

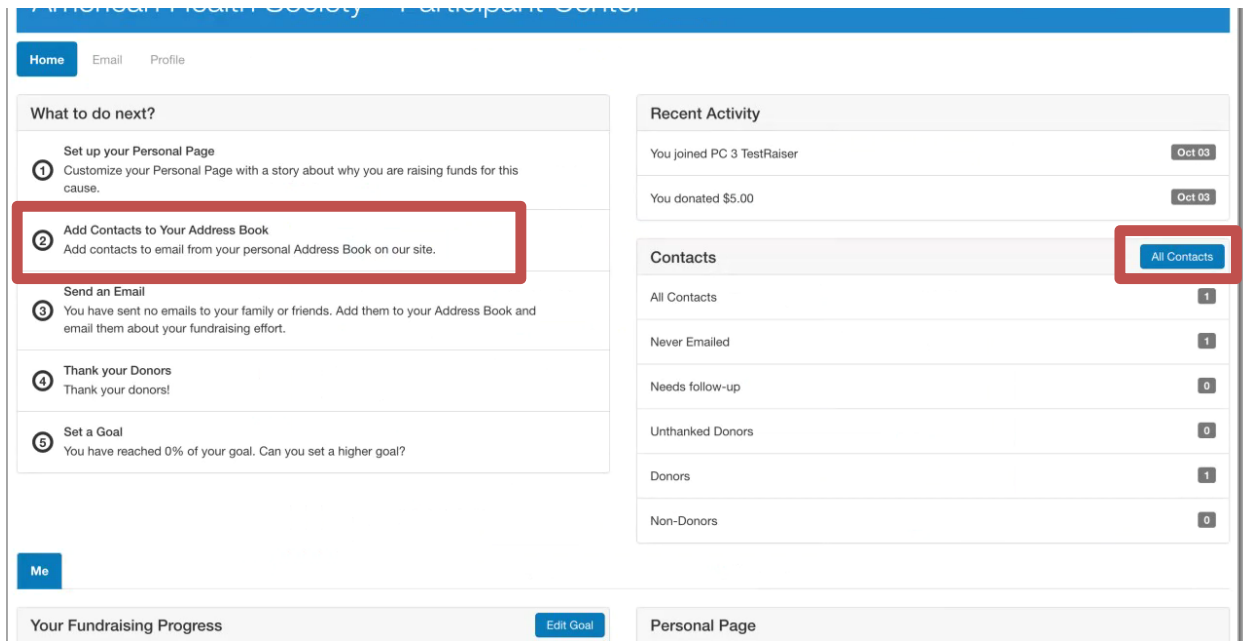
## How to Upload Contacts from Gmail or Yahoo

**NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide for uploading contacts with a CSV file.**

### STEP 1- Login to your Participant Center

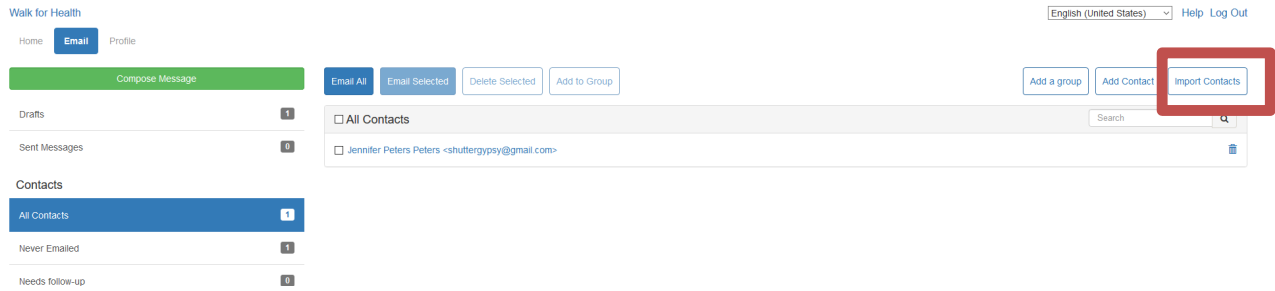


**STEP 2- On your Participant Center home page either click Step 2 under “What to do next?” or click the “All Contacts” tab to access the email and contact area.**

