

Exporting Contacts in FlexMLS

1. Go to **<https://cdaronline.org/>**
2. On the upper right-hand, click the **ACCESS FLEXMLS** tab.
3. Once you click the button, **ENTER** your:
 - **Username**
 - **Password**
4. Once you provide your credentials, that will take you to your **CDAR ONLINE DASHBOARD**.
5. The first tile that you can see is the **FlexMLS** logo.
6. Click the **FlexMLS** logo.
7. Once you click the logo, it will take you directly to the **FlexMLS homepage**.
8. On the left top, under the FlexMLS logo, you can see the **MENU**.
9. Click the **MENU**.
10. Once you click the **MENU**, it will give you a list of **CATEGORIES**:
 - Dashboard
 - Daily Functions
 - Taxes
 - Products
 - Add/Change
 - Contacts
 - Preferences
 - Search
 - Statistics
11. Go to the **CONTACTS** Category.
12. Under Contacts Category, it will show you the sub-categories:
 - Contact Management
 - Opt-In Status
 - Contact Summary
 - Presentation
 - Reverse Prospecting

- Subscriptions
- Listing Activity Events
- My Sent Emails

13. Click the **CONTACT MANAGEMENT** sub-category.

14. On the **upper right-hand** of the **Contact Management** page, you can see buttons:

- Print
- Advance
- Add Contact

15. Click the **ADVANCE** button. You can see there is a down arrow beside the word 'Advance'.

16. Once you click it, a drop-down list will pop-up. The list will show:

- Advance Feature
 - Contact Summary
 - Import Contacts
 - Export Contacts
 - Create Portal Accounts
 - Create Portal Accounts with Invite
- Preferences
 - Show/Hide Quick Add
 - Customize Contact List

17. Select/Click the **EXPORT CONTACTS**.

18. Once you click it, the system will automatically export/download a CSV file consisting of all your contacts saved in your FlexMLS.