EXPORTING YOUR CONTACTS FROM PARAGON:

1. Click on **Contacts**, then select **View/Manage Contacts**, and select **Export.**

2. Choose **All Contacts** and **Comma Separated Values (.csv)** in Export Options

3. The file will open in a spreadsheet where you are able to **SAVE AS**, give it a name you will remember and be sure to save it in an easily accessible location on your computer, and ensure the format is a .csv format.
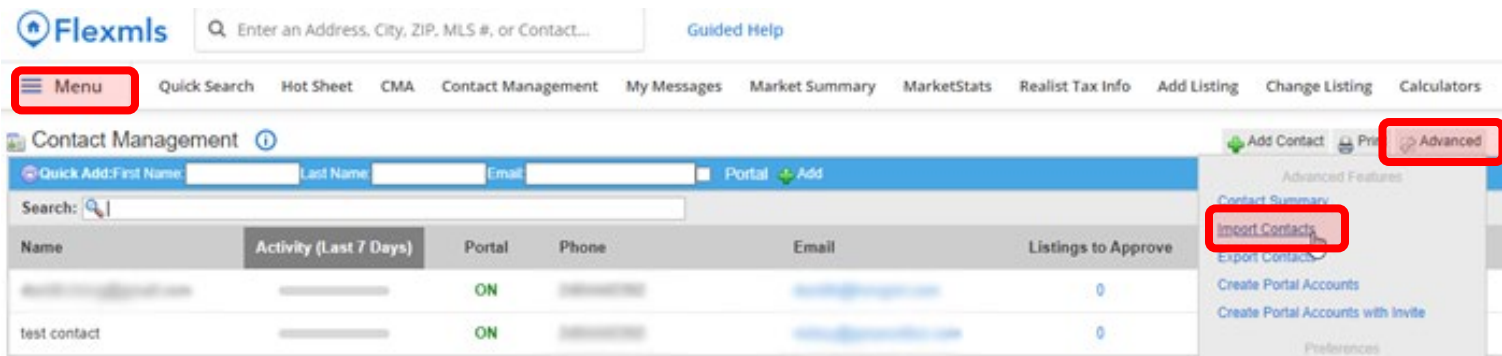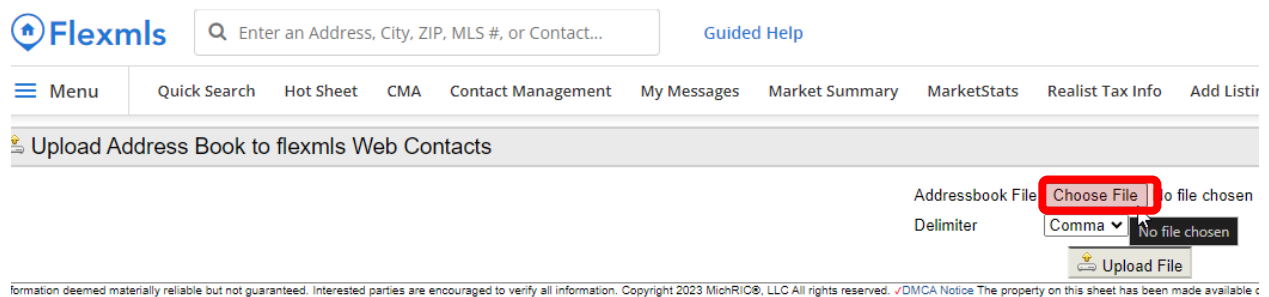
IMPORTING YOUR CONTACTS INTO FLEXMLS:

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)