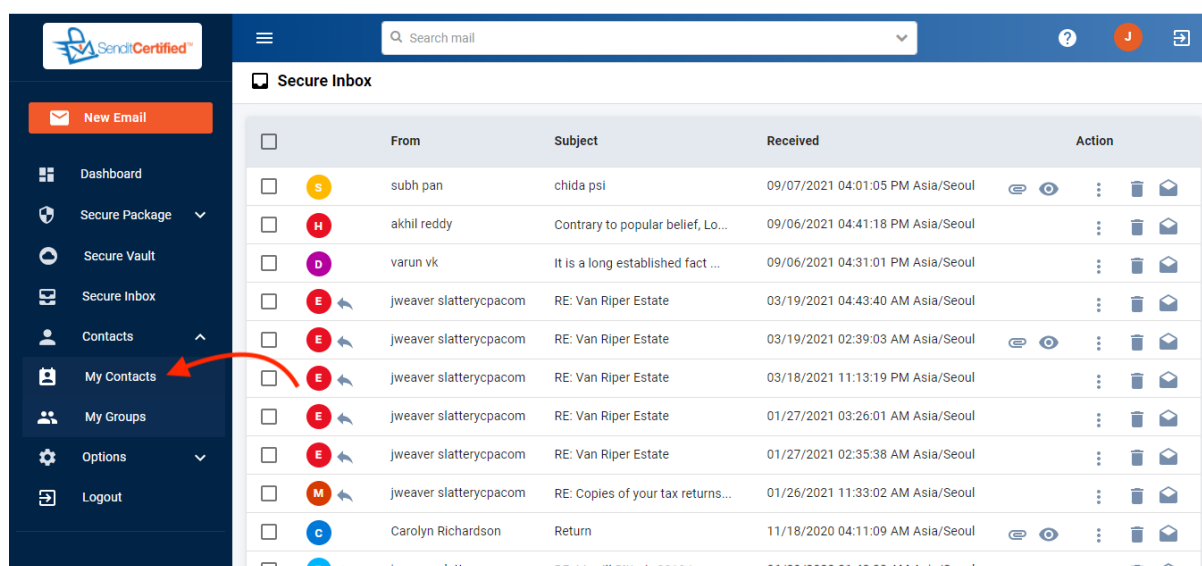
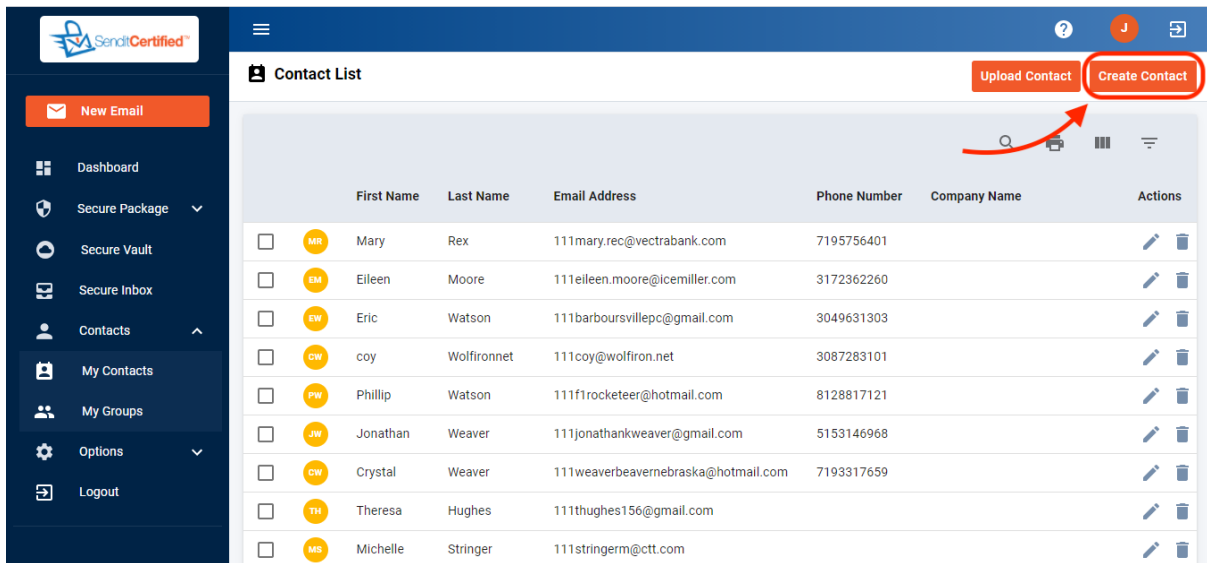


