
Upload a Hosted Data Contact List

Home Page: Logon to the AlertFirst system, click the [Contacts](#) tab in the top tool bar.

Step 1: Download the Hosted Data Contact Template from the Resource page. (optional)

Step 2: Your contact list must conform to the following AlertFirst format: Phone 1, First Name, Last Name, Phone 2, Phone 3, Dept/Team/Group, Email 1. If you don't have data for all the fields, they can be left blank. But, the blank field **MUST** be included in the file you upload. Save in Excel or CSV format.

Step 3: Click the [Manage Contacts](#) link under Hosted Contact Database.

Step 4: Click the [Upload Database](#) button.

Step 5: Browse your PC for the file. Select the file and click on the [Upload](#) button.

A popup window displays the upload details. Click the [Load](#) button to complete.

Upload a Mapping Data Contact List

Home Page: Logon to the AlertFirst system, click the [Contacts](#) tab in the top tool bar.

Step 1: Download the Mapping Data Contact Template from the Resource page. (optional)

Step 2: Your contact list must conform to the following AlertFirst format: Phone 1, First Name, Last Name, Phone 2, Blank/Empty Column, Blank/Empty Column, Email 1, Address, City, State and Zip. If you don't have data for all the fields, they can be left blank. But, the blank field **MUST** be included in the file you upload. Save in Excel or CSV format.

Step 3: Click the [Manage Mapping Contacts](#) link under Mapping Database.

Step 4: Click the [Upload Database](#) button.

Step 5: Browse your PC for file. Select the file and click on the [Upload](#) button.

A popup window displays upload details. Click the [Confirm](#) button to confirm or the [Cancel](#) button to cancel. Click the [Close](#) button.