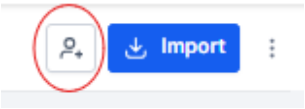
Adding Contacts in GHL

There are two ways to add contacts to GoHighLevel (GHL): you can add them manually or upload a file containing multiple contacts.

Manually Adding a Contact

If you only have a few contacts to add to the system, I recommend adding them manually. Here's how:



1. Go to **Contacts** in GoHighLevel.
2. Click the add contact button in the upper-right corner.
3. **Enter the contact's information,** including their:
    a. First name
    b. Last name
    c. Email address
    d. Phone number
    e. Company name
    f. Address

    At a minimum, make sure you have the contact's first name, last name, and email address before adding them to the system.

4. Click **Save.**

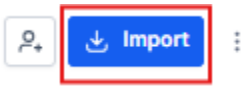
Adding a File of Contacts in GHL

If you have more than a few contacts, I would suggest adding them in by uploading a CSV file.

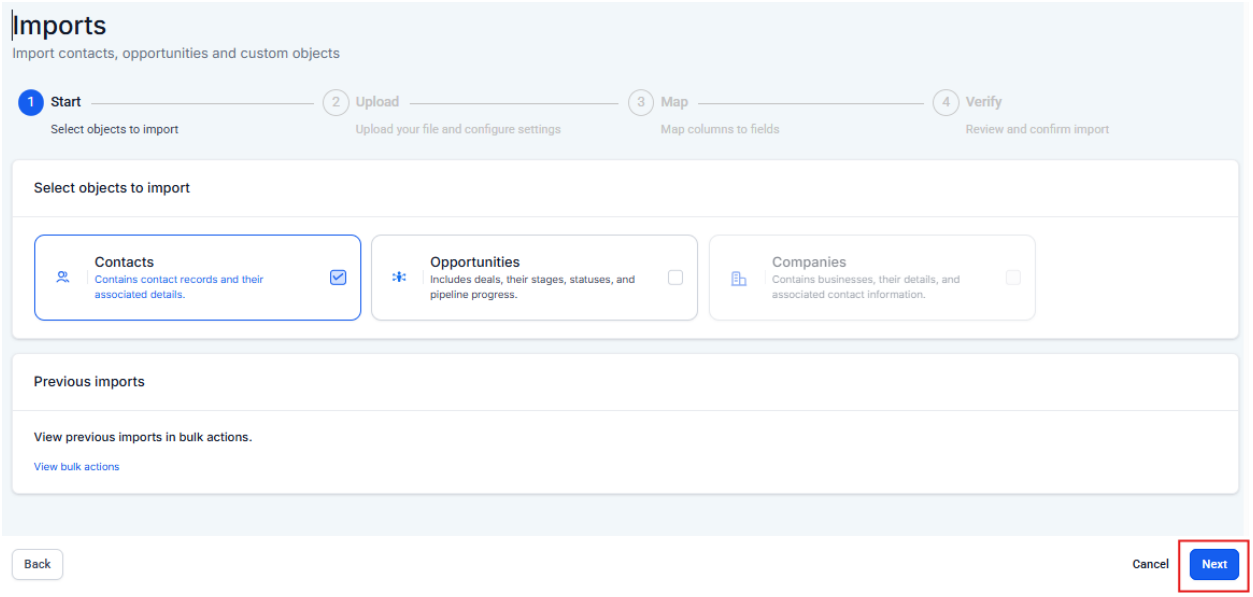
1. Before uploading your contacts, make sure your Excel spreadsheet is saved as a **CSV (Comma-Separated Values)** file on your computer.



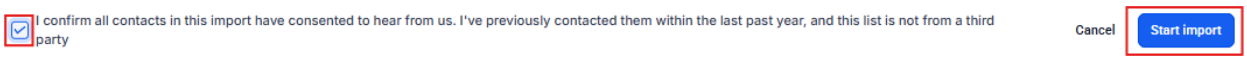
2. Go to **Contacts** in Go High Level
3. Click **Import** in the upper right hand corner >>
4. Select **Start CSV Import**



5. Once the following page loads, **Contacts** will already be selected so you can just click **Next.**



6. **Click to upload** or drag and drop the file you want to upload. Click Next.
7. **Review mapped columns** to make sure each value matches up. Click Next.
8. On the next page, you can **assign tags and review mapped columns for the final time**. Once you're done, **check the consent confirmation** and click **Start Import**.



9. You can monitor the progress of your import under **Bulk Actions**, located at the top of the Contacts page. I recommend refreshing the page periodically until the import shows as **100% complete**.