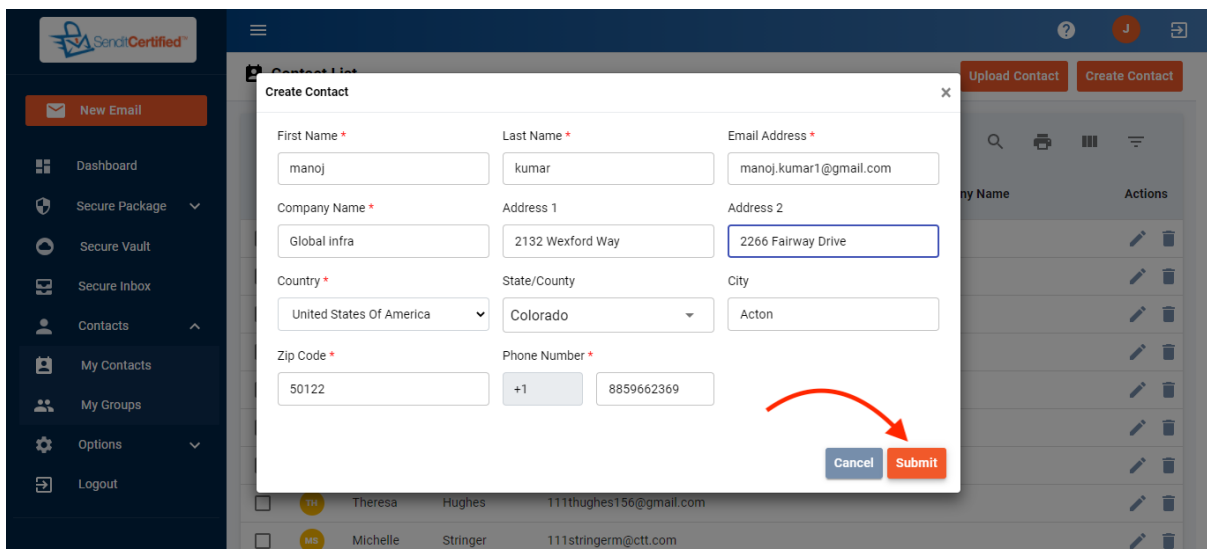
How to Add/Edit, Delete Contacts and Bulk Upload Contacts.



→ Log into your Privacy Data Systems account and then click the **“My Contacts”** button from contacts dropdown list.

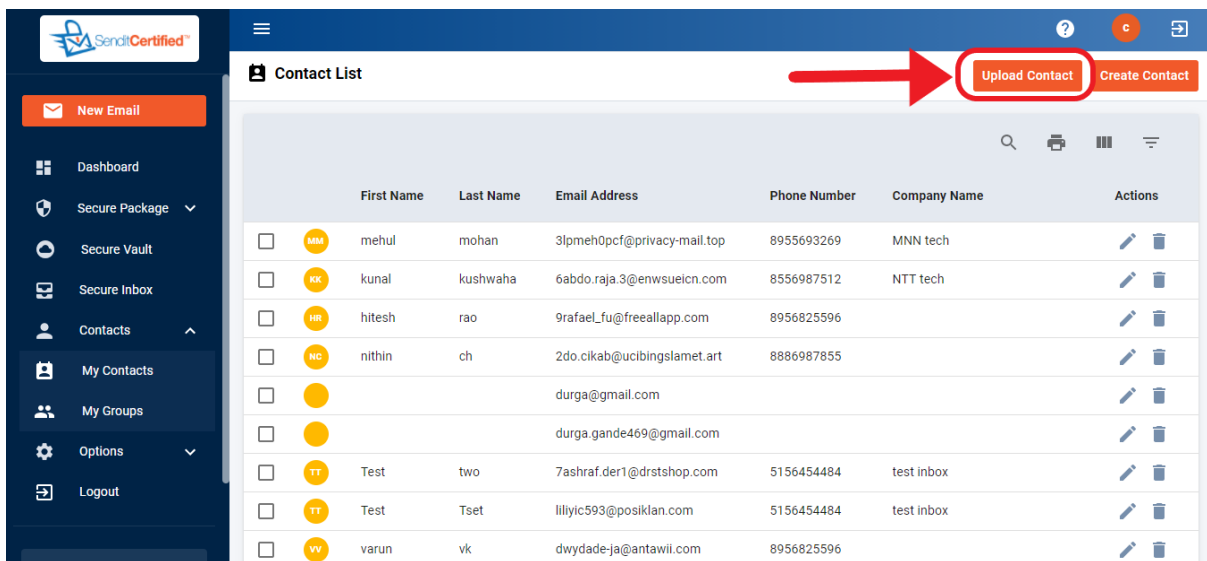


→ Click on the **“Create Contact”** button.

