

HOW TO IMPORT YOUR CONTACT DATA TO EIMMIGRATION

We can import your CONTACT data from INSZoom, Time & Matter, Immigration Tracker, and other data sources to EIMMIGRATION provided that you make your CONTACT records available in the format of “Contact_Records.xls” file.

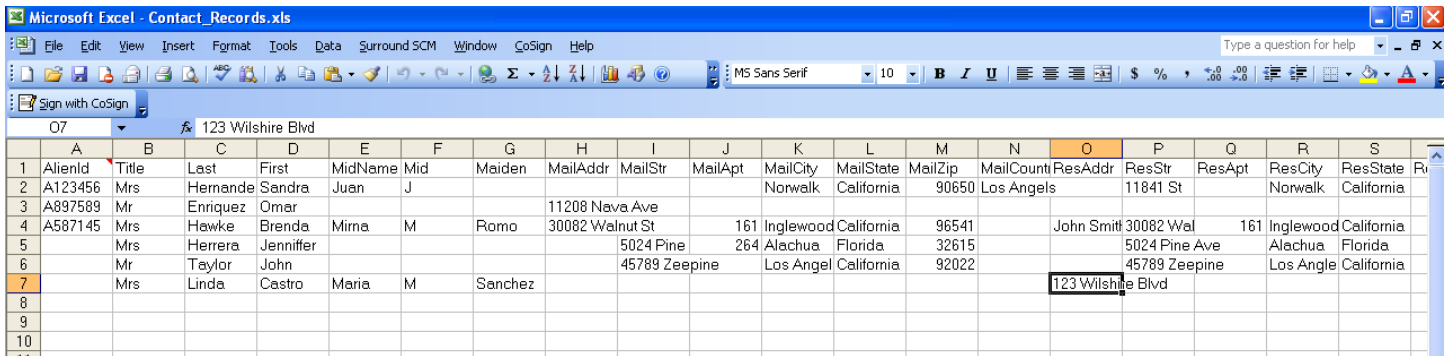
They are two (2) methods to make your CONTACT records available in the format of “Contact_Records.xls”. They are: Export your data to the format of “Contact_Records.xls” or manually enter the data onto the “Contact_Record.xls” file.

Export your data to the format of Contact_Records.xls

1) You will need to export your data to the format of **Contact_Records.xls** file. If you are not sure how to perform this process please contact your software provider for instructions such as INSZoom, Time & Matter, Immigration Tracker or other software provider.

Manually enter the data on the Contact_Record.xls file.

2) Manually enter the data onto the **Contact_Records.xls** file. Please see below example of how the Contact_Record.xls file should look like.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	Pu
1	AlienId	Title	Last	First	MidName	Mid	Maiden	MailAddr	MailStr	MailApt	MailCity	MailState	MailZip	MailCount	ResAddr	ResStr	ResApt	ResCity	ResState	Pu
2	A123456	Mrs	Hernande	Sandra	Juan	J					Norwalk	California	90650	Los Angels		11841 St		Norwalk	California	
3	A897589	Mr	Enriquez	Omar				11208 Nava Ave												
4	A587145	Mrs	Hawke	Brenda	Mirna	M	Romo	30082 Walnut St	161	Inglewood	California	96541		John Smith	30082 Wal	161	Inglewood	California		
5		Mrs	Herrera	Jennifer				5024 Pine	264	Alachua	Florida	32615			5024 Pine Ave			Alachua	Florida	
6		Mr	Taylor	John				45789 Zeepine		Los Angel	California	92022			45789 Zeepine			Los Angle	California	
7		Mrs	Linda	Castro	Maria	M	Sanchez								123 Wilshire Blvd					
8																				
9																				
10																				
..																				

We also provide you with the schema of “Contact_Record.xls” in order to better explain its contents (field name, field size and field type). Please visit the following link for details:

Contact_Record.xls template – click below to download

http://www.cerenade.com/eimmigration/Contact_Records.xls

Schema for Contact_Record.xls – click below to download

http://www.cerenade.com/eimmigration/Contact_Schema.xls