

Adding Contacts

The MY/NETWORK module helps you connect your social business growth (promotion & awareness) to conversion to paying customers. All of your contacts are available in one place within LEV/AI.

This article covers how to Add Contacts from the My Contacts page:

1. Log into the LEV/AI Marketing application at my.app.getlev.ai
2. On the left-hand menu bar, select the Manage Contacts icon, which resembles the outline of a person with a plus sign "+" to its right
3. Select the first option on the menu, "My Contacts"
4. Use the button in the upper right-hand corner to add contacts. Clicking the "Add Contacts" section will allow you to manually enter a contact. Clicking the "down arrow" will open a menu with several options:

Adding a Lead

A "Lead" is somebody for whom you have little information but that has shown interest in your business. This is not yet qualified and is considered a prospect. If you elect to purchase the Pro plan, leads from any capture forms on your website will be populated. To add a Lead:

1. Select "Add New Lead" from the drop-down menu
2. The easiest way to populate the lead is to upload a social screenshot. You may also use a business card photo. This will use AI to read your image and populate some of the fields.
3. You may also search existing contacts
4. Lastly, you may manually add the information you have about the Lead
5. Once you have populated the information you have, you will be directed to the Lead's contact profile

Adding a Contact Manually

A "Contact" is somebody for whom you have full sets of information that is actively engaged. This option allows you to populate more information, rather than the "quick add" option for adding a Lead. To add a Contact manually:

1. Select "Add contact" from the drop-down menu
2. Populate the contacts information. See [Manage Contacts \(My Contacts\)](#) for more information

Importing Contacts Via Linked Email

1. To add via email, select your email address after allowing permission for LEV/AI to access your contact data
2. If you have not linked an email address, click on Add an Email Account and refer to [Connecting Your Email Account\(s\)](#)

Next Page - Importing Contacts Via CSV File

Importing Contacts Via CSV File

1. To add via a CSV, drag and drop or select a CSV file from your computer.
2. Ensure your CSV follows this format, with columns labeled First Name, Last Name, Email, Phone, URL, Facebook, LinkedIn, Twitter, Instagram. Important: For any Social Media account included in the Import, please include the full URL, not just the user's social media handle (e.g. "instagram.com/getlevai" NOT just "getlevai")
3. You will then need to map each column in the CSV to a field in LEV/AI, then click "Next."
4. You may then review your import, and select which records to import using the check boxes.
5. Click on "Import" in the top right-hand side of the screen to complete the operation

Exporting Contacts

Clicking "Export Contacts" in the drop-down will download a spreadsheet of your contacts and all text fields saved for them.