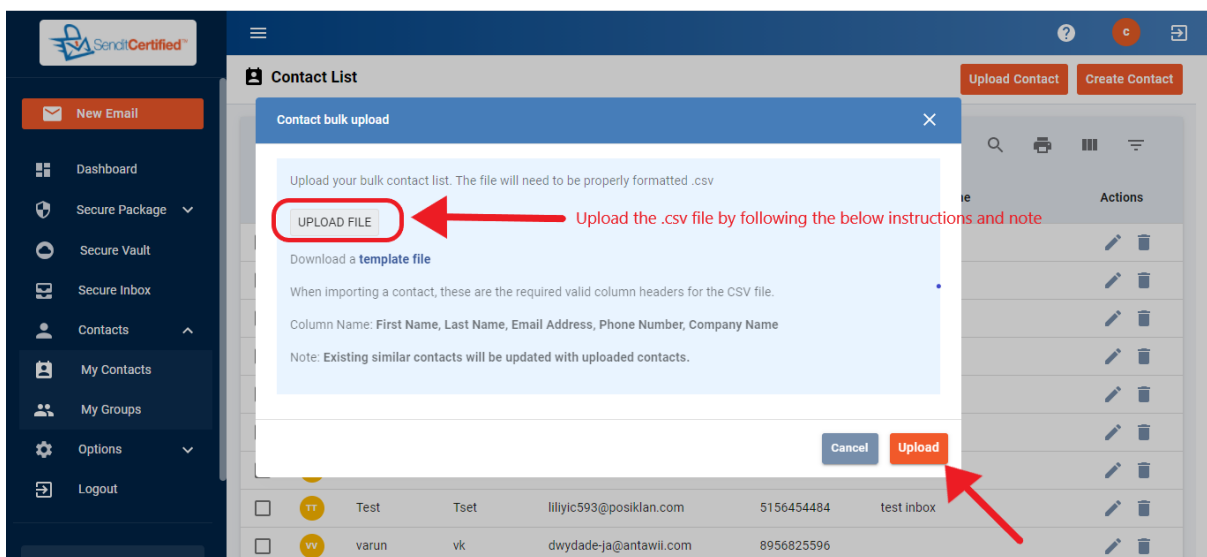


→ Enter your contact information and click on the **“Submit”** button.

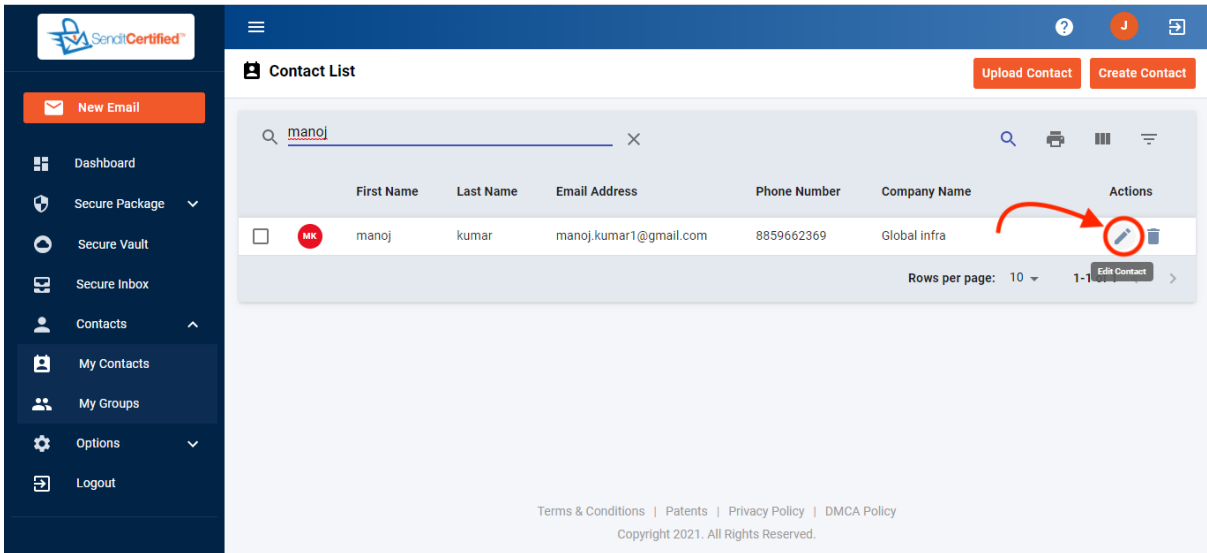
Note: * mark fields should not remain empty.



