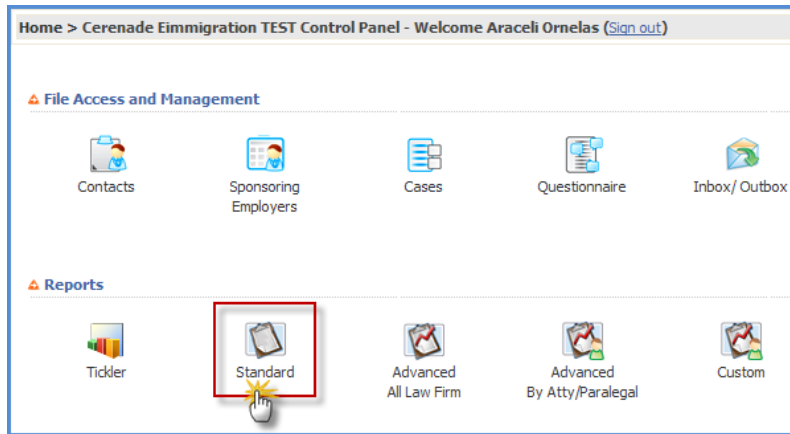
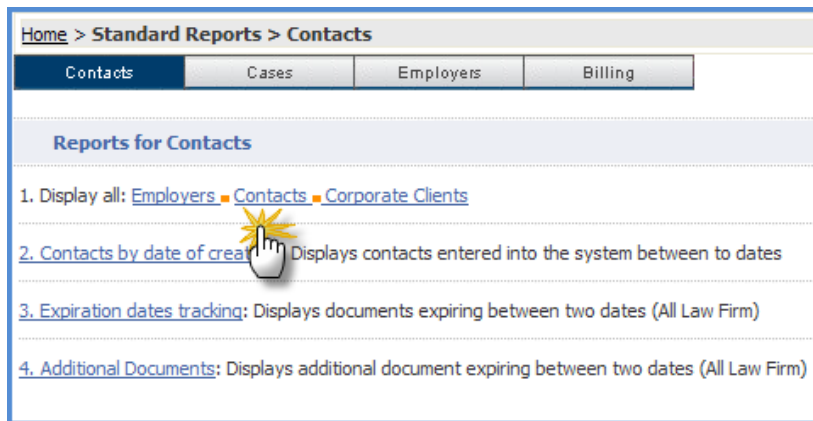


## REPORTS – HOW TO EXPORT MY CONTACTS TO EXCEL

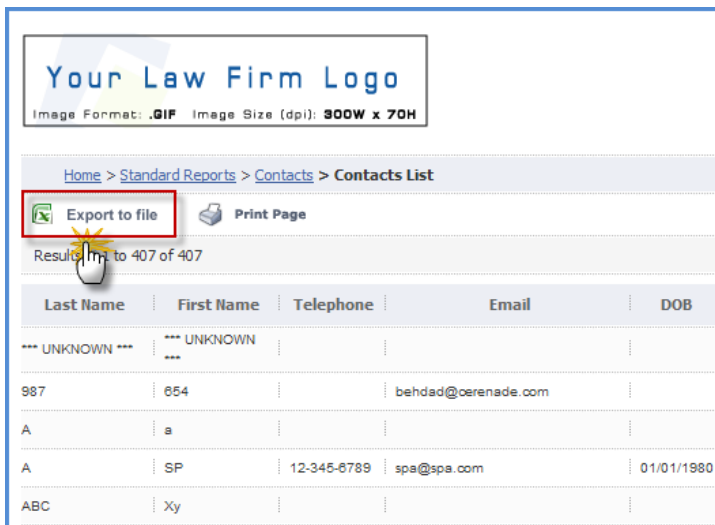
1) Go to **Home** and click on **Standard**.



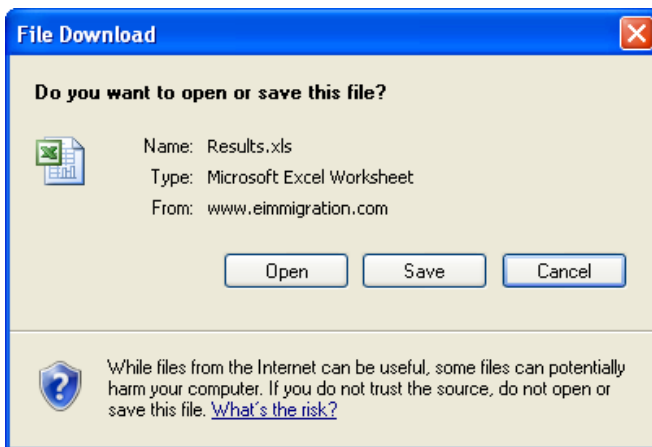
2) Click on the **Contacts** link.



