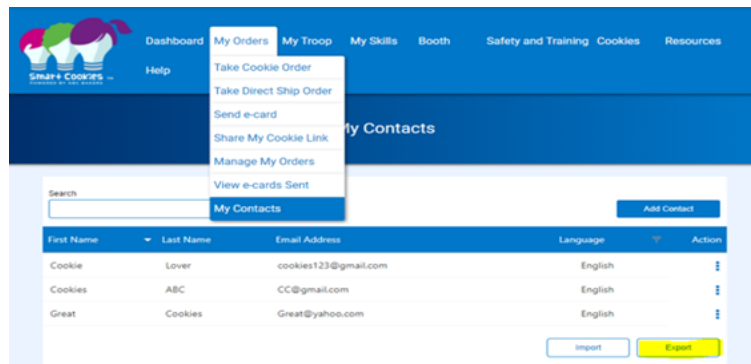


Customer Contacts

How to Save and Import Customer Contacts from Smart Cookies

To Save Contacts:

1. Log in to [Smart Cookies](http://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **My Orders**; select **My Contacts**.
3. Click the **Export** button.
4. From the excel report, delete Row 1 (column headers), column D (Language) and column E (Action).
5. From Excel, click **File** and **Save As** a csv file.



To Import Contacts Next Year:

1. Log in to [Smart Cookies](http://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **My Orders**; select **My Contacts**.
3. Click the **Import** button.
4. Select your saved csv file and upload the file.