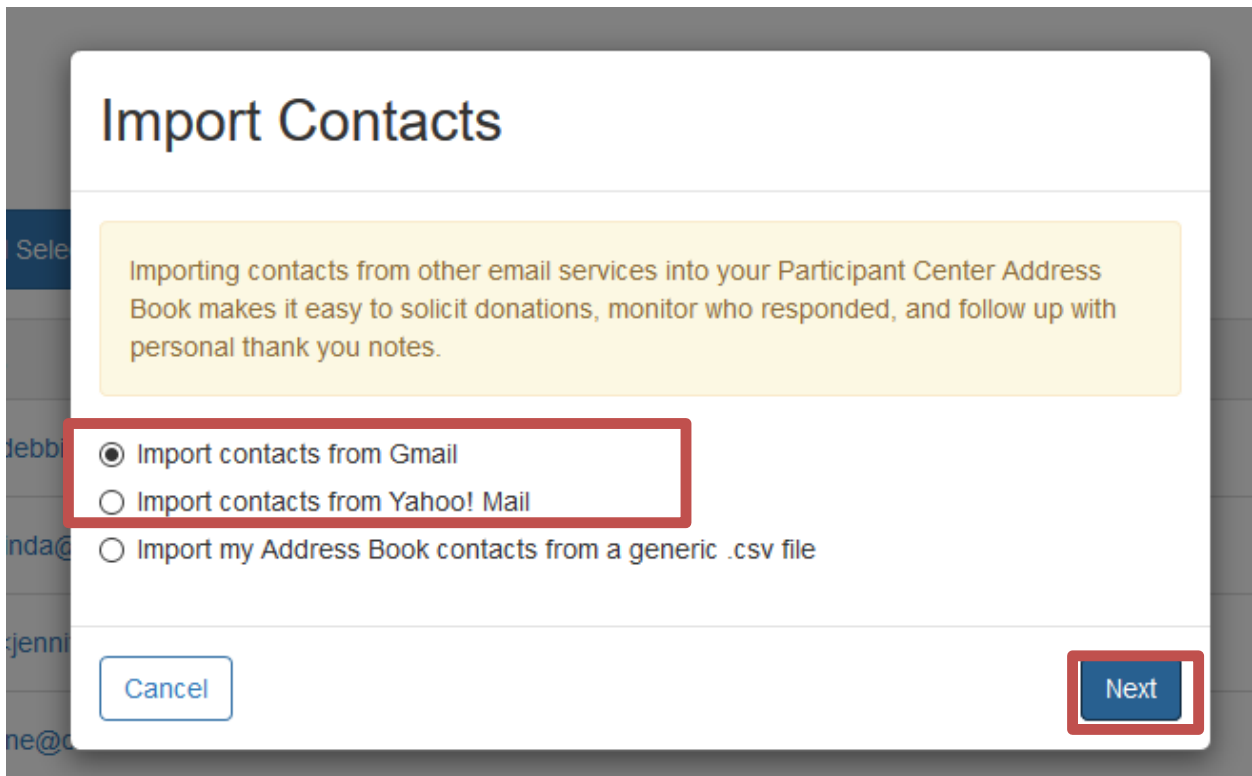


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**STEP 3-Click “Contacts” in the links on the right-side of the screen. STEP 4- Click “Import Contacts”**