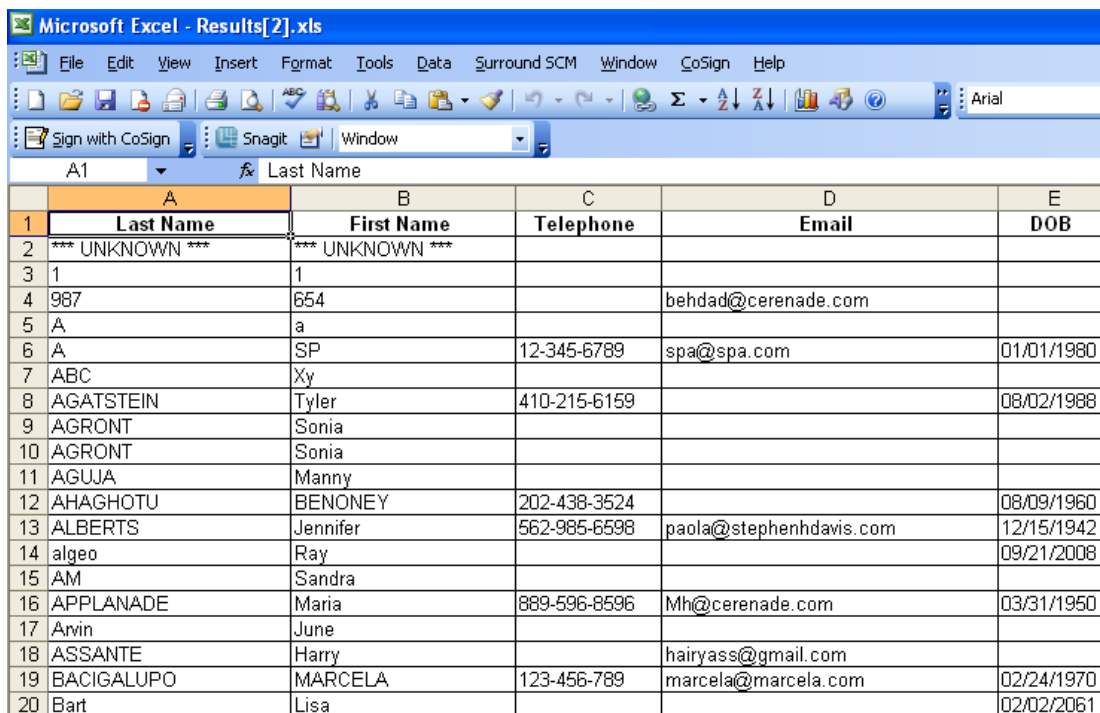
3) Once the report generates, click on **Export to file**.



4) Make your selection.



5) Once the selection has been made, this is how your report looks in Excel.



	A	B	C	D	E
	Last Name	First Name	Telephone	Email	DOB
1	*** UNKNOWN ***	*** UNKNOWN ***			
2	1	1			
3	987	654		behdad@cerenade.com	
4	A	a			
5	A	SP	12-345-6789	spa@spa.com	01/01/1980
6	ABC	Xy			
7	AGATSTEIN	Tyler	410-215-6159		08/02/1988
8	AGRONT	Sonia			
9	AGRONT	Sonia			
10	AGUJA	Manny			
11	AHAGHOTU	BENONEY	202-438-3524		08/09/1960
12	ALBERTS	Jennifer	562-985-6598	paola@stephendavis.com	12/15/1942
13	algeo	Ray			09/21/2008
14	AM	Sandra			
15	APPLANADE	Maria	889-596-8596	Mh@cerenade.com	03/31/1950
16	Arvin	June			
17	ASSANTE	Harry		hairyass@gmail.com	
18	BACIGALUPO	MARCELA	123-456-789	marcela@marcela.com	02/24/1970
19	Bart	Lisa			02/02/2061

For more information and articles, please visit [www.eimmigration.com](http://www.eimmigration.com)