

Export Instructions

for

Top Producer[®]

Applies for 8i or 7i

Let's Get Started!

- Select "Contacts" tab - in drop down, "Search for Contacts"
- Leave Search fields blank
- Scroll to bottom of page, select "Search"
- Check to Select All Contacts.
- At the bottom of the page, select "Export Contacts"
- Select "Key Details" – "Export"
- File will download into an Excel CSV File.

You are ready to send out your Home Owners Network Memberships!

Forward CSV files to hkuhn@referralgenie.net.

