



Go to Leads & Contacts and click on Contacts.

2

Click the filter button to filter your data.

;	×	♦ TotalExpert							Search all contacts	۹ (L		3 Reba ~		
Dashboard		Selected:	*									Search Name, Email	Phone	T CReset
Leads & Contacts	^		Actions	First Name 🔅	Last Name 🔅	Email 🗘	Phone Cell 🔅	Creation Date	Contacted On	🗘 User 🗢	Assigned To 🔅	Shared With	Referred By 单	Referred To 🔅
Groups	1		/	Deven	Gillen	deven.gillen@nationslending.com	(801) 567-3345	10/07/2020	-	Reba Realtor	-	Maria Lenderton	-	-
Settings	~		<i>»</i>	Alice	Firstimer	nations106@aol.com		10/06/2020		Maria Lenderton		Reba Realtor		



4

Select the filters you would like for the contacts you want to export. (If Applicable)

Check all to export the contacts you filterted.

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Export CSV.

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elected: 8	7	5 Acti	ons -				Filter Settings	
4	Export	CSV	First Name 👙	Last Name 🍦	Email 💠	Phone Cell	Contact Filters 3	>
	1	-	Deven	Gillen	deven.gillen@nationslending.com	(801) 567-334	Included Groups	Origination Source
	1	-	Alice	Firstimer	nations106@aol.com	-	Excluded Groups	Status
	1		Deven	Gillen	deven.gillen@nationslending.com	(801) 987-561		
	1	-	Deven	Gillen	deven@test.com	-	Owned By	Credit Score
	1	-	Deven	Gillen	deven.gillen@gmail.com	(801) 685-35:	Assigned To	City
	,	-	Beyonce	Knowles	therealbeyonce@fakeemail.com	(555) 777-888		
			Johnny	Appleseed	johnnyappleseed@fakeemail.com	(555) 666-771	Shared With	State
	1	-	Austin	Jaxon	austin@nationslending.com	(480) 639-80(Referred To	Zip
	1	-	Sandy	Cofax	Scofax@fakeemail.com	(777) 888-999	Referred To	
	,		Edward	Golden	egolden@kw.com	(833) 268-23(Referred By	U valid Malling Address
			Janet	Jaxon	janetjaxon@fakeemail.com ziggy@gmail1.com	(444) 555-66€	Silenced Communication	Hide Unsubscribed
	,		Ziggy	Marley		(555) 666-771	Any V	□ Valid Cell Phone
	ø	-	Hans	Hechanova	hansdarwin@vastaffer.com	(888) 555-223	Any	
	,		Kimberley	Jison	Kimberley@vastaffer.com	639-9999888		
			Marie Joy	Montesino	mariejoy@vastaffer.com	999999999		9

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