

Export Instructions

for



Export Unavailable for Business Suite Account

Let's Get Started!

- On your eEdge Control Panel, select "View Contacts"
- Hover over the "Contacts" tab at the top
- Select "Import/Export"
- Select "Export Contacts" tab
- Change "Contact Status" from "Cold" to "All"
- Select a Contact Group. To export All Contacts, leave ALL boxes unchecked. This will export Grouped and Ungrouped Contacts.
- Select "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.



A Whole New Way to Generate Real Estate
Agent Referrals