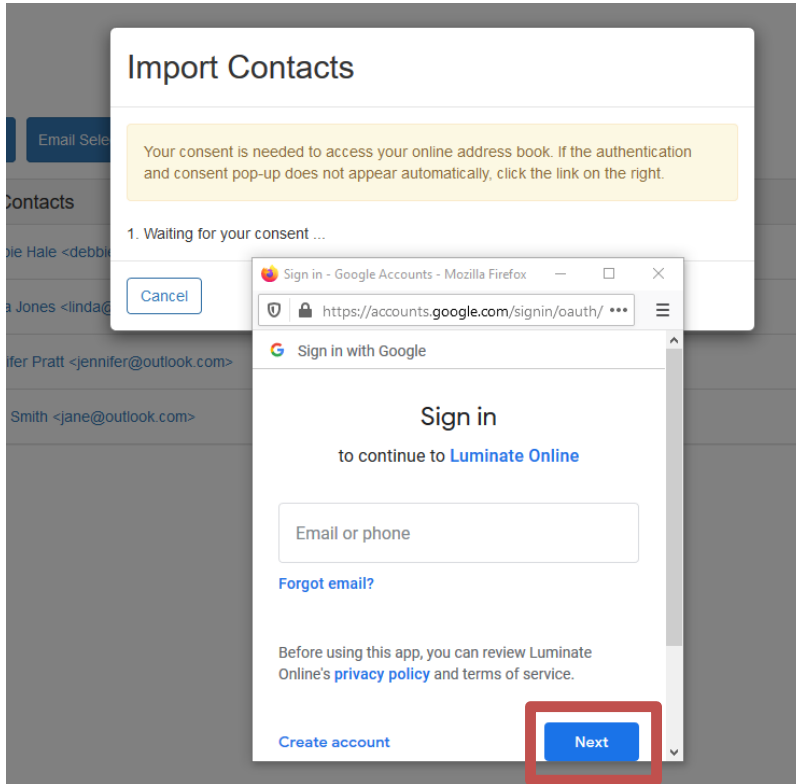


**STEP 5-Choose the button next to either Gmail or Yahoo and click “Next”**



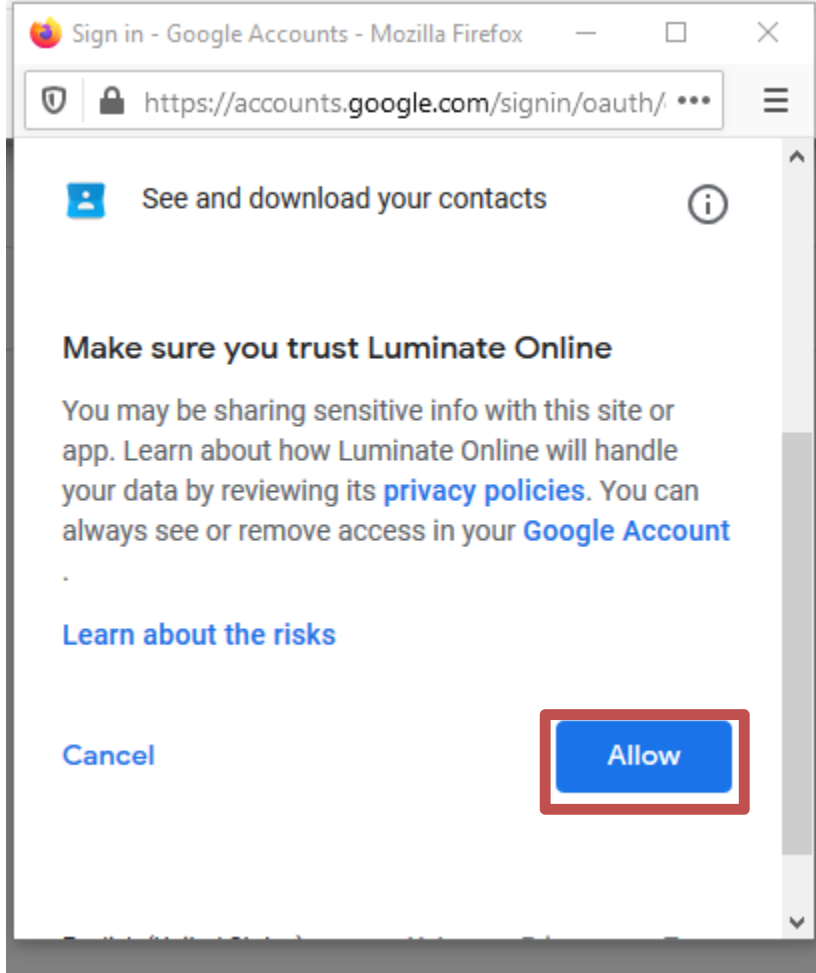
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**STEP 5-It will take a moment, but an authorization pop-up window will appear for you to give your consent. If this does not appear automatically, check to see if you are receiving a notice that you are blocking pop-ups on your browser**



**Yahoo or Google will request for you to authorize access by logging into your email service provider. Once you login to your Gmail or Yahoo account, scroll down and click Allow.**

**-CONTINUE ON NEXT PAGE-**



**STEP 7- Select Contacts to Import**

You can opt to import ALL of your contacts from your email address book or select which email addresses you'd like to import by clicking the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the "Next" button.

You are now ready to start emailing your contacts!