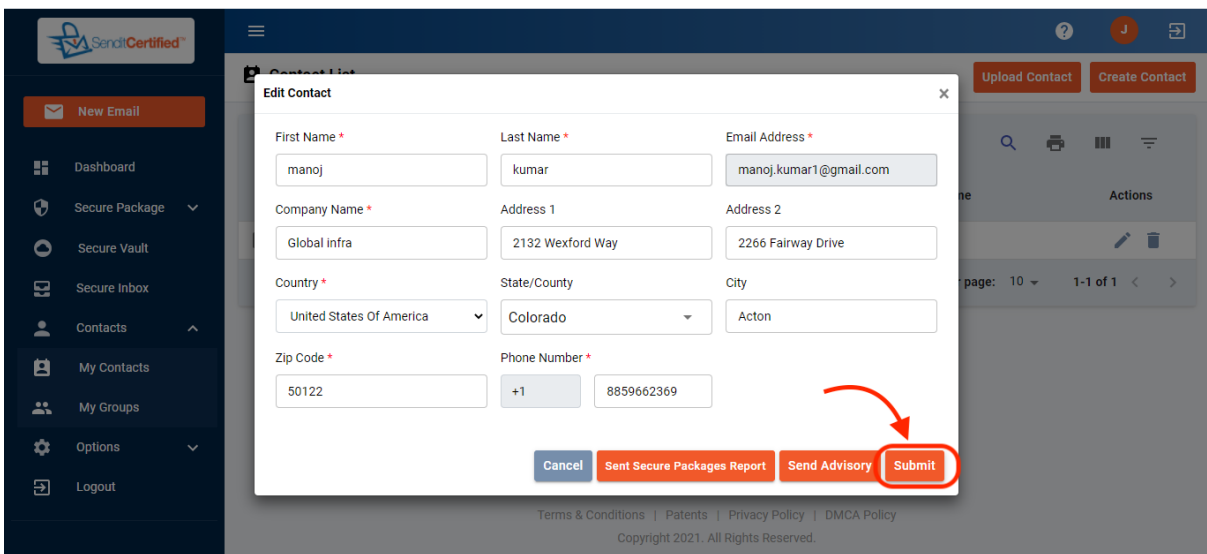
→ To upload bulk contacts click on the **“Upload Contact”**



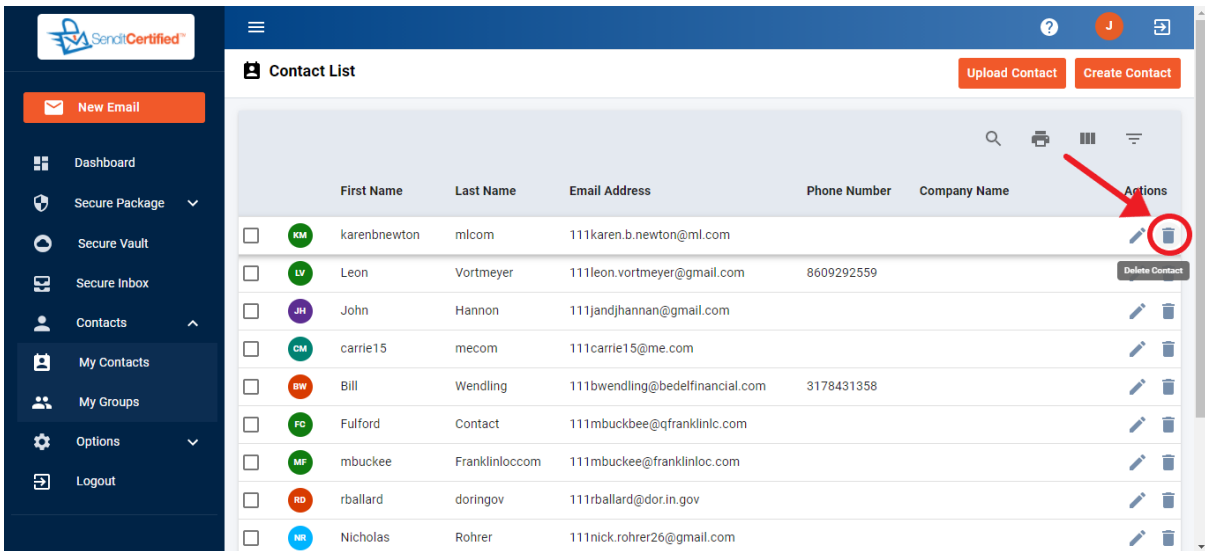
→ Upload .csv file by clicking on the **“UPLOAD FILE”** by following the instructions shown in modal and then click on the **“Upload”** button.



