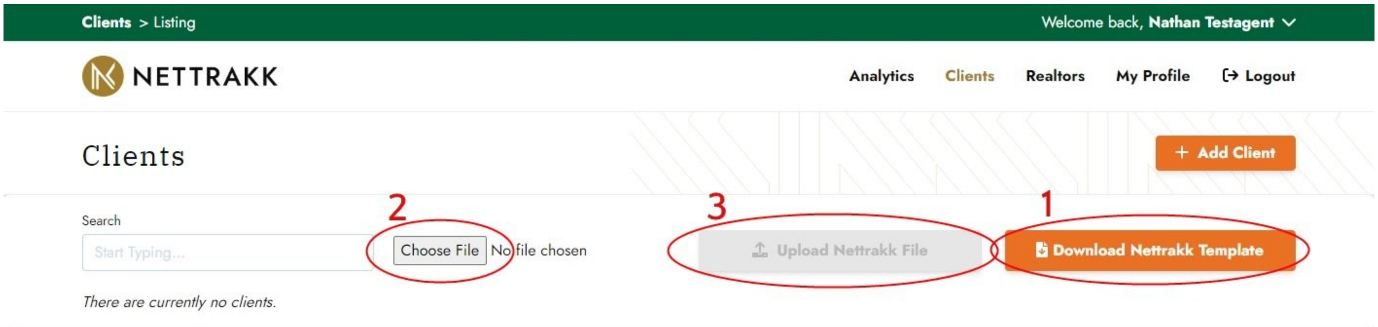
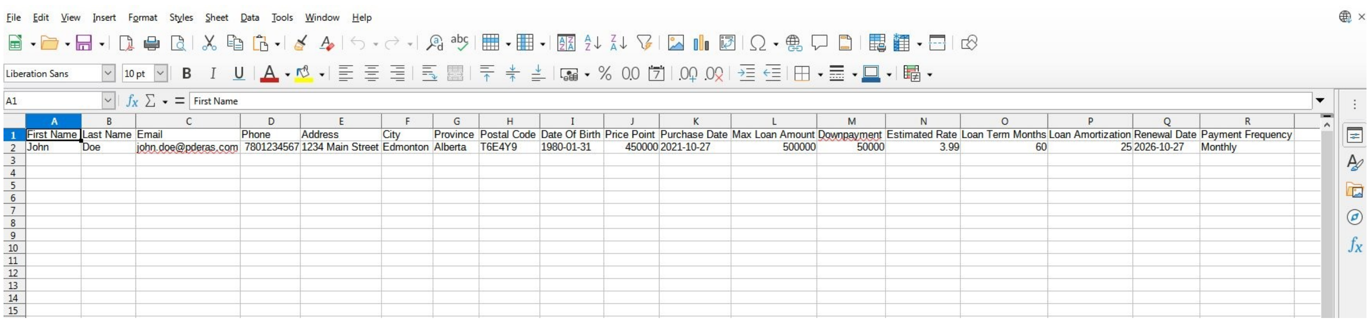
How to upload your client list

Log in to your NETTRAKK account, and click on the Clients tab to get to your Clients screen. Once you're there, it's a quick three-step process to upload your clients to your account.



1. Click on **Download NETTRAKK Template** to download a spreadsheet.



Leaving line (1) in place, enter information for each of your clients, starting on line 2. Enter at least the First name, Last Name, Email and Phone. If you have the other information, enter it; otherwise leave it blank. When you've entered all of your clients, save the spreadsheet – you'll need it for step 2.

2. Back on your Clients screen, click on **Choose Fil**e. This will pop up a file-explorer window where you can select the spreadsheet you saved in step 1.

3. Once you've selected the spreadsheet, click on **Upload NETTRAKK File** to upload it to NETTRAKK.

You're done! Your clients will receive an email with instructions to accept this invitation and complete their account registration..