

How To Upload Your Database in OnlineXpress

1. Login to your OnlineXpress dashboard. Select the **Contacts** icon. Select the CSV upload button.

Search name, email, phone, user...

FR → **Contacts** ⓘ

Filter by: [Tags](#) [Status](#) [Belongs to](#) [Created](#)

Upload to your customer database

↓ CSV ↑ CSV + New

NAME ↕	CONTACT ↕	TAGS	BELONGS TO ↕	
SC Susie Chen Created 1 month ago	schen91791@gmail.com	-	-	
PR Penelope Ray Created 1 month ago	pennycray13@gmail.com	-	-	
DH Desiree Hudson Created 1 month ago	dhudson0620@verizon.net	-	-	
MS Michael Strout Created 1 month ago	mjstrout@yahoo.com	-	-	

2. Select the purple button and **Upload CSV File**.

Help [csv-customers]

Contacts CSV Upload ⓘ For tips on how to create an CSV file from excel or how to download contacts from Outlook, Gmail or Yahoo.

You can upload up to 5,000 customers with a CSV file.
Export your customers from Excel or Google Sheets into the 'csv' format.

Please setup your columns like this:

Name *	Email *	Phone	Tags	Employee ID	Address	City	Postal Code
Ericson Smith	eric@tat.com	0957952569	cruise:travel				
Phyllipe	phyllis@tat.com		urban	1248406		Toronto	
Robert	rob@tat.com	0284912345		1248405			

Note:
Headers not required*
Tags are separated by colons (:)
Required fields are Name and Email. All other columns are optional.

Upload CSV File Cancel