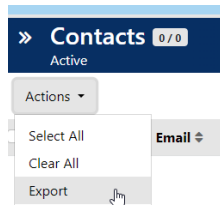


EXPORTING YOUR CONTACTS FROM MATRIX:

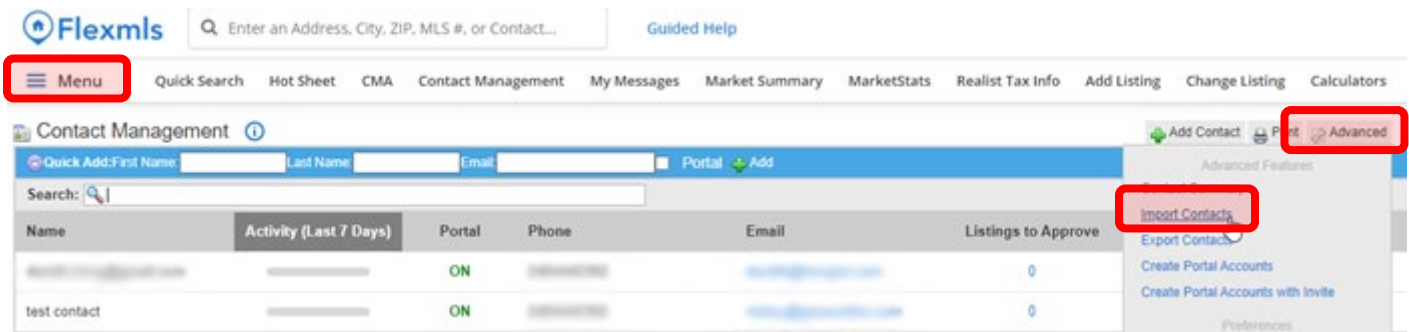
1. Go to view your saved contacts and **SELECT ALL**, and then select **EXPORT**



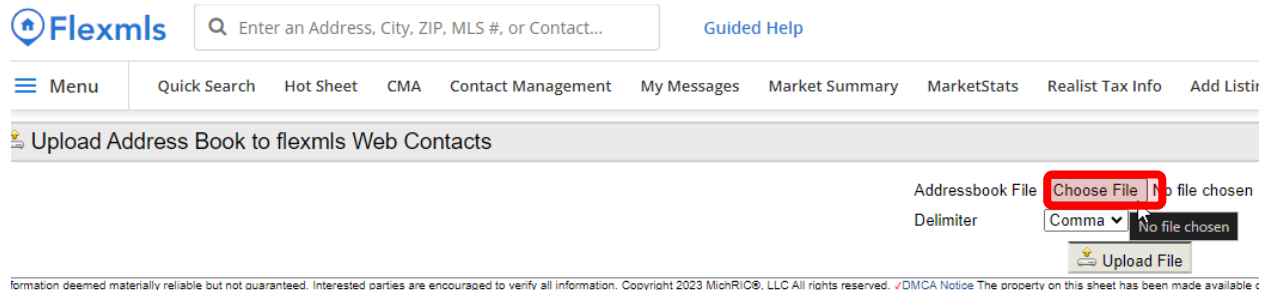
2. Matrix will download a CSV (spreadsheet) file to your computer with your contacts. **Please save this file in an easy to locate space on your computer.**

IMPORTING YOUR CONTACTS INTO FLEXMLS:

1. Access **CONTACT MANAGEMENT** from the Flexmls menu. Select **“Advanced”** button from the top right corner.

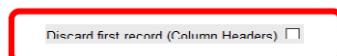


2. Within the Advanced menu, click on **Import Contacts**.
3. Click on the **“Choose File”** button to find the CSV (spreadsheet) file with your exported contacts. Keep the delimiter as **“Comma”**, then click on **“Upload File”**.



4. You will be prompted to map the contact information from the spreadsheet to the correct contact record fields within *Ensure that the option **“Discard first record (Column Headers)”** is checked, and then use the settings below:

(this example assumes that there are phone numbers on the exported contact records. If you DID NOT add phone numbers to your Matrix contacts, Import Field #4 will not appear on your screen)



Field #	Imported Values	Maps To
Import Field #1	name_last Doe	Contact Last Name
Import Field #2	name_first John	Contact First Name
Import Field #3	email1 johndoematrix@mailinator.com	Email
Import Field #4	telephone_home 9545551212	Primary Phone