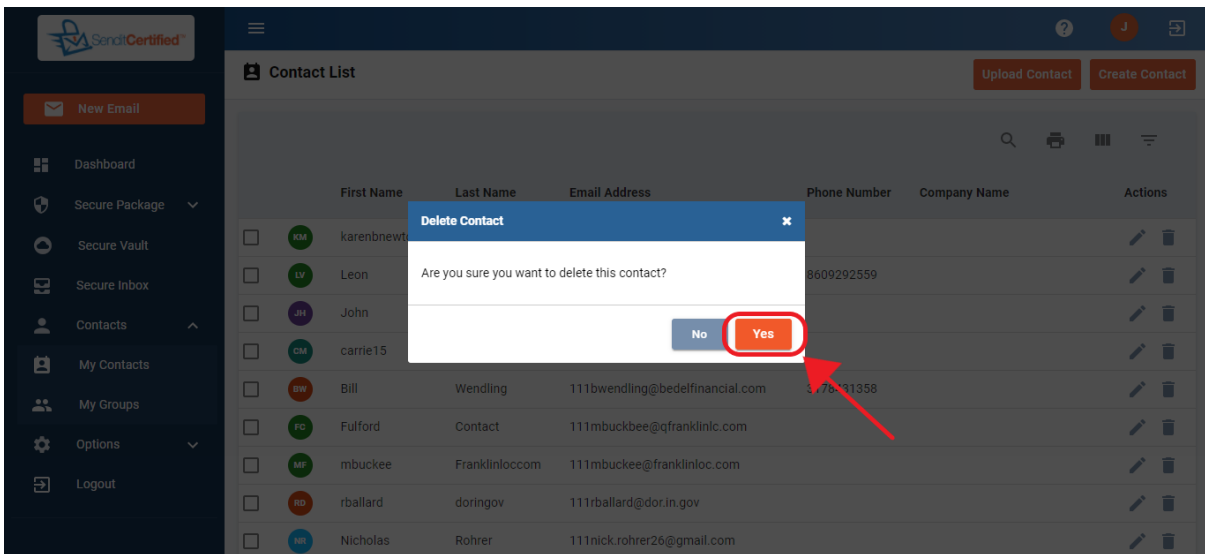
→ Notice the Contact has been added. To make changes to your contacts click on the “**Edit**” icon.



→ Update any information about the contact and click on the “**Submit**” button.



→ Click on the **“Delete”** icon, to delete the contact.



→ A modal will be shown and click on the **“Yes”** button to delete contact.

The screenshot shows a web application interface for managing contacts. On the left is a dark blue sidebar with navigation options: New Email, Dashboard, Secure Package, Secure Vault, Secure Inbox, Contacts, My Contacts, My Groups, Options, and Logout. The main content area is titled 'Contact List' and includes buttons for 'Upload Contact' and 'Create Contact'. Below the title, it indicates '3 row(s) selected' and provides a red instruction: 'Select multiple checkboxes to delete multiple contacts at a time.' A 'Delete Selected' button is highlighted with a red circle and an arrow. The contact list table has columns for First Name, Last Name, Email Address, Phone Number, Company Name, and Act. Three rows are selected, indicated by blue checkboxes in the first column: thaley (TI), mccallum (MB), and Christie (CC). Other rows include mbuckbee, Carolyn Richardson (CR), Accounting (AS), Mark Milani (MM), Carolyn Richardson (CR), and marc (MM).

	First Name	Last Name	Email Address	Phone Number	Company Name	Act
<input type="checkbox"/>	mbuckbee	franklinlcom	111mbuckbee@franklinlc.com	8754685865	MST global	
<input checked="" type="checkbox"/>	thaley	imcucom	111thaley@imcu.com			
<input checked="" type="checkbox"/>	mccallum	snohomishnet	111mccallum@snohomish.net			
<input type="checkbox"/>	Carolyn	Richardson	111carrie-r@tgi.net	3603874060		
<input checked="" type="checkbox"/>	Christie	Connors	111director@stanwoodcamanoresources.org	3606295257		
<input type="checkbox"/>	Accounting	scfbsorg	111accounting@scfbs.org			
<input type="checkbox"/>	Mark	Milani	111mark@milanicpa.com	4082885358		
<input type="checkbox"/>	Carolyn	Richardson	111carrie15@mac.com	3603874060		
<input type="checkbox"/>	marc	marcadamscom	111marc@marcadams.com			

→ To delete multiple contacts select the required **“Checkboxes”** and then click on the **“Delete Selected”** button.