


TAC Import to Constant Contact

TAC now **creates a pre-formatted export** of customer email addresses and contact information that can be **imported into Constant Contact**, the leading provider of email marketing.


- Makes it easy to take advantage of Constant Contact's rich set of templates and tracking tools.
- Requires **no duplicate entry** of information.
- Removes duplicate email addresses automatically.

You can export your entire customer list, or create different exports from TAC to divide customers into targeted mailing lists, based on information such as account type, or county.

First, follow these easy steps in TAC:

1. Open the Site Report Form (**Reports / Sites**), select your sites and click **Search**.
2. Run the **Site Report #50 "Constant Contact Export"**
3. Select **Export** button  (upper left on report form) and use **Excel – Data only** format. Click **OK**.
4. Save the file on your desktop. If you are creating different marketing groups, use a special filename.

Next, log into Constant Contact and follow these easy steps:

1. Select the **Contacts Tab** and the **Add & Update** button. 
2. If prompted, check the appropriate boxes and initial. Then click **Continue to add contacts**.
3. The Add Contacts overlay page displays. Click the **From a file or spreadsheet** tab.
4. Click **Browse...** to locate the file you saved on your computer.
5. Click **Next**.
6. Select the list(s) where you want to save your contacts.
7. Click **Submit**.

For more information, contact Clear Computing at 888-332-5327, or visit our website at www.clearcomputing.com.

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www.clearcomputing.com

Sales 888-33-CLEAR (888-332-5327) · Support 732-747-0113 · Fax 732-444-3123