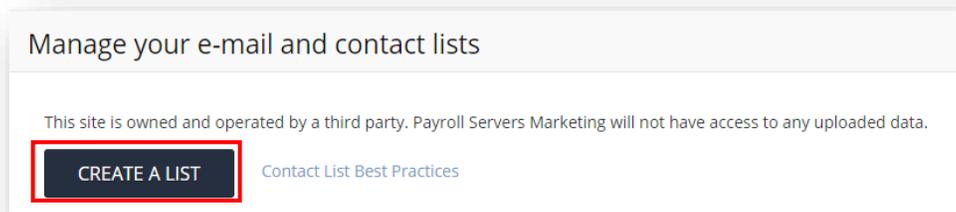


HOW TO ADD YOUR CONTACT LIST

You must create a contact list in the Payroll Servers Marketing platform prior to sending an email. You can add your contacts at any time by following these steps.

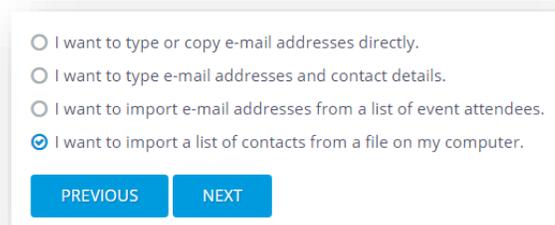
1. From the left navigation menu, click on Manage > My Contacts
2. To create a new list, click the CREATE A LIST button. To add new names to an existing list, find your contact group from the list and click to edit.



3. If this is a new list, enter the name of your contact list and click SAVE NEW CONTACT LIST to continue.
4. There are 4 ways to add contacts to a list:
 - a. Manually type in email addresses
 - b. Manually type in email addresses with some other information like Name and Company
 - c. Import names from a past event
 - d. Upload contacts using the platform template

NOTE: Make sure you are adhering to the [Anti-Spam Policy](#). Check our Contact List Best Practices for more help.

5. To use the Upload feature, select the fourth option and click NEXT to continue.



6. Download the Excel template and save to your desktop. Add any information you have, including Email Addresses and other optional information like Company and Job Title.

NOTE: Do not alter the template other than adding the required information. Deleting, moving, or adding new columns will cause an error and you may not be able to load your list.

7. Once your file is ready to load, click the Select button to find the file from your computer. Once your file is selected (you will see a green dot next to the file name above the Select button), click the UPLOAD button.

Upload contacts from a file

This site is owned and operated by a third party. Payroll Servers Marketing will not have access to any uploaded data.

[BACK TO CONTACT LISTS](#)

[Contact List Best Practices](#)

You can upload your file here.

1. You can upload your file here. If you haven't done so already, download our Recipient Upload Template.

[DOWNLOAD TEMPLATE](#)

2. Use Microsoft Excel to add your contacts. When finished, save the file to your computer.
3. Use the button below to locate the file on your computer. Click the 'Upload' button to load your contacts.

RecipientUploadTemplate.xls [Remove](#)

[PREVIOUS](#)

[UPLOAD](#)

Your upload will start to process. Depending on the size of your list the file may take several minutes to complete uploading.

Your list is now ready to use in your email campaign!