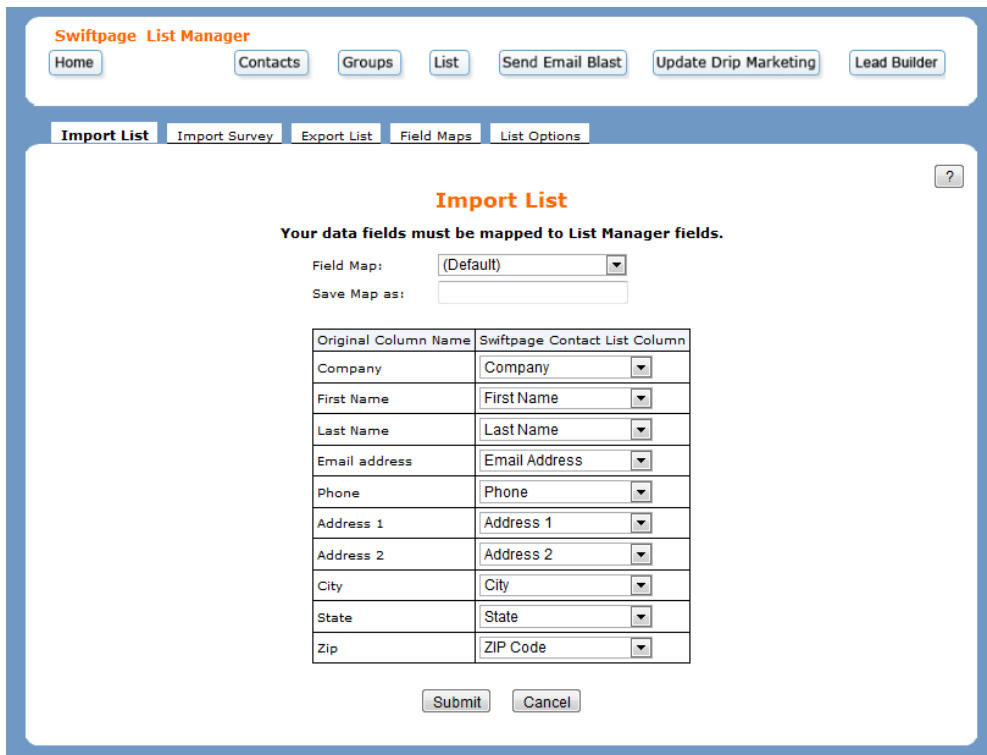
4. Click List.



5. Click Browse to select the CSV file containing your contacts. Click Submit.



6. Map the original column name from your CSV file to the Swiftpage List Manager fields. Click Submit.



- If the system detects any duplicates, the possible duplicate contact page appears. Click Ignore to ignore the warning and import the duplicate contact. Choose Replace to overwrite the preexisting data. Click Skip to retain the original contact's details and to skip importing the duplicate contact.

Possible duplicate contact

One of the contacts being imported appears to be the same as a contact already in your list.

Field Name	Existing Contact	Imported Contact
Email Address	aiverson@swiftpageemail.com	aiverson@swiftpageemail.com
First Name	Allen	Allen
Last Name	Iverson	Iverson
Title		(no import data)
Company	NBA AllStar Co.	NBA AllStar Co.
Address 1	229 Hoops Street	229 Hoops Street
Address 2	Suite 390	Suite 390
Address 3		(no import data)
City	Denver	Denver
State	CO	CO
Country		(no import data)
ZIP Code	80116	80116

- Choose how you would like to group the imported contacts. You can create a new Group by entering the Group's name, designate an existing Group to add to, select an existing Group to replace, or choose not to group the contacts. Click Submit to confirm your decision and complete the importation process.

Import Options

Your List has been imported successfully.

Step 1: Groups can be used to Send Email or Update Drip Marketing. Choose a Group option below:

Create a Group with this name:

Add to an existing Group:

Replace an existing Group:

Do not Group my Import

Step 2: An optional Tag can be added for each of your imported contacts. The tag will be added to the selected field.

Enter a Tag (optional): Add to Field: