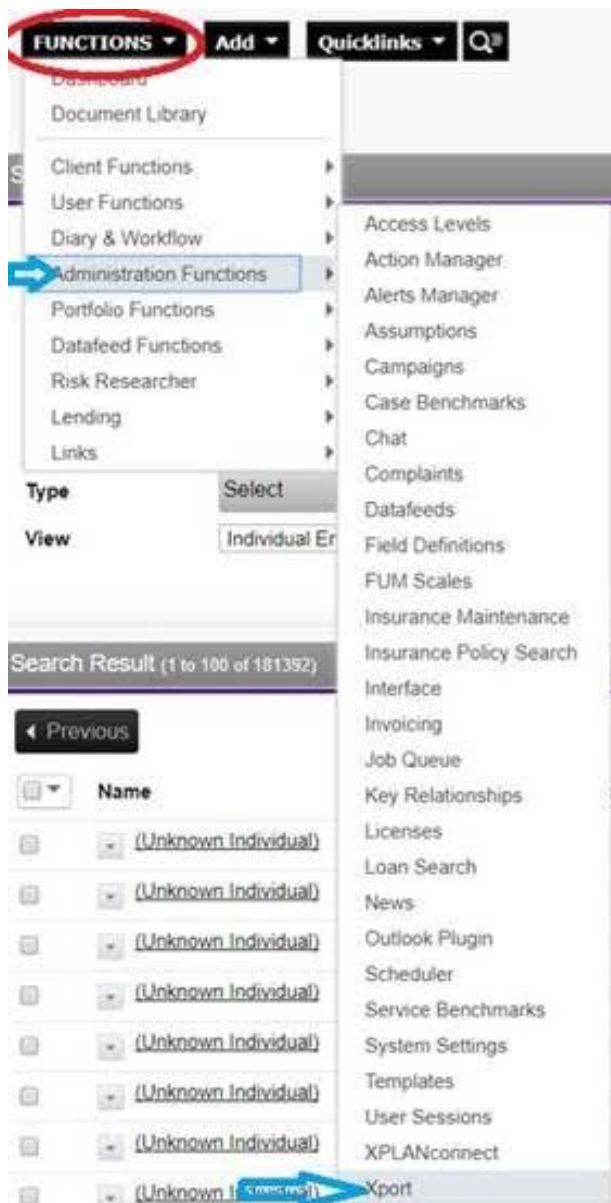


Option 1. Xport the list from Profile/XPlan

Step 1.

Set the QuickSearch box setting to “Clients” and click “List>Entire List”

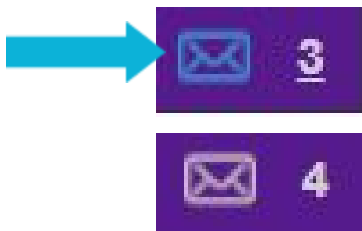
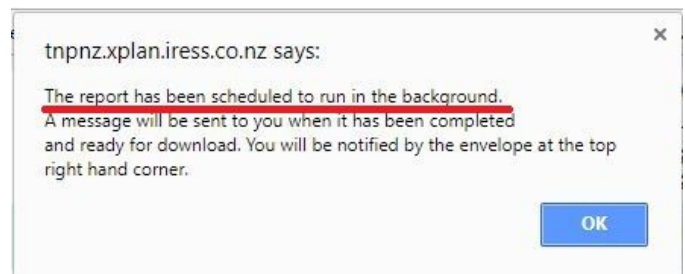
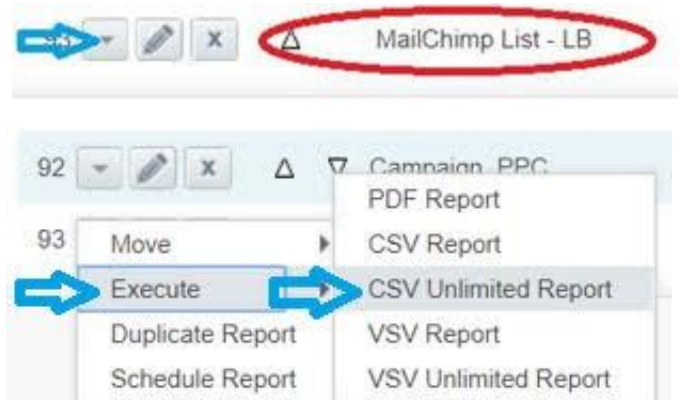


Step 2.

Click “Functions>Administration Functions>Xport”

Step 3.

Find the Report called “MailChimp List – LB” and click a down pointing arrow and select “Execute>CSV Unlimited Report” to download the report on your PROfile or XPlan account.



Step 4.

When the number next to an envelope icon from the top banner changes, then click on the icon to download the CSV file on your device. It can take up to ½ hours depending on the number of clients you have on your PROfile or XPlan account.

I would highly recommend to run the report when you are not busy as it could slow down your computer.